

Company: .
Document .
description:

Department: **Public Works**
Division:
Assignment size:
Phase:
Consulting firm:

Contract start date:
Substantial performance date:
Project number:

Project commencement (5%)	score	weighted per cent
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1 Did the project commence by the contractually obligated date or region agreed/revised start date?

Contract specific comment:

Evaluation comment:

Score: / 2

2 Was an acceptable baseline schedule (inclusive of key tasks, activities, subs, etc.) provided at the pre-construction meeting (or within the agreed upon timeframe)?

Contract specific comment:

Evaluation comment:

Score: / 3

Project management (13%)	score	weighted per cent
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3 Did the contractor maintain comprehensive schedule updates and provide updates as required?

Contract specific
comment:

Evaluation
comment:

Score: / 3

4 Did the contractor meet the project milestones by the contractually obligated date or any other agreed upon dates?

Contract specific
comment:

Evaluation
comment:

Score: / 3

5 Did the contractor provide timely notification to appropriate stakeholders, as required (e.g. all Peel operations, residents, etc.)?

Contract specific
comment:

Evaluation
comment:

Score: / 4

6 Did the contractor submit the required shop drawings and submittals on time and in the proper formats (e.g. mix designs, commissioning plan, etc.)?

Contract specific
comment:

Evaluation
comment:

Score: / 3

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Workmanship (31%)	score	weighted per cent
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7 Did the contractor comply with all permit requirements and agreements (e.g. road occupancy, MTO encroachment, etc.)?

Contract specific comment:

Evaluation comment:

Score: / 3

8 Did the contractor install and maintain all environmental measures as per contract and permit requirements (e.g. conservation authority, PTTW, MNR, MOE, etc.) and mitigate all identified environmental site issues in a timely manner?

Contract specific comment:

Evaluation comment:

Score: / 3

9 Did the contractor cause any damage to existing facilities, properties (city, region or private), sites, etc.?

Contract specific comment:

Evaluation comment:

Score: / 2

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10 Did the contractor comply with the allowable working hours as specified in the contract or as approved by the agency?

Contract specific
comment:

Evaluation
comment:

Score: / 2

11 Was the equipment utilized by the contractor for the completion of the work appropriate for the required work?

Contract specific
comment:

Evaluation
comment:

Score: / 3

12 Did the materials (including equipment to be installed) supplied by the contractor meet the contract specifications?

Contract specific
comment:

Evaluation
comment:

Score: / 3

13 Did the contractor stage the work in an appropriate manner to achieve the contract requirements?

Contract specific
comment:

Evaluation
comment:

Score: / 3

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14 Did the contractor supply appropriate staff for the required work and / or did the staff have the appropriate skills, training and licences required?

Contract specific
comment:

Evaluation
comment:

Score: / 3

15 Did the contractor effectively coordinate with other contractors, consultants, sub-contractors and suppliers as applicable?

Contract specific
comment:

Evaluation
comment:

Score: / 3

16 Did the contractor resolve deficiencies identified during construction in a timely manner and to the satisfaction of the agency?

Contract specific
comment:

Evaluation
comment:

Score: / 3

17 Did the contractor pass the minimum testing requirements (e.g. pressure testing, leakage test, FAT, SAT, compaction, material testing, etc.)?

Contract specific
comment:

Evaluation
comment:

Score: / 3

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Safety (21%)	score	weighted per cent
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18 Did the contractor keep the site (and access roads) reasonably clean and organized throughout the duration of the project?

Contract specific comment:

Evaluation comment:

Score: / 3

19 Did the contractor consistently follow the submitted traffic control plan (as amended throughout contract) which was inclusive of OTM Book 7 Temporary Conditions?

Contract specific comment:

Evaluation comment:

Score: / 2

20 Did the contractor submit an acceptable safety plan in a timely manner prior to commencement and keep a copy on site for the contract duration?

Contract specific comment:

Evaluation comment:

Score: / 1

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21 Did the contractor keep the NOP and form 1000 for each sub-contractor in an accessible location on site?

Contract specific
comment:

Evaluation
comment:

Score: / 1

22 Did the contractor keep these notices in an accessible location on site: OH&SA, construction regulations, nearest MOL office, first aid regulations, WSIB poster (form 82), H&S policy, MSDS, emergency procedures, etc.?

Contract specific
comment:

Evaluation
comment:

Score: / 1

23 Did the contractor obtain up to date locates for all utilities and were they kept up to date throughout project duration while adhering to all locate conditions?

Contract specific
comment:

Evaluation
comment:

Score: / 2

24 Did all contractor and sub-contractor staff wear the required PPE at all times?

Contract specific
comment:

Evaluation
comment:

Score: / 2

Company: .

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25 Did the contractor take immediate action to rectify safety issues?

Contract specific
comment:

Evaluation
comment:

Score: / 3

26 Did the contractor maintain, as required, clear emergency routes and control public access?

Contract specific
comment:

Evaluation
comment:

Score: / 2

27 As required did the contractor deal with incidents / accidents to the general public and report to the region in a timely manner?

Contract specific
comment:

Evaluation
comment:

Score: / 2

28 Did the contractor comply with any stop work orders issued by the region, MOL, TSSA, other agencies?

Contract specific
comment:

Evaluation
comment:

Score: / 2

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Contract management and supervision (16%)	score	weighted per cent
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29 Did the contractor submit an unjustifiable number of invalid change order requests?

Contract specific
comment:

Evaluation
comment:

Score: / 3

30 Did the contractor submit reasonable and competitive quotations for extra work, in a timely manner?

Contract specific
comment:

Evaluation
comment:

Score: / 3

31 Did the contractor follow the contractual claims procedure?

Contract specific
comment:

Evaluation
comment:

Score: / 2

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32 Did the contractor comply with any written notices by the agency in a timely manner (e.g. site instructions, change directives, etc.)?

Contract specific
comment:

Evaluation
comment:

Score: / 3

33 Did the contractor submit payment requests accurately which were inclusive of WSIB and statutory declaration for each invoice submitted?

Contract specific
comment:

Evaluation
comment:

Score: / 2

34 Did the contractor have the appropriate authority on site to make decisions and provide continuous on-site supervision to workers?

Contract specific
comment:

Evaluation
comment:

Score: / 3

Client and public relations (6%)	score	weighted per cent
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35 Did the contractor respond appropriately to service delivery issues (complaints, inquiries, third party claims, etc.)?

Contract specific
comment:

Evaluation
comment:

Score: / 3

36 Was the contractor fair and did they conduct themselves with common courtesy and appropriate business manner when dealing with the public, agency staff/representatives, and own employees including properly identifying themselves to the public and agency?

Contract specific
comment:

Evaluation
comment:

Score: / 3

Project completion (8%)	score	weighted per cent
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37 Did the contractor submit on schedule complete operations and maintenance manuals as well as accurate and / or complete record documents and drawings?

Contract specific
comment:

Evaluation
comment:

Score: / 4

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38 Did the contractor meet substantial performance by the contractually obligated date or revised agreed upon date?

Contract specific
comment:

Evaluation
comment:

Score: / 4

Total score

Percent

Rating:

Overall comments:

Project manager:

Date:

Approver:

Date:
