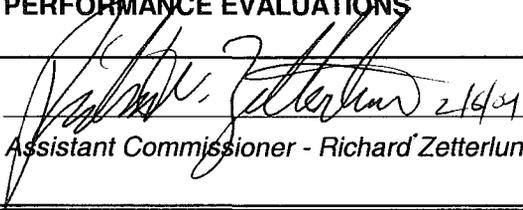


STANDARD CONSTRUCTION OPERATING PROCEDURE

City of New York Department of Design and Construction
Division of Infrastructure Bureau of Construction

**SUBJECT: CONTRACTOR/CONSULTANT
PERFORMANCE EVALUATIONS**

APPROVED:  2/16/04
Assistant Commissioner - Richard Zetterlund, P.E.

SCOP..... : 03 -002

CATEGORY.... : RECORD KEEPING
Subcategory : EVALUATIONS

Keywords : Contractor Evaluations
Consultant Evaluations

Supersedes... : 98-008G

Supplements.... : N/A

Sheet..... : 1 of 1

Issue Date..... : December 30, 2003

This will serve as a reminder of the requirement to evaluate contractors, consultants, and subcontractors periodically, as outlined on the attached DDC Policy and Procedures Memorandum # 98-9 (Operational). The evaluation procedures, instructions, and applicable forms are all available on DDC intranet under FORMS>AGENCY-WIDE. Completed evaluations are to submitted when due to the Infrastructure Construction Support Unit for processing.

Attachments: DDC Policy & Procedures Memo # 98-9 (Operational), Evaluation routing sheet

**DEPARTMENT OF DESIGN AND CONSTRUCTION
INFRASTRUCTURE
CONTRACTOR / SUBCONTRACTOR / CONSULTANT
EVALUATION ROUTE SLIP**

ROUTE	TITLES & NAMES	INITIALS	DATE
1	RESIDENT ENGINEER NAME _____		
2	SECTION ENGINEER NAME _____		
3	DEPUTY BOROUGH DIRECTOR NAME _____		
4	BOROUGH DIRECTOR NAME _____		
5*	ASSISTANT COMMISSIONER (CHECK ONE) R. ZETTERLUND E. DOLEYRES		
6	CONSTRUCTION SUPPORT NAME: WENDY RICHARDS		
7	DEPUTY ACCO NAME: RAY RODRIGUEZ		

NOTES: Infrastructure Staff - Don't forward the evaluation to the contractor or subcontractor. The ACCO's office will forward.

*AFTER A/C SIGNS, CONSTRUCTION SUPPORT STAFF MAKES 4 COPIES AND
DISTRIBUTES ORIGINAL AND COPIES AS FOLLOWS:
ORIGINAL TO: ACCO
COPY TO: (1) CONSTRUCTION SUPPORT FILE, (2) E.I.C/R.E.,
(3) BOROUGH DIRECTOR, (4) PROG. MANAGEMENT D/A/C F.SAIA

Submission of performance evaluations for prime contractors, construction managers, REIs, consultants, subcontractors, and subconsultants.

Project Managers in Structures, Design Engineers-in-Charge, Section or Resident Engineers in Infrastructure, and Directors in Technical Support will prepare and submit performance evaluations for contracts that they manage according to the following instructions:

A. Prime contractor evaluations

For contracts with durations of less than 6 months, a final performance evaluation is due at substantial completion.

For contracts with durations between 6 and 12 months, a performance evaluation is due at the mid-point of the construction duration and a final performance evaluation is due at substantial completion. (Time extensions are not considered in establishing the mid-point of the construction duration.)

For contracts with durations in excess of 12 months, performance evaluations are due 12 months after the commence work date and every 12 months thereafter, with a final performance evaluation due at substantial completion.

In addition, a performance evaluation will be prepared at the time when a pre-default hearing is initiated, when a contract is terminated, and at any other time the Project Manager or Resident Engineer believes one is necessary or when requested by a supervisor.

