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| The Contractor Evaluation form is part of a process to pre-qualify contractors to bid on State of Kansas construction projects as authorized by K.S.A. 75-37,104. This entire process is to define a "responsible bidder" per K.S.A. 75-3740. This process will be completed in two parts as follows: Contractor must have on file with the OFPM-DCC, 1.) a completed Statement of Qualifications; 2.) Evaluation forms filled out by the A/E, agency staff and DCC employees for each construction project completed. |
| The contractor pre-qualification program began on February 1, 2004. Contractors wanting to bid as a prime bidder need to be pre-qualified at the time they place their bid. Guidelines for using these two forms are noted below and will also be posted and updated on the DCC website [www.da.ks.gov/fp/](http://www.da.ks.gov/fp/). Any contractor who files a SOQ and has not completed any state projects will have his SOQ evaluated and may be required to submit additional information. These contractors will be notified in writing once a determination of their status is made. If a contractor has completed work for the state and has submitted a SOQ, the evaluations completed to date will be used to calculate whether the contractor has performed in a manner to remain a qualified bidder. Contractors with evaluations on file with DCC must allow a minimum of 4 weeks for the calculation process to occur after the receipt of their SOQ. All contractors will be notified in writing of their status within 10 days after their information is analyzed and a determination is made. A complete listing of contractors who are determined to be eligible will be posted on our website at [www.da.ks.gov/fp/](http://www.da.ks.gov/fp/).  |
| The evaluation forms will be part of the project closeout. Each representative of the Owner group (agency), DCC and the A/E will fill out an evaluation form. Therefore, multiple evaluations will be completed for each project. Contractors will receive copies of the evaluations and will be given a chance to respond to each evaluation completed. Scores will not be changed if the contractor is in disagreement. Contractor will be allowed a chance to comment on each evaluation. These forms will be entered into a database and will be used to determine their continuing eligibility to bid on State of Kansas construction projects. |

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| Scoring: |
| 1. | 2.82 is the minimum competence level for a contractor to qualify. To reach the 2.82 average, we score each question with a 2.0 and apply the appropriate multiplier based upon the priority assigned the question. We take the resulting scores add them together and divide them by 17.  |
| 2. | For questions that don’t apply or that the evaluator is unable to render an opinion, place N/A in the space provided. Do not leave any score blank. |
| 3. | Scores must be in half-point increments. (i.e. 3.5, 3, 2.5) with 4.0 being the highest score possible. |
| 4. | If the contractor's overall average falls below the 2.82 points, the contractor will be put on probation. During probation, the contractor may bid state projects as stated below. |
| 5. | Contractor has one project to improve his overall score to above the 2.82-point average to become re-qualified to do state work and to be taken off probation. That one project must be completed and evaluations received and calculated to determine if he will be reinstated. While on probation, the contractor will only be awarded one project. |
| 6. | If a contractor falls below the 2.82-point average and fails to improve his score to the acceptable level after one additional project, the contractor will be disqualified from bidding on state work for a period of 6 months. After the 6-month period is completed the contractor is again on probation and must meet the criteria in Item No. 4 above. |
| 7. | If a contractor's average score falls below the average after the second probation project, he is then disqualified to bid for a period of 3 years. At that time he must resubmit his Statement of Qualifications and provide references as requested.  |
| 8. | A contractor's last three projects will be reviewed and averaged to spot trends. |
| 9. | A contractor's last project will be reviewed to determine recent work qualifications. |

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| DCC Project Number |  | Project Title |
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| **Name of Construction Company** |  | **Primary Contact** |
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| **User Agency** |  | **Project Location** |  | **Date Occupied** |
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| **Name of Evaluator** |  | **Title** |  | **Date of Evaluation** |

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| Scoring: | A (4) – exceptional (consistently exceeds expectations)B (3) – above average (often exceeds expectations)C (2) – average (meets expectations)D (1) – needs work (frequently fails to meet expectations)F (0) – failing (consistently fails to meet expectations)N/A - any question the evaluator does not feel qualified to evaluateScores must be in **half point increments** with 4.0 and the highest. | DCC Use Only |
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| Priority: | While all items in the list below are important, there are some that have been ranked as having greater importance than others. Therefore the questions have been ranked in three priority categories with **category 1 being the greatest importance.** |
| **No.** | **Description** | **Priority** | Score |
| 1. | Complete understanding of the project, scope, construction documents and specifications. | 2 |  |
| 2. | Mobilized on site as directed by the contract documents and maintained a clean work area throughout construction. | 3 |  |
| 3. | Coordinated the work of his own forces and the scheduling of the sub-contractors and suppliers. Kept the sub-contractors and suppliers informed on the project status. | 2 |  |
| 4. | Submitted a shop drawing submittal schedule and submitted shop drawings and samples in a timely manner so as not to delay the work if shop drawings needed to be resubmitted per General Conditions Article 6. | 1 |  |
| 5. | Work with Owner and Architect/Engineer in a timely, professional manner to resolve issues that arise during the project. | 1 |  |
| 6. | Submitted Requests for Information and responded to Requests for Proposal's in a timely manner. | 2 |  |
| 7. | Provided adequate detail to the Change Order Proposals to allow the Architect/Engineer to evaluate the proposals. | 2 |  |
| 8. | Quality of work meets specifications. | 1 |  |
| 9. | Maintained a clean construction site and maintained adjacent areas. | 3 |  |
| 10. | Maintained construction site safety. | 1 |  |
| 11. | Submitted accurate payment applications on time and in the format acceptable to the Owner.  | 3 |  |
| 12. | Maintained construction records, including shop drawings, and noted changes made in actual construction in preparation for as-built records per General Conditions Article 17.Z. | 2 |  |
| 13. | Maintained project records and construction log updated and on site at all times. | 2 |  |
| 14. | Updated progress schedule throughout the duration of the project per General Conditions Article 22. | 1 |  |
| 15. | Project was completed to allow Owner to occupy on schedule. | 1 |  |
| 16. | Completed punch list and delivered O & M manuals, reports, tools, extra materials, record documents and other maintenance items within the adjusted completion date.  | 1 |  |
| 17. | Rate the working relationship with other parties including Owner, OFPM-DCC, architect/engineer, subcontractors and other parties to the contract.  | 2 |  |
| **Instructions:** Please complete this form and forward electronically to Design, Construction & Compliance at the OFPM-DCC contractor.prequalification@da.ks.gov. Forms will be forwarded to the contractor for response. The scores will be entered into a database and used to compile the contractor's overall performance score, which then determines his eligibility to bid State of Kansas construction projects. All evaluations are then placed on file at the OFPM-DCC. |
| If any individual item is scored **below** a C (2) the evaluator must include an explanation with factual information substantiating the lower rating. Overall score is determined by multiplying the rating for each question by a priority factor. |