

CITY OF LOS ANGELES
CONSTRUCTION CONTRACTS

**PROCEDURE for
CONTRACTOR PERFORMANCE EVALUATION REPORT**

A. TITLE

Contractor Performance Evaluation Report

B. PURPOSE

To establish procedures for completing Contractor Performance Evaluation Reports

C. POLICY

As mandated by City of Los Angeles City Ordinance No. 173018, Contractor Performance Evaluation Reports will be completed for contractors and major subcontractors on all construction projects upon completion of the work to properly document unsatisfactory performance. Performance evaluations combined with other contractor data will be utilized to determine suitability of the contractor(s) to perform work on future City contracts and to improve performance. Performance is evaluated and significant items are noted with appropriate actions taken. Formal evaluations will be prepared as described in this procedure.

D. PROCEDURE

- a. Required Reports: Performance evaluation reports are to be prepared on each construction contract performed in the City of Los Angeles. Reports are to be prepared utilizing the Contractor Performance Evaluation Report form and accompanying Completion Instructions. Reports are to be prepared for each prime contractor, any major subcontractor performing 20% or more of the original contract amount, and any subcontractor whose performance is deemed to be unsatisfactory. Subcontractor evaluation reports are to be prepared utilizing the Contractor Performance Evaluation Report form, using only relevant sections.
- b. Report Schedule: Performance evaluation reports are to be prepared upon completion of final corrections. Contracts with an original completion schedule longer than one (1) year may have a Contractor Performance Evaluation Report completed every six (6) months and upon completion of final corrections.

- c. Persons completing evaluation: The persons responsible for completion of the evaluation report are the City of Los Angeles Project Inspector and Supervisor and Construction Manager.
- d. Persons reviewing evaluation. The persons responsible for reviewing completed evaluation reports shall be the City of Los Angeles Division Chief and the Project Engineer.
- e. Evaluation Elements: The Contractor Performance Evaluation Report lists all elements of the project to be evaluated. The elements are explained in detail in the Procedure for completing the form.. It is imperative that all evaluations be accurate and based on fact.
- f. Unsatisfactory Reports: Any unsatisfactory performance evaluation shall be based on factual data and written documentation of such shall be available in the project records. Each unsatisfactory element of any report shall be explained in detail using documentation as necessary.
- g. Routing and Filing Reports: All completed evaluation reports shall be forwarded to the Bureau of Contract Administration .
- h. Implementation. These procedures shall be implemented on all construction contracts currently in progress as well as all future construction contracts issued by all departments within the City of Los Angeles.