



DIVISION OF
CAPITAL ASSET
MANAGEMENT &
MAINTENANCE

STANDARD CONTRACTOR EVALUATION FORM for PUBLIC BUILDING PROJECTS

INSTRUCTIONS for PUBLIC AWARDING AUTHORITIES:

This Evaluation form is for use *only* by Public Awarding Authorities and their representatives in evaluating the performance of both prime/general contractors and filed sub-bid contractors on Massachusetts Public Building Projects bid under M.G.L. c. 149A and c. 149, Sections 44A and 44F.

Completion, Signing and Submission of this Form for FINAL Evaluations

(1) WHO COMPLETES THE FORM?

(a) Evaluations for public projects costing less than \$1,500,000

For contracts estimated to cost less than \$1,500,000 (not requiring an Owner's Project Manager – "OPM"), an official from the Awarding Authority, architect/designer representing the Awarding Authority or any other party responsible for oversight of the project must complete this form.

(b) Evaluations for public projects costing \$1,500,000 or more

For contracts estimated to cost more than \$1,500,000 an Owner's Project Manager (OPM), responsible for oversight of the project must complete this form.

(c) Public Evaluation forms must always be signed by the Awarding Authority

The evaluations may be prepared by the Awarding Authority's representative (i.e. general contractor, architect, project manager), but the Awarding Authority must also sign the certification section at the bottom of the signature page.

NOTE: Per 810 CMR 8.09(2)(b), "An Awarding Authority or Owner's Project Manager may seek input from the general contractor in evaluating a *sub-bidder's* performance of a Building Project, however, the Awarding Authority or their representative must complete and sign the Standard Contractor Evaluation Form."

(2) WHEN MUST IT BE COMPLETED and SUBMITTED?

Massachusetts state law requires Public Evaluation Forms be completed by the Awarding Authority and submitted to DCAMM:

Within **70 calendar days** from completion of the project for a **Prime/General contractor**

Within **90 calendar days** from completion of the project for **Filed Sub-Bidders**

NOTE: A project is deemed "complete" upon use and/or occupancy, or upon issuance of a certificate of use and/or occupancy, or termination of a Building Project, whichever is earlier.

WHERE MUST THE FORM BE SUBMITTED?

This completed form must be submitted by mail to Commonwealth of Massachusetts, DCAMM – 15th Floor, ATTN.: Contractor Certification Office, One Ashburton Place, Boston, MA 02108; *or* by fax to (617) 727-8284; *or* by email to certeval.dcammm@state.ma.us

Pursuant to M.G.L. c. 149, Sec. 44D (7), a copy of this form must be sent by the Awarding Authority to the contractor.

The contractor shall, within 30 days of receipt of same, be entitled (but not obligated) to submit a written response to DCAMM disputing any information contained in the evaluation and setting forth any additional information concerning the building project or the oversight of the contract by the public agency that may be relevant to the evaluation of the contractor's performance.

Final Evaluations as Public Records:

Final Evaluations and any written contractor responses are included in a contractor's certification file as a "public record" as defined in M.G.L. c. 149, Sec. 7, and are part of the record that Awarding Authorities are required to review in determining the lowest eligible and responsible bidder.

Amendments to Final Evaluations/Prohibition Against Negotiations:

Per 810 CMR 8.02(4), "An Awarding Authority must certify in all evaluation forms as to the accuracy of its contents and shall not negotiate the contents of the Standard Contractor Evaluation Form or the Project Rating with the Contractor or its representatives for any reason." Awarding Authorities finding it necessary for good cause to revise an evaluation may do so *provided they include a written explanation for the revision acceptable to DCAMM*.

Using This Form for PRELIMINARY Evaluations:

This form may also be used to satisfy the requirement under M.G.L. c. 149, Sec. 44D(7), that, at approximately the 50% completion stage, the Awarding Authority shall, for informational purposes, advise the contractor in writing of its preliminary evaluation of the contractor's performance. Do not forward Preliminary Evaluations to DCAMM.

Evaluation and Rating of Contractor Performance

General Information

EVALUATOR:

Name _____ Title _____
Agency/Firm _____ Tele # _____
Contractor _____ DCAMM
Being Evaluated: _____ ID# _____
(If known)

This is a _____ Preliminary Evaluation _____ Final Evaluation
For a _____ Prime/General Contractor _____ Sub-Bid Contractor

Project Owner: _____
Project Name and Location: _____
Scope of Work: _____

Contract Start Date _____ Contract End Date: _____
Actual Completion Date _____

Contract Cost for Contractor Evaluated [Including Change Orders]: \$ _____
(If change order amount unknown for subcontractor, estimate as 5% of subcontract amount)

Did the contractor execute this project using their own employees? _____ Yes _____ No

EVALUATION QUESTIONS

Please rate this contractor's performance in each of the following categories by indicating whether performance was "unacceptable," "poor," "satisfactory," "very good" or "excellent," and enter the applicable point score for each category in the right-hand margin.

Written comments to explain the ratings you assign in any category are extremely helpful, **and if you rate performance below "satisfactory" in any category, a detailed written explanation (with examples) must be provided.**

If additional space is necessary for any written comments, please feel free to attach additional sheets.

1. Quality of Workmanship

Rate the quality of this contractor's workmanship. Were there quality-related or workmanship problems on the contract? Was the contractor responsive to remedial work required? If so or if not, provide specific examples.

