

**THIS MEMO IS EXPIRED**

May 15, 2000

**MEMORANDUM NO.: 05-00**

**TO: DISTRICT DIRECTORS OF OPERATIONS  
DISTRICT CONSTRUCTION ENGINEERS**

**FROM:** Greg A. Xanders, State Construction Engineer

**COPIES:** William Albaugh, Charles Goodman, Lewis Harper

**SUBJECT: CONTRACTOR'S PAST PERFORMANCE RATING**

As you are aware, the State Construction Office has been in the process of revising the Contractor's Past Performance Rating (CPPR) and have come up with a new rating that has only (8) eight categories to rate the contractor on. A copy of this rating is attached for your review and comments.

I would like to request that your comments and/or suggestions be back to me by **May 26, 2000**. They can be sent by mail to the State Construction Office, Mail Station 31 or E-mailed to CN982GX.

Should you have any questions or concerns regarding this matter, please contact me at (850) 414-5203 or SC 994-5203.

GAX/lh  
Attachment

**CONTRACTOR PAST PERFORMANCE RATING**      **05/10/00**

1.     **Pursuit of The Work**- Contractor diligently and systematically pursues the work with sufficient labor, materials and equipment at all times. Active progress is made each day. The contractor schedules the subcontractors so that they are pursuing their work as well. Contractor worked five (5) days a week unless the contract states otherwise.

14.0   The contractor aggressively pursued the work 95% of the days allowed in the contract. No documentation in the files from the CEI noting the progress of the work was unsatisfactory.

10.0   The contractor aggressively pursued the work 80% of the contract days allowed. No more than one (1) document in the files from the CEI noting progress of the work was unsatisfactory.

6.0     The contractor aggressively pursued the work on at least 60% of the contract days allowed. No more than two (2) document in the files from the CEI noting progress of the work was unsatisfactory.

3.0     The contractor aggressively pursued the work on at least 40% of the contract days allowed. No more than three (3) document in the files from the CEI noting progress of the work was unsatisfactory.

0.0     The contractor aggressively pursued the work on at least 20% of the contract days allowed. No more than four (4) document in the files from the CEI noting progress of the work was unsatisfactory.

2.     **Proper MOT and Minimize Impacts to Traveling Public** - Provide maintenance of traffic (MOT) in accordance with all applicable standards. Coordinate construction operations that directly affect the traveling public so as to minimize impacts to the public.

14.0   The contractor met or exceeded project requirements in all areas considered. The contractor promptly (maximum of 24 hours) identified and corrected all MOT deficiencies without CEI-S prompting. Contractor took immediate action, as appropriate, to minimize impacts to the public, including adjusting operations as necessary. No documentation by the CEI in the files noting MOT deficiencies.

- 10.0 The contractor met all project requirements in all areas considered. The contractor corrected deficiencies promptly (maximum of 24 hours) based on timely internal reviews as well as external feedback. Contractor took appropriate actions to minimize impacts to the public. No more than one (1) document by the CEI in the files noting MOT deficiencies.
- 6.0 The contractor met most project requirements in most areas considered. The contractor identified and corrected most deficiencies in a timely manner. The public is adversely impacted on some occasions due to the contractor failing to identify and adjust operations in a timely manner. No more than two (2) document by the CEI in the files noting MOT deficiencies.
- 3.0 The contractor meets most project requirements but CEI forces must prod the contractor to comply. Contractor fails to identify and correct significant deficiencies without CEI's assistance. The public is adversely impacted on several occasions due to the contractor failing to identify and adjust operations in a timely manner. No more than three (3) document by the CEI in the files noting MOT deficiencies.
- 0.0 The contractor meets most project requirements but CEI forces must prod the contractor to comply. Contractor fails to identify and correct significant deficiencies without CEI's assistance. The public is adversely impacted on several occasions due to the contractor failing to identify and adjust operations in a timely manner. No more than four (4) document by the CEI in the files noting MOT deficiencies.

**3. Timely and Complete Submittal of Documents** - Contractor submits all required documents in a timely manner and with all the required information and detail. Documents include sublet requests, rental agreements, certification of materials, shop drawings, responses to correspondence, monthly certification, time extension requests, EEO/DBE submittals, trainee submittals, certified payrolls, project schedules and schedule updates, claims for delay or extra work, quality control plans, etc.

