
CONTRACTOR PREQUALIFICATION APPLICATION



4/1/2024

**West Virginia Department of Transportation
Division of Highways**



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Division of Highways

1900 Kanawha Boulevard East • Building Five • Room 110
Charleston, West Virginia 25305-0430 • (304) 558-3505

Alanna J. Keller, P.E.
Deputy Secretary of Transportation
Deputy Commissioner of Highways

Jimmy Wriston, P. E.
Secretary of Transportation
Commissioner of Highways

April 1, 2024

Dear Contractor:

This packet consists of the Contractor Prequalification Application (Application) and instructions.

Please complete the Application and submit it electronically to the West Virginia Division of Highways, Contract Administration Division, Prequalification Section, at DOHContractorPrequalification@wv.gov. Please complete the entire Application; an incomplete submission will not be processed.

Should you have any questions or need assistance, please contact our Prequalification Section at DOHContractorPrequalification@wv.gov or by telephone at (304) 558-3304.

Very truly yours,

A handwritten signature in blue ink, appearing to read "Shawn A. Smith".

Shawn A. Smith, P. E., Director
Contract Administration Division

SAS:Dd

Attachment

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Instructions for Preparing Application

Please read carefully to avoid delay in prequalification.

All bidders and subcontractors on projects to be let to contract by the West Virginia Division of Highways (Division) shall be prequalified as provided by statutory authority (see [157CSR3](#) and [§17-4-19](#)). The Division reserves the right to exclude projects of a special nature from the requirement. When special projects not requiring prequalification are let to contract the “Notice to Contractors” and legal advertisement will so state. Prequalification is granted by the Director of Contract Administration through the issuance of a certificate of qualification which establishes the categories of work a contractor is authorized to perform. To obtain a certificate of qualification each contractor must complete and submit this Contractor Prequalification Application (Application). The Application contains detailed information regarding a firm’s past work experience, organizational structure, and the qualifications and experience of its key personnel.

It should be noted that bid bonding will be required by contractors prior to submitting bids. Performance bonding will be required upon awarding all Division contracts to the successful bidder (see [§17-4-20](#)).

Prequalification may be established at any time; however, contractor prequalification applications must be complete upon submission and will be accepted by the Division until fifteen (15) calendar days prior to the date set for receiving bids on any project on which the applicant may want to bid. The certificate of qualification will require renewal under any of the following circumstances.

- A contractor wishes to be qualified for additional categories of work other than those stipulated on the certificate of qualification;
- A contractor has undergone a major organizational change, such as a change in corporate structure or a change in key personnel as listed in the Application;
- If requested by the Division.

It is the intent of the Division to request renewal of certificates of qualification biennially from January 1, 2022 (not from the date a contractor becomes prequalified).

All Applications shall be emailed to the West Virginia Department of Transportation, Division of Highways, Contract Administration Division, Prequalification Section, at DOHContractorPrequalification@wv.gov or submitted via [Google form](#). The date of the email or Google form submission will be considered the Application’s submittal date, unless the submission is received on a holiday, the weekend or after normal business hours (4:00 p.m.) then the submittal date will be the next business day.

All Applications will remain on file with the Division. The contents of all applications will not be made available by the Division to any person other than its own officials and employees except upon written permission by the applicant or by a proper order from a court of competent authority.

The Commissioner may declare a contractor prequalification invalid at any time when developments arise after the issuance of a certificate of qualification which, in the opinion of the Commissioner, adversely affects a contractor’s responsibility.

Contractors shall also consider the following requirements when applying for prequalification:

- Contractors are not required to be a licensed contractor in West Virginia to obtain prequalification; however, it is strongly encouraged. Bids on Division contracts – except Federal-Aid Projects – will only be accepted from contractors that are both prequalified and licensed contractors in West Virginia. For Federal-Aid projects, only prequalification is required at the time of bid; however, a West Virginia contractor's license will be required before work can begin. Applications for West Virginia contractor licenses are available from the West Virginia Division of Labor.
- Registration with the West Virginia Department of Administration, Division of Purchasing, is required to bid on Division contracts in accordance with Chapter 5A, Article 3, Section 12 of the West Virginia Code.
- If two or more contractors, partnerships, or corporations combine to submit a joint bid on a Division contract(s), the resulting entity itself must be prequalified.
- No company can perform an item of work, whether as a prime contractor or subcontractor, for which they are not prequalified.

Regulations pertaining to prequalification are available in [157CSR3](#). These provisions should be carefully studied before preparing the Application. Attention is directed to the Application requirement for contractors incorporated under the laws of any state other than West Virginia to file a Certificate with the Secretary of State of West Virginia to obtain authority to do business in West Virginia before being awarded any contract. Attention is also directed to the necessity for execution of the Affidavit.