Form to use: Construction Contractor Form

To be completed by: Construction Project Manager/Structures
Resident Engineer/Infrastructure
Director/Technical Support

B. Construction manager/REI evaluations

The process for preparing and submitting performance evaluations for construction managers/REIs is the same as the process described above for prime contractor evaluations.

Form to use: Consultant Construction Manager/Resident Form

To be completed by: Construction Project Manager/Structures
Section Engineer/Infrastructure

C. Consultant (design) evaluations

For design contracts with durations of less than 6 months, a performance evaluation is due at the completion of design and at construction substantial completion.

For design contracts with durations between 6 and 12 months, a performance evaluation is due at the mid-point of the design duration and at the completion of the design, with a final performance evaluation due at the construction substantial completion. (Time extensions are not considered in establishing the mid-point of the design duration.)

For design contracts with durations in excess of 12 months, performance evaluations are due 12 months into design and every 12 months thereafter, and at the completion of the design, with a

final performance evaluation due at the construction substantial completion (Structures) and final consultant contract completion (Infrastructure).

In addition, a performance evaluation will be prepared at the time when a pre-default hearing is scheduled, when a contract is terminated, and at any other time the Project Manager, Design Manager, or Resident Engineer believes one is necessary or when requested by a supervisor.

Form to use: Consultant Architect/Engineer Form (during design)
Consultant Architect/Engineer "Services During Construction" Form (during construction)

To be completed by: Design Project Manager/Structures (during design)
Construction Project Manager/Structures (during construction)
Design Engineer-In-Charge/Infrastructure

D. Subcontractor evaluations

Performance evaluations are required for all subcontractors whose contracts with the prime contractor exceed \$100,000.

Final performance evaluations for subcontractors will be prepared at substantial completion.

In addition, a performance evaluation will be prepared at any other time the Project Manager or Resident Engineer believes one is necessary or when requested by a supervisor.

Form to use: Construction Subcontractor Form

To be completed by: Construction Project Manager/Structures
Resident Engineer/Infrastructure

E. Subconsultant (design) evaluations

Performance evaluations are required for all subconsultants whose contracts with the prime consultant exceed \$100,000.

Performance evaluations for subconsultants will be prepared at the completion of the design. Final performance evaluations for subconsultants will be prepared at the construction substantial completion.

In addition, a performance evaluation will be prepared at any other time the Project Manager, Design Project Manager or Resident Engineer believes one is necessary or when requested by a supervisor.

Form to use: Subconsultant Architect/Engineer Form

To be completed by: Design Project Manager/Structures (during design)
Construction Project Manager/Structures (during construction)
Design Engineer-in-Charge/Infrastructure

F. Task Orders

Performance evaluations are required for each task order on all requirement contracts, including JOCS contracts. Depending on the type of work required in the task order, Project Managers/Structures and Section Engineers/Infrastructure must prepare evaluations following the above instructions.

G. Forms

Evaluations must be submitted on one of the six forms listed below. No other forms may be used.

1. Construction Contractor
2. Consultant Construction Manager/Resident
3. Consultant Architect/Engineer
4. Consultant Architect/Engineer "Services During Construction"
5. Construction Subcontractor
6. Subconsultant Architect/Engineer

All questions on the forms must be answered **EXCEPT** for those under the Section entitled "**Agency Certification...**" on the last page of each form. This section will be completed by the ACCO's Office after the rest of the form has been completed.

H. Definitions of ratings

E ("Excellent") should be used if the contractor/consultant/subcontractor/subconsultant met or surpassed all contract requirements.

S ("Satisfactory") should be used if the contractor/consultant/subcontractor/subconsultant substantially met, yet may have occasionally deviated from, contract requirements.

M ("Marginal") should be used if the contractor/consultant/subcontractor/subconsultant regularly deviated from contract requirements.

