2013 CONTRACTOR PERFORMANCE QUESTIONNAIRE

Job No._____ Route:_____ County:_____

Contract Letting Date: _____ **Notice to Proceed:** _____

Contractor: _____ **Address:** _____
(AS LISTED IN CONTRACT)
_____
_____

Contractor Vendor No. _____ _____

Completed and Reviewed by:_____
Resident Engineer **Date**

Contractor's Representative:_____
Name / Title **Date**

Comments:_____

Attach additional sheets if necessary.

District Review:_____
(If required) **Name / Title** **Date**

Comments:_____

Attach additional sheets if necessary.

2013 CONTRACTOR PERFORMANCE QUESTIONNAIRE

Job No._____ Route:_____ County:_____

Section 100 - General Provisions

This section shall be completed on all projects.

1	How many order records were written this construction season for Section 100 contract document violations? *(Contract Compliance)*				#____ -6n%
	(RE instructions: The actual number of order records written for violations. Do not include order records for documentation or rescission. Contract documents are defined as Notice to Contractors, Plans, Bidding Document, Contract Bond, Contract Agreement, Acknowledgment, Contractor Questionnaire, Job Special Provisions, Standard Specifications, General Special Provisions, Notice to Proceed, and all Supplemental Contracts and Change Orders. - Spec 105.4)				
2	Did the contractor provide the engineer with letters of approval, from the appropriate regulating agencies, prior to commencing any blasting operations? *(Contract Administration)*		N/A	NO (- 2%)	YES (No deduct)
	(RE instructions: Discuss this item at the preconstruction conference.- Spec # 107.7.1)				
3	How many DNR Notices of Violation were issued this construction season for Clean Water Act violations? *(Contract Compliance - Environmental)*				#_____ -(3n+3^{nth})%
	(RE instructions: The actual number of Notices of Violations written for Clean Water Act violations.				
4	Were the contractor's proposed primary sources of materials identified at or before the preconstruction conference? *(Contract Administration)*		N/A	NO (- 2%)	YES (No deduct)
	(RE instructions: Notice that the proposed source of materials is to be provided at the preconstruction conference is made by letter when the prejob is scheduled)				
5	Were paid invoices for material allowances received within the time limit specified in the contract? *(Contract Administration)*	N/A	<50% (-2%)	50-99% (-1%)	100% (No deduct)
	(RE instructions: Section 109.7.2 of the Standard Specifications states, "Receipted invoices for all material payments previously allowed on the estimate shall be submitted to the engineer within 42 days of the date of the estimate on which material allowance was made or such material allowance will be deducted from future payments." This question should be calculated (number of material allowance invoices received on time / total number of material allowances - Spec # 109.7.2).				
6	Did the contractor submit certified copies of payrolls within one week of the limit specified in the contract? *(Contract Administration)*	N/A	<90% (-2%)	90-99% (-1%)	100% (No deduct)
	(RE instructions: Item for discussion at pre-job - Number of certified copies of payrolls submitted one week from end of payroll period / total number of payrolls required. - Spec # 110.3.2)				
7	Did employee wage interviews indicate that the contractor was in compliance with prevailing wage requirements? *(Contract Compliance)*	N/A	<90% (-2%)	90-99% (-1%)	100% (No deduct)
	(RE instructions: Check when employees receive paystub. Do not penalize contractors if employees don't know their wage. Number of wage rate interviews taken in compliance / total number of wage rate interviews - Spec # 110.1)				
8	Were contractor payrolls correct? *(Contract Administration)*	N/A	<90% (-2%)	90-99% (-1%)	100% (No deduct)
	(RE instructions: Number of correct payrolls / total number of payrolls. - Spec. 110.1)				
9	Did the contractor expediently correct errors on payrolls when notified? *(Contract Administration)*	N/A	<90% (-2%)	90-99% (-1%)	100% (No deduct)
	(RE instructions: This question would be N/A if Question 8 was answered 100% - Number of times the contractor voluntarily correct errors on payrolls / total number of times the contractor was contacted to correct payrolls.)				
10	Was a proper bulletin board installed prior to the beginning of work and maintained during the course of the project? *(Contract Compliance)*			NO (- 2%)	YES (No deduct)
	(RE instructions: The material for the bulletin board, a description of what the Resident Engineer expects, and a time frame should be presented at the pre-construction conference.)				
11	Did the contractor submit signed and / or revised subcontractor requests prior to the subcontracted work being performed? *(Contract Administration)*		N/A	NO (- 2%)	YES (No deduct)
	(RE instructions: Were approved subcontract requests on file? Spec 108.1.3)				
12	Did the DBE subcontractors perform the work as identified in the contract? (Completed for Final Report Only) *(Contract Compliance - DBE)*		N/A	NO (- 2%)	YES (No deduct)
	(RE instructions: If the response is "no", MoDOT's External Civil Rights Unit of Construction & Materials in Jefferson City shall be notified.)				
13	Did the contractor meet the requirements for trainees? (Completed for Final Report Only) *(Contract Compliance - DBE)*			N/A	NO (- 2%)	YES (No deduct)
	(RE instructions: If the response is "no", MoDOT's External Civil Rights Unit of Construction & Materials in Jefferson City shall be notified.)				