- 12.0 The contractor submitted all documents in a complete and accurate manner and in a time frame less than what is required in the contract.
- 10.0 The contractor submitted all documents in a complete and accurate manner and in the time frame required in the contract. No more than one (1) document by the CEI in the files documenting late or insufficient submittal documentation.

- 8.0 The contractor submits at least 80% of the required documents in a complete and accurate manner and in the required time frame required in the contract. Submittals that are not complete and accurate upon first submission, are re-submitted in a timely and accurate manner. No more than two (2) document by the CEI in the files documenting late or insufficient submittal documentation and the 2<sup>nd</sup> letter is not for the same submittal package.
- 5.0 Contractor submits the majority of the required documents in a complete and accurate manner and in reasonably close conformance to the required time frames. Submittals that are not complete and accurate upon first submission are re-submitted in a timely and accurate manner. No more than three (3) document by the CEI in the files documenting late or insufficient submittal documentation and there are no follow-up letter for the same submittal package.
- 0.0 Contractor submits the majority of the required documents in a complete and accurate manner and in reasonably close conformance to the required time frames. Submittals that are not complete and accurate upon first submission are re-submitted in a timely and accurate manner. Four (4) or more document by the CEI are in the files documenting late or insufficient submittal documentation and there are no follow-up letter for the same submittal package.

**4. Timely Completion of Project** - The contractor completes the project in a timely manner.

- 10.0 The contractor finished the project within the allowable contract time.
- 7.0 The contractor completed the project within no more than 10% over the allowable contract time.
- 4.0 The contractor completed the project within no more than 20% over the allowable contract time.
- 0.0 The project was complete over 20% of the allowable contract time.

**5. Coordination / Cooperation with Construction Engineering Inspection Personnel, Property Owners and Utilities Companies** - The contractor cooperates with CEI personnel responsible for administration of the contract requirements and inspection of the work. The contractor cooperates well with property owners and utilities companies through out the contract.

- 10.0 The contractor was cooperative and communicated well with the CEI, Utilities Companies and Property Owners, with very little direction from the engineer. The contractor always gave advance notices to the CEI and utilities companies when work was in the vicinity of utility, of work activities that required inspection. The contractor worked with the property owners to eliminate any access problem for businesses and private property. No documentation in the files from the CEI noting contractor's failure to cooperate with the CEI, Utilities Companies and Property Owners.
- 7.0 The contractor was cooperative and communicated well with the CEI, Utilities Companies and Property Owners, with some direction from the engineer. The contractor gave advance notices to the CEI and utilities companies when work was in the vicinity of utility, of work activities that required inspection. The contractor worked with the property owners to eliminate any access problem for businesses and private property. No more than one (1) document by the CEI in the files noting contractor failure to cooperate with the CEI, Utilities Companies or Property Owners.
- 3.0 The contractor met the working relationship with the CEI with the normal engineer direction. The contractor gave only a few advance notices of work activities that required inspection and utilities companies when work was in the vicinity of utility. The contractor gave few advance notices of access problem for businesses and private property. No more than two (2) document by the CEI in the files noting contractor failure to cooperate with the CEI, Utilities Companies or Property Owners.
- 0.0 The contractor met the working relationship with the CEI with the normal engineer direction. The contractor gave only a few advance notices of work activities that required inspection and utilities companies when work was in the vicinity of utility. The contractor gave few advance notices of access problem for businesses and private property. No more than three (3) document by the CEI in the files noting contractor failure to cooperate with the CEI, Utilities Companies or Property Owners

**6. Cost Avoidance** - The contractor organization works diligently to avoid cost increases and to mitigate the effects of changed conditions. Requests for additional compensation or time are well documented, fair and submitted timely.

- 10.0 The contractor worked diligently to avoid cost increases and to mitigate the effects of changed conditions. All requests for extra compensation or time were fair, justifiable and well documented.

- 7.0 The contractor worked diligently to avoid cost increases and to mitigate the effect of changed conditions. All requests for extra compensation or time were fair and justifiable. The Department had to ask for additional information on claims or requests for extra time.
- 3.0 The contractor mitigated the costs of extra work and changed conditions. All requests for extra time or compensation were justifiable. The Department had to ask for additional information on claims or requests for extra time.
- 0.0 The contractor did not mitigate the cost of extra work or changed conditions. A request for extra time or compensation was not justifiable.

