

**SOLID & HAZARDOUS WASTE DIVISION
STORAGE TANK PROGRAM
GUIDANCE DOCUMENT #13**

SUBJECT: PREQUALIFIED CONSULTANT AND CONTRACTOR PERFORMANCE EVALUATION

SCOPE: This document provides guidance to Storage Tank Program (STP) Project Managers for performance evaluation completion.

INTRODUCTION: Each STP Project Manager is responsible for performance review of prequalified consultants and contractors completing work on his/her projects. Performance evaluations are attached.

GUIDELINES:

1. Project Managers will evaluate consultants and contractors on the following schedule:
 - Design consultants – at the end of the Additional Site Assessment/Design Phase, at the end of the Construction Management Phase, at each amendment renewal that extends the contract term, and at the end of the project.
 - Operation and maintenance (O&M) contractors – at each amendment renewal that extends the contract term.
 - Construction and equipment contractors – Upon submittal of the request for final retainage release.
2. The Project Manager may complete a performance evaluation at any other time he/she deems appropriate.
3. The STP Manager will request a performance evaluation whenever a Project Manager recommends termination of a contract due to poor performance by the consultant or contractor.
4. The Project Manager will complete an evaluation form and send the form to the consultant/contractor's contact informing him/her of the evaluation results. The Project Manager will provide the consultant/contractor the opportunity for a face-to-face meeting at the STP District Office to discuss the evaluation and resolve any unacceptable issues. The meeting will not change the performance review. Upon completion of the meeting, if held, the Project Manager will prepare a follow-up memorandum summarizing the results of the meeting. The memorandum will state any corrective action proposed by the consultant/contractor. Performance evaluations and follow-up memoranda will be submitted to the STP Manager.
5. Evaluations will be considered during future consultant selection. Firms may receive negative discretionary points on SOI or RFP rating forms based on poor performance evaluations or positive discretionary points based on good performance evaluations.

ATTACHMENT TO
STP GUIDANCE DOCUMENT #13

Performance Evaluations

**ENGINEERING DESIGN CONSULTANT
ADDITIONAL SITE ASSESSMENT/DESIGN PHASE
(INCLUDES RAP, AND PLANS/SPECIFICATIONS)**

Design Firm:	Project Title:	Project No.:
Project Manager:		
Firm Address:	Date:	
Telephone:		
Evaluator Signature: _____		
Evaluator Position: _____		

Meets/Exceeds Expectations	Needs Improvement	SCHEDULE CONTROLS	Meets/Exceeds Expectations	Needs Improvement	PROJECT MANAGEMENT
		Performed to the Planned Schedule			Project Manager Performance
		Met SSI Completion Date			Project Engineer Performance
		Met RAP Completion Date			Effective Communication with WDEQ Project Manager
		Met Plans/Specifications Completion Date			Project Coordination Activities
		COST CONTROLS			Effectively Communicated with Subcontractors
		Timely Identification of Needed Changes			Adhered to Contract Document Requirements
		Timely Payment of Subcontractors			Reacted Timely to Project Needs
		Reduced Request for Amendments			Responsive to WDEQ Project Manager
		Complete/Accurate/On-Time Reporting			Maintained Good Property Owner Relationships
		Completion Within Budget			Followed Established Project Management Plan
		WORK QUALITY			OCCUPATIONAL HEALTH & SAFETY
		Additional Site Assessment			Adequate Health & Safety Plan Developed
		Remedial Action Plan			Compliance with Project Health & Safety Plan
		Plans and Specifications			Compliance with OSHA/WYOSHA Regulations
		Documentation and Reporting			Housekeeping on Job Site
					Adequate Traffic Control
YES	NO	WOULD WDEQ PROJECT MANAGER RECOMMEND FIRM OR HIRE FIRM AGAIN?			On-Site Work Force Injury Rate

ADDITIONAL COMMENTS (Use Back of Sheet, if Necessary):

**ENGINEERING DESIGN CONSULTANT PERFORMANCE EVALUATION
CONSTRUCTION MANAGEMENT PHASE**

Design Firm:	Project Title:	Project No.:
Project Manager:		
Firm Address:	Date:	
Telephone:		
Evaluator Signature: _____		
Evaluator Position: _____		

Meets/Exceeds Expectations	Needs Improvement	SCHEDULE CONTROLS	Meets/Exceeds Expectations	Needs Improvement	PROJECT MANAGEMENT
		Met WDEQ Deadlines			Project Engineer Performance
		COST CONTROLS			Field Inspection Representative(s) Performance
		Timely Identification of Needed Changes			Effective Communication with WDEQ Project Manager
		Timely Payment of Subcontractors			Project Coordination Activities
		Cost Control Mechanism			Effectively Communicated with Subcontractors
		Complete/Accurate/On-Time Reporting			Adhered to Contract Document Requirements
		Completion Within Budget			Reacted Timely to Project Needs
		WORK QUALITY			Responsive to WDEQ Project Manager
		Bid Assistance			Maintained Good Property Owner Relationships
		On-Site Inspection and Factory Inspection			Followed Established Project Management Plan
		Equipment Startup			Communication with Construction Contractor
		Documentation and Reporting			Communication with Equipment Supplier
					OCCUPATIONAL HEALTH & SAFETY
YES	NO	WOULD WDEQ PROJECT MANAGER RECOMMEND FIRM OR HIRE FIRM AGAIN?			Adequate Health & Safety Plan Developed
					Compliance with Project Health & Safety Plan
					Compliance with OSHA/WYOSHA Regulations
					Housekeeping on Job Site
					Adequate Traffic Control Measures
					On-Site Work Force Injury Rate