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14	Were the required trainee reports submitted accurately and within the time limit for all approved trainees on the job? *(Contract Administration)*	N/A	<90% (-2%)	90-99% (-1%)	100% (No deduct)
	(RE instructions: Number of trainee reports submitted on time and accurately / total number of trainee reports submitted- Job Special Provisions)				
15	Was wetland mitigation areas constructed as designated in the contract? *(Contract Compliance – Environmental)*	N/A	NO (- 2%)	YES (No deduct)	
	(RE Instructions: Compare work to features required in the mitigation construction plan. Failure to adhere to any provision is failure to meet Clean Water Act Section 404 requirements. - Contract document requirements)				
16	Were temporary stream crossings / workpads built and removed in compliance with the Clean Water Act. *(Contract Compliance – Environmental)*	N/A	NO (- 2%)	YES (No deduct)	
	(RE Instructions: Compare work to condition required by the contract. Failure to adhere in any provision is failure to meet Clean Water Act. - Section 404 permit, Section 401 certification, Spec.806.100)				
17	Did the contractor keep equipment out of areas (streams, wetlands) designated not to be disturbed? *(Contract Compliance – Environmental)*	N/A	NO (- 2%)	YES (No deduct)	
	(RE Instructions: Failure to adhere to any provision is failure to meet Clean Water Act Section 404 requirements. Check plans for designated areas or permit verification needed to enter water bodies- JSP, 404 Permit, plans)				
18	Did the contractor contact the resident engineer 4 weeks prior to work in streams or wetland which will exceed the Section 404 permit, stream or wetland, condition limits? *(Contract Compliance – Environmental)*	N/A	NO (- 2%)	YES (No deduct)	
	(RE Instructions: Failure to have 404 permit or verification that activity can proceed at time of work in stream or wetland would be a failure to meet Clean Water Act. - Section 404 permit requirements				
19	Progress Schedule: Was the progress schedule submitted prior to or at the preconstruction conference? (Initial Report Only) *(Prosecution & Progress)*	N/A	NO (- 2%)	YES (No deduct)	
	(RE instructions: The initial schedule should be submitted prior to or at the pre-construction conference. For multiple year contracts, rate only the first year. Subsequent years should be rated as not applicable. Spec # 108.4.2)				
20	Progress Schedule: Does the contractor's progress schedule show project completion within the specified number of working days, calendar days or other increments as set forth in the contract with the major item of work and the duration for each construction activity identified? *(Prosecution & Progress)*	N/A	NO (- 5%)	YES (No deduct)	
	(RE instructions: Overlay and minor scope projects may be N/A) Spec # 108.4, 108.4.2.1)				
21	Did the contractor clearly outline the intended maintenance of traffic, work phasing provided by the contract and such other information as required by the contract? *(Prosecution & Progress)*	N/A	NO (- 2%)	YES (No deduct)	
	(RE instructions: This information could be submitted in a traffic management plan. JSP/ Spec # 108.4.1.)				
22	Did the contractor provide a final or an acceptable revised progress schedule within 7 days when required or requested? *(Prosecution & Progress)*	N/A	NO (- 2%)	YES (No deduct)	
	(RE instructions: Was a revised schedule submitted within 7 days when requested or required because it was apparent that the project will not be completed in the time provided in the contract. If a schedule was not requested or required, the score given should be "N/A" Spec # 108.4.2.2)				
23	Was an authorized representative readily available throughout the life of the project? *(Prosecution & Progress)*				
	N/A	0-74% (- 4%)	75-84% (- 3%).	85-94% (- 2%)	95-99% (- 1%)	100% - (No deduct).
	(RE instructions: Number of days authorized representative was present / total number of days worked. Days an authorized representative wasn't present must be documented like all other ratings- Spec # 105.5.2)				
24	Did the contractor exercise caution around construction stakes installed by MoDOT? *(Contract Compliance)*	N/A	<90% (-2%)	90-99% (-1%)	100% (No deduct)
	(RE instructions: Total number of working or calendar days - number of days survey crew re-staked / total number of working or calendar days. - Spec # 105.8.1)				
25	Did the contractor provide a list of personnel readily available for non-working hour emergencies? *(Contract Administration)*	NO (- 2%)	YES (No deduct)		
	(RE instructions: This information should be requested in the pre-construction conference notice. This information should be received before any work is completed on the project.)				
26	Did the contractor satisfactorily remove, maintain, and relocate signs and markers? *(Contract Compliance)*	N/A	<90% (-2%)	90-99% (-1%)	100% (No deduct)
	(RE instructions: The contractor must remove and take the necessary precautions for signs, and markers. Items preserved in good condition / total items handled. - Spec 104.10)				