Please indicate the specific categories of work desired on the Prequalification Work Category Worksheet. This should be the type of work to which your organization is particularly adapted by personnel, experience, and equipment to perform. Work history and experience will be reviewed by the Prequalification Committee (Committee) to determine eligibility to perform such work.

Proposals will show the categories of work included in the project for which a contractor must be prequalified. Contractors must be prequalified in a combination of those categories of work in order to perform work amounting to not less than 30% of the contract cost, in accordance with Section 108.1 of the Standard Specifications. Any submitted bid that does not meet the qualifications described above may be deemed irregular. In the event a bidder does not meet these qualifications, the bidder will receive from the Division a letter of intent to deem the bid irregular providing the bidder an opportunity to explain/justify the bid. Explanation/justification received by the date and time indicated in the letter of intent will be reviewed and voted on by the Committee. Any determination made by the Committee is final.

A contractor's Performance Rating posted fifteen (15) calendar days prior to the bid letting is to be used to determine the required bonding amount. In addition, prequalified contractors performing work as a subcontractor must be prequalified in the categories of work they are performing before subcontracting requests are approved.

Full compliance with regulations will avoid delay in affecting prequalification. One copy of the Application is to be submitted by email to the West Virginia Department of Transportation, Division of Highways, Contract Administration Division, Prequalification Section, at DOHContractorPrequalification@wv.gov or via Google Form. A copy should also be retained for your own files and future reference.

Provisional Categories of Work

After initial categories of work are determined, contractors may submit a provisional request to add categories of work that they may not have performed in the past or don't have enough experience with to become prequalified through the application or renewal process, on a trial basis at any time but before any work is completed. However, any prime contractor intending to use the provisional category of work as part of the requirement to perform work amounting to not less than 30% of the contract amount, should ensure that approval is provided before placing a bid. Request(s) will be reviewed by the Committee and the contractor will be notified of the decision. If approved, the contractor will be prequalified to perform that category of work only on the project indicated in the request. The contractor may be required to perform the provisional category of work when another contractor who is currently prequalified in that category of work is present. It should be noted that contractors intending to perform a project specific special provision item on a project as a subcontractor must follow the same guidelines. Forms for requests to perform Project Specific Special Provision items are provided on our [website](#).

Project Specific Special Provisions

Any project which contains a project specific special provision noted on the Proposal Work Category Checklist (within the project proposal document) with a (*) will require a special request to perform that item of work on the project. Requests to perform project specific special provision items may be submitted at any time but must be approved before any work is performed. However, any prime contractor intending to use the project specific special provision category of work as part of the requirement to perform work amounting to not less than 30% of the contract amount, should ensure that approval is provided before placing a bid. Requests will be reviewed by the Committee and the contractor will be notified of the decision. If approved, the contractor will be prequalified to perform the work outlined in that project specific special provision and the contractor will receive a new certificate of qualification to include that special provision. It should be noted that contractors intending to perform a project specific special provision item on a project as a subcontractor must follow the same guidelines. Forms for requests to perform Project Specific Special Provision items are provided on our [website](#).

Committee

The Committee will consist of a representative of the Civil Rights Compliance Division, a representative of the Legal Division, two Regional Construction Engineers (RCE) and five District Construction Engineers, who will rotate on a yearly basis. Should a contractor disagree with the Committee's decision on qualification, they may appeal in writing to the Directors of Contract Administration Division, Civil Rights Compliance Division and Materials Control, Soils and Testing Division (Directors), within five (5) calendar days of the receipt of the Committee's Decision. The decision by the Directors shall be final. As stated above, the Committee's decision on appeals regarding Section 108.1 of the Standard Specifications is final.

Performance Rating

After the initial prequalification, attention is called to the great importance of the Performance Rating. All newly qualified contractors will start with an "N" Performance Rating, and this rating will be updated based on Performance Factors and Project Evaluations (Factors and Evaluations). For good performance on Division contracts a contractor's Performance Rating may be increased. Likewise,

if there is evidence that a contractor has not performed properly, such as failure to meet specifications in accordance with instructions from Division project supervisory personnel, failure to complete Division projects within the authorized working time due to reason within the control of the contractor and/or failure to provide adequate supervision, equipment and other factors, a contractor's Performance Rating may be decreased.

