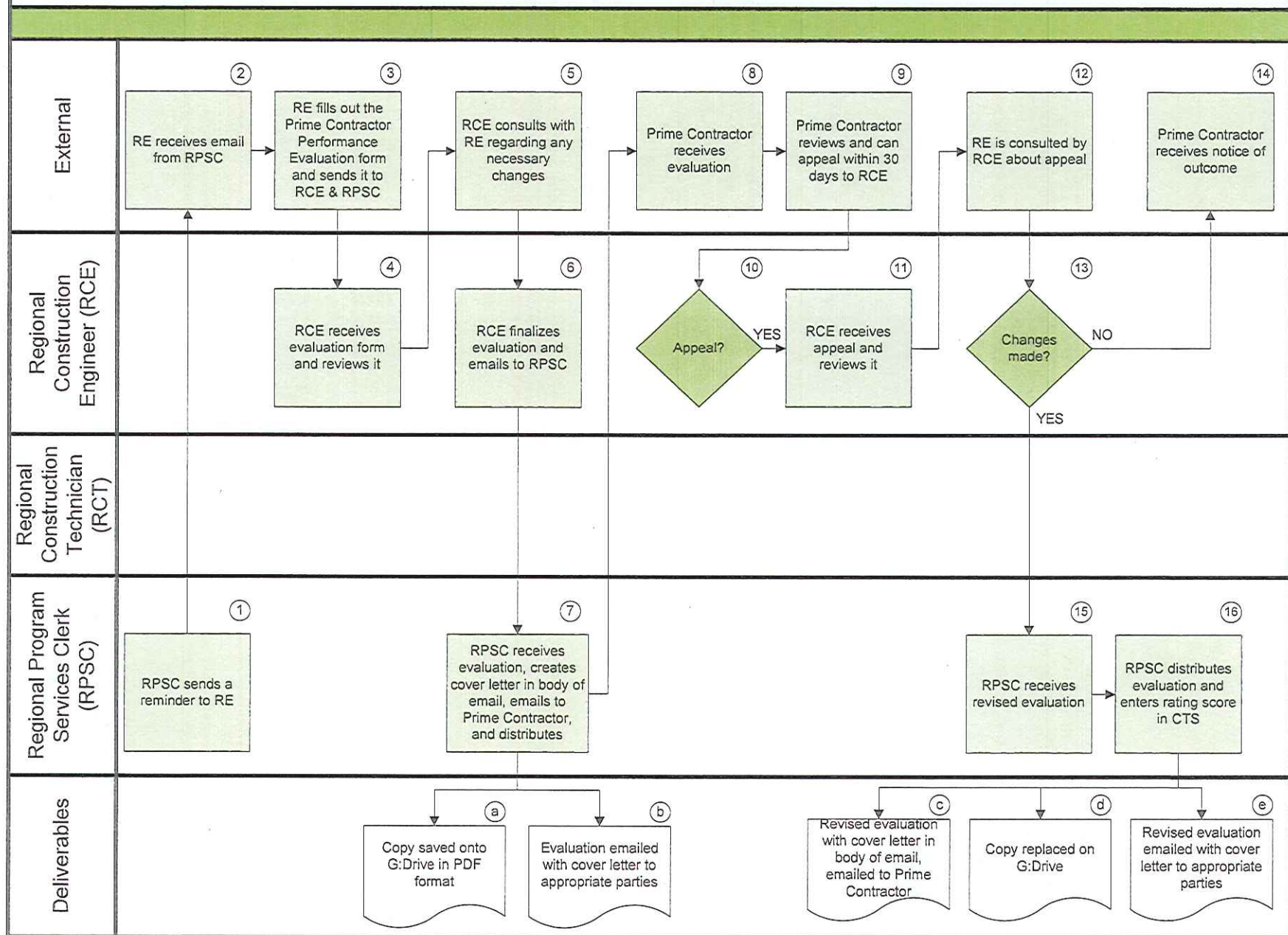


{ Tab 15 }

Prime Contractor Performance Evaluation Process



Prime Contractor Performance Evaluation Process

Work Instructions

Revision Date: April 19, 2012

Revision No: 1

Author: NE Region

Process Steps	Available Step Aides	Key Activities	Points of Interest
1. Regional Program Services Clerk (RPSC) sends a reminder to Resident Engineer (RE)		RPSC sends a reminder to RE at the time of Completion & Acceptance Memo (C&A) to process prime contractor evaluations	At this point the RPSC starts a tracking system to ensure that each Prime Contractor working under the direction of an RE in their region receives a final evaluation when the contract is complete
2. Resident Engineer (RE) receives email from Regional Program Services Clerk (RPSC)		RE receives email from RPSC saying the evaluation is due	RE has 90 days from Completion & Acceptance (C&A) Memo to complete the evaluation
3. Resident Engineer (RE) fills out the Prime Contractor Performance Evaluation form and sends it to Regional Construction Engineer (RCE) & Regional Program Services Clerk (RPSC)		RE fills out the Prime Contractor Performance Evaluation form found in the field forms directory on G:Drive and sends it to RCE and cc's RPSC	The RE does not need to wait until the RPSC emails a reminder; they can complete the evaluation up Completion & Acceptance (C&A)
4. Regional Construction Engineer (RCE) receives evaluation form and reviews it		RCE receives evaluation form and reviews it	
5. Regional Construction Engineer (RCE) consults with Resident Engineer (RE) regarding any necessary changes		RCE consults RE with any changes	
6. Regional Construction Engineer (RCE) finalizes evaluation and emails to Regional Program Services Clerk (RPSC)		RCE finalizes evaluation and emails to RPSC	
7. Regional Program Services Clerk (RPSC) receives evaluation, creates cover letter in body of email, emails to Prime Contractor, and distributes		RPSC receives evaluation, scans into system, creates cover letter in body of email, emails to Prime Contractor, and distributes	
8. Prime Contractor receives evaluation		Prime Contractor receives evaluation	
9. Prime Contractor reviews and can appeal within 30 days to Regional Construction Engineer (RCE)		Prime Contractor reviews and can appeal within 30 days to RCE, if response does not come within 30 days, original evaluation accepted.	
10. Appeal?		If Yes, go to Step 11 If No, process complete	
11. Regional Construction Engineer (RCE) receives appeal and reviews it		RCE receives appeal and reviews it	