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27	Did the contractor provide the effort to resolve substantiated complaints in a positive, prompt and professional manner? *(Prosecution & Progress)*	N/A	<90% (-2%)	90-99% (-1%)	100% (No deduct)
	(RE instructions: This should reflect the contractor's philosophy on handling complaints and not individual circumstances.)				
28	COMPLETION BY **WORKING DAYS**: **Final Report Only**:				
	a) How many total working days, including adjustments, were allowed for the completion of the project? *(Prosecution & Progress)*	____			
	(RE instructions: # of Contract Working Days plus time extensions granted- Spec. 108.7.2)				
	b) How many working days were used to complete the project? (Prosecution & Progress)	____			
	RE instructions: Final # of Working Days Charged: This quantity is the total number of days charged. - Spec.108.7.2)				
	Deduct: - 1% per each % late				
	COMPLETION BY **CALENDAR DATE**, **Final Report Only:**				
	a) What was the contract or adjusted completion date? *(Prosecution & Progress)*	____			
	(RE instructions: Contract Completion Date plus time adjustments granted.- Spec. 108.7.1)				
	b) What date was the Final Inspection made? (Prosecution & Progress)	____			
	Deduct: - 1% per each % late,				
	PROJECT COMPLETION, **Annual Report Only:** **If the Notice to Proceed is after October 1 of the year the project is let or if the project is less than 25% complete, make b = c * a.**				
	Is the contractor on schedule?	**Yes**	**No**		
	If the answer is "**NO**", complete one or the other of the following.				
	COMPLETION BY **WORKING DAYS**: **Annual Report Only**:				
	a) How many total working days, including adjustments, were allowed for the completion of the project? *(Prosecution & Progress)*	____			
	(RE instructions: # of Contract Working Days plus time extensions granted- Spec. 108.7.2)				
	b) How many working days were charged effective December 31? (Prosecution & Progress)	____			
	RE instructions: This quantity is the total number of days charged. - Spec.108.7.2)				
	c) What percentage of the project is completed?				
	Deduct: - 1% per each % late				
	COMPLETION BY **CALENDAR DATE**, **Annual Report Only:**				
	Project Notice to Proceed: _____ Contract / Scheduled Completion Date: _____				
	(RE instructions: For projects >25% complete, make all necessary time adjustments to the completion / schedule prior to completing. Use the total points from the weighted timetable from the notice to proceed to the contract completion date (with any adjustments if applicable).				
	a) Using the weighted timetable, how many total points are allowed for the project? *(Prosecution & Progress)*	____			
	b) What are the total weighted time table points used? *(Prosecution & Progress)*	____			
	(RE instructions: Use the total points from the weighted timetable from the project notice to proceed date to December 31 of the rated year.)				
	c) What percentage of the project is completed?	____			
	(RE instructions: Use the project percent complete as of December 31 of the rated year. Deduct: - 1% per each % late				
29	**Were there Disincentive / Milestone damages charged on the project?**	**Yes**	**No**		
	If Yes, answer the following:				
	a) $ Disincentive/Liquidated Damages for failing to meet contract milestone dates. *Prosecution & Progress)*	$_____			
	(RE instructions: Total disincentive and/or liquidated damages for missing milestone dates. Enter as positive number. Rating: deduct based on $ deduction / $ original contract expressed as percentage,				

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Job No._____ Route:_____ County:_____

Section 200 - Earthwork

Complete Section 200 if the contract has any Section 200 contract pay items.
Indicate N/A at section heading if project(s) had no Section 200 pay items
or if no work was performed in this section during this evaluation period.

Total Dollars of Section 200 Items Completed This Rating Year: $_____ (If the contract includes combination projects, the total is to include all Section 200 items from all projects.)											N/A
1	How many order records were written this construction season for Section 200 Quality specification violations? *(Quality)*										#____ -6n%
	(RE instructions: The actual number of order records written for violations. Do not include order records for documentation or rescission.										
2	Did the contractor give proper notice to the engineer and the Missouri Department of Natural Resources prior to demolishing a building, removing asbestos, underground storage tank or plugging/closure of a well or septic tank? *(Contract Compliance - Environmental)*								N/A	NO (- 2%)	YES (No deduct)
	(RE Instructions: Note: MDNR requires a 10 working day notice before building or asbestos removal commences. A 30-day notice is required for removal of underground storage tanks. - # notifications given / # notifications required. Spec.# 202.10.2, 202.20.2)										
3	Did the contractor properly dispose of project waste and provide necessary documentation? *(Contract Compliance – Environmental)*								N/A	NO (- 2%)	YES (No deduct)
	(RE Instructions: quantity waste properly disposed / Total quantity of project waste generated - 202.2.1, 202.3, 202.40.4.9, 202.40, 202.50.3)										
4	Did the contractor's operations produce the required embankment/subgrade density? *(Quality)*										
	N/A	<50% (-50 %)	50 - 60% (-45%)	61 - 70% (-40%)	71 - 76% (-35%)	77 - 83% (-30%)	84 - 90% (-25%)	91 - 94% (-20%)	95 - 96% (-15%)	97 - 98% (-10%)	99% (-5%)	100% No deduct
	(RE Instructions: Consider the number of failed test and the total number of test on the project or total % of rock fill properly placed. (Spec # 203.5, 203.6, 214.3)										
5	Did the contractor use proper lift thicknesses and benching procedures in the construction of embankments? *(Quality)*										
	N/A	<50% (-30%)	50 - 60% (-27%).	61 - 70% (-24%)	71 - 76% (-21%).	77 - 83% (-18%).	84 - 90% (-15%).	91 - 94% (-12%).	95 - 96% (-9%).	97 - 98% (-6%)	99% (-3%).	100% No deduct
	(RE Instructions: Consider the number of incidents vs. the total number of days grading was active. - Spec # 203.4.11, 203.4.16, 203.4.17)										
6	Did the contractor make an effort to identify and locate utility services prior to excavation? *(Contract Compliance)*								N/A	NO (- 2%)	YES (No deduct)
	(RE Instructions: Spec # 105.7.1)										
7	Did the contractor submit a complete blasting plan at least 14 days before rock-drilling operations began? *(Contract Administration)*								N/A	NO (- 2%)	YES (No deduct)
	(RE instructions: Did the blasting plan provide all the information required by specifications - Spec 107.7. 203.4.4.1.1)										
8	Did the contractor perform blasting operations in a manner to avoid damage to public or private property? *(Contract Compliance)*								N/A	<90% (-10%)	90 - 99% (-5%).	100% No deduct
	(R E instructions: # blasting occurrences - # blasting incidents / # blasting occurrences. An incident would be damage resulting from the contractor's blasting operations or situations where blasts produce excessive fly rock creating the possibility of property damage. - (Spec 107.7.3)										
9	Did the contractor furnish copies of all blasting logs, and seismic monitoring data? *(Contract Administration)*								N/A	NO (- 2%)	YES (No deduct)
	(RE instructions: # individual blast documentation provided / # of blasts conducted. - Spec 107.7.1)										

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Job No._____ Route:_____ County:_____

Section 300 - Bases and Aggregate Surfaces

Complete Section 300 if the contract has any Section 300 contract pay items.
Indicate N/A at section heading if project(s) had no Section 300 pay items
or if no work was performed in this section during this evaluation period.