The running three-year average of a contractor's past project Factors and Evaluations scores will be taken to calculate a contractor's Performance Rating. The Performance Rating will be updated as described in the previous paragraph. Based on the Performance Rating, a contractor will be placed into one of five categories:

- 1) "A" Contractors will be those with the highest Performance Ratings (9.0 to 10.0). Contractors in this category shall only be required to bond 75 percent of the contract price.
- 2) "B" Contractors will be those with adequate Performance Ratings (8.0 to 8.9). Contractors in this category shall only be required to bond 90 percent of the contract price.
- 3) "C" Contractors will be those with below average Performance Ratings (7.0 to 7.9). Contractors in this category shall be required to bond 102 percent of the contract price.
- 4) "D" Contractors will be those with inadequate Performance Ratings (6.0 to 6.9). Contractors in this category shall be required to bond 125 percent of the contract price. These contractors will be placed on a six-month observation period. If the contractor does not improve to a "C" rating in six months, the contractor will be placed on a probationary period which will prevent them from bidding on new Division contracts until their Performance Rating returns to a C-level or better. If this is not accomplished within the second six-month period (probationary period), the contractor will fall to category "F".
- 5) "F" Contractors (5.9 or less) will be barred from bidding and being approved as a subcontractor on any contract for two years from the date they are notified of their "F" rating.
- 6) "N" Contractors are those who have submitted a new Application and received a certificate of qualification but have not yet performed work/been evaluated for work performed on a project. Contractors in this category shall be required to bond 102 percent of the contract price.

A contractor's Performance Rating posted fifteen (15) calendar days prior to the bid letting is to be used to determine the required bond amount.

Performance Rating Calculation

Performance Rating = $0.4 (\text{Project Evaluation Score}) + 0.6 (\text{Total of Performance Factors} \times 10)$

Performance Rating is rounded to the nearest tenth place.

Project Evaluation Score Calculation

Project Evaluation Score is based on an evaluation of a contractor by Division personnel with a series of objective, close-ended questions. Project Evaluation Score is the average score of all questions, rounded to the nearest hundredth place (See Project Evaluation Form).

Performance Factors (Pf) Evaluation Score Calculation

Performance factors are based on data gathered from each project after the final estimate package has been approved. Performance Factors consist of the following:

Pf Request for Additional Compensation and Claims (RACC) 15%

Pf Penalty 30%

Pf Time 30%

Pf Compliance 15%

Pf Safety 10%

Pf Score = 0.15 Pf RACC + 0.30 Pf Penalty + 0.30 Pf Time + 0.15 Pf Compliance + 0.10 Pf Safety

RACC Performance Factor

RACC is categorized into three criteria.

- A) Number of requests for additional payment submitted by a contractor that are not able to be resolved at or below the Regional Construction Engineer level.
- B) Number of "Notice of Potential Claim" forms submitted by a contractor (Standard Specifications – Section 105.17).
- C) Number of claims filed with the Claims Commission and/or Circuit Court by a Contractor against the Division and/or claims filed by the Division against a Contractor.

Pf RACC is calculated by 1 minus the weighted RACCs and rounded to the nearest hundredth.

$$\text{Pf RACC} = 1 - (0.25A + 0.50B + 0.75C)$$

Penalty Performance Factor

Pf Penalty will be determined by the total value of the applicable and paid items on the project and the total dollar amount of penalties. Pf Penalty equals 1.00 when there is zero disincentive.

- A) Total Paid Dollar Amount of Applicable items
- B) Total Dollar Amount of Penalties

Pf Penalty is calculated by taking the difference of A and B over the value of A rounded to the nearest hundredth.

$$\text{Pf Penalty} = \frac{(A-B)}{B}$$

Time Performance Factor

Pf Time is determined with two methods, one for fixed completion date, and one for working days.

- 1) Method one for fixed completion date

A = Fixed Completion Date-Notice to Proceed Date (current completion date with all approved Change Orders)

B = Actual Completion Date - the Notice to Proceed Date

$$\text{Pf Time Damage} = A/B$$

- 2) Method two for working days:

A = Total number of working days contracted

B = Total number of days charged

$$\text{Pf Time} = A/B$$

Compliance Performance Factor

Pf Compliance is calculated by the following method. This factor is calculated based on the suspension of work by the Division's project supervisor or other entities due to a contractor's improper work or defective materials or negligence. Each occurrence of such suspension, partially or wholly, and regardless of duration will be counted as a minus 1/3 of this factor. A contractor's score should not be impacted if zero events occurred or the events were the result of the Division.

A= Total number of events that resulted in a contractor being shut down by the Division or other entities

$$\text{Pf Compliance} = 1 - (A \times \frac{1}{3})$$

Safety Performance Factor

Pf safety is based on contractor's experience modification rate (EMR) provided. It's a numerical value of EMR.

