### CPE Annual Report

**Contractor’s Performance Evaluation**

**Wednesday, April 01, 2015**

<table>
<thead>
<tr>
<th>Project Number</th>
<th>Contractor</th>
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</table>

<table>
<thead>
<tr>
<th>Contract ID</th>
<th>Vendor ID</th>
<th>Designation</th>
<th>Prime</th>
<th>District</th>
</tr>
</thead>
<tbody>
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<table>
<thead>
<tr>
<th>Work Start Date</th>
<th>Work End Date</th>
<th>Evaluation Date</th>
<th>Date of Review</th>
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<tbody>
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### I. CPE Interim Scores (Project Inspector):

<table>
<thead>
<tr>
<th>Month 1</th>
<th>Month 2</th>
<th>Month 3</th>
<th>Month 4</th>
<th>Month 5</th>
<th>Month 6</th>
<th>Month 7</th>
<th>Month 8</th>
<th>Month 9</th>
<th>Month 10</th>
<th>Month 11</th>
<th>Month 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Score 1</td>
<td>Score 2</td>
<td>Score 3</td>
<td>Score 4</td>
<td>Score 5</td>
<td>Score 6</td>
<td>Score 7</td>
<td>Score 8</td>
<td>Score 9</td>
<td>Score 10</td>
<td>Score 11</td>
<td>Score 12</td>
</tr>
</tbody>
</table>

**Interim Average Score (Average of Interim Scores)**

### II. Administrative Evaluation (District/Area Construction Engineer):

(5 possible points per section, score 1 through score 5, one being the lowest possible score, with 5 as the highest)

#### A. Safety

<table>
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<th>Score</th>
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1. Was the safety of the project personnel and the traveling public a priority for the contractor?
2. Did the contractor plan and execute the work in compliance with the construction safety and health standards of the specifications?
3. Were there any written safety violations issued on the project?

**Comments**

#### B. Company Management of Project

<table>
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<tr>
<th>Score</th>
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</table>

1. Did the contractor effectively schedule and prosecute the work?
2. Was project documentation submitted as required?
3. Was there open and effective communication between contractor management and project stakeholders?
4. Was there a commitment to conflict resolution at the lowest appropriate level?

**Comments**

#### C. Environmental

<table>
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<th>Score</th>
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</table>

1. Was the project conducted in an environmentally responsible manner?
2. Was the contractor responsible to deficiencies when noted?
3. Were there any written violations issued on the project?

**Comments**

"This information is Confidential. Department personnel are prohibited from disclosing this information to anyone other than department personnel on a need-to-know basis, and to the above listed firm’s management personnel.”
**Contractor's Performance Evaluation**

**Prime**

**Project Number**

**Contractor**

**Contract ID**

**Vendor Number**

**Designation**

**Prime**

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### D. Final Product

1. Did the contractor deliver the product on time and on budget within their control?
2. Was the contractor consistent in meeting contract requirements and project specifications?
3. Did the contractor provide the desired final product within their control?

**Comments**

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### III. Scoring Summary:

**Project Average Interim Score**

(from front page - Section I)  (I) \[ X \]  X 0.8 = \[ \]

**Administrative Evaluation Total**

(from front page - Section II)  (II) + \[ \]

**Contractor's Performance Evaluation Score (I + II)**

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### IV. VDOT Representative's Remarks/Comments:

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### V. Contractor's Remarks/Comments:

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### VI. Signatures:

**Area Construction/Maintenance Engineer Signature**: Date: __________________________

Print Name/Title: __________________________

Address: __________________________

Phone: __________________________

Fax: __________________________

Email: __________________________

**District Construction Engineer Signature**: Date: ________________

Print Name/Title: __________________________

Address: 1401 E. Broad Street

Phone: __________________________

Fax: __________________________

Email: __________________________

**Contractor's Representative Signature**: Date: __________________________

Print Name/Title: __________________________

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**I have reviewed this report and do not request an official appeal.**

**In accordance with established guidelines for appeal, I/We request an official review of the above noted CPE.**

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