Total Dollars of Section 300 Items Completed This Rating Year: *$* (If the contract includes combination projects, the total is to include all Section 300 items from all projects.)												N/A
1	How many order records were written this construction season for Section 300 Quality specification violations? *(Quality)*											#____ -6n%
	(RE instructions: The actual number of order records written for violations. Do not include order records for documentation or rescission.											
2	Were the results of density tests on aggregate/ rock /stabilized permeable bases within specification limits? *(Quality)*											
	N/A	<50% (-50 %)	50 - 60% (-45%)	61 - 70% (-40%)	71 - 76% (-35%)	77 - 83% (-30%)	84 - 90% (-25%)	91 - 94% (-20%)	95 - 96% (-15%)	97 - 98% (-10%)	99% (-5%)	100% No deduct
	(RE instructions: # tests w/in spec. / total # of tests performed. - Spec # 302, 304.3.4)											
3	Did the 2" capping material for rock base comply with the specifications? *(Quality)*											
	N/A	<75% -25%	75 - 79% -22.5%	80 -8 2% -20%	83 - 86% -17.5%	87 - 89% -15%	90 - 92% 12.5%	93 - 94% -10%	95 - 96% -7.5%	97 -98% -5%	99 -2.5%	100% No deduct
	(RE instructions: # checks w/in spec. / total # of checks performed. - Spec # 303.3.5)											
4	Were the final grades of the rock/aggregate base in conformance with the specifications? *(Quality)*											
	N/A	<75% -15%	75 - 79% -13.5%	80 -8 2% -12%	83 - 86% -10.5%)	87 - 89% -9%	90 - 92% (-7.5%	93 - 94% -6%	95 - 96% -4.5%	97 - 98 % -3%	99 -1.5%	100% No deduct
	(RE instructions: # checks w/in spec. / total # of checks performed. - Spec # 303.3.6											
5	Was cement stabilized base cured in conformance with the specifications? *(Quality)*							N/A	<90% (-10%)		90 - 99% (-5%).	100% No deduct
	(RE instructions: Total SY correctly cured / Total SY Placed - Spec # 302.3.4)											
6	Did QC/QA results compare favorably? *(Quality)*											
	N/A	<50% (-25 %)	50 - 60% (-22.5%)	61 - 70% (-20%)	71 - 76% (-17.5%)	77 - 83% (-15%)	84 - 90% (-12.5%)	91 - 94% (-10%)	95 - 96% (-7.5%)	97 - 98% (-5%)	99% (-2.5%)	100% No deduct
	(RE Instructions: Number of QA test comparing favorably with QC results / Total Number of test compared. – Spec 304.4)											
7	Was Section 300 material stored and handled in such a way to maintain its' quality? *(Quality)*							N/A	<90% (-10%)		90 - 99% (-5%).	100% No deduct
	(RE instructions: MoDOT has the option to reject material that does not meet specification at the time of use. After an initial material acceptance, materials can be adversely affected by environmental exposure or rendered unacceptable by improper storage and handling. Spec # 106.5, 106.6)											

Section 400 - Flexible Pavements

Complete Section 400 if the contract has any Section 400 contract pay items.
Indicate N/A at section heading if project(s) had no Section 400 pay items
or if no work was performed in this section during this evaluation period.

Total Dollars of Section 400 Items Completed This Rating Year: *$*_____ (If the contract includes combination projects, the total is to include all Section 400 items from all projects.) (Allow override for Alternate Pavement bids)					N/A
1	How many order records were written this construction season for Section 400 specification violations? *(Quality)*				#____ -6n%
	(RE instructions: The actual number of order records written for violations. Do not include order records for documentation or rescission.				
2	Were samples of compacted bituminous mixtures delivered to the engineer in accordance with the specifications or as agreed to by the engineer? *(Contract Compliance)*	N/A	<90% (-6%)	90 - 99% (-3%).	100% No deduct
	(RE instructions: amount of AC w/i spec / amount of AC used - Spec # 403.22.4)				

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3	Were acceptable profilograms, evaluations and reports furnished to the engineer in accordance with the specifications or as agreed to by the engineer? *(Contract Compliance)*	N/A	<90% (-8%)	90 - 99% (-4%).	100% No deduct
	(RE instructions: # traces provided w/in specifications / # traces required. - Spec # 403.20.2, 502.8)				
4	Were contractor supplied material certifications for Section 400 items provided prior to the material being incorporated into the work? *(Contract Administration)*	N/A	<90% (-6%)	90 - 99% (-3%).	100% No deduct
	(RE instructions: This item is for certification required of the contractor, not for department inspected material items. When the contractor fails to provide material certification, a notice shall be given for any particular shipment, per item code. Spec. #106.11)				

***All SuperPave Projects*:** **N/A**

5	Did QC/QA results compare favorably? *(Quality)*											
	N/A	<50% (-25 %)	50 - 60% (-22.5%)	61 - 70% (-20%)	71 - 76% (-17.5%)	77 - 83% (-15%)	84 - 90% (-12.5%)	91 - 94% (-10%)	95 - 96% (-7.5%)	97 - 98% (-5%)	99% (-2.5%)	100% No deduct
	(RE Instructions: Number of QA test comparing favorably with QC results / Total Number of test compared. Spec 403.17)											

6	a. $ SuperPave deductions this construction season b. $ SuperPave bonuses this construction season c. $ Contract Value of SuperPave asphalt this construction season	a. $_____ b. $_____ c. $_____
	RE Instructions: Include all contract deductions for Superpave asphalt placed this construction season. Include deducts made for deficiencies or asphalt accepted at reduced cost. Spec. 403.23.4, 502.15; **-(10 a / c)% Consider changing deduct to balance sections, std deviations**	