Pf Safety = 1.0 for EMR of 0.75 or less,
0.75 for EMR between 0.76 to 1.00,
0.5 for EMR between 1.01 to 1.25,
0.25 for EMR between 1.26 to 1.50,
and 0.0 for EMR greater than 1.51

Performance Factors Evaluation Score Example

Pf RACC 15%

Pf Penalty 30%

Pf Time 30%

Pf Compliance 15%

Pf Safety 10%

Performance Factors = 0.15 Pf RACC + 0.30 Pf Penalty + 0.30 Pf Time + 0.15Pf Compliance + 0.10 Pf Safety

Pf RACC Example

On two occasions, a contractor requested additional compensation on a project and both times the requests were resolved by the RCE. In addition, a contractor filed one "Notice of Potential Claim" form and then one claim in Circuit Court.

$$\text{Pf RACC} = 1 - (0.25*0 + 0.50*1 + 0.75*1) = -0.25$$

Pf Penalty Example

A contractor was assessed \$2,000 for bridge deck smoothness, and the total paid amount of the class H concrete for the bridge deck is \$80,000.

$$\text{Pf Penalty} = (80,000 - 2,000) / 80,000 = 0.975 = 0.98$$

Pf Time Example (Fixed Completion date)

The adjusted completion date is 5/1/17 after all change orders were processed on the project, the substantial completion date is 6/1/17 and Notice to Proceed was issued on 4/1/17.

$$\text{Pf Time} = (5/1 - 4/1) / (6/1 - 4/1) = 31/62 = 0.50$$

Pf Time Example (Working days)

A total of 100 days charged, and 90 days contracted. Pf Time = 90/100 = 0.90.

Pf Compliance Example

Contractor was shutdown 4 times by Division personnel.

$$\text{Pf Compliance} = 1 - (4 * (1/3)) = -0.33$$

Pf Safety Example

A contractor has an EMR of 1.10, Pf Safety = 0.50

Contractors who have performed work only as a subcontractor will receive a Performance Evaluation Score based off the three-year running average of numerical Project Evaluation scores and that contractor's Performance Rating will remain an "N".

Factors and Evaluations will be completed during each project's finalization process. A contractor will have an opportunity to review and acknowledge scoring before it is finalized. If a contractor wishes to appeal the score, it should follow the Appeal Process below.

Appeals

Appeal Process for Factor or Evaluation

The Appeal Process will be broken down into three tiers.

First Tier – A contractor must identify the particular issue(s) and request an appeal in writing via email, to the Regional Construction Engineer (RCE) within five (5) calendar days of receiving the Factors and Evaluation. The RCE may change or edit the Factors and Evaluation in order to reach an agreement with the contractor. If the contractor and the Division are unable to reach an agreement the issue(s) may be elevated to the second tier if the contractor notifies the RCE in writing via email within three (3) calendar days of notification by the RCE of denial at the first tier.

Second Tier – the RCE will provide the appeal to the Directors of Contract Administration Division (DCA), Materials Control, Soils and Testing Division and Civil Rights Compliance Division (or designees). The DCA will facilitate review of the issue(s) and involve the contractor and RCE, if necessary. If the contractor and the Division are unable to reach an agreement the issue(s) may be elevated to the third tier if the contractor notifies the DCA in writing via email within three (3) calendar days of notification of denial at the second tier.

Third Tier – the DCA will provide the issue(s) to a review board which will consist of the Commissioner of Highways, Chief Engineer of Construction, and a member of the Contractors Association of West Virginia Board. Each member will have an equal vote and will be allowed to delegate his or her vote to a representative that was not a part of the previous tiers.

The appeal process is to be completed within forty-five (45) calendar days of receipt from the contractor by the RCE. Any decision made at the third tier or at the end of forty-five (45) calendar days shall be final.

Appeal Process for the Revocation of Contractor's Pre-Qualification Status

In the event that a contractor's pre-qualification status is revoked, the Division will promptly notify the contractor in writing and provide them with an opportunity to appeal the decision. The appeal will follow the hearing procedures set forth in W. Va. Code St. R. § 157-1-3. The contractor's prequalification status will be suspended during a Division investigation to determine if revocation is applicable or an ensuing legal challenge to the revocation.

1. Within thirty (30) days of the notice that the contractor's prequalification status has been revoked, the contractor may send a written informal appeal to Contract Administration Division at DOHContractorPrequalification@wv.gov or WVDOT, Commissioner of Highways (c/o Contract Administration Division), Building Five, Room 840, 1900 Kanawha Boulevard, East, Charleston, West Virginia 25305.
2. Within twenty (20) days of receipt of the informal appeal, the DCE, or designee, will review the request and make a determination whether to uphold the decision or grant the appeal.
3. The DCE, or designee, will present the determination and any associated documents or recommend additional terms to be imposed to the Chief Engineer of Construction, or designee, for approval.
4. Within thirty (30) days of receipt of the informal appeal, the contractor will be notified in writing by the DCE, or designee, of the determination, and any other terms set forth.
5. Should the contractor not agree with the determination, or the terms set forth by the DCE, the contractor may request in writing a formal hearing to be presided over by the Commissioner, or designee, in accordance with the provisions for contested cases, W. Va. Code §29A-5-1et seq.
6. The decision of the Commissioner is final. It may be appealed in accordance with the provisions for contested cases, W. Va. Code §29A-5-1et seq.



