

DATE:

INITIALS:



**Washington State
Department of Transportation**

Prime Contractor Performance Report (Capital Facilities)

Section I Contractor Data			Section II Project Data			
Report Type Interim Final Special	Contractor No. (HQ Use Only)		Region	Contract No. Federal-Aid No.	County	SR
Company Name			Project Title			
Address		Phone No.	Auth. Working Days	Working Days Charged	Work Starting Date	Completion Date
Superintendent		Foreman	Contract Award Amount		Contract Completion Amount	
Description of Work:						

Section III Numerical Rating						
A Administration / Management / Supervision	* Inadequate	* Below Std	Standard	Above Std	* Superior	Rating
A1. Supervision/Decision Making/Coordination with Subcontractors and suppliers	3	4	6	8	10	
A2. Submission of Documents and Reports	3	4	6	8	10	
A3. Coordination and Cooperation with Department Personnel on Project Matters	3	4	6	8	10	
A4. Relations with General Public, Other Agencies and Adjacent Contractors	2	4	5	6	7	
A5. Maintenance of Employee Safety Standards	1	1.5	2	2.5	3	
Section A Total	12	17.5	25	32.5	40	
Q Quality of Work						
Q1. Adherence to Plans and Specifications	9	12.5	15	18	21	
Q2. Standards of Workmanship	6	8	10	12.5	15	
Q3. Public Safety and Traffic Control	2	3	4	5	6	
Q4. Environmental Compliance	4	5	6	7	8	
Section Q Total	21	28.5	35	42.5	50	
P Progress of Work						
P1. Completion of project within allotted time	6	8	10	12	14	
P2. Baseline scheduling	2.5	3.5	5	7	8.5	
P3. Weekly look ahead schedule & schedule update	1.5	2.5	4	5.5	7.5	
P4. Number of days from Physical Completion Until contract completion	3	4.5	6	8	10	
Section P Total	13	18.5	25	32.5	40	
C Compliance with Laws and Contract Requirements						
C1. Compliance with EEO, On-the-Job Training and D/M/W/SBE Requirements	1.3	3.5	5	6.5	8	
C2. Compliance with Apprenticeship Requirements	1.3	3.5	5	6	7	
C3. Compliance with Laws, Ordinances and Regulations	1.4	3.5	5	5	5	
Section C Total	4	10.5	15	17.5	20	
Project Total	50	75	100	125	150	

* Explains any Inadequate, Below Standard, and Superior ratings in Narrative Section (IV)

Performance Score

HQ Use Only

NOTE: An inadequate or below standard rating in any section shall limit the section total to a standard rating.

Prime Contractor Performance Report Instructions

The Prime Contractor Performance Report, DOT Form 421-011, consists of two parts — page 1 and page 2. Page 1 consists of Sections I, II, and III. Page 2 consists of Sections IV and V. The electronic form is optimized for use with Adobe Acrobat. Do not use AdobeSign to complete or route the form for signature.

1. PM completes Sections I – IV in strict conformance with the Prime Contractor Performance Report Manual (M41-40)
2. PM sends to Contractor and discuss.
3. PM signs electronically and transmits to Facilities Program & Project Delivery Manager. It is recommended to use Adobe Acrobat for signing. Do not lock the form when signing.
4. Facilities Program & Project Delivery Manager reviews, and signs electronically. Do not lock the form when signing.
5. PM sends to Contractor via email. Retains electronic copy for further processing.
6. Wait 20 days. Respond to protests, as necessary. Make adjustments.
 - a. Adjustments made with strikethrough, adding new text and initials of individual making change.
7. State Facilities Administrator signs electronically. Do not lock the form when signing. The form must be unlocked for headquarters use.
8. Transmit to Contract Ad and Award electronically. Distribute copies to PM, SFA and Contractor.