



CAPITAL CONTRACTING OFFICE
Your partner in capital project delivery!

Contractor Performance Evaluation Program Update

Construction Advisory Committee (CAC)
September 14, 2020

Contractor Performance Evaluation Purpose

PURPOSE:

January 31, 2014 (Administrative Rule R161-13.37) – COA adopted procedures to:

- Administer a city-wide vendor performance evaluation program, and
- Collect vendor performance assessments to:
 - Establish historical record
 - Use as a tool in future solicitations and subsequent contract award decisions
- CCO developed the Consultant/Contractor Evaluation to ensure high quality of services and performance is maintained.

New Criteria and Scores Beginning July 3, 2017



1. Quality
2. Schedule
3. Wage Compliance and Required Job Postings
4. Compliance with MBE/WBE Procurement Program(s)
5. Invoicing and Payments
6. Regulatory Compliance and Permitting
7. Safety and Protection
8. Adequacy and Availability of Workforce
9. Project and Contract Management
10. Communications, Cooperation and Business Relations

- **Needs Improvement (1 Point)**
(Does not meet contractual requirements. Indicates a need for improvement and characterize performance levels that result in detriment to the project)
- **Successful Performance (2.5 Points)**
(General success. Performance meets contractual requirements)
- **Exceptional Performance (3 Points)**
(Exceeds contract requirements to the City's benefit. Exceptional performance beyond expectations and characterize performance levels that result in substantial positive contributions to the project)

30 Points Maximum

When to Conduct Construction Evaluations

Contractors/Construction:

- **IFB (Traditional Low-Bid)**
 - End of Construction (Substantial Completion)
- **Indefinite Delivery/Indefinite Quantity (IDIQ):**
 - At time of option/contract term renewal(s);
 - End of Contract
- **Competitive Sealed Proposals (CSP):**
 - End of Construction (Substantial Completion)
- **Job Order Contracts (JOC):**
 - By Project
 - End of Construction (Substantial Completion)
- **Construction Manager at Risk (CM@R):**
 - End of Construction (Substantial Completion)
- **Design-Build (DB):**
 - End of Design, and
 - End of Construction (Substantial Completion)

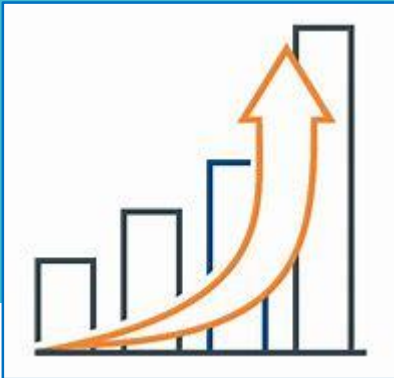


Contractor Performance Evaluation

Update

| | |
|---|------------|
| Construction Solicitations Issued by CCO since 2014's CPE Rules Adoption | 330 |
| Future CPEs (Projects not at substantial completion or IDIQ not at contract term) | 174 |
| CPEs Due | 156 |
| CPEs Received | 130 |
| CPEs Pending | 26 |

CPE Scoring Trend Analysis



Below 25 Points – Unsuccessful Performance

- Communication
 - Inability to contact contractors readily when need arises
 - Not submitting reports
- Not completing work assignments on a timely basis (as contractually obligated)
- Poor project management
- MBE/WBE Procurement Program compliance violations
- Not Invoicing on a timely scheduled requirement

Above 25 Points – Exceptional Performance

- Contractor is consistently available and accessible
- Responsive communication
- Excellent planning and completion of assignments ahead of schedule
- Demonstrated excellence in quality of work and service delivery

Contractor Performance Evaluation

Summary

| Needs Improvement (below 25) | Successful Performance | Exceptional Performance (25 to 30) | Totals |
|------------------------------|------------------------|------------------------------------|-------------|
| 12 | 91 | 27 | 130 |
| 9% | 70% | 21% | 100% |

*In summary...
~91% of COA Contractors are meeting or exceeding contractual requirements.*

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CPE Program Resources

Additional information, including the latest guidelines and forms, can be found at:

<http://www.austintexas.gov/department/consultant-performance-evaluation>

[CPE Consultant Evaluation Program Flier](#)

[Consultant and Contractor Evaluation Forms](#)

[Performance Evaluation Scoring Guidelines - Contractors](#)

[Performance Evaluation Scoring Guidelines – Consultants](#)

[Consultant and Contractor Evaluation Program Rules](#)