

Design-Builder Performance Evaluation (DBPE)

There are five (5) major components of the DBPE document. Each component has multiple categories to facilitate performance evaluation for the **Design-Builder, Lead Designer, Lead Contractor, Quality Control Firm** and the **Independent Quality Assurance Firm**. There are multiple evaluation questions under each category. These questions are based on the contract requirements noted in various DB contract documents.

The DBPE document outline is as follows:

A. Project Management: Design-Builder

1. Schedule
2. Communication & Coordination
3. Right-of-Way Administration
4. Utility Relocation/ Coordination
5. Project Close-out

B. Design: Lead Designer

1. Design QA/QC
2. Design Management
3. Design-Construction Coordination

C. Construction: Lead Contractor

1. Safety
2. Environmental Compliance
3. General Construction
4. Responsiveness to Correct Deficiencies

D. Construction Quality Control: Lead Contractor/QC Firm

1. Materials Testing
2. Inspection

E. Quality Assurance: Independent QA Firm

1. Construction QA/QC Plan
2. Materials Testing
3. Inspection
4. Nonconformance
5. Preparatory Meetings/Witness and Hold Points
6. Certifications for Contract Compliance

Scoring Index:

1 = Unsatisfactory Performance - Requires an immediate corrective action

2 = Marginal Performance - Needs improvement

3 = Satisfactory Performance - Complies with contract requirements

4 = Excellent Performance - Exceeds contract requirements

5 = Exceptional Performance - Exceeds stakeholder expectations

N/A = Not Applicable During Review Period

DBPE Scoring Calculation:			Weighted Average
A. Project Management: Design-Builder	Weight (%)	Individual Score	
1. Schedule	30%	0	N/A
2. Communication & Coordination	20%	0	
3. Right-of-Way Administration	20%	0	
4. Utility Relocation/Coordination	20%	0	
5. Project Close-out	10%	0	
			Weighted Average
B. Design: Lead Designer	Weight (%)	Individual Score	
1. Design QA/QC	20%	0	N/A
2. Design Management	60%	0	
3. Design-Construction Coordination	20%	0	
			Weighted Average
C. Construction: Lead Contractor	Weight (%)	Individual Score	
1. Safety	20%	0	N/A
2. Environmental Compliance	20%	0	
3. General Construction	45%	0	
4. Responsiveness to Correct Deficiencies	15%	0	
			Weighted Average
D. Construction Quality Control: Lead Contractor/QC Firm	Weight (%)	Individual Score	
1. Materials Testing	50%	0	N/A
2. Inspection	50%	0	
			Weighted Average
E. Quality Assurance: Independent QA Firm	Weight (%)	Individual Score	
1. Construction QA/QC Plan	10%	0	N/A
2. Materials Testing	20%	0	
3. Inspection	25%	0	
4. Nonconformance	15%	0	
5. Preparatory Meetings/Witness and Hold Points	10%	0	
6. Certifications for Contract Compliance	20%	0	
			Weighted Average
TOTAL PROJECT SCORE	Weight (%)	Individual Score	
A. Project Management: Design Builder	25%	N/A	#DIV/0!
B. Design: Lead Designer	20%	N/A	
C. Construction: Lead Contractor	25%	N/A	
D. Construction Quality Control: Lead Contractor/QC Firm	10%	N/A	
E. Quality Assurance: Independent QA Firm	20%	N/A	



Design-Builder Performance Evaluation Report

Project No.:	Design-Builder:	Date of Report:
Contract ID:	Lead Designer:	Quality Assurance Firm:

DBPE SCORES

Quarterly			Final		
X					
Project Management	Design	Construction	Construction QC	Quality Assurance	Overall Project
Design-Builder	Lead Designer	Lead Contractor	Lead Contractor	QA Firm	
Score	Score	Score	Score	Score	Score
N/A	N/A	N/A	N/A	N/A	

