

**PILOT PREQUALIFIED MAINTENANCE CONTRACTS
MAINTENANCE CONTRACTOR PERFORMANCE EVALUATION (MCPE)
RATING FORM**

MDOT PROJECT MANAGER		MCPE DATE
CONTRACTOR		
MA / PO / DO NO.	RQN NO.	
PROJECT TITLE	AMOUNT	

OVERALL RATING

SATISFACTORY

UNSATISFACTORY. JUSTIFICATION FOR UNSATISFACTORY RATING: _____

INDIVIDUAL FACTORS IMPACTING OVERALL RATING (See back of form for detailed instructions)

ASSESSMENT AREA	RATING	COMMENTS
A. ORGANIZATION AND MANAGEMENT 1. DOCUMENTATION		
2. SCHEDULE		
3. COMMUNICATION		
B. RESOURCES 1. EQUIPMENT		
2. PERSONNEL		
C. WORK PERFORMANCE 1. SAFETY PRACTICES		
2. MAINTAINING TRAFFIC		
3. QUALITY CONTROL		
4. QUALITY WORK PRODUCT		

GUIDANCE FOR OVERALL RATING

Provide an overall rating of the Contractor's performance on the project of "Satisfactory" or "Unsatisfactory". This rating should take into account all aspects of the Contractor's performance on the project, including but not limited to the individual factors listed below. If a Contractor is rated "Unsatisfactory" overall, provide detailed comments that state the specific issues and/or deficiencies that resulted in the "Unsatisfactory" rating.

GUIDANCE FOR RATING INDIVIDUAL FACTORS

Rate the Contractor's performance on this specific project in each of the following categories on a scale of 1-5. Mark categories that are not applicable to this specific project "N/A".

SCORING:

- 5 – Contractor performance in that category was satisfactory all of the time.
- 3 – Contractor performance in that category was satisfactory some of the time.
- 1 – Contractor performance in that category was satisfactory none of the time.

A. ORGANIZATION AND MANAGEMENT

1. DOCUMENTATION: Did the Contractor provide required documentation and reports in a timely manner?
2. SCHEDULE: Did the Contractor effectively schedule the work and provide proper notification to the department?
3. COMMUNICATION: Did the Contractor provide effective communication with the Department throughout the course of the project?

B. RESOURCES

1. EQUIPMENT: Did the Contractor provide sufficient equipment in good working order to complete the project within the expected time frame and provide a quality work product?
2. PERSONNEL: Did the Contractor have competent and sufficient personnel to keep the project on schedule?

C. WORK PERFORMANCE

1. SAFETY PRACTICES: Did the Contractor have good safety practices? Did the Contractor comply with MIOSHA requirements and follow their own safety programs?
2. MAINTAINING TRAFFIC: Did the Contractor comply with contract requirements for maintaining traffic?
3. QUALITY CONTROL: If applicable, did the Contractor meet the contract requirements for Contractor Quality Control (CQC)?
4. QUALITY WORK PRODUCT: Did the Contractor provide a quality product?