Value of Bituminous Mixes Other than SuperPave**: $_____** **N/A**

7	What percentage of density / compaction tests met specification requirements? *(Quality)*											
	N/A	<75% -25%	75 - 79% -22.5%	80 -8 2% -20%	83 - 86% -17.5%	87 - 89% -15%	90 - 92% 12.5%	93 - 94% -10%	95 - 96% -7.5%	97-98 % -5%	99 -2.5%	100% No deduct
	(RE instructions: Total tonnage w/in specifications vs. Total tonnage laid. - Spec #401.7.8, 402)											
8	Was the asphalt cement content within specification limits? *(Quality)*	N/A	<90% (-8%)	90 - 99% (-4%).	100% No deduct							
	(RE instructions: tons of mix w/in spec / total tons of asphalt mix -Spec #401, 402, include all QC/QA test results)											
9	Was the gradation of the combined aggregates, prior to mixing with asphalt cement, within specification limits? *(Quality)*	N/A	<90% (-6%)	90 – 95% (-4%)	96 - 99% (-2%).	100% No deduct						
	(RE instructions: tons of mix w/in spec /s total tons of asphalt mix - Spec #401.8, 402.5, include all QC/QA test results)											

Section 500 - Rigid Pavements

Complete Section 500 if the contract has any Section 500 contract pay items.
Indicate N/A at section heading if project(s) had no Section 500 pay items
or if no work was performed in this section during this evaluation period.

	Total Dollars of Section 500 Items Completed This Rating Year: $_____ (If the contract includes combination projects, the total is to include all Section 400 items from all projects.) (Allow override for Alternate Pavement bids)	N/A
1	How many order records were written this construction season for Section 500 specification violations? *(Quality)*	#____ -6n%
	(RE instructions: The actual number of order records written for violations. Do not include order records for documentation or rescission..	

2	Did concrete for Section 500 items meet the specifications when it arrived at the jobsite? *(Quality)*	N/A	<90% (-9%)	90 – 95% (-6%)	96 - 99% (-3%).	100% No deduct
	(RE instructions: # tests w/in specifications / Total # of test - Spec # 501.5,501.10.2)					

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3	Were acceptable profilograms, evaluations and reports furnished to the engineer in accordance with the specifications or within the timeline agreed by the engineer? *(Contract Compliance)*	N/A	<90% (-8%)	90 - 99% (-4%).	100% No deduct			
	(RE instructions: # traces provided w/in specifications / # traces required. - Spec # 502.8)							
4	Were joints sawed before uncontrolled shrinkage cracking took place? *(Quality)*	N/A	<90% (-12.5%)	90 - 94% (-10%)	95 - 96% (-7.5%)	97 - 98% (-5%)	99% (-2.5%)	100% No deduct
	(RE instructions: total # joints - # uncontrolled shrinkage cracks / # total joints - Spec # 502.5)							
5	Was the contractor persistent in adding unauthorized moisture to finish the concrete pavement surface? *(Quality)*	#_____ -2n%						
	(RE instructions: - # documented notices, other than order records - Spec # 502.4.8.2)							
6	Were contractor supplied material certifications and / or correct and complete PAL tags for Section 500 items provided prior to the material being incorporated into the work? *(Contract Administration)*	N/A	<90% (-6%)	90 - 99% (-3%).	100% No deduct			
	(RE instructions: This item is for certification required of the contractor, not for department inspected material items. When the contractor fails to provide material certification or fails to provide all required information for PAL, a notice shall be given for any particular shipment, per item code. Spec. #106.11, 106.12)							
7	a. $ PCCP deductions this construction season b. $ PCCP bonuses this construction season c. $ Contract Value of PCCP this construction season	a. $_____ **b.** $_____ c. $_____						
	RE Instructions: Include all contract deductions for Superpave asphalt placed this construction season. Include deducts made for deficiencies or asphalt accepted at reduced cost. Spec. 403.23.4, 502.15; **- (10 a / c) %**							
All QC/QA Projects:								**N/A**
8	Did QC/QA results compare favorably? *(Quality)*							
	N/A	<50% (-25 %)	50 - 60% (-22.5%)	61 - 70% (-20%)	71 - 76% (-17.5%)	77 - 83% (-15%)	84 - 90% (-12.5%)	91 - 94% (-10%)	95 - 96% (-7.5%)	97 - 98% (-5%)	99% (-2.5%)	100% No deduct
	(RE Instructions: Number of QA test comparing favorably with QC results / Total Number of test compared. Spec 502.10)							
9	Were control charts maintained on a daily basis? *Contract Compliance*	N/A	<90% (-12.5%)	90 - 94% (-10%)	95 - 96% (-7.5%)	97 - 98% (-5%)	99% (-2.5%)	100% No deduct
	(RE Instructions: Number of days charts were maintained / Number of days paving was active. Spec. 502.11.3)							

Section 600 - Incidental Construction

Complete Section 600 if the contract has any Section 600 contract pay.
Indicate N/A at section heading if project(s) had no Section 600 pay items
or if no work was performed in this section during this evaluation period.

Total Dollars of Section 600 Work Items Completed This Rating Year: $_____ Do not include Mobilization (618-1000) (If the contract includes combination projects, the totals are to include all Section 600 work items from all projects) **Total Dollars of Mobilization (Item No. 618-10.00) Paid this Year: $_____**	N/A
Total Dollars of Temporary Traffic Control Items Completed This Rating Year: $_____ (If the contract includes combination projects, the total is to include temporary traffic control items from all projects.)	

1	How many order records were written this construction season for Section 600 Quality specification violations? *(Quality)*	#____ -6n%
	(RE instructions: The actual number of order records written for violations. Do not include order records for documentation or rescission.	