U ("Unsatisfactory") should be used if the contractor/consultant/subcontractor/subconsultant deviated substantially from contract requirements.

NA ("Not Applicable") should be used if the question does not apply to the performance of the contractor/consultant/subcontractor/subconsultant.

I. Signatures

All performance evaluations must be signed by an Program/Boro Director. The Project Manager/Resident Engineer/Director/Design Engineer-in-Charge/Section Engineer who prepares the performance evaluation must sign and date the first line. The Program/Boro Director must sign and date the second line and print his or her title below the signature.

Performance evaluations (except for Infrastructure contracts) must be sent to Sara Arcodia, 30-30 Thomson Avenue, 4th floor (718-391-1547). Infrastructure contract performance evaluations must be sent to Frank Saia, 30-30 Thomson Avenue, 3rd floor (718-391-2273).

Accurate and timely performance evaluations are critical to our ability to monitor the quality of our design and construction efforts and to ensure that the work done on our projects is accomplished by qualified and competent contractors and consultants. It is imperative that performance evaluations be prepared and submitted according to the schedule outlined above.

CONSULTANT CONTRACT SCHEDULE

13. Original contract duration _____ ccd
14. Estimated actual contract amount _____ ccd
15. Was consultant granted an extension of time? Yes No
16. Reasons for difference between actual and original contract duration (use additional paper for response).

QUALITY OF SERVICE

- | | | | | | |
|--|---|---|---|---|----|
| 17. Quality of consultant's service | E | S | M | U | NA |
| 18. Ability to assure contractor performance and coordination with other contractors | E | S | M | U | NA |
| 19. Enforcement and/or preparation of schedule | E | S | M | U | NA |
| 20. Facility with problem identification and resolution | E | S | M | U | NA |
| 21. Verification of need for and accuracy of, contractor's extra costs requests | E | S | M | U | NA |
| 22. Ability to obtain responses from consultant architect/engineer and contractor | E | S | M | U | NA |
| 23. Ability to assure formulation of punchlist items | E | S | M | U | NA |
| 24. Adequacy of inspection services | E | S | M | U | NA |
| 25. Technical ability | E | S | M | U | NA |
| 26. Staffing of job | E | S | M | U | NA |

COOPERATIVENESS

- | | | | | | |
|--|---|---|---|---|----|
| 27. Cooperation with agency | E | S | M | U | NA |
| 28. Coordination with other consultants & agencies | E | S | M | U | NA |
| 29. Community liaison efforts | E | S | M | U | NA |

RECORD KEEPING

- | | | | | | |
|--|---|---|---|---|----|
| 30. Quality of administration | E | S | M | U | NA |
| 31. Records of additional work and maintenance of logs | E | S | M | U | NA |
| 32. Quality and timeliness of payment processing | E | S | M | U | NA |

CONTRACT ENFORCEMENT

33. Did the agency take action against the consultant due to consultant's nonperformance? Yes No
If "yes," give details of action taken and reasons (use additional paper if needed):

CONSULTANT CONTRACT COSTS

12. Contract award amount \$ _____
13. Estimated final contract amount \$ _____
14. Reasonableness in estimating and negotiating change orders
- | | | | | |
|---|---|---|---|----|
| E | S | M | U | NA |
|---|---|---|---|----|

CONSULTANT CONTRACT SCHEDULE

15. Original contract duration _____ ccd
16. Actual contract duration _____ ccd
17. Was consultant granted an extension of time? Yes No
18. Reasons for difference between actual and original contract duration (use additional paper for response).
19. Adequacy of progress schedules
- | | | | | |
|---|---|---|---|----|
| E | S | M | U | NA |
|---|---|---|---|----|