ADDITIONAL COMMENTS ON BACK OF SHEET

OPERATION & MAINTENANCE (ENGINEER) PERFORMANCE EVALUATION

Engineering Firm:	Project Title:	Project No.:
Project Manager:		
Firm Address:		
Telephone:	Date:	

Evaluator Signature: _____ Evaluator Position: _____

Meets/Exceeds Expectations	Needs Improvement		Meets/Exceeds Expectations	Needs Improvement	
		SCHEDULE CONTROLS			PROJECT MANAGEMENT
		Performed to the Project Schedule			Project Manager Performance
		Met Maintenance Schedules			Site Personnel Performance
		Met Reporting and Amendment Deadlines			Adheres to Contract Requirements and O&M Manual
		Timing/Coordination of Subcontractors			Met Project Goals
		COST CONTROLS			Communication with WDEQ Project Manager
		Timely Identification of Needed Changes			Communication/Relations with Subcontractors
		Timely Payment of Subcontractors			Reacts Positively to Project Needs
		Reduced Requests for Contract Amendments			Responsive to WDEQ Project Manager
		Complete/Accurate/On-Time Reporting			Unnecessary System Down Time
		Completion Within Budget			Maintained Good Property Owner Relationships
		WORK QUALITY			OCCUPATIONAL HEALTH & SAFETY
		Proper Maintenance of Equipment			Adequate Health & Safety Plan Developed
		Troubleshooting Capability			Compliance with Project Health & Safety Plan
		System Repair Capability			Compliance with OSHA/WYOSHA Regulations
		Overall Workmanship			Housekeeping On Site
		System Efficiency and Adjustment			On-Site Work Force Injury Rate
		Subcontractor Performance			
		Sampling/Monitoring/QA/QC	YES	NO	WOULD WDEQ PROJECT MANAGER RECOMMEND FIRM OR HIRE FIRM AGAIN?
		Report Preparation			
		Effective at Reaching Closeout Goals			

ADDITIONAL COMMENTS (Use back of sheet, if necessary):

REMEDIATION CONSTRUCTION CONTRACTOR PERFORMANCE EVALUATION

Construction Firm:	Project Title:	Project No.:
Project Manager:		
Firm Address:		
Telephone:	Date:	

Evaluator Signature: _____
Evaluator Position: _____

Meets/Exceeds Expectations	Needs Improvement	SCHEDULE CONTROLS	Meets/Exceeds Expectations	Needs Improvement	PROJECT MANAGEMENT
		Performed to the Project Schedule			Project Manager Performance
		Met WDEQ Deadlines			Project Superintendent Performance
		Timing/Coordination of Subcontractors			Adhered to Contract Requirements and Design Plans and Specifications
		COST CONTROLS			Coordination of Construction Activities
		Timely Identification of Needed Changes			Communication/Relations with Subcontractors
		Timely Payment of Subcontractors			Met Project Goals
		Reduced Requests for Contract Amendments			Reacts Positively to Project Needs
		Completion Within Budget			Maintained Good Property Owner Relationships
		WORK QUALITY			Unnecessary Delays
		Quality of Materials/Equipment			Cooperation with WDEQ Project Manager
		Workmanship			Cooperation with Equipment Supplier
		Installation/Testing and Retrofitting Equipment			Cooperation with Engineer
		Shop Drawings			OCCUPATIONAL HEALTH & SAFETY
		Subcontractor Performance			Adequate Health & Safety Plan Developed
					Compliance with Health & Safety Plan
YES	NO	WOULD WDEQ PROJECT MANAGER RECOMMEND COMPANY OR HIRE COMPANY AGAIN?			Compliance with OSHA/WYOSHA Standards
					Housekeeping on Job Site
					Adequate Traffic Control Measures
					On-Site Work Force Injury Rate

ADDITIONAL COMMENTS (Use back of sheet, if necessary):

EQUIPMENT SUPPLIER PERFORMANCE EVALUATION

Equipment Supplier:	Project Title:	Project No.:
Project Manager:		
Equipment Supplier Address:		
Telephone:	Date:	

Evaluator Signature: _____ Evaluator Position: _____

Meets/Exceeds Expectations	Needs Improvement	SCHEDULE CONTROLS	Meets/Exceeds Expectations	Needs Improvement	PROJECT MANAGEMENT
		Performed to the Project Schedule			Project Manager Performance
		Met WDEQ Deadlines			Site Personnel Performance
		Timing/Coordination of Subcontractors			Adhered to Contract Requirements and Design Plans and Specifications
		COST CONTROLS			Coordination of Activities
		Timely Identification of Needed Changes			Communication/Relations with Subcontractors
		Timely Payment of Subcontractors			Met Project Goals
		Reduced Requests for Contract Amendments			Reacts Positively to Project Needs
		Completion Within Budget			Maintained Good Property Owner Relationships
		WORK QUALITY			Unnecessary Delays
		Quality of Materials/Equipment			Cooperation with WDEQ Project Manager
		Workmanship			Cooperation with Construction Contractor
		Startup and Testing			Cooperation with Engineer
		Shop Drawings			OCCUPATIONAL HEALTH & SAFETY
		Subcontractor Performance			Adequate Health & Safety Plan Developed
					Compliance with Health & Safety Plan
YES	NO	WOULD WDEQ PROJECT MANAGER RECOMMEND COMPANY OR HIRE COMPANY AGAIN?			Compliance with OSHA/WYOSHA Standards
					Housekeeping on Job Site
					On-Site Work Force Injury Rate

ADDITIONAL COMMENTS (Use back of sheet, if necessary):