

DATE:

Prime Contractor Performance Report (Capital Facilities)

Section I Contractor Data				Section II Project Data					
Report Type Contractor No. (HQ Use Only)			Region	Contract No.		County		SR	
Interim									
Final					Federal-Aid No	٠.			
Special									
Company Name				Project Title					
Address			Phone No.	Auth. Working Days	Working Days Charged	Wo	rk Starting Date	Comp	letion Date
Superintendent Foreman			Contract Award Amount		Co	Contract Completion Amount			
Description of Work:									

Section III Numerical Rating						
A Administration / Management / Supervision	* Inadequate	* Below Std	Standard	Above Std	* Superior	Rating
A1. Supervision/Decision Making/Coordination with Subcontractors and suppliers	3	4	6	8	10	
A2. Submission of Documents and Reports	3	4	6	8	10	
A3. Coordination and Cooperation with Department Personnel on Project Matters	3	4	6	8	10	
A4. Relations with General Public, Other Agencies and Adjacent Contractors	2	4	5	6	7	
A5. Maintenance of Employee Safety Standards	1	1.5	2	2.5	3	
Section A Total	12	17.5	25	32.5	40	
Q Quality of Work						
Q1. Adherence to Plans and Specifications	9	12.5	15	18	21	
Q2. Standards of Workmanship	6	8	10	12.5	15	
Q3. Public Safety and Traffic Control	2	3	4	5	6	
Q4. Environmental Compliance	4	5	6	7	8	
Section Q Total	21	28.5	35	42.5	50	
P Progress of Work						
P1. Completion of project within allotted time	6	8	10	12	14	
P2. Baseline scheduling	2.5	3.5	5	7	8.5	
P3. Weekly look ahead schedule & schedule update	1.5	2.5	4	5.5	7.5	
P4. Number of days from Physical Completion Until contract completion	3	4.5	6	8	10	
Section P Total	13	18.5	25	32.5	40	
C Compliance with Laws and Contract Requirements						
C1. Compliance with EEO, On-the-Job Training and D/M/W/SBE Requirements	1.3	3.5	5	6.5	8	
C2. Compliance with Apprenticeship Requirements	1.3	3.5	5	6	7	
C3. Compliance with Laws, Ordinances and Regulations	1.4	3.5	5	5	5	
Section C Total	4	10.5	15	17.5	20	
Project Total	50	75	100	125	150	

^{*} Explains any Inadequate, Below Standard, and Superior ratings in Narrative Section (IV)

Performance Score

HQ Use Only

NOTE: An inadequate or below standard rating in any section shall limit the section total to a standard rating.

				(contract No	
Se	ction IV	Narrat	tive Rating			
Α	General Ele			e the contractor's overall performance and p	rovide backgroun	d data on the project.
				·		
В	Below Stand	dard Ele	ments Enter comments her	e to substantiate below standard ratings. (Se	ee Instructions)	
					,	
С	Superior Ele	ements	Enter comments here to sub	stantiate superior ratings. (See Instructions)		
Ť	опролог дл					
Se	ction V	Auther	ntication and Review	,		
I ce	ertify that I hav	ve object	ively prepared this report b	asing it upon data contained in available	e project record	s and discussed the report
	n the contract	-	,	•		·
Pro	ect Manager's P	rinted Nam	ne	Project Manager's Signature	D	ate
I ha	ave reviewed	this repo	rt for objectivity and accura	cy. I have given a copy of this report to	the rated contra	actor and I have advised
1				twenty (20) calendar days.		
Dat	e Copy Given / N	Mailed to Co	ontractor			
- Dro	aramming and D	roject Deliv	very Manager's Printed Name	Programming and Project Delivery Manager's S	Signature	Date
ļ	· ·					
			ractor Performance Repor	and make the following comments and	changes as cit	ed herein or on
atta	ached sheets.					
_	—		D: / IN	0.1.5		
ı Sta	e Facilities Admi	inistrator's	Printed Name	State Facilities Administrator's Signature	D	ate

Prime Contractor Performance Report Instructions

The Prime Contractor Performance Report, DOT Form 421-011, consists of two parts — page 1 and page 2. Page 1 consists of Sections I, II, and III. Page 2 consists of Sections IV and V. The electronic form is optimized for use with Adobe Acrobat. Do not use AdobeSign to complete or route the form for signature.

- 1. PM completes Sections I IV in strict conformance with the Prime Contractor Performance Report Manual (M41-40)
- 2. PM sends to Contractor and discuss.
- 3. PM signs electronically and transmits to Facilities Program & Project Delivery Manager. It is recommended to use Adobe Acrobat for signing. Do not lock the form when signing.
- 4. Facilities Program & Project Delivery Manager reviews, and signs electronically. Do not lock the form when signing.
- 5. PM sends to Contractor via email. Retains electronic copy for further processing.
- 6. Wait 20 days. Respond to protests, as necessary. Make adjustments.
 - a. Adjustments made with strikethrough, adding new text and initials of individual making change.
- 7. State Facilities Administrator signs electronically. Do not lock the form when signing. The form must be unlocked for headquarters use.
- 8. Transmit to Contract Ad and Award electronically. Distribute copies to PM, SFA and Contractor.