<input type="text"/> Unacceptable	<input type="text"/> Poor	<input type="text"/> Satisfactory	<input type="text"/> Very Good	<input type="text"/> Excellent
0 Points	14 Points	24 Points	26 Points	28 Points

Sub Total _____

Comments:

Project Management: Scheduling

Rate this contractor's performance with regard to adhering to contract schedules. Did this contractor meet the contract schedule or the schedule as revised by approved change orders? If not, was the delay attributable to this contractor? If so, provide specific examples.

<input type="text"/> Unacceptable	<input type="text"/> Poor	<input type="text"/> Satisfactory	<input type="text"/> Very Good	<input type="text"/> Excellent
0 Points	7 Points	11 Points	12 Points	13 Points

Sub Total _____

Comments:

2. Subcontractor Management

Rate this contractor's ability, effort and success in managing and coordinating subcontractors (if no subcontractors, rate this contractor's overall project management). Was this contractor able to effectively resolve problems? If not, provide specific examples.

___ Unacceptable ___ Poor ___ Satisfactory ___ Very Good ___ Excellent
0 Points 6 Points 11 Points 12 Points 13 Points

Sub Total _____

Comments:

3. Safety and Housekeeping Procedures

Rate this contractor's safety and housekeeping procedures on this project. Were there any OSHA violations or serious safety accidents? If so, provide specific examples.

___ Unacceptable ___ Poor ___ Satisfactory ___ Very Good ___ Excellent
0 Points 3 Points 7 Points 8 Points 9 Points

Sub Total _____

Comments:

4. Change Orders

Did this contractor unreasonably claim change orders or extras? Were this contractor's prices on change orders and extras reasonable? If not, provide specific examples.

___ Unacceptable ___ Poor ___ Satisfactory ___ Very Good ___ Excellent
0 Points 3 Points 7 Points 8 Points 9 Points

Sub Total _____

Comments:

5. Working Relationships

Rate this contractor's working relationships with other parties (i.e. owner, designer, subcontractors, etc.) Did this contractor relate to other parties in a professional manner? If not, give specific examples.

___Unacceptable	___Poor	___Satisfactory	___Very Good	___Excellent
0 Points	2 Points	5 Points	6 Points	7 Points

Sub Total _____

Comments:

6. Paperwork Processing

Rate this contractor's performance in completing and submitting required project paperwork (i.e. change orders, submittals, drawings, requisitions, payrolls, workforce reports, etc.) Did the contractor submit the required paperwork promptly and in proper form? If not, provide specific examples.

___Unacceptable	___Poor	___Satisfactory	___Very Good	___Excellent
0 Points	2 Points	5 Points	6 Points	7 Points

Sub Total _____

Comments:

7. On-Site Supervisory Personnel

Rate the general performance of this contractor's on-site supervisory personnel. Did the superintendent(s) have the knowledge, management skills and experience to run a project of this size and scope? If not, provide specific examples.

___Unacceptable	___Poor	___Satisfactory	___Very Good	___Excellent
0 Points	3 Points	10 Points	12 Points	14 Points

Sub Total _____

Comments:

NOTE: TOTAL POINTS SCORE OF LESS THAN 80

Total Points _____

IS A FAILING SCORE

After completing the evaluation, please total the points in order to calculate an overall Project Rating.

PLEASE NOTE: A TOTAL PROJECT RATING SCORE OF AT LEAST 80 IS REQUIRED TO BE CONSIDERED SUCCESSFUL.

If we receive two or more Project Ratings below 80, may constitute cause for denial of certification or for decertification of a contractor

LEGAL AND ADMINISTRATIVE PROCEEDINGS:

Are you aware of any legal or administrative proceedings, invoked bonds, assessed damages, demands for direct payment, payment bond claims, contract failures, contract terminations or penalties involving this contractor on this contract? What is the status of any pending litigation? What was the final outcome of any completed litigation? What are the dollar amounts of assessed damages or penalties?

Comments:

ADDITIONAL COMMENTS: - (Optional)

EVALUATOR CERTIFICATION:

I certify that, to the best of my knowledge:

- (1) The information contained in this Evaluation represents a true and accurate analysis of the contractor's performance record on this contract;
- (2) The contents of this Evaluation were not in any way the result of any negotiation with the contractor or its representatives; and,
- (3) On the date set forth below, a copy of this Evaluation was sent to the contractor.

Required: Signed by an individual responsible for the oversight of the project:

_____ Signature	_____ Date
_____ Printed Name	_____ Contact Telephone #
_____ Title	_____ Email Address

Required Certifications by Awarding Authority:

Pursuant to M.G.L. c. 149, Sec. 44D(7) and 810 CMR 8.02(4) or 810 CMR 8.09(3), I, the undersigned official from the public agency, hereby certify as follows:

- a) The information contained on this evaluation form represents, to the best of my knowledge, a true and accurate analysis of the contractor's performance record on the contract;
- b) The contents of the evaluation form or the Project Rating were not negotiated with the contractor or its representative for any reason; and,
- c) Pursuant to M.G.L. c. 149, Sec. 44D(7), on the date set forth below, a copy of this evaluation was sent to the contractor.

Awarding Authority:

By:

_____ Signature	_____ Date
_____ Printed Name	_____ Contact Telephone #
_____ Title	_____ Email Address