CPE Subcontractor Annual Report

Contractor's Performance Evaluation

Report Date

Project Number

Contractor

Contract ID

Vendor Number

Date of Review

Work This Contractor Performed

Evaluation Period Ends

I. CPE Interim Scores (Project Inspector):

Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12
Score 1	Score 2	Score 3	Score 4	Score 5	Score 6	Score 7	Score 8	Score 9	Score 10	Score 11	Score 12

Interim Average Score(Average of Interim Scores)

II. Administrative Evaluation (District/Area Construction Engineer):

(5 possibles points per section, score 1 through score 5, one being the lowest possible score, with 5 as the highest)

A. SAFETY

Score

1. Was the safety of the project personnel and the traveling public a priority for the contractor?
2. Did the contractor plan and execute the work in compliance with the construction safety and health standards of the specifications?
3. Were there any written safety violations issued on the project?

Comments

B. Company Management of Project

Score

1. Did the contractor effectively schedule and prosecute the work?
2. Was project documentation submitted as required?
3. Was there open and effective communication between contractor management and project stakeholders?
4. Was there a committment to conflict resolution at the lowest appropriate level?

Comments

C. Environmental

Score

1. Was the project constructed in an environmentally responsible manner?
2. Was the contractor responsive to deficiencies when noted?
3. Were there any written violations issued on the project?

Comments

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D. Final Product — *Score*

1. Did the contractor deliver the project on time and on budget within their control?
2. Was the contractor consistent in meeting contract requirements and project specifications?
3. Did the contractor provide the desired final product within their control?

Comments

III. Scoring Summary:

Evaluation Period Ends

Project Average Interim Score (from front page - Section I) (I) X 0.8 =

Administrative Evaluation Total (from front page - Section II) (II) +

Contractor's Performance Evaluation Score (I + II)

IV. VDOT Representative's Remarks/Comments:

☐ **Yes** **See page three of report for comments, additional signatures will be required on page three of report.**

V. Contractor's Remarks/Comments:

VI. Signatures

Area Construction/Maintenance Engineer Signature: **Date:**

Print Name/Title:

District Construction Engineer Signature: **Date:**

☐ **Contractor did not return form within 10 calendar days.**

Print Name/Title:

Address

Phone/Fax

Contractor's Representative Signature: **Date:**

Print Name/Title:

****Sign and return this form within 10 CALENDAR DAYS to the District Construction Engineer.**

☐ **I have reviewed this report and do not request an official appeal.**

☐ **In accordance with established guidelines for appeal, I/We request an official review of the above noted CPE.**

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IV. VDOT Representative Remarks/Comments (continued):

VI. Signatures(continued):

Area Construction/Maintenance Engineer Signature: _____ **Date:** _____

Print Name/Title: _____

District Construction Engineer Signature: _____ **Date:** _____

☐ **Contractor did not return form within 10 calendar days.**

Print Name/Title: _____

Address _____

Phone/Fax _____

Contractor's Representative Signature: _____ **Date:** _____

Print Name/Title: _____

****Sign and return this form within 10 calendar days to the District Construction Engineer**

☐ **I have reviewed this report and do not request an official appeal.**

☐ **In accordance with established guidelines for appeal, I/We request an official review of the above noted CPE.**