



# STANDARD CONTRACTOR EVALUATION FORM

**This is the Standard Contractor Evaluation form for both PRIVATE and PUBLIC projects.**

**Private Project:** Private projects include **vertical building work** performed for private parties, federal agencies and all out of state work.

### **Who completes and signs this form for a Private project?**

Evaluations for private projects can be prepared and signed by the project owner or by an individual responsible for the oversight of the project (e.g. general Contractor, architect, owner's project manager).

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**Public Project:** Public projects **only** include **vertical building work** performed for state agencies, state commissions or authorities, state schools, state hospitals and municipalities in the state of Massachusetts.

### **Who completes and signs this form for a Public project?**

**All** public evaluations **must** be signed by an official from the public awarding authority.

For public projects **under \$1,500,000.00**, the public awarding authority **may** have a representative or any other party responsible for the oversight of the project (e.g. general Contractor, architect, owner's project manager, architect/designer) complete and sign the evaluation.

For public projects **\$1,500,000.00 and above**, the Owner's Project Manager (OPM) responsible for oversight of the project **must** complete and sign the evaluation.

Massachusetts state law **requires** Public Evaluation Forms be completed by the Awarding Authority and submitted to DCAMM upon completion of the project. Per state law a copy of the evaluation **must** be sent to the Contractor.

Public Awarding Authorities are required to complete an evaluation form at the 50% mark of a project and submit it to the Contractor as a preliminary evaluation of its performance. These "**Preliminary Evaluations**" are intended for informational purposes only and **should not** be submitted to DCAMM.

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Click the link for more detailed [instructions and statutory references](#).

**Completed evaluation forms must be emailed to [certeval.dcammm@state.ma.us](mailto:certeval.dcammm@state.ma.us), with a copy to the email address of the assigned Compliance Officer, if known.**

**GENERAL INFORMATION PAGE**  
**(To be completed only by the evaluator)**

**Evaluator/OPM Info:**

Name:  Title:

Awarding Authority/Company Name:

Email Address:  Telephone:

**Contractor Being Evaluated:**

Company Name:

Contractor ID# (if known)  Project ID# (if known)

- This project is complete/substantially complete, and this is a Final Evaluation.
- This project is not complete, and this is a Preliminary Evaluation.

**Project Info:**

Project Name and Location:

Project Owner:

Detail this Contractors scope of work:

Contract Start Date (mm/dd/yyyy):  Contract End Date (mm/dd/yyyy):

Actual Completion Date (if different from Contract End Date) (mm/dd/yyyy):

Is this a maintenance contract? Yes  No

Does this project meet the Secretary of the Interior's Standards for *Historical Rehabilitation* issued by the U.S. Department of the Interior? Yes  No

Project Contract Cost for Contractor being Evaluated (including change orders, if any): \$   
*(If change order amount unknown for subcontractor, estimate as 5% of subcontract amount)*

Total Contract Cost \$   
*(If estimated total project cost was \$1,500,000 or greater, an Owner's Project Manager signature is required.)*

Did the Contractor execute this project using their own employees? Yes  No

## EVALUATION QUESTIONS

Please rate this Contractor’s performance for each of the following Categories. Written comments are extremely helpful, **and if you rate the performance below “Average” in any category, a detailed written explanation with specifics must be provided.** Failure to provide written comments for below Average performance may result in the evaluation being deemed unreliable.

**If additional pages are necessary for any written comments, please feel free to attach additional sheets. Be sure to clearly indicate the question number for each attached response.**

| <b>Quality Control/Submittals</b>  | <b>Rating</b> |
|--|---------------|
| <b>1. How was the Quality Control process managed throughout the entire project?</b>   |               |
| <u>Examples of things to consider</u> (dropdown) <ul style="list-style-type: none"> <li>Were the Contractor’s required submittals submitted in a timely fashion with proper documentation? (required submittals, shop drawings, mix designs, requisitions, progress and workforce reports, etc., as applicable)</li> <li>How well did the Contractor comply with project plans, specifications and overall understanding of scope of work?</li> <li>Did work need to be redone for reasons under this Contractor’s control?</li> <li>Was the contractor respectful toward other trades and their adjacent work?</li> <li>Did the Contractor provide layout, surveying, measuring and control lines as applicable for their work?</li> <li>Did the Contractor implement quality control testing and inspection as applicable?</li> <li>Did the Contractor use specified materials and appropriate equipment?</li> </ul> |               |
| UNACCEPTABLE      BELOW AVERAGE      AVERAGE      ABOVE AVERAGE      EXCELLENT<br><b>0</b> <b>14</b> <b>16</b> <b>18</b> <b>20</b>   |               |
| Comments:  |               |
| <b>Project Management/Scheduling</b>   | <b>Rating</b> |
| <b>2. PROJECT START UP: How well did the Contractor manage project start up responsibilities?</b>  |               |
| <u>Examples of things to consider:</u> (dropdown) <ul style="list-style-type: none"> <li>Did the Contractor obtain proper permits as required by state and local authorities as applicable for their work?</li> <li>Did the Contractor clearly communicate a project start up plan?</li> <li>Did the Contractor start the project as scheduled?</li> <li>Did the Contractor communicate crew size?</li> <li>Did the Contractor clearly communicate work hours?</li> <li>Did the Contractor provide a site logistics plan (i.e. parking, equipment/material storage, site office)?</li> </ul>   |               |