MANAGEMENT EVALUATION

A. Project Management - Design Builder

1. Schedule <i>Factors for Consideration</i>		Response	Score
Part 2, Section 2.16.5	1. Did the Design-Builder submit for VDOT's review and approval a Submittal Schedule and planned breakdown of Work Packages as part of the planned Project Baseline Schedule?	Select	
Part 3, Exhibit 1, Section 5.2	2. Is the Design-Builder meeting the milestone and final completion dates identified in the Contract?	Select	
Part 4, Section 2.1.3	3. Did the Design-Builder provide Department with the Preliminary Schedule, Baseline Schedule, Schedule Updates, Schedule Revisions, monthly reports and Final As-built Schedule as set forth in Section 11.1 of the Agreement?	Select	
Part 4, Section 2.2.3	4. Did the Design-Builder submit a General Notice and basic explanation for all Scope Issues prior to the expiration of the Scope Validation Period?	Select	
Part 4, Section 2.2.1	5. Were Scope Issues clearly identifiable as defects, errors, or inconsistencies in the RFP Documents that affected the Design-Builder's ability to complete its proposed design concept within the Contract Price and/or Contract Time?	Select	
Part 4, Section 2.2.3	6. Did the Design-Builder provide all Supporting Documentation for Scope Issues within 21 days of submitting the General Notice?	Select	
Part 4, Section 6.2.1	7. Did the Design-Builder submit for Department's review and approval its accurate Application for Payment accompanied by all supporting documentation in a timely manner?	Select	
Part 4, Section 8.3	8. Did the Design-Builder submit a Schedule Impact Analysis in accordance with Exhibit 11.1 of the Agreement?	Select	
Comments (for any applicable factors):			

2. Communication & Coordination <i>Factors for Consideration</i>		Response	Score
Part 1, Section 11.4	1. Are the Key Personnel associated with Quality Assurance and Quality Control that were proposed for the project, intact for the duration of the contract?	Select	
Part 2, Section 2.10.3	2. Are requests for all lane and total road closures submitted at least 7 days in advance of closure?	Select	
Part 4, Section 2.1.5	3. Did the Design-Builder provide the Department 30 days written notice for any request to withdraw any Key Personnel?	Select	
Part 4, Section 2.7.5	4. Does the Design-Builder adequately coordinate the activities of all Subcontractors?	Select	
Part 4, Section 2.1.8	5. Did the Design-Builder coordinate and lead all monthly progress meetings?	Select	
Part 4, Section 2.1.8	6. Did all Key Personnel attend the monthly progress meetings?	Select	
Part 4, Section 2.1.8	7. Did the Design-Builder provide minutes for monthly progress meetings to VDOT within 2 business days of the meeting?	Select	
Part 2, Public Involvement Section	8. Did the Design-Builder provide written information about the Project suitable for posting by VDOT on its Website?	Select	
Part 2, Public Involvement Section	9. Did the Design-Builder provide information for Traffic Alerts in a timely manner whenever there are new impacts to motorists?	Select	