CONTRACTOR'S PREQUALIFICATION STATEMENT

Please carefully read the Instructions for Preparing Application before completing this Contractor's Prequalification Statement.

Additional Instructions/Notes

- Do not leave questions blank. If a question does not apply to your business, please answer with "Not Applicable" or "N/A". Required questions may not be answered with "Not Applicable."
- Attach additional sheets as needed. Indicate the section and question number in the upper righthand corner of the additional sheet(s).
- Limit one contact person and e-mail address per business. Multiple e-mail addresses will not be accepted. Please note, the email address provided will be used to contact your business regarding your prequalification. It may be changed at any time by completing and submitting a Renewal (Revisions) application.
- New Statements – New should be marked below in Application Type if your business has never been prequalified with the West Virginia Division of Highways or if your Certificate of Contractor Prequalification expired or was revoked.
- Renewal Statements - If there is no change, choose Renewal (No Change) and complete only Parts I and V of the application. If there is a revision, choose Renewal (Revision), complete Parts I and V, and then complete only the portions of the statement that need to be revised. If the revision includes a request for additional categories of work, please only mark the category(s) you wish to add to your Certificate of Contractor Prequalification.

Application Type

New

Renewal (Revisions)

Renewal (No Change)

Part I: General Information

All fields in Part I must be completed for new and renewal applications.

Business Name: _____

Telephone Number: _____ Fax Number: _____

Mailing Address: _____ City: _____ State: _____ Zip Code: _____

Physical Address: _____ City: _____ State: _____ Zip Code: _____

Contact Name: _____ Telephone Number: _____

Email Address: _____

Part I: General Information (cont.)

Business Type (please choose one):

Corporation*

Partnership**

Sole Proprietorship

Consolidated Company

*(includes Cooperative Associations, Professional Corporations, Native American Pueblos, Business Corporations, and Limited Liability Companies)

**Includes Uniform Partnerships and Limited Liability Partnerships

Federal Tax ID: _____ Current Experience Modification Rate (EMR)*: _____

*If N/A, an EMR of 1.00 will be assigned for evaluation purposes until such time an EMR is established.

Part II: BUSINESS INFORMATION – PERSONNEL & AFFILIATES

Part II must be completed for all new applications. For renewal applications, only complete Part II if there has been a change to any of the information currently on file. Please attach additional sheet(s) as necessary.

List the director(s), officer(s), owner(s), member(s), or partner(s) in your business and the percentage of ownership.

Name: _____ Percent of Ownership: _____%

Name: _____ Percent of Ownership: _____%

Name: _____ Percent of Ownership: _____%

Name: _____ Percent of Ownership: _____%

Name: _____ Percent of Ownership: _____%

Identify each of those listed above with financial interest in any other business prequalified with the Division. State the name of the other business and the percentage of ownership.

Name: _____ Percent of Ownership: _____%

Name: _____ Percent of Ownership: _____%

Name: _____ Percent of Ownership: _____%

Name: _____ Percent of Ownership: _____%

Name: _____ Percent of Ownership: _____%

Have there been changes to your business's Federal Tax ID or EMR in the past five (5) years?

No

Yes (Complete Section Below)

Previous Federal Tax ID(s): _____

Previous EMR(s): _____

Part II: BUSINESS INFORMATION – PERSONNEL & AFFILIATES (cont.)

List the individuals or employees of your business who are involved in the management and supervision of projects if other than those listed above.

Name: _____ Position/Title: _____

Name: _____ Position/Title: _____

Name: _____ Position/Title: _____

Name: _____ Position/Title: _____

Name: _____ Position/Title: _____

List all affiliates of the applicant including, but not limited to: Joint Venture; Subsidiaries; Parent Business; Businesses owned or controlled by the parent business; and/or, any business or firm having some mutual owners as the applicant which does business with the applicant.

Name: _____ Address: _____ Relationship: _____

Name: _____ Address: _____ Relationship: _____

Name: _____ Address: _____ Relationship: _____

Name: _____ Address: _____ Relationship: _____

Name: _____ Address: _____ Relationship: _____

Have you, your director(s), officer(s), owner(s), member(s), partner(s), or employee(s) of your business pled guilty, been convicted of, or have a civil judgment entered for any offense?

