CONTRACTOR’S EVALUATION OF THE PROJECT TEAM

Wisconsin Department of Transportation

DT2509 1/2018

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| Report Date (m/d/yyyy) | Project Engineer (and Firm if Consultant) | Project Manager | Highway | Project ID |
| WisDOT Region | Contractor | Construction Year | Form filled out by | |

This report is intended to provide feedback to WisDOT management on how the construction project went. Prime contractors are encouraged to complete this evaluation. Please return this evaluation form to the Region Contract Specialist along with the semi-final estimate.

Please provide a rating in the box provided for the following categories.

**Rate: 1** = Strongly Disagree, **2** = Disagree, **3** = Agree, **4** = Strongly Agree

**1. Communication:** The Project Team used good communication skills throughout the project. The Project Team was always available to talk to, and listened to our concerns. The Project Team kept us fully informed about issues that affected our work. The Project Engineer asked only appropriate staff, contractors, and utilities to attend the weekly meetings. Weekly meetings had well organized agendas and communicated all necessary project directions.

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| **Rate (1–4)** |  | **Comments** (required): |
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**2. Knowledge:** The Project Team had a clear understanding of the scope of work and the level of effort and trades necessary to complete it. The Project Team anticipated issues and worked to resolve them before they became problems.

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| **Rate (1–4)** |  | **Comments** (required): |
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**3. Timely Decisions:** The Project Team made decisions within an appropriate timeframe. Minor decisions were made quickly and did not affect the schedule. Major decisions were made within a reasonable amount of time, after investigation of alternatives and consultation with all appropriate parties.

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| **Rate (1–4)** |  | **Comments** (required): |
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**4. Timely Estimates:** Estimates were submitted at least once every two weeks or more often during items of major work. Appropriate payment was approved for each item of work as it progressed. The Project Engineer estimated work progress fairly and that coincided with each estimate, up until final measurement and closeout of major items.

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| **Rate (1–4)** |  | **Comments** (required): |
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**5. Changes in the Field:** The Project Team promptly addressed changes in scope and changes in condition. Consideration was given to contract change order requests and these requests were not immediately dismissed. The Project Team was open to discussion of alternative methods of completing the work and any associated costs. If a request for a contract change order was approved, it was processed promptly so that the work was able to get started in a timely fashion. If a request for a contract change order was not approved, the Project Team provided the reasons and support for that decision.

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| **Rate (1–4)** |  | **Comments** (required): |
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**6. Fairness / Conflict Resolution:** The Project Team was fair and reasonable. All communication was respectful and professional. When a conflict of any nature arose, the Project Team listened to all concerns expressed by the parties involved and worked cooperatively toward an acceptable solution.

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| **Rate (1–4)** |  | **Comments** (required): |
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**7. Adequacy of Staff:** The Project Team had enough people onsite to effectively manage the project. Project Personnel were knowledgeable and competent.

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| **Rate (1–4)** |  | **Comments** (required): |
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| **Average**  **Rating** |  | **AVERAGE RATING:** Add up the seven ratings and divide by seven. (Round to the nearest tenth.) |
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**Suggestions for WisDOT (Optional):** You may attach additional pages to this report. We welcome your ideas about how WisDOT can improve project quality or project administration.