

Division of Capital Asset Management Standard Contractor Evaluation Form

IMPORTANT – Please check (✓) if this evaluation is for:

- Prime/General Contractor**

 Subcontractor

Section I- General Project Information - Section I must be completed in its entirety.

Reference Name: <i>James Graham</i>	Reference Telephone #: 781-225-2958
Reference Position/ Title: Sub-Contractor Administrator	Date: September 15th, 2011
Reference Agency/ Firm: IAP Worldwide Services	DCAM Interviewer (if any):
Name of Contractor Being Evaluated: Veterans Development Corporation, Inc. 144 Lincoln Street Norwell, MA 02061	Contract Cost for Contractor Being Evaluated Including Change Orders: \$ 621,359.19 (if change order amount unknown for subcontractor then estimate as 5% of subcontract amount)
Project Title: Energy 3 - DO2040-MXRD09-3008	Contract Start/ End Dates: 10-11-2010 - 4-21-2011
	Actual Completion Date:
Scope of Work: Provide Energy Audit Report and make necessary approved repairs	
Project Location (city and state): Hanscom Air Force Base, Bedford, MA 01730	

******Important******

- Please check (✓) if this is a : *Preliminary Evaluation (50% complete); or*

Final Evaluation (once use and/or occupancy, or issuance of a certificate of use and/or occupancy, or contract termination have been achieved, whichever is earlier)

- Please check (✓) if: *The project was estimated to be greater than \$1.5M dollars and required an Owner's Project Manager.*

- Did the contractor execute this project using their own employees? Yes No

Section II- Evaluation Questionnaire

Please rate this contractor's performance in each of the following areas. If you need additional space, attach additional sheets. If you rate the contractor below "satisfactory" in any area, please provide detailed information to explain the rating assigned. You are not restricted to using the numerical values (points) shown and may score in between the points shown. A total of 80 points are required for a passing grade.

1. Quality of Workmanship (0-28 points)

Carry over points

here ↓

Rate the quality of this contractor's workmanship. Were there quality-related or workmanship problems on the contract? Was the contractor responsive to remedial work required? If so or if not, provide specific examples.

unacceptable 0 points poor 14 points satisfactory 24 points very good 26 points excellent 28 points

→ 28 points

comments: VDC's workmanship on this project was
extremely professional

2. Project Management

a) **Scheduling-** (0-13 points) Rate this contractor's performance with regard to adhering to contract schedules. Did this contractor meet the contract schedule or the schedule as revised by approved change orders? If not, was the delay attributable to this contractor? If so, provide specific examples.

unacceptable 0 points poor 7 points satisfactory 11 points very good 12 points excellent 13 points

→ 13 points

comments: VDC has been used on many base
projects over the years. VDC continues to exceed
construction schedule requirements

b) **Subcontractor Management-** (0-13 points) Rate this contractor's ability, effort and success in managing and coordinating subcontractors (if no subcontractors, rate this contractor's overall project management). Was this contractor able to effectively resolve problems? If not, provide specific examples.

unacceptable 0 points poor 6 points satisfactory 11 points very good 12 points excellent 13 points

→ 13 points

comments: Relative to this project (DO 2040) VDC
managed their subcontractor in a professional manner.

c) **Safety and Housekeeping Procedures-** (0-9 points) Rate this contractor's safety and housekeeping procedures on this project. Were there any OSHA violations or serious safety accidents? If so, provide specific examples.

unacceptable 0 points poor 3 points satisfactory 7 points very good 8 points excellent 9 points

→ 9 points

comments: No violations, when in question VDC
always seeked out IAP Safety staff before
concerns were risen.

d) **Change Orders-** (0-9 points) Did this contractor unreasonably claim change orders or extras? Were this contractor's prices on change orders and extras reasonable? If not, provide specific examples.

unacceptable 0 points poor 3 points satisfactory 7 points very good 8 points excellent 9 points

→ 9 points

comments: NO CO's on this project. In past projects,
all CO's prices were more than fair.

e) **Working Relationships-** (0-7 points) Rate this contractor's working relationships with other parties (i.e. Awarding Authority, designer, subcontractors, etc.). Did this contractor relate to other parties in a professional manner? If not, give specific examples.

unacceptable 0 points poor 2 points satisfactory 5 points very good 6 points excellent 7 points

→ 7 points

comments: Communication on all projects have been
excellent.

f) **Paperwork Processing-** (0-7 points) Rate this contractor's performance in completing and submitting required project paperwork (i.e. change orders, submittals, drawings, requisitions, payrolls, workforce reports, etc.). Did the contractor submit the required paperwork promptly and in proper form? If not, provide specific examples.

unacceptable 0 points poor 2 points satisfactory 5 points very good 6 points excellent 7 points

→ 7 points

comments: Paperwork is always submitted in a
timely manner. VDC always adheres to
Government/IAP paperwork requirement.

3. On-Site Supervisory Personnel Rating (0-14 points)

a) **General Performance-** Rate the general performance of this contractor's on-site supervisory personnel. Did the superintendent(s) have the knowledge, management skills and experience to run a project of this size and scope? If not, provide specific examples.

unacceptable poor satisfactory very good excellent
0 points 3 points 10 points 12 points 14 points

→ 14 points

comments: UD's project manager was professional and
very attentive to concerns of project

Please add up all points from this page and the preceding pages and enter total here: 100

Section III- Legal and Administrative Proceedings

Are you aware of any legal or administrative proceedings, invoked bonds, assessed damages, demands for direct payment, payment bond claims, contract failures, contract terminations, or penalties involving this contractor on this contract? What is the status of any pending litigation? What was the final outcome of any completed litigation? What are the dollar amounts of assessed damages or penalties?

comments:

N/A


Section IV- Evaluator Certification

I hereby certify that the information contained in this evaluation form represents, to the best of my knowledge, a true analysis of this contractor's performance record on this contract and that this Project Evaluation and Project Rating was not the subject of any negotiation, close-out, or settlement of the subject project or related thereto and that no compensation or consideration (either financial or additional work on this project or otherwise) was given to the awarding authority or me in connection with its preparation or the opinions contained herein.

I also certify that I have no ties with this contractor either through a business or family relationship.

I have mailed a copy of this completed evaluation form to the contractor on _____
(Public Awarding Authorities must mail a copy of this completed evaluation form to the contractor).

For Public Projects below \$1,500,000, this form must be completed and signed by the Awarding Authority and may also be signed by the Owner's Representative (i.e. Architect/Designer) in conjunction with the Awarding Authority:

 Signature of Awarding Authority	James J. Graham Jr. Senior Sub Contract Administrator	9/15/11
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_____ Signature of Awarding Authority's Representative (optional)	_____ Print Name and Title	_____ Date
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For Public Projects \$1,500,000 or greater, this form must be signed by the Owner's (Awarding Authority's) Project Manager and the Awarding Authority pursuant to M.G.L., c. 149, § 44A 1/2:

_____ Signature of Owner's (Awarding Authority's) Project Manager	_____ Print Name and Title	_____ Date
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_____ Signature of Awarding Authority	_____ Print Name and Title	_____ Date
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Section V- Additional Comments

Comments: VDC conducts their project work in a professional way. I will not hesitate to solicit engineering opportunities to VDC in the future.