|  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Did the Contractor properly plan for Construction trash/debris removal</li> <li>• Did the Contractor properly communicate with abutters as applicable?</li> </ul>   |  |
| UNACCEPTABLE      BELOW AVERAGE      AVERAGE      ABOVE AVERAGE      EXCELLENT<br><b>0</b> <b>7</b> <b>8</b> <b>9</b> <b>10</b>  |  |
| Comments:  |  |
| <b>3. SCHEDULING: How efficiently did the Contractor adhere to project schedule?</b><br><b>NOTE:</b> <i>Schedule delays that are outside of the Contractor's control are not to be considered failure to control the schedule.</i>   |  |
| <u>Example of things to consider:</u> <ul style="list-style-type: none"> <li>• Did the Contractor understand and execute the schedule?</li> <li>• Did the Contractor adapt to changes to the project schedule as revised by approved modifications and change orders?</li> <li>• How was the Contractor's attendance and participation in scheduled planning sessions and required meetings?</li> <li>• How well did the Contractor comply with the required contract schedule for submissions?</li> <li>• Did the Contractor provide regular scheduled updates in a timely manner, as required?</li> </ul>  |  |
| UNACCEPTABLE      BELOW AVERAGE      AVERAGE      ABOVE AVERAGE      EXCELLENT<br><b>0</b> <b>7</b> <b>8</b> <b>9</b> <b>10</b>  |  |
| Comments:  |  |
| <b>4. STAFF PERFORMANCE: How well did the Project Management team perform throughout the project?</b>  |  |
| <u>Examples of things to consider:</u> <ul style="list-style-type: none"> <li>• How proficient was the Contractor in furnishing required workforce reporting (e.g., daily reports, progress updates)?</li> <li>• Did the Contractor meet applicable workforce goals, benchmarks or other requirements?</li> <li>• How competent was the Contractor's/Construction Manager's on-site supervisory personnel?</li> <li>• How well did the Contractor coordinate subcontractors work, if applicable?</li> <li>• How well did the Contractor identify and addressed personnel issues?</li> <li>• How well did the Contractor cooperate and collaborate with other parties (e.g., owner, designer, subcontractors, project manager, boards and inspectors)?</li> <li>• Did the Contractor effectively coordinate the work of all trades to ensure seamless and well-integrated construction that generally followed the project schedule?</li> </ul> |  |

|  |  |
|--|--|
| <ul style="list-style-type: none"> <li>How well did the Project Management team identify, address and resolve problems?</li> </ul>   |  |
| <p style="text-align: center;">UNACCEPTABLE      BELOW AVERAGE      AVERAGE      ABOVE AVERAGE      EXCELLENT</p> <p style="text-align: center;"><b>0                      10                      12                      14                      15</b></p>  |  |
| Comments:  |  |
| <p><b>5. SUBSTANTIAL COMPLETION: How well did the Contractor handle the project closeout process?</b></p>  |  |
| <p><u>Examples of things to consider:</u></p> <ul style="list-style-type: none"> <li>Was information on project systems and materials provided by the Contractor at substantial completion (e.g., as applicable, operation and maintenance manuals, as-built drawings, material/equipment warranties, attic stock/spare parts/materials/keys)?</li> <li>Did the Contractor and its designated personnel enable a smooth transfer of operations, providing timely on and off-site training and written instructions, as needed.</li> </ul>  |  |
| <p style="text-align: center;">UNACCEPTABLE      BELOW AVERAGE      AVERAGE      ABOVE AVERAGE      EXCELLENT</p> <p style="text-align: center;"><b>0                      7                      8                      9                      10</b></p>   |  |
| Comments:  |  |
| <b>Safety &amp; Housekeeping</b>   |  |
| <b>Rating</b>  |  |
| <p><b>6. How well did the Contractor maintain jobsite safety &amp; housekeeping procedures?</b></p>  |  |
| <ul style="list-style-type: none"> <li>How did the Contractor comply with OSHA standards and other applicable safety plans/requirements for their work?</li> <li>How careful was the Contractor with taking precautions to ensure a safe workplace (e.g. regular safety meetings, on-site safety manager)?</li> <li>How well did the Contractor properly store materials in designated locations?</li> <li>How well did the Contractor maintain a clean site and regularly remove trash and debris?</li> <li>How well did the Contractor comply with state workplace smoking laws and jobsite policies?</li> </ul> |  |
| <p style="text-align: center;">UNACCEPTABLE      BELOW AVERAGE      AVERAGE      ABOVE AVERAGE      EXCELLENT</p> <p style="text-align: center;"><b>0                      7                      8                      9                      10</b></p>   |  |

