

CITY OF NEW ORLEANS

NORMAN WHITE
CHIEF FINANCIAL OFFICER

JULIEN MEYER
CHIEF PROCUREMENT OFFICER

PERFORMANCE EVALUATION FORM
Construction Evaluation

CONTRACT INFORMATION			
BRASS Contract Number	Project Title		Invitation to Bid No.
Prime Contractor Name			Phone
Bid Award Amount	Number of Change Orders:	Total Cost of Change Orders:	Total Cost
Substantial Construction Completion Date		Final Construction Completion Date	
DBE Goal Committee in Bid	DBE Goal at End of Construction	Prime is Certified DBE? (YES or NO)	No. of current projects
RECOMMENDED FOR FUTURE USE			
Recommended for future contracts (final evaluation only): If other than "Yes" or "N/A", the department director must provide a detailed explanation in a separate memorandum addressed to the Chief Procurement Officer.		N/A <input checked="" type="radio"/> YES <input type="radio"/> Conditional <input type="radio"/> NO <input type="radio"/>	Numerical Score:
Overall Rating:		5-Exceeds Standards (3.50 - 5.00) 3-Meets Standards (2.50 - 3.5) 1-Does not meet Standards (1.0 - 2.5)	Section Averages: Project Management: Public Convenience: Quality Control: Safety: Timeliness & Schedule:
DEPARTMENT CONTACT INFORMATION			
Project Manager Name			Email
Signature			Date

Evaluation Criteria
<p>This evaluation provides an indication of the Vendor's ability to implement a practical, accurate, complete, and cost-conscious project. For each item, please provide a numerical score of 1, 3 or 5, in accordance with the performance rating scale. Select N/A if the criteria does not apply to this evaluation. Reviewer comments must be entered for a rating of 1 or 5. Minimum acceptable score is 2.50. The following scale is used to rank the level of contributions made by the Prime to the project:</p> <p>5 - Exceeds Standards: Exceeded expectations, vendor is going above and beyond in service to the city. Details must follow on page 3.</p> <p>3 - Meets Standards: Meets expectations, vendor is following the specifications and is on schedule.</p> <p>1 - Does not meet Standards: Does not meet expectations, vendor did not meet contractual obligations. Details must follow on page 3.</p> <p>N/A – Field was not applicable for the period of review.</p>

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A.) Project Management	Section Score:			
1. Plans were always current and present at the work site.	1 <input type="radio"/>	3 <input type="radio"/>	5 <input type="radio"/>	N/A <input checked="" type="radio"/>
2. Contractor did not willfully violate specifications.	1 <input type="radio"/>	3 <input type="radio"/>	5 <input checked="" type="radio"/>	N/A <input type="radio"/>
3. Contractor restored all damaged property to prior condition or better	1 <input type="radio"/>	3 <input checked="" type="radio"/>	5 <input type="radio"/>	N/A <input type="radio"/>
4. Contractor took appropriate precautions to protect vegetation	1 <input type="radio"/>	3 <input type="radio"/>	5 <input type="radio"/>	N/A <input checked="" type="radio"/>
5. Contactor abided all appropriate travel plans and truck routes	1 <input checked="" type="radio"/>	3 <input type="radio"/>	5 <input type="radio"/>	N/A <input type="radio"/>
6. Contractor submitted all invoices in accordance with schedule	1 <input type="radio"/>	3 <input type="radio"/>	5 <input type="radio"/>	N/A <input checked="" type="radio"/>

B.) Public Convenience	Section Score:			
1. Contractor submitted and followed traffic control plan for all blocks	1 <input type="radio"/>	3 <input type="radio"/>	5 <input type="radio"/>	N/A <input checked="" type="radio"/>
2. Contractor coordinated with utility partners and avoided delays	1 <input type="radio"/>	3 <input type="radio"/>	5 <input type="radio"/>	N/A <input checked="" type="radio"/>
3. Contractor did not impede garbage or mail access	1 <input type="radio"/>	3 <input type="radio"/>	5 <input type="radio"/>	N/A <input checked="" type="radio"/>
4. Contractor engaged in appropriate noise control	1 <input type="radio"/>	3 <input type="radio"/>	5 <input type="radio"/>	N/A <input checked="" type="radio"/>
5. Contractor engaged in appropriate dust control	1 <input type="radio"/>	3 <input type="radio"/>	5 <input type="radio"/>	N/A <input checked="" type="radio"/>
6. Contractor installed all necessary signage	1 <input type="radio"/>	3 <input type="radio"/>	5 <input type="radio"/>	N/A <input checked="" type="radio"/>
7. Contractor resolved community complaints in a timely manner	1 <input type="radio"/>	3 <input type="radio"/>	5 <input type="radio"/>	N/A <input checked="" type="radio"/>
8. Fire & other vital facilities were not impeded	1 <input type="radio"/>	3 <input type="radio"/>	5 <input type="radio"/>	N/A <input checked="" type="radio"/>
9. Contractor provided adequate access to resident driveways	1 <input type="radio"/>	3 <input type="radio"/>	5 <input type="radio"/>	N/A <input checked="" type="radio"/>