QUALITY OF SERVICE

- | | | | | | | |
|------|---|---|---|---|---|----|
| 20. | Quality of consultant's service | E | S | M | U | NA |
| 21. | Quality of design/study | E | S | M | U | NA |
| 22. | Conformance of design/study to agency program | E | S | M | U | NA |
| 23. | Technical ability | E | S | M | U | NA |
| 24. | Analysis of program information | E | S | M | U | NA |
| 25. | Ability to communicate ideas and consequences | E | S | M | U | NA |
| 26. | Facility with problem identification and resolution | E | S | M | U | NA |
| 27. | Staffing of job | E | S | M | U | NA |
| 28. | Quality of documentation | E | S | M | U | NA |
| 29. | Quality of subconsultants' work: | | | | | |
| 29a. | Architectural | E | S | M | U | NA |
| 29b. | Mechanical | E | S | M | U | NA |
| 29c. | Electrical | E | S | M | U | NA |
| 29d. | Civil | E | S | M | U | NA |
| 29e. | Structural | E | S | M | U | NA |
| 29f. | Landscape | E | S | M | U | NA |
| 29g. | Borings | E | S | M | U | NA |
| 29h. | Survey | E | S | M | U | NA |
| 29i. | Other _____ | E | S | M | U | NA |

COOPERATIVENESS

- | | | | | | | |
|-----|---|---|---|---|---|----|
| 30. | Cooperation with agency personnel | E | S | M | U | NA |
| 31. | Coordination with other consultants and agencies | E | S | M | U | NA |
| 32. | Responsiveness to agency design/study critique and comments | E | S | M | U | NA |
| 33. | Community liaison efforts | E | S | M | U | NA |

RECORD-KEEPING

- 34. Quality of administration E S M U NA
- 35. Timeliness in obtaining approvals from regulatory agencies E S M U NA

CONTRACT ENFORCEMENT

- 36. Did agency take action against the consultant due to consultant's non-performance Yes No
If "yes" give details of actions taken & reasons:(use additional paper if needed)

PERFORMANCE

- 37. Rate the Consultant's Overall Performance as
Excellent Satisfactory Marginal Unsatisfactory
- 38. Comments (use additional paper if needed):

AGENCY CERTIFICATION OF CONTRACTOR'S RESPONSE

- 39. Did agency forward completed evaluation to the contractor, allowing 15 days for written response? Yes No
- 40. Did contractor submit a written response? (if "yes" a copy of the contractor's response must be submitted with evaluation) Yes No
- 41. Did agency respond? (if "yes," attach copy of agency's response) Yes No

Prepared by Agency's Project/Design/Study Manager

NAME (print) SIGNATURE DATE

Reviewed by authorized Agency personnel

NAME (print) SIGNATURE TITLE DATE

**New York City Contract Performance Evaluation
CONSTRUCTION CONTRACTOR**

Annual Evaluation

Final Evaluation

ALL QUESTIONS MUST BE ANSWERED AND INFORMATION MUST BE TYPED OR PRINTED.

Agency must retain the original Performance Evaluation. A copy of the Performance Evaluation should be sent to the Mayor's Office of Contracts, 253 Broadway - 9th Floor, NY, NY 10007.

GENERAL HEADER INFORMATION

1. Contractor name _____
Employer identification number (EIN) _____
Contractor address _____

2. Comptroller's contract registration number _____
Comptroller's contract registration date ____/____/____
Agency internal contract number _____
3. Project budget number (commitment plan number) _____
Project FMS identification number _____
4. Project description _____

5. Project location Manhattan Bronx Brooklyn Queens Staten Island
6. IFMS number _____ - _____ (3-digit agency code & 3-digit project code)
7. Type of construction: New Rehabilitation
8. Type of contractor (trade): _____
9. Contracting agency _____ Sponsor/client agency (if any) _____
10. Designer: In-house
Consultant: _____ EIN _____
Resident/CM: In-house
Consultant: _____ EIN _____

11. <u>SUBCONTRACTORS</u>	<u>EIN</u>	<u>TRADES</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(use additional paper if more space is needed to list subcontractors)

