

PROJECT EVALUATION SCORECARDS

Evaluation Criteria



DRAFT

CONTRACTOR SCORECARD (COMPLETED BY CTIY PROJECT TEAM)

Contract Requirements		20%
	Bond & Insurance	
	Subcontractor Utilization Plan	
	Baseline Construction Schedule	
	Compliance with General Conditions o Timely Submission of Change of Subcontractor(s) o Comply with Prevailing Wage Requirements o Obtain All Required Permits and Utility (Power, Water, Sewer) Connections as Required in Timely Manner o (If applicable) Field Office Requirements o (If applicable) Soil Relocation Requirements	
Schedule		20%
	Timely Submission of Accurate Monthly Schedules	
	Adequate Resources to Meet Project Schedule	
	Complete Critical Path (Sequence of Work) and Milestones As Scheduled	
	Prompt and Proper Notification of Delays (Submission of TIA)	
Budget		10%
	Timely Processing of Payments	
	Timely Payment to Subcontractor(s) & Supplier(s)	
	Expedited Negotiations and Approval for Additional Work (Change Orders)	
Quality		20%
	Maintain a Clean and Safe Work Site (Including Dust Control)	
	Appropriate Implementation and Maintenance of Traffic Control Plan & Devices	
	Proper Installation and Maintenance of Access for Impacted Residents and Businesses	
	Meeting Specification Requirements and Standards (Including Materials and Workmanship)	
	Management of Subcontractor(s)	
Responsiveness		20%
	Appropriate and Timely Resolution to City Project Team and Public Concerns	
	Timely Notification to City Team of Issues that May Have a Negative Impact to the Project	
	Adequate Preparations for Inclement Weather	
	Timely Response for Project Related Issues After Hours, Prior/During Inclement Weather, Weekend and Holidays	
Project Close Out		10%
	Completion of Punch List Per Contract Requirements	
	Timely Submission of Required Project Documents (User Manuals, Warranties, Redlines, etc...)	
	Completion of Payment to Subcontractor(s)	
	Submission of Accurate Documentation for Retainage Release	

CITY PROJECT TEAM & CONSULTANT SCORECARD (COMPLETED BY CONTRACTOR)

Responsiveness		40%
	Timely Contract Award and Issuance of Notice to Proceed	
	Timely Resolution of Project Related Issues	
	Timely Processing of Change Order(s)	
	Timely Response to Requests for Information (RFIs) and Submittals	
Issue Resolution		10%
	Proper Escalation of Issues to City Management for Decision Making	
	Assisting Contractor to Resolve Any Utility Issues	
Payments		10%
	Timely Processing of Payments	
	Timely Release of Retainage	
Consultant		40%
	Quality of construction plan(s) and contract document(s)	
	Timely Resolution of Project Related Issues	
	Timely Processing of Change Order(s)	
	Timely Response to Requests for Information (RFIs) and Submittals	