No

Yes (Complete Section Below)

Name: _____ Date: _____ Detailed Explanation: _____

Name: _____ Date: _____ Detailed Explanation: _____

Name: _____ Date: _____ Detailed Explanation: _____

Name: _____ Date: _____ Detailed Explanation: _____

Name: _____ Date: _____ Detailed Explanation: _____

Part III: BUSINESS TYPE & OTHER INFORMATION

Part III must be completed for all new applications. For renewal applications, only complete Part III if there has been a change to any of the information currently on file. Please attach additional sheet(s) as necessary.

When was your business formed? Date: _____ State: _____

How many years has your business operated as a Prime Contractor? _____ Subcontractor? _____

Part III: BUSINESS TYPE & OTHER INFORMATION (cont.)

USDOT and/or Motor Transportation Division (MTD) Number (optional): _____

If you provided a number above, please include a copy of the verification with your application.

Public Regulation Commission Number/Secretary of State Number (required): _____

*A copy of the verification is **required** to be attached to your application.*

If your business is licensed to work in West Virginia, provide your license number, classification(s), and expiration date.

License Number: _____ Classification(s): _____ Expiration Date: _____

Is your business a certified Disadvantaged Business Enterprise (DBE)?

No Yes (Complete Section Below)

List the type(s) of work your business is certified to perform as a DBE: _____

Has your business defaulted on any public works project in the preceding three (3) years?

No Yes (Complete Section Below)

Detailed Explanation:

Part IV: EXPERIENCE

Part IV must be completed for all new applications. For renewal applications, only complete Part IV if there has been a change to any of the information currently on file. Please attach additional sheet(s) as necessary.

What project(s) has your business completed for the Division within the past five (5) years?

Contract Amount: _____ Type of Item/Work (Refer to Division's Standard Specifications): _____

Project Name: _____ Date Completed: _____

Contract Amount: _____ Type of Item/Work (Refer to Division's Standard Specifications): _____

Project Name: _____ Date Completed: _____

Contract Amount: _____ Type of Item/Work (Refer to Division's Standard Specifications): _____

Project Name: _____ Date Completed: _____

Part IV: EXPERIENCE (cont.)

City/Town/Municipality Name: _____

Contact Name: _____ Address: _____

Project Type: _____

City/Town/Municipality Name: _____

Contact Name: _____ Address: _____

Project Type: _____

City/Town/Municipality Name: _____

Contact Name: _____ Address: _____

Project Type: _____

For what State Agencies or Departments has your business performed work within the past five (5) years?

State Agency/Department Name: _____

Contact Name: _____ Address: _____

Project Types(s): _____

State Agency/Department Name: _____

Contact Name: _____ Address: _____

Project Types(s): _____

State Agency/Department Name: _____

Contact Name: _____ Address: _____

Project Types(s): _____

For what Federal Government Agencies or Departments has your business performed work within the past five (5) years?

Federal Agency/Department Name: _____

Contact Name: _____ Address: _____

Project Types(s): _____

Federal Agency/Department Name: _____

Contact Name: _____ Address: _____

Project Types(s): _____

Federal Agency/Department Name: _____

Contact Name: _____ Address: _____

Part IV: EXPERIENCE (con't.)

With which other State Highway Departments is your business prequalified?

State: _____ Expiration Date: _____

State: _____ Expiration Date: _____

State: _____ Expiration Date: _____

State: _____ Expiration Date: _____

State: _____ Expiration Date: _____

What is the construction experience of the principal individuals of your organization?

Name: _____ Position: _____

Years of Construction Experience: _____ Type of Work: _____

Name: _____ Position: _____

Years of Construction Experience: _____ Type of Work: _____

Name: _____ Position: _____

Years of Construction Experience: _____ Type of Work: _____

Name: _____ Position: _____

Years of Construction Experience: _____ Type of Work: _____

Name: _____ Position: _____

Years of Construction Experience: _____ Type of Work: _____

Has your business ever failed to complete any of its awarded contracts?

No Yes (Complete Section Below)

Detailed Explanation:

Part V: AFFIDAVIT

All fields in Part V must be completed for all new and renewal applications.

State of _____

County of _____

I hereby depose and say that the foregoing information provided in this Prequalification Statement is a true and accurate statement. I am a representative of _____ and authorized to submit this Prequalification Application.

I understand that by submitting this Prequalification Application to the West Virginia Division of Highways I agree, as an authorized representative of _____, to the terms and conditions outlined herein.