COSTS

12. Contract award amount \$ _____
13. Estimated final contract amount \$ _____

SCHEDULES

14. Original contract duration _____ ccd
15. Estimated actual contract duration _____ ccd
16. Was contractor granted an extension of time? Yes No
17. Reasons for difference between estimated actual and original contract duration (use additional paper for response) _____
18. Adequacy of CPM charts/progress schedules E S M U NA
19. Adequacy of revisions of progress schedules E S M U NA
20. Ordering of materials E S M U NA
21. Adherence to staffing schedule E S M U
NA
22. Submission of subcontractors for approval E S M U NA

QUALITY OF WORK

23. Quality of contractor's work E S M U NA
24. Quality of subcontractors' work E S M U NA
25. Quality of supervisory personnel E S M U NA
26. Quality of site maintenance E S M U NA
27. Compliance with safety standards E S M U NA
28. Responsiveness to agency orders E S M U NA
29. Performance of change order work E S M U NA
30. Adequacy of shop drawings E S M U NA
31. Prompt notice of discovery of any latent defects in plans E S M U
NA
32. Has any delay caused by contractor been identified? If "yes" attach details to PE Yes No

COOPERATIVENESS

33. Cooperation/coordination with other on-site contractors and subcontractors E S M U NA
34. Cooperation with agency personnel E S M U NA
35. Participation in scheduled job meetings E S M U NA

RECORD- KEEPING

- | | | | | | | |
|-----|--|---|---|---|---|----|
| 36. | Adequacy of daily report submissions | E | S | M | U | NA |
| 37. | Timeliness of payment requisitions | E | S | M | U | NA |
| 38. | Compliance with required testing | E | S | M | U | NA |
| 39. | Timeliness in obtaining permits | E | S | M | U | NA |
| 40. | Adequacy of time and material records
NA | E | S | M | U | |
| 41. | Fulfillment of locally-based, women-business,
disadvantaged-business enterprise, training &
apprenticeship programs, & other special
requirements | E | S | M | U | NA |
| 42. | Giving notice of any condition which did
cause, or might have caused, delay | E | S | M | U | NA |

CONTRACT CHANGES

- | | | | | | | |
|-----|--|---|---|---|---|----|
| 43. | Timeliness of change order proposals | E | S | M | U | NA |
| 44. | Reasonableness in estimating and
negotiating change orders | E | S | M | U | NA |
| 45. | Percentage of change order costs that were
time and material: _____ % of all change order costs | | | | | |

CONTRACT ENFORCEMENT

46. Did the agency take action against the contractor due to contractor's nonperformance? Yes No
If "yes," give details of action taken and reasons (use additional paper if needed):

PERFORMANCE

47. Rate the contractor's overall performance in fulfilling contractual obligations as
 Excellent Satisfactory Marginal Unsatisfactory
48. Comments (use additional paper if needed):

New York City Contract Performance Evaluation
CONSULTANT ARCHITECT/ENGINEER
“SERVICES DURING CONSTRUCTION”

Annual Evaluation

Final Evaluation

ALL QUESTIONS MUST BE ANSWERED AND INFORMATION MUST BE TYPED OR PRINTED.

Agency must retain the original Performance Evaluation. A copy of the Performance Evaluation should be sent to the Mayor's Office of Contracts, 253 Broadway - 9th Floor, NY, NY 10007.

General Header Information

1. Consultant Name _____
Employer identification number (EIN) _____
2. Comptroller's contract registration number _____
3. Contracting agency _____
Sponsor/client agency (if any) _____
4. Project budget number (commitment plan number) _____
Project CAPIIS identification number _____
5. Project description _____

6. Number of construction change orders due to design errors/omissions: # _____ of
_____ total change orders ON THIS PROJECT
7. Cost of construction change orders due to design errors/omissions: \$ _____ of
_____ total change order costs TO THIS PROJECT