Project No.:		Design-Builder:		Date of Report:	
Contract ID:		Lead Designer:		Quality Assurance Firm:	
Part 2, Public Involvement Section	10. Did the Design-Builder provide an emergency contact list of Project personnel and response plan to respond to any onsite emergency, including any work zone incidents in accordance with I&IM-241?	Select			
Part 4, Section 3.6.2	11. Did the Design-Builder cooperate with Separate Contractor(s) working within the vicinity of the Project?	Select			
Part 5, Section 107.14	12. Are records and reports required by the contract EEO provisions being maintained and provided as necessary by the Design-Builder?	Select			
Jan 2012 Min. Req. for QA/QC, Section 5.18	13. Did summary reports to the Department include the Design-Builder's geotechnical engineer's certification of completed Work involving foundations and/or unsuitable material?	Select			
Jan 2012 Min. Req. for QA/QC, Section 5.24 & Section 5.25	14. Did the Design-Builder accommodate VDOT's Intermediate and Completion Inspection and Testing identified in Appendix 4, Table A4?	Select			
Comments (for any applicable factors):					
3. Right of Way Administration Factors for Consideration				Response	Score
Part 2, Right of Way Section	1. For acquiring property, did the Design-Builder follow the guidelines established in the VDOT Right of Way Manual of Instructions, VDOT Utility Manual of Instructions, I&IM-LD-243, and Chapter 12 of the VDOT Survey Manual?	Select			
Part 2, Right of Way Section	2. Did the Design-Builder obtain VDOT approval of the Project specific Acquisition and Relocation Plan prior to commencing right-of-way activities?	Select			
Part 2, Right of Way Section	3. Did the Design-Builder obtain a Notice to Commence Right-of-Way Acquisition prior to any offers being made to acquire property?	Select			
Part 2, Right of Way Section	4. Did the Design-Builder obtain a Notice to Commence Construction prior to commencing construction on the property?	Select			
Part 2, Right of Way Section	5. Did the Design-Builder obtain access to and use VDOT's Right of Way and Utilities Management System (RUMS) to manage and track the acquisition process?	Select			
Part 2, Right of Way Section	6. Did the Design-Builder notify VDOT of any and all encroachments (temporary or permanent) within the right-of-way prior to final acceptance?	Select			
Comments (for any applicable factors):					
4. Utility Relocation/Coordination Factors for Consideration				Response	Score
Part 2, Utilities Section	1. Did the Design-Builder coordinate construction with electric utilities in accordance with the VDOT Utility Manual, Utility Relocation Policies and Procedures Manual of Instructions?	Select			
Part 2, Utilities Section	2. Did the Design-Builder coordinate construction with gas utilities in accordance with the VDOT Utility Manual, Utility Relocation Policies and Procedures Manual of Instructions?	Select			
Part 2, Utilities Section	3. Did the Design-Builder coordinate construction with telephone and fiber optic utilities in accordance with the VDOT Utility Manual, Utility Relocation Policies and Procedures Manual of Instructions?	Select			
Part 2, Utilities Section	4. Did the Design-Builder coordinate construction with public water and sewer utilities in accordance with the VDOT Utility Manual, Utility Relocation Policies and Procedures Manual of Instructions?	Select			
Part 2, Utilities Section	5. Did the Design-Builder verify the prior rights of each utility's facilities and was responsible for resolving any disputes?	Select			
Part 2, Utilities Section	6. Did the Design-Builder prepare and submit to VDOT a Preliminary Utility Status Report within 120 days of the Date of Commencement?	Select			
Part 2, Utilities Section	7. Did the Design-Builder receive written approval from VDOT prior to authorizing utilities to commence relocation construction?	Select			
Part 2, Utilities Section	8. Did the Design-Builder accurately show the final location of all utilities on the as-built drawings for the Project and ensure the utility companies submit as-built drawings upon completion of their relocation and/or adjustments?	Select			
Part 5, Section 105.08	9. Did the Design-Builder report to VDOT any failure on the part of a utility owner to cooperate or proceed with the planned utility adjustments?	Select			
Comments (for any applicable factors):					
5. Close-out Factors for Consideration				Response	Score
Part 2, Hydraulics Section	1. Did the Design-Builder provide as-built permanent Best Management Practice (BMP) information for each post construction BMP placed into service on the project, complete and sign the VSMP Construction Permit Termination Notice Form (LD-445D), and submit both documents to the VDOT Project Manager for processing?	Select			