C.) Quality Control	Section Score:			
1. Contractor followed appropriate salvage procedures for CDFs	1 <input type="radio"/>	3 <input type="radio"/>	5 <input type="radio"/>	N/A <input checked="" type="radio"/>
2. Photographs clearly document work performed	1 <input type="radio"/>	3 <input type="radio"/>	5 <input type="radio"/>	N/A <input checked="" type="radio"/>
3. All backup documentation was submitted with invoice	1 <input type="radio"/>	3 <input type="radio"/>	5 <input type="radio"/>	N/A <input checked="" type="radio"/>
4. Materials met all appropriate standards	1 <input type="radio"/>	3 <input type="radio"/>	5 <input type="radio"/>	N/A <input checked="" type="radio"/>
5. Contractor personnel were appropriately qualified and capable	1 <input type="radio"/>	3 <input type="radio"/>	5 <input type="radio"/>	N/A <input checked="" type="radio"/>
6. Contractor's coordination with testing was timely and professional	1 <input type="radio"/>	3 <input type="radio"/>	5 <input type="radio"/>	N/A <input checked="" type="radio"/>
7. As-builts were provided	1 <input type="radio"/>	3 <input type="radio"/>	5 <input type="radio"/>	N/A <input checked="" type="radio"/>

D.) Safety	Section Score:			
1. Contractor has and follows an updated & documented SWPPP	1 <input type="radio"/>	3 <input type="radio"/>	5 <input type="radio"/>	N/A <input checked="" type="radio"/>
2. All work was in line with appropriate laws and ordinances	1 <input type="radio"/>	3 <input type="radio"/>	5 <input type="radio"/>	N/A <input checked="" type="radio"/>
3. Contractor representative was on site at all times work was occurring	1 <input type="radio"/>	3 <input type="radio"/>	5 <input type="radio"/>	N/A <input checked="" type="radio"/>
4. Contractor took appropriate precautions to ensure site safety	1 <input type="radio"/>	3 <input type="radio"/>	5 <input type="radio"/>	N/A <input checked="" type="radio"/>
5. Contractor kept roadways clear of construction debris	1 <input type="radio"/>	3 <input type="radio"/>	5 <input type="radio"/>	N/A <input checked="" type="radio"/>
6. Contractor engaged in appropriate storm preparations	1 <input type="radio"/>	3 <input type="radio"/>	5 <input type="radio"/>	N/A <input checked="" type="radio"/>

E.) Timeliness & Schedule	Section Score:			
1. Work began within 10 days of NTP	1 <input type="radio"/>	3 <input type="radio"/>	5 <input type="radio"/>	N/A <input checked="" type="radio"/>
2. Project was complete by date stipulated in contract	1 <input type="radio"/>	3 <input type="radio"/>	5 <input type="radio"/>	N/A <input checked="" type="radio"/>
3. Contractor provided 48 hours advance notice of work & street closure	1 <input type="radio"/>	3 <input type="radio"/>	5 <input type="radio"/>	N/A <input checked="" type="radio"/>
4. Contractor representative was available & responsive 24/7	1 <input type="radio"/>	3 <input type="radio"/>	5 <input type="radio"/>	N/A <input checked="" type="radio"/>
5. Contractor immediately notified DPW/AE of all discrepancies	1 <input type="radio"/>	3 <input type="radio"/>	5 <input type="radio"/>	N/A <input checked="" type="radio"/>
6. Contractor provided an updated schedule monthly	1 <input type="radio"/>	3 <input type="radio"/>	5 <input type="radio"/>	N/A <input checked="" type="radio"/>
7. Contractor only worked during authorized days & times	1 <input type="radio"/>	3 <input type="radio"/>	5 <input type="radio"/>	N/A <input checked="" type="radio"/>
8. Plan changes were accurate and timely	1 <input type="radio"/>	3 <input type="radio"/>	5 <input type="radio"/>	N/A <input checked="" type="radio"/>