Prime Contractor Performance Evaluation Process

Work Instructions

Revision Date: April 19, 2012

Revision No: 1

Author: NE Region

Process Steps (cont'd)	Available Step Aides	Key Activities	Points of Interest
12. Resident Engineer (RE) is consulted by Regional Construction Engineer (RCE) about appeal		RE is consulted by RCE about appeal	
13. Changes made?		If Yes, go to Step 15 If No, go to Step 14	
14. Prime Contractor receives notice of outcome		Prime Contractor receives notice of outcome	If Prime Contractor decides to appeal again they have 30 days to appeal to the Construction Engineer (CE)
15. Regional Program Services Clerk (RPSC) receives revised evaluation		RPSC receives revised evaluation	
16. Regional Program Services Clerk (RPSC) distributes evaluation and enters rating score in Construction Tracking System (CTS)	PCPEP1	RPSC distributes evaluation (with revised cover letter mailed to Prime Contractor) and enters rating score in CTS	
Deliverables	Available Step Aides	Key Activities	Points of Interest
a. Copy saved onto G:Drive in PDF format		Copy saved onto G:Drive in PDF format in appropriate rating file	
b. Evaluation emailed with cover letter to appropriate parties		Evaluation emailed with cover letter to Prime Contractor and cc's to appropriate parties (Construction Engineer (CE), Construction Services Engineer (CSE), Construction Section Administrative Services Technician (CSAST), Resident Engineer (RE), Prequalified Technician in Contract Administration	
c. Revised evaluation with cover letter in body of email, emailed to Prime Contractor		Revised evaluation with cover letter in body of email, emailed to Prime Contractor	
d. Copy replaced on G:Drive		The new revised copy replaces the original copy on G:Drive	
e. Revised evaluation email with cover letter sent to appropriate parties		Revised evaluation email with cover letter sent to Prime Contractor and cc's to appropriate parties (Construction Engineer (CE), Construction Services Engineer (CSE), Construction Section Administrative Services Technician (CSAST), Resident Engineer (RE), Prequalified Technician in Contract Administration	

**Vermont Agency of Transportation
Program Development Division
Construction Section**

Instructional Sheet: PCPEP1 – Evaluation Score in Construction Tracking System (CTS)

Revision Date: April 19, 2012

Revision No: 1

Author: NE Region

1. Log in to CTS
2. Click on Find Contract (highlighted in yellow) and choose appropriate project
3. Click on Ratings tab
4. Enter date Regional Construction Engineer (RCE) signed rating and hit tab
5. Enter date rating was sent to Prime Contractor and hit tab
6. Enter overall score of rating
7. Check box if score is less than 50% in any category in rating
8. Click on save button upper left hand corner of screen

Construction Tracking System - [Contracts]

File Edit Records Window Help

Find contract Claims CO Employees

Contract Information

Contract number: 10032601 (SM) Contract: DERBY AC IM 091-3 (46) (SM) Contract A.I. C. or F. C (Calc)

Lead Project: DERBY IM 091-3 (46) (SM) Contractor: PIKE INDUSTRIES, INC (SM) Resident Eng: DBUMPS (SM)

Region: NE (SM)

Projects Field Office Contractor Schedules Milestones Costs (SM) Ratings Project Records Extension of time Final

(Entered by Regional Clerk)

Contractor Rating signed by RCE:

Rating to contractor date:

Contractor rating score:

Contractor rating less than 50% in any category? ☐

-Any issues encountered with CTS, including passwords & logins, should be reported to the Construction Section Computer Technician (CSCT) in Headquarters and Laurie Bean, with a cc to the appropriate Regional Construction Technician (RCT)

**Vermont Agency of Transportation
Program Development Division
Construction Section**

Check List: PCPEPa – Prime Contractor Performance Evaluation Possible Issues & Resolutions Spreadsheet

Revision Date: March 20, 2012

Revision No: 2

Author: NE Region

	Possible Issue	Resolutions	Points of Interest
1.	Contractor not performing well	An Interim Prime Contractor evaluation should be completed per the prescribed process	
2.	There is a change in Resident Engineer (RE) during construction	An Interim Prime Contractor evaluation should be completed per the prescribed process	
3.	Multi-year project with Prime Contractor new to the Agency (i.e. first contract with AOT)	An Interim Prime Contractor evaluation should be completed per the prescribed process	