Project No.:		Design-Builder:		Date of Report:	
Contract ID:		Lead Designer:		Quality Assurance Firm:	
Part 2, Quality Assurance/Quality Control Section	2. Did the Design-Builder provide a complete set of Project Records prior to the Final Application for Payment?			Select	
Part 2, Plan Preparation Section	3. Did the Design-Builder prepare as-built plans, signed and sealed by a Professional Engineer licensed in Virginia, and submit them to VDOT with the final application for payment?			Select	
Part 4, Section 2.9.1	4. Did the Design-Builder provide all manufacturer's warranties upon Final Acceptance?			Select	
Comments (for any applicable factors):					
B. Design - Lead Designer					
1. Design QA/QC Factors for Consideration				Response	Score
Part 1, Section 11.4	1. Are the Key Personnel associated with design that were proposed for the project intact for the duration of the contract and in attendance at all appropriate meetings?			Select	
Jan 2012 Min. Req. for QA/QC, Section 2.1.3	2. Did the Design-Builder's Design QA/QC plan include all the minimum requirements for QA/QC identified in the Minimum Requirements for QA/QC Design-Build Projects, January 2012?			Select	
Jan 2012 Min. Req. for QA/QC, Section 3.3.2	3. Was the Design QA/QC Plan presented and submitted at the Kickoff Meeting and updated as necessary throughout the life of the Project?			Select	
Jan 2012 Min. Req. for QA/QC, Section 4.3.1	4. Were each of the Design-Builder's contract submissions accompanied by a certification from the appropriate design or technical manager that the submission meets the requirements of the Contract and has been reviewed in accordance with the Design QA/QC Plan?			Select	
Comments (for any applicable factors):					
2. Design Management Factors for Consideration				Response	Score
Part 2, Utilities Section	1. Did the Design-Builder make all reasonable efforts to design the Project to avoid conflicts with utilities, and minimize impacts where conflicts cannot be avoided?			Select	
Part 2, Quality Assurance/Quality Control Section	2. Was the design QA performed by one or more member(s) of the lead design team that are independent of the Design QC?			Select	
Part 2, Plan Preparation Section	3. Are submittals accompanied by LD-436 checklist that is filled out appropriately and accurately?			Select	
Part 2, Plan Preparation Section	4. Are comments adequately addressed on resubmittals?			Select	
Part 4, Section 2.4.2	5. Did the Design-Builder meet with VDOT on or about the time of scheduled design submissions to review the evolution of the design and any significant deviations from the Contract Documents or, if applicable, other design submissions?			Select	
Jan 2012 Min. Req. for QA/QC, Section 4.1.2	6. Was it evident that design QA reviews were performed by the Design-Builder prior to making design submittals to VDOT?			Select	
Jan 2012 Min. Req. for QA/QC, Section 4.1.5	7. Was it evident that design QC reviews were performed by the Design-Builder prior to making design submittals to VDOT?			Select	
Jan 2012 Min. Req. for QA/QC, Section 4.3.4	8. Are errors and deficiencies in the design documents corrected prior to submission for Department review?			Select	
Part 3, Exhibit 1, B.1.V.C	9. Are milestone dates in the Design-Builder's Baseline Schedule met for design submissions?			Select	
Comments (for any applicable factors):					

Project No.:		Design-Builder:		Date of Report:	
Contract ID:		Lead Designer:		Quality Assurance Firm:	
3. Design-Construction Coordination				Response	Score
Factors for Consideration					
Part 2, Quality Assurance/Quality Control Section	1. Did the Design Manager ensure QA/QC review and constructability review of the plan revisions, RFI's, working plans, show drawings, and specifications prior to submitting them to VDOT for review?			Select	
Jan 2012 Min. Req. for QA/QC, Section 3.3	2. Did the Design Manager work actively to resolve design issues?			Select	
Jan 2012 Min. Req. for QA/QC, Section 4.5.1	3. Were all changes, including field changes, approved in writing by the organization that performed the original design, with additional written acknowledgement and approval of the change by the Design Manager with recommendation for approval by the Department?			Select	
Jan 2012 Min. Req. for QA/QC, Section 4.5.1	4. Were the documents containing design and/or field changes distributed according to the design QA/QC requirements and revisions signed and sealed where required?			Select	
Jan 2012 Min. Req. for QA/QC, Figure 4-1	5. Were all changes, including field changes, to the Construction Documents approved by VDOT, prior to the change being implemented?			Select	
S100B00-0708	6. Does the Design Firm appropriately address Request for Information (RFI) by responding accordingly or seeking a response from the appropriate party if applicable?			Select	
Comments (for any applicable factors):					
C. Construction - Lead Contractor					
1. Safety				Response	Score
Factors for Consideration					
Part 2, Traffic Control Devices Section	1. Does the Design-Builder's traffic control devices meet or exceed VDOT's safety standards per the Virginia Work Area Protection Manual?			Select	
Part 2, Transportation Management Plan Section	2. Was the daily implementation of the Design-Builder's Transportation Management Plan (TMP) in accordance with the VWAPM?			Select	
Part 2, VOSH Section	3. Did the Design-Builder comply with all of the Virginia Occupational Safety and Health Standards in accordance with Section 107.17 of the Division I Amendments to the Standard Specifications?			Select	
Part 4, Section 2.8.1	4. Did the Design-Builder implement and monitor all safety precautions and programs related to the performance of the Work?			Select	
Part 4, Section 2.8.1	5. Did the Design-Builder's Safety Representative stationed at the Site make routine daily inspections of the Site, hold weekly safety meetings with Design-Builder's personnel, Subcontractors and others as applicable and provide minutes of each safety meeting to Department within five (5) days of such meeting?			Select	
Part 4, Section 2.8.2	6. Did the Design-Builder submit a Health, Safety, and Welfare Plan at least 21 days prior to commencing construction?			Select	
Part 4, Section 2.8.4	7. Was there any suspension of work due to Design-Builder's failure to comply with safety obligations?			Select	
Part 5, Section 105.14(e)	8. Are intersections, private and public entrances kept in a reasonably smooth condition at all times?			Select	
Part 5, Section 107.17	9. Did the Design-Builder provide all safeguards, safety devices and protective equipment, and take any other needed actions as it determines, or as the Engineer may determine, to be reasonably necessary to protect the life and health of employees on the job and the safety of the public, and to protect property in connection with the performance of the Work?			Select	
SP 105.14	10. Does the Design-Builder keep portions of the road being used by the public free from irregularities and obstructions that could present a hazard or annoyance to traffic?			Select	
Comments (for any applicable factors):					
2. Environmental Compliance				Response	Score:
Factors for Consideration					
Part 2, Environmental Section	1. Did the Design-Builder comply with all applicable state and federal environmental laws, regulations, and permits?			Select	
Part 2, Environmental Section	2. Did the Design-Builder carry out environmental commitments as identified in the EA/FONSI, the Document Re-evaluation for RW Authorization (EQ-201), PS&E Authorization (EQ-200), and the Environmental Certification/Commitments Checklist (EQ-103)?			Select	
Part 2, Environmental Section	3. Did the Design-Builder provide the supporting documentation for compliance with all commitments to VDOT Project Manager?			Select	
Part 4, Section 4.1.1.2	4. Did the Design-Builder notify VDOT prior to implementing any Remedial Actions for Known Pre-Existing HAZMAT?			Select	