QUALITY OF SERVICE

- | | | | | | |
|--|---|---|---|---|----|
| 39. Performance in processing shop drawings, etc. | E | S | M | U | NA |
| 40. Evaluation and reporting on claims | E | S | M | U | NA |
| 41. Evaluation and reporting on change order requests | E | S | M | U | NA |
| 42. Adequacy of document interpretation and problem resolution | E | S | M | U | NA |
| 43. Attendance at and participation in job meetings | E | S | M | U | NA |
| 44. Adequacy of review and recommendation | E | S | M | U | NA |
| 45. Site visits to observe progress and quality of contractor's work | E | S | M | U | NA |
| 46. Participation in punchlist and final inspection | E | S | M | U | NA |
| 47. Assistance in obtaining occupancy and other certificates | E | S | M | U | NA |
| 48. Movable equipment plan and delivery system | E | S | M | U | NA |

49. Rate the consultant's overall performance of services during construction as
Excellent Satisfactory Marginal Unsatisfactory
50. Comments relating to construction phase services (use additional paper if needed):

AGENCY CERTIFICATION OF CONTRACTOR'S RESPONSE

51. Did agency forward completed evaluation to the contractor, allowing 15 days for written response? Yes No
52. Did contractor submit a written response? (if "yes" a copy of the contractor's response must be submitted with evaluation) Yes No
53. Did agency respond? (if "yes" attach copy of agency's response) Yes No

Prepared by Agency Resident Engineer

NAME (print)

SIGNATURE

DATE

Reviewed by authorized Agency personnel

NAME (print)

SIGNATURE

TITLE

DATE

Department of Design and Construction Contract Performance Evaluation
SUBCONSULTANT ARCHITECT/ENGINEER

Final Evaluation: Due Upon Completion of 1) Subconsultant Work Valued at \$100,000 or more; or 2) Subconsultant Work deemed Unsatisfactory (any value)

ALL QUESTIONS MUST BE ANSWERED AND INFORMATION MUST BE TYPED OR PRINTED.

For Infrastructure Projects only: please return this form to the Deputy AC for Project Management, (718)391-2273. All others, please return to DDC Performance Evaluation Liaison (718) 391-1547, 4th Floor.

Does Prime Consultant contract have "Services During Construction" provisions? Yes No

SUBCONSULTANT INFORMATION

1. Subconsultant name _____
2. Employer identification number (EIN) _____
3. Subconsultant address _____
4. Trade of Subconsultant:
 Landscape Architectural Structural Plumbing Mechanical
 Electrical Traffic Engineering Surveying Urban Design
 Street Light Signal Other _____
5. Subconsultant Contract Value (\$) _____

PRIME CONTRACT INFORMATION

6. Project CAPIS identification number _____
7. Comptroller's Contract Reg. Number _____ Reg. Date ____/____/____
8. Sponsor Client Agency _____
9. Project description _____

10. Project location: Manhattan Bronx Brooklyn Queens Staten Island
 Citywide Multi-Boro
11. Project type: New Rehabilitation Reconstruction
12. Prime Consultant Name _____ EIN _____

SUBCONSULTANT EVALUATION

13. Ability to produce a program and or design that satisfies the Agency's requirement E S M U NA
14. Ability to interpret the intent of the program and reconcile additional input to produce a design E S M U NA

AGENCY CERTIFICATION OF CONTRACTOR'S RESPONSE

(Items 1, 2, and 3 below will be completed by the Office of the ACCO)

1. Did agency forward completed evaluation to the Subconsultant, allowing 15 days for written response? Yes No

2. Did Subconsultant submit a written response? (if "yes," a copy of the subconsultant's response must be attached to the evaluation) Yes No

3. Did agency respond? (if "yes," attach copy of agency's response) Yes No

Prepared by Agency's Design/Construction Project Manager or Resident Engineer

NAME (print)	TITLE	SIGNATURE	DATE
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Reviewed by Assistant Commissioner

NAME (print)	SIGNATURE	DATE
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Department of Design and Construction Contract Performance Evaluation
CONSTRUCTION SUBCONTRACTOR

Final Evaluation: Due Upon Completion of 1) Subcontract Work Valued at \$100,000 or more; or 2) Subcontract Work deemed Unsatisfactory (any value)

ALL QUESTIONS MUST BE ANSWERED AND INFORMATION MUST BE TYPED OR PRINTED.

