

Prime Contractor Performance Report Manual

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**Washington State
Department of Transportation**

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Foreword

The Prime Contractor Performance Report Manual is prepared to give Project Office, Region, and other personnel of the Washington State Department of Transportation (WSDOT) a working reference of uniform standards and procedures for the preparation and processing of the Prime Contractor Performance Report.

The Prime Contractor Performance Report is an important part of the feedback process to the contractor about their performance on WSDOT contracts. This report is valuable during active contract administration as well as in the prequalification process.

As a contract administration tool, it provides the Project Engineer a forum to communicate performance issues being observed while there is still time to make corrections. Frequently timely feedback can help prevent small issues from developing into larger long-term issues. This real time communication is a fundamental principle of our partnering philosophy of contract administration.

The Prime Contractor Performance Evaluation is a major consideration in a contractor's ability to be prequalified. Satisfactory performance reports are necessary in order for a contractor to increase their prequalification in new work classes. Unsatisfactory performance ratings will typically result in a "freezing" of a contractor's current work class levels as well as pointed letters to the home office addressing our concerns of their performance. In extreme cases, unsatisfactory performance will result in denial of proposals and total revocation of bidding rights on WSDOT projects.

In order to be most effective as a tool in pre-qualification, this report must be an overall summary of the contractor's performance on the entire contract, and not a reflection based on a few challenging days. This report must be fair, objective, and supported by adequate documentation. As you will see from the review process outlined in this manual, the Department takes these reports very seriously.

Thank you for your continued efforts in making this a valuable tool in our project delivery process.

Kevin J. Dayton, P.E.
STATE CONSTRUCTION ENGINEER

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