Project No.:		Design-Builder:		Date of Report:	
Contract ID:		Lead Designer:		Quality Assurance Firm:	
Part 4, Section 4.1.1.3	5. If Design-Builder encountered any unknown Pre-Existing HAZMAT, was the Department promptly notified?			Select	
Part 5, Section 107.16(a)	6. Did the Design-Builder exercise every reasonable precaution, including temporary and permanent soil stabilization measures, throughout the duration of the Project to control erosion and prevent siltation of adjacent lands, rivers, streams, wetlands, lakes, and impoundments?			Select	
Part 5, Section 107.16(b.3)	7. Did the Design-Builder adhere to the 80 decibel noise threshold for noise sensitive activities and or restrictions established by local ordinance?			Select	
Part 5, Section 107.16(e.4)	8. Did the Design-Builder correctly use certified individuals and accurately document E&SC inspections by completing Form C-107, Construction Runoff Control Inspection Form?			Select	
Part 5, Section 107.16(e.7a)	9. Did the Design-Builder amend the SWPPP Limits of Disturbance (LOD) whenever site conditions, construction sequencing or scheduling necessitates revisions or updates (e.g. unanticipated grading activities, laydown areas, etc.)?			Select	
Comments (for any applicable factors):					
3. General Factors for Consideration				Response	Score
Part 5, Section 105.06	1. Did the Design-Builder perform with his own organization Work amounting to not less than 30% of the original Contract Price?			Select	
Part 5, Section 105.06	2. Were all of the Design-Builder's subcontractors prequalified?			Select	
Part 2, References and Information Section	3. Did the Design-Builder's construction materials meet all requirements of Division II of the VDOT Road and Bridge Specifications and all applicable federal and state laws, VDOT Standards, and latest version of Reference Documents as the date of the RFP or latest Addenda?			Select	
Part 2, References and Information Section	4. Did the Design-Builder perform Roadway Construction in accordance Division III of the VDOT Road and Bridge Specifications and all applicable federal and state laws, VDOT Standards, and latest version of Reference Documents as the date of the RFP or latest Addenda?			Select	
Part 2, References and Information Section	5. Did the Design-Builder perform Bridges and Structures Construction in accordance Division IV of the VDOT Road and Bridge Specifications and all applicable federal and state laws, VDOT Standards, and latest version of Reference Documents as the date of the RFP or latest Addenda?			Select	
Part 2, References and Information Section	6. Did the Design-Builder perform Incidental Construction in accordance Division V of the VDOT Road and Bridge Specifications and all applicable federal and state laws, VDOT Standards, and latest version of Reference Documents as the date of the RFP or latest Addenda?			Select	
Part 2, References and Information Section	7. Did the Design-Builder perform Roadside Development Construction in accordance Division VI of the VDOT Road and Bridge Specifications and all applicable federal and state laws, VDOT Standards, and latest version of Reference Documents as the date of the RFP or latest Addenda?			Select	
Part 2, References and Information Section	8. Did the Design-Builder perform Traffic Control Device Construction in accordance Division VII of the VDOT Road and Bridge Specifications and all applicable federal and state laws, VDOT Standards, and latest version of Reference Documents as the date of the RFP or latest Addenda?			Select	
Part 2, References and Information Section	9. Did the Design-Builder perform Intelligent Transportation Systems Construction in accordance Division VIII of the VDOT Road and Bridge Specifications and all applicable federal and state laws, VDOT Standards, and latest version of Reference Documents as the date of the RFP or latest Addenda?			Select	
Part 2, Transportation Management Plan Section	10. Were lane closure restrictions and timings adhered to in accordance with the contract requirements?			Select	
Comments (for any applicable factors):					
4. Responsiveness to Correct Deficiencies Factors for Consideration				Response	Score
Part 5, Section 107.16(a)	1. Did the Design-Builder take meaningful steps to correct all erosion and sediment control deficiencies within the allowable time?			Select	
Part 4, Section 2.10.2	2. Did the Design-Builder take meaningful steps to correct nonconforming work within 7 days notice from either VDOT or the QAM?			Select	
Jan 2012 Min. Req. for QA/QC, Section 5.8.1	3. Does the Design-Builder take corrective action in a timely manner to resolve any deficiencies resulting from failing test results provided by Department's Independent Assurance?			Select	
Comments (for any applicable factors):					
D. Construction Quality Control - Lead Contractor/Independent QC Firm					