Name: _____ Title: _____

Signature: _____ Date: _____

WEST VIRGINIA DIVISION OF HIGHWAYS
PREQUALIFICATION WORK CATEGORY WORKSHEET

DIRECTIONS: PLEASE SELECT THE CATEGORIES OF WORK YOU ARE SEEKING PREQUALIFICATION TO PERFORM. THE CATEGORIES OF WORK BELOW CORRESPOND TO THE DIVISIONS AND SECTIONS IN THE WVDOH STANDARD SPECIFICATIONS. PLEASE PROVIDE JUSTIFICATION (WORK HISTORY, EXPERIENCE, EQUIPMENT OWNED, ETC.) FOR EACH CATEGORY REQUESTED IN THE SPACE PROVIDED TO THE RIGHT OF EACH CATEGORY OF WORK.

IF YOU ARE CURRENTLY PREQUALIFIED AND ONLY WISH TO ADD CATEGORIES OF WORK TO YOUR CURRENT CERTIFICATE OF PRE-QUALIFICATION, ONLY THOSE YOU WISH TO ADD SHOULD BE SELECTED AND JUSTIFIED.

DIVISION 200-EARTHWORK

	SECTION 201	CLEARING AND GRUBBING	
	SECTION 202	BUILDING DEMOLITION, WELL AND SEPTIC TANK ABANDONMENT	
	SECTION 203	DISMANTLING STRUCTURES	
	SECTION 204	MOBILIZATION	
	SECTION 206	BASE COURSE REINFORCEMENT GEOGRID	
	SECTION 207	EXCAVATION AND EMBANKMENT	
	SECTION 211	BORROW EXCAVATION	
	SECTION 212	STRUCTURE, ROCK, AND WET EXCAVATION	
	SECTION 217	SPECIAL ROCK FILL	
	SECTION 218	SLOPE AND FOUNDATION PROTECTION	
	SECTION 219	CONTROLLED LOW-STRENGTH MATERIAL	
	SECTION 228	SUBGRADE PREPARATION	
	SECTION 229	SHOULDERS AND DITCHES	
	SECTION 240	CLEANING CULVERTS, INLETS AND MANHOLES	

DIVISION 300-BASES

	SECTION 307	CRUSHED AGGREGATE BASE COURSE	
	SECTION 311	OPEN GRADED FREE DRAINING BASE COURSE	

DIVISION 400-ASPHALT PAVEMENTS			
	SECTION 401	ASPHALT BASE, WEARING, AND PATCHING AND LEVELING COURSES	
	SECTION 402	ASPHALT SKID RESISTANT PAVEMENT	
	SECTION 403	CRACK SEALING IN ASPHALT PAVEMENT	
	SECTION 405	CHIP SEALS	
	SECTION 407	FOG SEAL	
	SECTION 408	TACK COAT	
	SECTION 410	ASPHALT BASE AND WEARING COURSES, PERCENT WITHIN LIMITS (PWL)	
	SECTION 415	MILLING OF ASPHALT PAVEMENT SURFACES	
	SECTION 420	SINGLE/MULTIPLE COURSE MICRO SURFACING	
DIVISION 500-RIGID PAVEMENT			
	SECTION 501	PORTLAND CEMENT CONCRETE PAVEMENT	
	SECTION 502	APPROACH SLABS	
	SECTION 503	SEALING CRACKS IN CONCRETE PAVEMENT	
	SECTION 506	CONCRETE PAVEMENT REPAIR	
	SECTION 507	LARGE CRACK AND POTHOLE REPAIR OF CONCRETE PAVEMENT	
	SECTION 508	DIAMOND GRINDING	
	SECTION 510	RE-SEALING CONCRETE PAVEMENT JOINTS	
	SECTION 511	DOWEL BAR RETROFIT	
	SECTION 512	CONCRETE SLAB STABILIZATION	
	SECTION 513	CONCRETE PAVEMENT CROSS STITCHING	
	SECTION 514	ROLLER COMPACTED CONCRETE	

DIVISION 600-INCIDENTAL CONSTRUCTION

	SECTION 601	STRUCTURAL CONCRETE	
	SECTION 602	REINFORCING STEEL	
	SECTION 603	PRESTRESSED CONCRETE MEMBERS	
	SECTION 604	PIPE CULVERTS	
	SECTION 605	MANHOLES AND INLETS	
	SECTION 606	UNDERDRAINS	
	SECTION 607	GUARDRAIL	
	SECTION 608	RIGHT-OF-WAY FENCE	
	SECTION 609	SIDEWALKS	
	SECTION 610	CURBS, COMBINATION CURBS AND GUTTERS AND MEDIANS	
	SECTION 614	PILING WALLS	
	SECTION 615	STEEL STRUCTURES	
	SECTION 616	STEEL BEARING PILING	
	SECTION 617	RAILINGS	
	SECTION 619	WATERPROOFING	
	SECTION 620	THREE-SIDED REINFORCED CONCRETE BRIDGE/CULVERT	
	SECTION 623	PNEUMATICALLY APPLIED MORTAR OR CONCRETE (SHOTCRETE)	
	SECTION 624	PREFORMED ELASTOMERIC JOINT SEALER	
	SECTION 625	ROCK SOCKETED DRILLED SHAFT	
	SECTION 626	RETAINING WALL SYSTEMS	
	SECTION 631	ELECTRICAL WORK	

DIVISION 600-INCIDENTAL CONSTRUCTION (cont.)

