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Evaluation of Contractors

Standard contractor evaluation form. 4a-101-1

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Sec. 4a-101-1. Standard contractor evaluation form

(a) The department shall establish a standard contractor evaluation form that each awarding authority shall complete in accordance with subsection (b) of section 4a-101 of the Connecticut General Statutes for each prequalified contractor who performed work on a contract.

(b) The standard contractor evaluation form shall include the following categories:

(1) Project management. The awarding authority shall evaluate the contractor's project management on the basis of the following criteria:

(A) Adequacy of oversight of the project;

(B) Knowledge of the work performed;

(C) Adequacy of the staffing of the project, including supervision of the work area;

(D) Accuracy and timeliness of billings;

(E) Efforts to mitigate extra costs, including change orders, and to minimize changes;

(F) Number and cause of extra costs, including change orders;

(G) Reasonableness and timeliness of notice of extra costs, including change order proposals; and

(H) Payment to subcontractors, including substantial subcontractors, in accordance with contract terms.

(2) Scheduling. The awarding authority shall evaluate contractor's timeliness of performance on the basis of the following criteria:

(A) Submission of project schedules and updates;

(B) Adequacy of project schedules and updates; and

(C) Adherence to project schedules, including project completion.

(3) Performance. The awarding authority shall evaluate the contractor's performance on the basis of the following criteria:

(A) Responsiveness to the awarding authority's directives;

(B) Timeliness and adequacy of coordination/shop drawings;

(C) Timeliness and adequacy of progress reports, including progress photographs;

(D) Understanding of and compliance with contract terms by the contractor;

(E) Understanding of and compliance with contract terms by each subcontractor, including substantial subcontractors, under the supervision of the contractor, to the extent known by the official who completes the evaluation;

(F) Cooperation and communication with awarding authority and other parties of interest, including other contractors and subcontractors, including substantial subcontractors;

(G) Adherence to plans and specifications by the contractor;

(H) Adherence to plans and specifications by each subcontractor, including substantial subcontractors, under the supervision of the contractor, to the extent known by the official who completes the evaluation; and

(I) Ability to work within the contract's allotted costs.

(4) Safety. The awarding authority shall evaluate the contractor's safety on the basis of the following criteria:

(A) Adequacy of the contractor's safety program;

(B) Adherence to the contractor's safety program;

(C) Adherence to Occupational Safety & Health Administration's requirements;

(D) Project site cleanliness; and

(E) Adherence to security, health and safety rules of awarding authority.

(5) Project operations and close-out. The awarding authority shall evaluate the contractor's project operations and project close-out on the basis of the following criteria:

- (A) Quality of the work performed by the contractor;
 - (B) Quality of the work performed by each subcontractor, including substantial subcontractors, under the supervision of the contractor, to the extent known by the official who completes the evaluation;
 - (C) Availability and adequacy of materials and equipment to perform work;
 - (D) Execution of site logistics;
 - (E) Responsiveness regarding correction of punch list items and unacceptable work;
 - (F) Frequency and number of inspections required to comply with code requirements and to complete work; and
 - (G) Compliance with terms and conditions of the contract regarding start-up of equipment and system commissioning, limits of operations and project close-out.
- (6) Legal compliance. The awarding authority shall evaluate the contractor's legal compliance on the basis of the following criteria:

- (A) Compliance with applicable environmental requirements and regulations by the contractor;
- (B) Compliance with state and federal labor laws, including prevailing wage rates, by the contractor;
- (C) Compliance with applicable affirmative action and equal employment opportunity requirements by the contractor;
- (D) Compliance with contractor requirements established by the Connecticut Commission on Human Rights and Opportunities by the contractor;
- (E) Compliance with applicable environmental requirements and regulations by each subcontractor, including substantial subcontractors, under the supervision of the contractor, to the extent known by the official who completes the evaluation;
- (F) Compliance with state and federal labor laws, including prevailing wage rates, by each subcontractor, including substantial subcontractors, under the supervision of the contractor, to the extent known by the official who completes the evaluation;
- (G) Compliance with applicable affirmative action and equal employment opportunity requirements by each subcontractor, including substantial subcontractors, under the supervision of the contractor, to the extent known by the official who completes the evaluation; and
- (H) Compliance with contractor requirements established by the Connecticut Commission on Human Rights and Opportunities by each subcontractor, including substantial subcontractors, under the supervision of the contractor, to the extent known by the official who completes the evaluation.

(c) Except for contractor evaluation forms that are submitted as part of an applicant's application for prequalification (which shall be reviewed in accordance with sections 4a-100-2 and 4a-100-3 of the Regulations of Connecticut State Agencies), the department shall not consider or retain contractor evaluation forms that are completed in connection with projects that do not conform to the definition of "contract," as defined in 4a-100-1 of the Regulations of Connecticut State Agencies.

(Adopted effective June 12, 2009)