Project No.:		Design-Builder:		Date of Report:	
Contract ID:		Lead Designer:		Quality Assurance Firm:	
1. Materials Testing Factors for Consideration				Response	Score
Jan 2012 Min. Req. for QA/QC, Section 5.5.2	1. Did the Design-Builder furnish copies of QC test results to the Department's Project Manager or other authorized Department representative within 24 hours of completing the test result of the acquired sample or the next day of business?			Select	
Jan 2012 Min. Req. for QA/QC, Section 5.6	2. Were all sampling and testing performed by a laboratory that is accredited in the applicable AASHTO procedures by the AASHTO Accreditation Program (AAP) and for test methods not accredited by AAP, the laboratory complied with AASHTO R18 (most current Edition) and was approved by the Department?			Select	
Jan 2012 Min. Req. for QA/QC, Section 5.7	3. Did the Design-Builder prepare, maintain, and submit to the Department's Project Manager completed test records and final materials certification in accordance with the requirements of these Minimum Requirements for QC and the Department's Construction Manual, and Materials Manual of Instruction?			Select	
Jan 2012 Min. Req. for QA/QC, Section 5.21	4. Was quality control performed as required in the Contract Documents and Appendix 3, Table A-3 of the Minimum Requirements for QA/QC?			Select	
Comments (for any applicable factors):					
2. Inspection Factors for Consideration				Response	Score
Jan 2012 Min. Req. for QA/QC, Section 5.4.1	1. Did the Design-Builder provide Quality Control inspections for all work activities and Work Packages for conformance with Table A-3, Part 2 of the Minimum Requirements for QA/QC?			Select	
Jan 2012 Min. Req. for QA/QC, Section 5.20.1	2. Did Design-Builder's QC Testing and Inspection Technicians summarize their daily inspections, tests and material sampling activities in a daily report and provide copies of the inspector's records to the Department's Project Manager within 24 hours of completing the inspection or in another timeframe that is acceptable to VDOT?			Select	
Comments (for any applicable factors):					
E. Quality Assurance - Independent QA Firm					
1. Construction QA/QC Plan Factors for Consideration				Response	Score
Jan 2012 Min. Req. for QA/QC, Section 2.1.3	1. Did the Design-Builder's Construction QA/QC plan include all the minimum requirements for QA/QC identified in the Minimum Requirements for QA/QC Design-Build Projects, January 2012?			Select	
Jan 2012 Min. Req. for QA/QC, Section 5.1.2	2. Was the Construction QA/QC Plan presented and submitted at the Kickoff Meeting and updated as necessary throughout the life of the Project?			Select	
Jan 2012 Min. Req. for QA/QC, Section 5.2.2	3. Are the frequencies, locations, and methods for QC, QA, OIA, and OVST sampling and testing included in the Construction QA/QC Plan accurate during the construction of the project?			Select	
Jan 2012 Min. Req. for QA/QC, Section 5.14.1	4. Was the Department properly notified of Witness and Hold Points identified within the Construction QA/QC Plan and CPM schedule?			Select	
Comments (for any applicable factors):					
2. Materials Testing Factors for Consideration				Response	Score
Jan 2012 Min. Req. for QA/QC, Section 5.5.2	1. Did the Design-Builder furnish copies of QA (IA and IVST) test results to the Department's Project Manager or other authorized Department representative within 24 hours of completing the test result of the acquired sample or the next day of business?			Select	

