**Project Evaluation System (PES)**

The purpose of this Bulletin is to provide information and instruction regarding the new Project Evaluation System (PES) which will go live January 1, 2015.

**Background:**

Already in place is the Contract Management System (CMS) as detailed in section 102.4 of the Construction Manual. CMS was mandated to be used by all Colorado government agencies and therefore CDOT Project Engineers will still have to fill out the CMS evaluation.

PES is CDOT specific and will be used to gather data and assist in the evaluation of contractors. PES information will be reviewed by the Contracts and Market Analysis Branch and will be used as a source of information for monitoring the need to instigate actions CDOT may take with contractors such as warnings, suspension, lowering of pre-qualification level, debarment, etc. These actions will follow CDOT’s Bid Rules.

The PES data system will be in a CDOT SharePoint site.

Below is an Action Matrix, based on the evaluations or ratings, which help to identify the consideration for action by the Contracts and Market Analysis Branch Manager. When an evaluation or rating reaches a designated level, the Branch will start verifying the data, gather additional data, and make an overall assessment of the need to take an action.

|  |  |  |  |
| --- | --- | --- | --- |
| **EVALUATION OR RATING** | **GRADE** | **ACTION ITEMBASED ON AN EVALUATION (single project)** | **ACTION ITEM BASED ON RATING (average of 5 projects)** |
| 15 AND UP | A | NONE | NONE |
| 5 TO 14 | B | NONE | NONE |
|  -5 TO 4 | C | NONE | WARNING |
|  -6 TO -15 | D | WARNING | LOWER PREQUAL |
|  -16 AND LOWER | F | SUSPENSION | SUSPENSION |

**Guidance:** In the Construction Manual Section 102.4, after the second paragraph include:

Upon completion of a project, the Project Engineer will receive an email from PES requesting the Project Engineer fill out the PES form. The Project Engineer will fill out the evaluation and submit the results within PES. The Project Engineer will ensure that the CMS and PES evaluations do not contradict each other. PES will automatically forward this evaluation to the contractor for concurrence and comment. If the contractor disagrees with the Project Engineer’s evaluation, the PES will provide for the Resident Engineer to render a final review and decision.

A single project score is termed an “evaluation”. The five most recent project specific evaluations will be averaged to calculate a “rating”.

If requested by the contractor, the Project Engineer shall provide at least one interim evaluation during construction of the project. It is at the discretion of the Project Engineer as to how many other interim evaluations may be provided. Interim evaluations will not go in the PES database but shall kept in the project files.

PES will also send an email to the contractor requesting the contractor fill out an evaluation of CDOT. This project evaluation will include, among other things, an evaluation of the design (plans and specs) and an evaluation of CDOT’s construction staff. PES will forward these evaluation results to the Resident Engineer.

Attached are the forms the Project Engineer and the contractor will use. These forms may be modified in the future by the Contracts and Market Analysis Branch. Therefore, do not use these attachments for the final evaluation. Project Engineers shall use the form PES sends you.

 

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Please print a copy of this bulletin and keep it with your copy of the *Construction Manual*.

The *Construction Manual* and Construction Bulletins can be found on the Design and Construction Project Support web page at:

<https://www.codot.gov/business/designsupport/bulletins_manuals>