- 7. **Environmental compliance** - The contractor complied with all Federal, State, and local environmental regulations, including permit requirements, NPDES, and the contract erosion control plan. Contractor reviews environmental compliance and corrects deficiencies as necessary to minimize the affects on the environment.
  - 10.0 The contractor met or exceeded contract requirements in all areas considered. The contractor promptly (within 24 hours) identified and corrected all deficiencies. These areas were promptly and appropriately addressed to minimize adverse affects on the environment. No documentation in the files from the CEI or the regulatory agency on environmental deficiencies.
  - 7.0 The contractor met all contract requirements in all areas considered. The contractor corrected deficiencies promptly (within 24 hours) based on timely internal reviews as well as external feedback. Contractor took appropriate actions to minimize impacts to the environment. No more than one (1) document in the files from the CEI or the regulatory agency on environmental deficiencies.
  - 3.0 The contractor met most contract requirements in most areas considered. The contractor identified and corrected most deficiencies in a timely manner. Adverse impacts to the environment occurred because the contractor did not identify and make necessary adjustments in a timely manner. No more than two (2) document in the files from the CEI or the regulatory agency on environmental deficiencies.
  - 0.0 The contractor meets most contract requirements but CEI personnel or environmental agencies must prod the contractor to comply. Contractor fails to identify and correct significant deficiencies without CEI-S assistance. The environment was adversely impacted due to the contractor failing to identify and

make necessary adjustments in a timely manner. Three (3) or more document in the files from the CEI or the regulatory agency on environmental deficiencies.

**8. Conformance With Contract Specifications** - The contractor ensured conformance to all contract requirements including quality of materials and workmanship of temporary as well as final products and services. Contractor provided sufficient supervision and oversight to ensure quality control at all times. Contractor's efforts are such that the Department's CEI efforts are not essential to ensure quality.

20.0 Contractor worked diligently throughout the life of the project to provide quality and services in accordance with the contract documents. Contractor personnel performed all quality controls necessary to ensure quality. CEI personnel did not find any instances where the contractors' quality control efforts were lacking such that CEI personnel had documented findings.

16.0 Contractor worked diligently throughout the life of the project to provide quality and services in accordance with the contract documents. Contractor personnel performed all quality controls necessary to ensure quality. The CEI personnel did not have documented quality control or contract performance concerns on more than 0 to 5% of the chargeable workdays.

12.0 Contractor worked diligently throughout the life of the project to provide quality and services in accordance with the contract documents. Contractor personnel performed all quality controls necessary to ensure quality. The CEI personnel did not have documented quality control or contract performance concerns on more than 6 to 10% of the chargeable workdays.

8.0 Contractor worked diligently throughout the life of the project to provide quality and services in accordance with the contract documents. Contractor personnel performed all quality controls necessary to ensure quality. The CEI personnel did not have documented quality control or contract performance concerns on more than 11 to 20% of the chargeable workdays.

4.0 Contractor worked diligently throughout the life of the project to provide quality and services in accordance with the contract documents. Contractor personnel performed all quality controls necessary to ensure quality. The CEI personnel did not have documented quality control or contract performance concerns on more than 21 to 30% of the chargeable workdays.

0.0 Contractor worked diligently throughout the life of the project to provide quality and services in accordance with the contract documents. Contractor personnel performed all quality controls necessary to ensure quality. The CEI personnel did not have documented quality control or contract performance concerns with anything over 31% of the chargeable workdays.



**STATE OF FLORIDA  
DEPARTMENT OF TRANSPORTATION**

**CONTRACTOR'S PAST PERFORMANCE REPORT**

(Name)	(FIN Project No.)	
(Address)	(County)	(Route)
(Contract Amount)	(Type Of Work)	
(Date Cond. Accep)	(Date Final Accep)	

**ANSWER ALL QUESTIONS**

<u>Performance</u>	<u>Maximum Value</u>	<u>Rated Value</u>
1. Pursuit of the Work.	14	_____
2. Proper MOT and Minimize Impacts to Traveling Public.	14	_____
3. Timely and Complete Submittal of Documents.	12	_____
4. Timely Completion of Project.	10	_____
5. Cooperation / Cooperation with CEI Personnel, Property Owners and Utilities Company.	10	_____
6. Cost Avoidance	10	_____
7. Environmental Compliance	10	_____
8. Conformance With Contract Specifications.	20	_____
Total Score	100	_____