2013 CONTRACTOR PERFORMANCE QUESTIONNAIRE

Job No._____ Route:_____ County:_____

2	How many order records were written for traffic control? *(Contract Compliance – Traffic Control)*						#____ -3n%
	(RE instructions: The actual number of order records written for violations. Do not include order records for documentation or rescission. Spec # 616						
3	How many order records were written for pavement grinding environmental violations? *(Contract Compliance – Environmental)*						#____ -3n%
	(RE instructions: The actual number of order records written for violations. Do not include order records for documentation or rescission. Spec # 622						
4	Was pavement edge treatment properly provided and constructed in accordance with plans and specifications? *(Contract Compliance - Traffic Control)*	N/A	<90% (-10%)	90 - 99% (-5%).	100% No deduct		
	(RE instructions: % of edge treatment in compliance. L.F. provided vs. L.F. required. If contractors operations eliminated need, edge treatment was provided. - Spec # 619)						
5	Was pavement marking installed within the time limits specified in the contract? *(Contract Compliance - Traffic Control)*	N/A	<90% (-10%)	90 - 99% (-5%).	100% No deduct		
	(RE instructions: % of pavement marking installed within 5 days. Sta. installed w/in specifications / Sta. required. - Spec #620.2.2)						
6	a. $ Pavement Marking paid this construction season b. $ Contract Value of Pavement Marking this construction season.					a. $_____ b. $_____	
	RE instructions: Include all contract deductions for pavement marking place this construction season. Include deducts made for deficiencies or marking accepted at reduced costs. Spec 620 (a / b) (%) – 100%						
7	Were traffic control devices installed and maintained in accordance with plans and specifications? *(Contract Compliance - Traffic Control)*	N/A	<90% (-9%)	90 – 95% (-6%)	96 - 99% (-3%).	100% No deduct	
	(RE instructions: % of traffic control devices properly installed. # Proper installations / total # devices installed. - Spec # 616)						
8	Did the contractor provide well trained, equipped, and properly attired flag persons when required? *(Contract Compliance - Traffic Control)*	N/A	<90% (-9%)	90 – 95% (-6%)	96 - 99% (-3%).	100% No deduct	
	(RE instructions: % of days contractor provided proper flagging. # days flagging required minus # documented improper flagging / # days flagging required. - Spec # 616.4.3)						
9	Were signs covered, set aside, turned, removed, or relocated as work progressed or was completed and their necessity ceased to exist? *(Contract Compliance - Traffic Control)*						#_____ -2n%
	(RE instructions: # of documented notices. Contractor should be given a reasonable designated time to make corrections. - Spec # 616.4)						
10	Did concrete for Section 600 items meet the specifications when it arrived at the jobsite? *(Quality)*	N/A	<90% (-10%)	90 - 94% (-8%)	95 - 96% (-6%)	97 - 98% (-4%)	99% (-2%)	100% No deduct
	(RE instructions: % of tests in compliance when delivered to project. # tests w/in specifications / Total # of test - Spec # 5015, 501.10.2)						
11	Quality Assurance: What was the percentage of contractor staking checked acceptable? *(Quality)*	N/A	<95% - 4 %	95 – 99% - 2 %.	100% No deduct.		
	(RE instructions: 10% of contractor staking requires verification, Measure is % of contractor staking acceptable when checked - Spec # 627)						
12	Did the contractor provide the necessary notification and documentation required for design errors, benchmark and control point errors and structure staking? *(Contract Administration)*	N/A	<90% (-3%)	90 – 95% (-2%)	96 - 99% (-1%).	100% No deduct	
	(RE instructions: Notifications and documentation provided / notifications and documentation required as percentage. Spec.627.2.2, 627.2.4, 627.2.7, 627.2.8.1, 627.2.8.2, 627.2.9)						
13	Were contractor supplied material certifications and / or correct and complete PAL tags for Section 600 items provided prior to the material being incorporated into the work? *(Contract Administration)*	N/A	<90% (-6%)	90 - 99% (-3%).	100% No deduct		
	(RE instructions: This item is for certification required of the contractor, not for department inspected material items. When the contractor fails to provide material certification or fails to provide all required information for PAL, a notice shall be given for any particular shipment, per item code. Spec. #106.11, 106.12)						
14	Was Section 600 material stored and handled in such a way to maintain its' quality? *(Quality)*	N/A	<90% (-10%)	90 - 99% (-5%).	100% No deduct		

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Job No._____ Route:_____ County:_____

	(RE instructions: MoDOT has the option to reject material that does not meet specification at the time of use. After an initial material acceptance, materials can be adversely affected by environmental exposure or rendered unacceptable by improper storage and handling. Sec # 106.5, 106.6)

Section 700 – Structures

Complete Section 700 if the contract has any Section 700 contract pay items.
Indicate N/A at section heading if project(s) had no Section 700 pay items
Or if no work was performed in this section during this evaluation period.