Project No.:		Design-Builder:		Date of Report:	
Contract ID:		Lead Designer:		Quality Assurance Firm:	
Jan 2012 Min. Req. for QA/QC, Section 5.5.3	2. Does the testing plan for each material include quantity and testing estimates that are approved by the QAM?			Select	
Jan 2012 Min. Req. for QA/QC, Section 5.5.3	3. Is a testing plan submitted to VDOT with the QAM's recommendation for approval prior to the beginning of production or placement of each material?			Select	
Jan 2012 Min. Req. for QA/QC, Section 5.18.1	4. Were inspection and verification tests performed to determine the integrity of foundation structures and other geotechnical elements and to verify that their performance is as anticipated from the design and other geotechnical requirements as set forth in the specifications, special provisions, technical requirements, or as otherwise included in the Construction and Contract Documents?			Select	
Jan 2012 Min. Req. for QA/QC, Section 5.20.1	5. Did Design-Builder's QA Testing and Inspection Technicians summarize their daily inspections, tests and material sampling activities in a daily report and provide copies of the inspector's records to the Department's Project Manager within 24 hours of completing the inspection or in another timeframe that is acceptable to VDOT?			Select	
Jan 2012 Min. Req. for QA/QC, Section 5.21	6. Was quality assurance performed as required in the Contract Documents and Appendix 3, Table A-3 of the Minimum Requirements for QA/QC?			Select	
Jan 2012 Min. Req. for QA/QC, Section 5.21.2	7. Were all materials logged into the Materials Notebook at the time of delivery to the project site and confirmed to be free from damage prior to use in the Work?			Select	
Comments (for any applicable factors):					
3. Inspection Factors for Consideration				Response	Score
Part 2, Section 2.14.2	1. Does the Quality Assurance Firm have presence on-site during any and all construction operations?			Select	
Part 5, Section 107.16	2. Did the Quality Assurance Firm verify completion of Form C-107, Construction Runoff Control Inspection Form?			Select	
Part 5, Section 107.16	3. Did the Quality Assurance Firm verify the SWPPP was updated as required by the Contract?			Select	
Jan 2012 Min. Req. for QA/QC, Section 5.4.0	4. Were Quality Assurance inspections provided for all work activities and Work Packages in conformance with Table A-3, Part 2 of the Minimum Requirements for QA/QC?			Select	
Comments (for any applicable factors):					
4. Nonconformance Factors for Consideration				Response	Score
Part 2, Section 2.14.2	1. Are Non-Conformance Reports forwarded to the Contractor and VDOT within 24 hours of discovery of the Non-Conformance?			Select	
Jan 2012 Min. Req. for QA/QC, Section 5.10.1	2. Was a Quality Assurance Auditing and Nonconformance Recovery Plan (AR Plan) established and maintained for uniform reporting, controlling, correction and disposition and resolution of nonconformance (including disputed nonconforming items) issues that may arise on the Project?			Select	
Jan 2012 Min. Req. for QA/QC, Section	3. Are the Nonconformance Reports for the project being logged and tracked?			Select	
Jan 2012 Min. Req. for QA/QC, Section 5.11.1	4. Are deficient conditions removed and replaced or remedies approved by VDOT?			Select	
Comments (for any applicable factors):					
5. Preparatory Meetings/Witness and Hold Points Factors for Consideration				Response	Score
Jan 2012 Min. Req. for QA/QC, Section 5.3	1. Were all pertinent Construction, Design, QC, QA, and VDOT personnel in attendance at all Preparatory Inspection Meetings?			Select	
Jan 2012 Min. Req. for QA/QC, Section 5.3.1	2. Did the QAM hold a Preparatory Inspection Meeting prior to the start of any work activity to ensure that all project personnel have a thorough understanding of the upcoming work?			Select	
Jan 2012 Min. Req. for QA/QC, Section 5.3.2	3. Do the Preparatory meetings and minutes clearly identify what will be accomplished, by when it will be performed, and where/when/how the work will be done?			Select	
Jan 2012 Min. Req. for QA/QC, Section 5.3.3	4. Did the QAM plan and lead the Preparatory Inspection Meetings in accordance with the requirements of the QA/QC Manual to include holding the meeting after associated plans were approved, permits received, etc. and prior to the work beginning?			Select	
Jan 2012 Min. Req. for QA/QC, Section 5.15.1	5. Was there advance notification of the primary point of contact for inspection at Hold Points and Witness Points?			Select	
Comments (for any applicable factors):					