Comments:

| <b>Modifications and Change Orders</b>  | <b>Rating</b> |
|---|---------------|
| <p><b>7. How effective was this Contractor in responding to and implementing change orders?</b></p> <p><u>Examples of things to consider:</u></p> <ul style="list-style-type: none"> <li>• How responsive was the Contractor to owner-initiated change orders?</li> <li>• Did the Contractor implement owner-initiated modifications and change orders, consistent with contract procedures?</li> <li>• Were change orders fairly priced, well documented, and received in a reasonable timeframe?</li> <li>• Was the Contractor reasonable with the owner’s review and negotiations?</li> <li>• Did the Contractor effectively communicate each change order’s potential impacts to the project schedule?</li> </ul> |               |
| UNACCEPTABLE    BELOW AVERAGE    AVERAGE    ABOVE AVERAGE    EXCELLENT<br><b>0                      10                      12                      14                      15</b>  |               |

Comments:

| <b>Document Control</b>  | <b>Rating</b> |
|--|---------------|
| <p><b>8. How proficient was this Contractor’s document control process?</b></p> <p><u>Examples of things to consider:</u></p> <ul style="list-style-type: none"> <li>• Monthly Requisitions:               <ul style="list-style-type: none"> <li>○ Were the requisitions completed thoroughly?</li> <li>○ Were the requisitions submitted timely and consistently?</li> <li>○ Were the requisitions submitted in accordance with the approved schedule of values?</li> <li>○ Where the requisitions accurate and consistent for the work being billed?</li> </ul> </li> <li>• Were there any issues of payment concerns from subcontractors?</li> <li>• Were certified payrolls submitted as required?</li> </ul> |               |
| UNACCEPTABLE    BELOW AVERAGE    AVERAGE    ABOVE AVERAGE    EXCELLENT<br><b>0                      7                      8                      9                      10</b>  |               |

|                    |  |
|--------------------|--|
| Comments:          |  |
| <b>TOTAL SCORE</b> |  |

**NOTE: TOTAL POINTS SCORE OF LESS THAN 80 IS A FAILING SCORE.**

LEGAL AND ADMINISTRATIVE PROCEEDINGS:

Are you aware of any legal or administrative proceedings, invoked bonds, assessed damages, demands for direct payment, payment bond claims, contract failures, contract terminations or penalties involving this Contractor on this contract? What is the status of any pending litigation? What was the final outcome of any completed litigation? What were the dollar amounts of assessed damages or penalties?

ADDITIONAL COMMENTS: - (Optional):

**PUBLIC PROJECTS:**

I, the undersigned hereby certify as follows:

- a) The information contained on this evaluation form represents, to the best of my knowledge, a true and accurate analysis of the Contractor's performance record on the contract;
- b) The contents of the evaluation form or the Project Rating were not negotiated with the Contractor or its representative for any reason; and
- c) Pursuant to M.G.L. c. 149, Sec. 44D(7), on the date set forth below, a copy of this evaluation was sent to the Contractor.

**REQUIRED** Signature of Awarding Authority:

|                                 |  |
|---------------------------------|--|
| _____                           | _____                                  |
| Awarding Authority Signature    | Awarding Authority Date Signed         |
| _____                           | _____                                  |
| Awarding Authority Printed Name | Awarding Authority Contact Telephone # |
| _____                           | _____                                  |
| Awarding Authority Title        | Awarding Authority Email Address       |

Signature of Awarding Authority representative. **For projects \$1,500,000 and over the signature of the Awarding Authority OPM is required:**

|                  |                         |
|------------------|-------------------------|
| _____            | _____                   |
| OPM Signature    | OPM Date Signed         |
| _____            | _____                   |
| OPM Printed Name | OPM Contact Telephone # |
| _____            | _____                   |
| OPM Title        | OPM Email Address       |

**PRIVATE PROJECTS:**

I, the undersigned hereby certify as follows:

- a) The information contained on this evaluation form represents, to the best of my knowledge, a true and accurate analysis of the Contractor's performance record on the contract;
- b) The contents of the evaluation form or the Project Rating were not negotiated with the Contractor or its representative for any reason; and
- c) On the date set forth below, a copy of this evaluation was sent to the Contractor.

**REQUIRED** Signature of Project Owner or an individual responsible for the oversight of the project:

|                            |                                   |
|----------------------------|-----------------------------------|
| _____                      | _____                             |
| Project Owner Signature    | Project Owner Date Signed         |
| _____                      | _____                             |
| Project Owner Printed Name | Project Owner Contact Telephone # |
| _____                      | _____                             |
| Project Owner Title        | Project Owner Email Address       |