For Infrastructure Projects only, please return this form to the Deputy AC for Project Management, (718) 391-2273. All others please return to DDC Performance Evaluation Liaison (718) 391-1547, 4th Floor.

SUBCONTRACTOR INFORMATION

1. Subcontractor name _____
2. Employer identification number (EIN) _____
3. Subcontractor address _____
4. Type of Subcontractor (Trade) _____
5. Subcontract Value (\$) _____

PRIME CONTRACT INFORMATION

6. Project FMS ID number _____
7. Comptroller's Contract Reg. Number _____ Reg. Date ____/____/____
8. Sponsor Client Agency _____
9. Project description _____
10. Project location Manhattan Bronx Brooklyn Queens Staten Island
 Citywide Multi-Boro
11. Prime Contractor _____ EIN _____

SUBCONTRACTOR EVALUATION

MANAGEMENT

- | | | | | | | |
|-----|--|---|---|---|---|----|
| 12. | Were materials ordered timely? | E | S | M | U | NA |
| 13. | Was labor force adequate? | E | S | M | U | NA |
| 14. | Coordination with prime contractor and other subcontractors | E | S | M | U | NA |
| 15. | Coordination with utilities and other agencies | E | S | M | U | NA |
| 16. | Have any delays caused by subcontractor been identified? <input type="checkbox"/> Yes <input type="checkbox"/> No
if "yes," give details on separate sheets | | | | | |
| 17. | Timeliness in obtaining permits | E | S | M | U | NA |

18. Subcontractor compliance with field orders and directives E S M U NA
19. Did DDC take actions against the prime contractor due to subcontractor's nonperformance? Yes No
If "yes," give details of actions and reasons on separate page
20. Cooperation with on-site prime contractor(s) and other subcontractors E S M U NA
21. Cooperation with DDC personnel E S M U NA
22. Attendance/participation in scheduled job meetings E S M U NA

QUALITY OF WORK

23. Quality of subcontractor's construction work E S M U NA
24. Quality of supervisory personnel E S M U NA
25. Quality of site/traffic maintenance E S M U NA
26. Compliance with safety standards E S M U NA
27. Compliance with required testing E S M U NA
28. Timeliness and Adequacy of shop drawings E S M U NA
29. Prompt notice of any latent defects in plans E S M U NA

RECORD- KEEPING

30. Timeliness and Adequacy of report submissions E S M U NA
31. Timeliness and Adequacy of change orders proposals E S M U NA
32. Reasonableness in estimating and negotiating change orders E S M U NA
33. Adequacy of time and material records E S M U NA

OVERALL PERFORMANCE

34. Rate the contractor's overall performance in fulfilling subcontracting obligations as Excellent Satisfactory Marginal Unsatisfactory

35. Additional Comments (use additional paper if needed):

AGENCY CERTIFICATION OF SUBCONTRACTOR'S RESPONSE
(Items 1, 2, and 3 below will be completed by the Office of the ACCO)

1. Did agency forward completed evaluation to the subcontractor allowing 15 days for written response? Yes No

2. Did subcontractor submit a written response?
(if "yes," a copy of the subcontractor's response must be attached to evaluation) Yes No

3. Did agency respond?
(if "yes," attach copy of agency's response) Yes No

Prepared by Agency Resident Engineer or Project Manager:

NAME (print)	TITLE	SIGNATURE	DATE
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Reviewed by Borough/Program Director

NAME (print)	TITLE	SIGNATURE	DATE
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