	Total Dollars of Section 700 Items Completed This Rating Year: *$* (If the contract includes combination projects, the total is to include all Section 700 items from all projects.)					N/A
1	How many order records were written this construction season for Section 700 Quality specification violations? *(Quality)*					#____ -6n%
	(RE instructions: The actual number of order records written for violations. Do not include order records for documentation or rescission.					
2	How many order records were written for Section 700 environmental violations? *(Contract Compliance – Environmental)*					#____ -(3n)%
	(RE instructions: The actual number of order records written for violations. Do not include order records for documentation or rescission. Examples are lead containment, stream contamination, stream crossing, work pads, Sec 404 permit issues, etc.					
3	Were exposed concrete surfaces properly cured? *(Quality)*					#_____ -2n%
	(RE instructions: Information should be documented in routine reports and diary entries. - Spec #703.3.6, 703.3.10.2)					
4	Was reinforcing steel properly aligned and tied in conformance with the plans and specifications when the contractor requested inspection? *(Quality)*	N/A	<90% (-6%)	90 – 95% (-4%)	96 - 99% (-2%).	100% No deduct
	(RE instructions: Wt of properly placed re steel / Total wt of steel - (Spec # 706.3, 710.3.2.1,)					
5	Was a detailed installation plan for construction of drilled shafts submitted at least 30 days prior to construction? *(Contract Compliance)*	N/A	No - 5%	Yes		
	(RE Instructions: Spec. 701.2)					
6	Were forms properly aligned and graded when the contractor requested inspection? *(Quality)*	N/A	<90% (-6%)	90 – 95% (-4%)	96 - 99% (-2%).	100% No deduct
	(RE instructions: S.Y. properly formed / Total S.Y. of deck - Spec. # 703.3.2)					
7	Did concrete for Section 700 items meet the specifications when it arrived at the jobsite? *(Quality)*	N/A	<90% (-6%)	90 – 95% (-4%)	96 - 99% (-2%).	100% No deduct
	(RE instructions: # tests w/in specifications / Total # of test - Spec # 501.4, 501.5, 501.10.2, 501.8)					
8	Was the contractor persistent in adding unauthorized moisture to finish the bridge deck surface? *(Quality)*					#_____ 2n%
	(RE instructions: # documented orders to cease. Documentation can be by order record, written notice, or diary entry. - Spec # 502.4.8.2)					
9	Did the contractor provide adequate protection for property (to include the structure) and traffic during bridge, including painting, operations? *(Contract Compliance)*					#_____ 2n%
	(RE instructions: # documented orders. Documentation can be by written notice, or diary entry. - Spec. # 107.5)					
10	Did the contractor's concrete removal practices minimize damage to existing reinforcing and structural steel that was to be used in place? *(Quality)*	N/A	<90% (-9%)	90 – 95% (-6%)	96 - 99% (-3%).	100% No deduct
	(RE instructions: # days w/o incident / total days concrete removal was active. Documentation can be by order record, written notice, or diary entry. – Spec 704.4.1.5, 704.4.1.6, 704.4.1.7)					
11	Were drainage pipes and structures constructed in accordance with the plans and specifications? *(Quality)*	N/A	<90% (-9%)	90 – 95% (-6%)	96 - 99% (-3%).	100% No deduct
	RE Instructions: LF pipe properly installed / LF plan length. Spec 725.4, 725.5, 725.6, 726.4, 728.3.5, 730.3.5					
12	Were contractor supplied material certifications and / or correct and complete PAL tags for Section 700 items provided prior to the material being incorporated into the work? *(Contract Administration)*	N/A	<90% (-6%)	90 - 99% (-3%).	100% No deduct	

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Job No._____ Route:_____ County:_____

	(RE instructions: This item is for certification required of the contractor, not for department inspected material items. When the contractor fails to provide material certification or fails to provide all required information for PAL, a notice shall be given for any particular shipment, per item code. Spec. #106.11, 106.12)				
13	Was Section 700 material stored and handled in such a way to maintain its' quality? *(Quality)*	N/A	<90% (-10%)	90 - 99% (-5%).	100% No deduct
	(RE instructions: MoDOT has the option to reject material that does not meet specification at the time of use. After an initial material acceptance, materials can be adversely affected by environmental exposure or rendered unacceptable by improper storage and handling. Sec # 106.5, 106.6)				

Section 800 - Roadside Development

Complete Section 800 if the contract has any Section 800 contract pay items.
Indicate N/A at section heading if project(s) had no Section 800 pay items
or if no work was performed in this section during this evaluation period.

	Total Dollars of Section 800 Items Completed This Rating Year: *$* (If the contract includes combination projects, the total is to include all Section 800 items from all projects.)	N/A
1	How many order records were written this construction season for Section 800 Quality specification violations? *(Quality)*	#____ -6n%
	(RE instructions: The actual number of order records written for violations. Do not include order records for documentation or rescission..	
2	How many order records were written this construction season for SWPP deficiency violations? *(Contract Compliance - Environmental)*	#____ -3n%
	(RE instructions: The actual number of order records written for violations. Do not include order records for documentation or rescission. , Spec # 107.10, 806)	

3	Was seeding and/or sodding completed before the slopes became eroded? *(Contract Compliance – Environmental)*	N/A	<90% (-15%)	90 – 95% (-10%)	96 - 99% (-5%).	100% No deduct
	(RE Instructions: % of competed grade seeded/sodded before erosion occurs. Spec 805.3.1, 806.4)					

4	What percentage of the performed erosion inspection reports have no deficiencies or have deficiencies corrected within the 7-day requirement? *(Contract Compliance - Environmental)*											
	N/A	<75% -25%	75 - 79% -22.5%	80 -82% -20%	83 - 86% -17.5%	87 - 89% -15%	90 - 92% 12.5%	93 - 94% -10%	95 - 96% -7.5%	97 % -5%	99 -2.5%	100% No deduct
	(RE instructions: Deficiencies include unauthorized acreage opened, required BMPs not installed, existing BMPs requiring maintenance, # inspections with deficiencies extending beyond 7 days / Total # of erosion inspections performed General Storm Water Permit, Storm Water Pollution Prevention Plan, Section 806).											