Project No.:		Design-Builder:		Date of Report:		
Contract ID:		Lead Designer:		Quality Assurance Firm:		
6. Certifications for Contract Compliance					Response	Score
Factors for Consideration						
Part 4, Section 6.2.2	1. Were all Work Packages completed in accordance with the Contract Documents, required QA/QC tests, measurements, permits or other requirements completed and all non-conformance reports relative to the respective Work Package resolved prior to requesting payment for the work package as certified by the QAM?			Select		
Jan 2012 Min. Req. for QA/QC, Section 5.7	2. Were completed test records and final materials certification prepared, maintained, and submitted to the Department's Project Manager in accordance with the requirements of these Minimum Requirements for QA and the Department's Construction Manual, and Materials Manual of Instruction?			Select		
Jan 2012 Min. Req. for QA/QC, Section 5.21.2	3. Did the QAM actively maintain the Project's Materials Notebook, recording materials used, source of material and method of verification used to demonstrate compliance with Department standards?			Select		
Jan 2012 Min. Req. for QA/QC, Section 5.21.3	4. Did the QAM approve all Materials Test Reports prior to submission to the Department?			Select		
Jan 2012 Min. Req. for QA/QC, Section 5.26.1	5. Did the QAM develop a punch list for all work packages that noted all discrepancies and verified that the discrepancies were addressed prior to certifying payment?			Select		
Jan 2012 Min. Req. for QA/QC, Section 5.21.2	6. Did the QAM verify that project daily inspection reports were completed accurately?			Select		
Comments (for any applicable factors):						
SCORING SUMMARY						
Total Project Score				Weight (%)	Individual Score	Weighted Average
A. Project Management: Design Builder				25%	N/A	
B. Design: Lead Designer				20%	N/A	
C. Construction: Lead Contractor				25%	N/A	
D. Construction Quality Control: Lead Contractor/QC Firm				10%	N/A	
E. Quality Assurance: Independent QA Firm				20%	N/A	
VDOT Representative's Remarks/Comments						
Design-Builder's Remarks/Comments						

Project No.:	Design-Builder:	Date of Report:
Contract ID:	Lead Designer:	Quality Assurance Firm:
Signatures		
VDOT Project Manager/ Area Construction Engineer Signature:		
Phone:	Fax:	Date:
Email:	Address:	
District Construction Engineer Signature:		
Phone:	Fax:	Date:
Email:	Address:	
Design-Builder Signature:		Date:
Print Name and Title:		Design-Builder did not return form within 10 calendar days <input type="checkbox"/>
** Sign and return this form within 10 calendar days to the District Construction Engineer. **		
<input type="checkbox"/>	I acknowledge receipt of this report and do not have any comments.	
<input type="checkbox"/>	I acknowledge receipt of this report and request reconsideration of the score based on the attached documentation	