

SECTION 170 Performance Measures

170.1 Contractor Performance Evaluations

The department has developed an objective, formal procedure for rating prime contractor and subcontractor performance following the Contractor Evaluation process in AASHTOWare Project Construction and Materials®. Project staff must rate the performance of the prime contractor and all subcontractors at the completion of contract work. The project engineer role creates electronic contractor and subcontractor evaluations. The project manager role is responsible for the review and approval of the evaluations.

The contractor's performance report provides input to personnel establishing the bidding limit for a contractor, and to monitor extremes in work performance. It also is used to monitor a subcontractor's ability to sublet work. The reports are considered confidential, and access is limited within AASHTOWare Project Construction and Materials®. Instructions for creating and reviewing Contractor Evaluations are available at:

<https://awpkb.dot.wi.gov/Content/constr/LETContract/ContractFinals/ContractorEvals.htm>

170.1.1 Rating of Prime Contractors

The primary purpose of the rating is to provide input when establishing the bidding limit. The bidding limit is determined by multiplying a financial factor (arrived at through the BPD proposal management section analysis of the contractor's prequalification submittals, including assets, liabilities, plant, equipment, and work force experience) by a work factor (determined by the BPD proposal management section), and is significantly influenced by "Overall Ratings" shown on department's Report of Contractor's Performance.

A secondary but important purpose is to monitor extremes in contractor performance. Extremely poor performance may warrant follow-up action by the BPD proposal management section beyond adjustment of the bidding limit. Exceptionally good, consistent performance will result in allowing the contractor to take on more work.

170.1.2 Rating of Subcontractors

The subcontractor rating allows monitoring of each subcontractor's eligibility to sublet work. Since the region construction sections have the authority to approve or disapprove a subcontractor, they are encouraged to use the reported data to guide them in their decisions.

A further purpose of the rating is to provide a basis for certification of DBE/WBE subcontractors. The reported data will provide a means for determining capability of performance and eligibility for certification.

170.1.3 Rating Procedure

The engineer will rate the prime contractor and each subcontractor at the time of contract completion or, if considered appropriate, when a subcontractor completes work at an intermediate stage of the contract. To accomplish the report, the engineer should make notes during the progress of construction for later reference. Input by the contractor to more fully explain problems will be considered, or the contractor may submit a separate report if the contractor so wishes. The engineer is encouraged to provide concise, meaningful comments in addition to the numerical ratings required by the report.

A separate report will be created electronically for each contractor and subcontractor. All the reports and the ratings for a contract are viewable online by limited staff.

The project manager role is responsible for the review and approval of the evaluations. The completed performance reports are to be considered confidential documents.

170.2 Consultant Performance Evaluations

WisDOT evaluates the work of consultants providing professional services at the completion of each contract or as necessary on multi-year contracts. [DT1087](#) Construction Consultant Performance Evaluation Report is used to evaluate the performance of consultants providing construction engineering services to WisDOT.

Consultant performance evaluations are required on contracts of \$3000 or more. Evaluations should reflect both the positive and negative aspects of the consultant's work on the project. WisDOT staff will affirm consultant successes as well as provide constructive feedback on how the consultant could improve its performance. The WisDOT engineer, project manager, or supervisor as appropriate will conduct evaluations.

The purpose of the evaluation is to reassure the consultant in areas of competence and to enhance future performance in areas needing improvement. The report is considered confidential and access is limited.

Each project ID on the construction engineering contract must be accounted for on a consultant evaluation. This means that although evaluations only need to be completed for each let project on a

construction engineering contract, all project IDs on the construction engineering services contract must be written on the consultant evaluation form.

An average construction consultant rating is calculated to the nearest tenth from the six rating items. Written comments are encouraged to better define the numerical ratings.

170.3 Performance Measures (PM)- Design Evaluations

Please refer to [CMM 110.5.9](#), Quality Management, for a discussion of quality from a project management perspective.

170.3.1 Design Evaluations (DQI)

The DQI describes the constructability of the design plans. The index is determined by evaluating 16 elements of design plans. At or near completion of project, the project engineer and the prime contractor will meet to fill out the Design Quality Index form online (provide comments for any ratings of 5 or less). A separate DQI is completed for every project ID in the contract. The online forms are completed within AASHTOWare Project Construction and Materials® under the Projects quick link on the DQI tab. For local projects, share a copy of the DQI with the local public agency. Instructions for creating and reviewing DQI are available at:

<https://awpkb.dot.wi.gov/Content/constr/LETContract/ContractFinals/DesignEval-DQI.htm>

TABLE 170-1 DQI Submittal Requirements

ACTIVITY	WHO	WHEN	SUBMITTED TO WHOM
Online DQI created for every project ID	Project Engineer and prime contractor	At or near project completion	Available for the region Project Manager to review within the AWP Construction and Materials®
Online (DQI) reviews complete	Contract Specialist or region representative	During finals process	Designer Local Public Agency
Region and statewide data summarized	Central office	Statewide data compiled and submitted by April 1	PDS Chiefs and Regional PM staff

Once ratings are complete, figure 170-1 shows a schedule of phases (from DQI rating to final report submitted to directors) the DQI goes through before it is posted.

FIGURE 170-1 DQI Schedule