5	Was Section 800 material stored and handled in such a way to maintain its' quality? *(Quality)*	N/A	<90% (-10%)	90 - 99% (-5%).	100% No deduct
	(RE instructions: MoDOT has the option to reject material that does not meet specification at the time of use. After an initial material acceptance, materials can be adversely affected by environmental exposure or rendered unacceptable by improper storage and handling. Sec # 106.5, 106.6)				

6	Were contractor supplied material certifications and / or correct and complete PAL tags for Section 800 items provided prior to the material being incorporated into the work? *(Contract Administration)*	N/A	<90% (-6%)	90 - 99% (-3%).	100% No deduct
	(RE instructions: This item is for certification required of the contractor, not for department inspected material items. When the contractor fails to provide material certification or fails to provide all required information for PAL, a notice shall be given for any particular shipment, per item code. Spec. #106.11, 106.12)				

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Job No._____ Route:_____ County:_____

Section 900 - Traffic Control Facilities

Complete Section 900 if the contract has any Section 900 contract pay items.
Indicate N/A at section heading if project(s) had no Section 900 pay items
or if no work was performed in this section during this evaluation period.

	Total Dollars of Section 900 Items Completed This Rating ear: *$* (If the contract includes combination projects, the total is to include all Section 900 items from all projects.						N/A
1	How many order records were written this construction season for Section 900 Quality specification violations? *(Quality)*						#____ -6n%
	(RE instructions: The actual number of order records written for violations. Do not include order records for documentation or rescission.						
2	Did the contractor provide material that was listed on the approved list of equipment and materials? *(Contract Administration)*	N/A	<90% (-6%)	90 - 99% (-3%).	100% No deduct		
	(RE instructions: # items approved / # items required. Prior approval of a replacement item does not constitute failure to provide equipment on the approved list. - Spec # 901.4)						
3	Did the contractor provide the necessary certifications, manufacturers instructions, wiring diagrams, and parts lists, as required by the specifications? *(Contract Administration)*	N/A	<90% (-6%)	90 - 99% (-3%).	100% No deduct		
	(RE instructions: # provided / # required - Spec # 901.6, 902.4, 902.4, 903.3).						
4	Did concrete for Section 900 items meet the specifications when it arrived at the jobsite? *(Quality)*	N/A	<90% (-10%)	90 - 94% (-8%)	95 - 96% (-6%)	97 - 98% (-4%)	99% (-2%)	100% No deduct
	(RE instructions: # tests w/in specifications / Total # of test - Spec # 501.5, 501.10.2)						
5	Was Section 900 material stored and handled in such a way to maintain its' quality? *(Quality)*	N/A	<90% (-6%)	90 - 99% (-3%).	100% No deduct		
	(RE instructions: MoDOT has the option to reject material that does not meet specification at the time of use. After an initial material acceptance, materials can be adversely affected by environmental exposure or rendered unacceptable by improper storage and handling. Sec # 106.5, 106.6)						

2013 CONTRACTOR PERFORMANCE QUESTIONNAIRE

Job No._____ Route:_____ County:_____

Total Dollars of Miscellaneous Payments Paid this Year: $_____

Payments made for miscellaneous items, principally leftover material. ALL bonus payments (smoothness, payment factors, are to be shown in the appropriate section totals. Bonus payments in section totals provide an increased weighted average benefit to the contractor.

Total Dollars of Deductions Charged this Year: $_____

ALL Deductions should be shown here, such as deductions made for liquidated damages, disincentives, penalties. Deductions shown in section totals would reduce the weighted average effect for poor performance.

Questionnaire Completion

7 CSR 10-10.050 ***"Each Contractor Performance Report shall be completed on all projects that were active during the rated year and will be completed within thirty (30) days after final project acceptance, but shall be completed no later than January 15, whichever comes first. ...."***

".... A copy of the questionnaire shall be furnished to the contractor by the resident engineer *via certified mail, return receipt requested*.. ***If the contractor's representative does not return a signed questionnaire to the resident engineer within two (2) weeks after it has been mailed, the questionnaire shall be final, with no further comment to be considered by the contractor's representative. If the contractor disagrees with any particular rating on the questionnaire, s/he may request in writing that the district engineer review the matter. Such request must be made to the district engineer within twenty-eight (28) days from the date of the mailing of the questionnaire from to the contractor. However, the contractor's representative shall first have discussed the discrepancy with the resident engineer in order to resolve the dispute. Upon receiving the contractor's written request to review the particular area of discrepancy on the questionnaire, the district engineer shall review the matter and provide the contractor with a written response regarding the particular area of dispute between the contractor and the resident engineer...."***

Documentation for evaluating contractor performance is vital, however, it is not necessary or desirable to document every minor infraction. Excessive documentation creates a burdensome task for inspectors and may ultimately break down inspector/contractor communications and create a hostile atmosphere on the project. Infrequent minor infractions should be discussed and handled in a professional manner that builds a project partnering team.

Documentation must be made for serious infractions or for violations that continually reoccur. Notices of infractions must be communicated with the contractor. It is recommended that documentation for infractions be handled by a staged or stepped notification process. Initially the minor violation should be discussed with the contractor's project representative. A second instance should be discussed and documented by a diary entry. An order record should document subsequent infractions of the same specification.

Before mailing the evaluation to the contractor the resident engineer must review the evaluation to ensure the ratings are consistent with the contractor's actual performance. An obviously low rating in any category or work element requires a rational review as to the reason for the score. Shortly after mailing the questionnaire (by certified mail, return receipt requested) the resident engineer or an authorized representative must contact the contractor to provide an opportunity to meet and discuss the evaluation. The date of the discussion, the name of contractor's representative and their response must be noted.

This rating system is designed to encourage improved contractor performance. However, continued unacceptable performance by a contractor will lead to his suspension or disqualification. This system should facilitate communications on the project and provide an impetus for improvement. Performance improvement on a project should result in a better project work atmosphere for both project office staff and the contractor.