	SECTION 633	CONCRETE GUTTER AND DUMPED ROCK GUTTER	
	SECTION 636	MAINTAINING TRAFFIC	
	SECTION 637	WATER	
	SECTION 638	PROJECT MARKERS, RIGHT-OF-WAY MARKERS, SURVEY MARKERS, AND OUTLET MARKERS	
	SECTION 639	CONSTRUCTION SURVEYING	
	SECTION 640	FIELD OFFICE AND STORAGE BUILDING	
	SECTION 641	MITIGATION DEVICES	
	SECTION 642	TEMPORARY POLLUTION CONTROL	
	SECTION 645	REINFORCED SOIL SLOPES	
	SECTION 651	FURNISHING AND PLACING TOPSOIL	
	SECTION 652	SEEDING AND MULCHING	
	SECTION 653	VINE AND GROUND COVER PLANTING	
	SECTION 654	TREE AND SHRUB PLANTING	
	SECTION 655	MATting FOR EROSION CONTROL	
	SECTION 657	ROADSIDE SIGN SUPPORTS	
	SECTION 658	OVERHEAD SIGN STRUCTURES	
	SECTION 659	SIGN LIGHTING	
	SECTION 660	TRAFFIC SIGNALS	
	SECTION 661	TRAFFIC SIGNS AND DELINEATORS	
	SECTION 662	ROADWAY LIGHTING	
	SECTION 663	PAVEMENT MARKINGS AND RUMBLE STRIPS	

DIVISION 600-INCIDENTAL CONSTRUCTION (cont.)

	SECTION 664	IMPACT ATTENUATORS	
	SECTION 670	WATERLINE INSTALLATION	
	SECTION 675	SANITARY SEWERS	
	SECTION 679	OVERLAYING OF PORTLAND CEMENT CONCRETE BRIDGE DECKS	
	SECTION 681	ASBESTOS ABATEMENT	
	SECTION 685	BRIDGE CLEANING	
	SECTION 687	SHOP PAINTING METAL STRUCTURES	
	SECTION 688	FIELD PAINTING OF METAL STRUCTURES	
	SECTION 690	SURFACE PREPARATION AND POWDER COATING OF NEW GALVANIZED STEEL FOR HIGHWAY SIGNING AND LIGHTING STRUCTURES	

West Virginia Department of Transportation
Division of Highways
Project Evaluation Form

There are a total of 27 questions. Question 26 will need to be the average of all subcontractors. Only questions that include contractor or subcontractor need to be answered for subcontractors. Any that only say contractor should be marked as "NA" when evaluating subcontractors.

Section A - Contractor's/Subcontractor's Organization and Management -

Select

1) To what degree was the Division's chain of authority followed by the Contractor or Subcontractor?

Rating Guidelines

10) The Contractor followed the chain of authority by initiating all requests and communications at the proper level within the Division.

08) The Contractor initiated requests and communications at the proper level, with few exceptions.

05) The Contractor frequently initiated requests at a higher level without communicating with the Engineer.

03) There were many documented instances of the Contractor ignoring the chain of authority.

01) The Contractor on nearly all occasions initiated requests at a level above the Engineer.

NA

Explanation of Rating/Notes if Applicable:

Select

2) To what degree did the Contractor or Subcontractor furnish the required documentation and reports in a timely manner (i.e. Certification of materials, delivery tickets, invoices, shop drawings, material sampling, force account records, etc.)?

Rating Guidelines

10) The Contractor always furnished timely submittals of all required paperwork, documentation, invoice, etc. as required with minimal requests.

08) The Contractor with few exceptions furnished timely submittals of all required paperwork, documentation, invoice, etc., as required with minimal requests.

05) The Contractor had to be asked numerous times to furnish the required paperwork, documentation, invoice, etc.

03) The Contractor provided some documentation, but much was not provided, even after numerous requests.

01) The Contractor did not furnish the majority of the required paperwork, documentation, invoice, etc., after numerous requests.

NA

Explanation of Rating/Notes if Applicable:

Select

3) To what degree is the Contractor competent in conforming to the requirements of Section 108.3 for construction schedule, and utilizing the progress schedule to construct the project?

Rating Guidelines

10) The Contractor is always competent and effective in conforming to all requirements of the progress schedule and utilizing the progress schedule to construct the project.

08) The Contractor is competent and effective in conforming to the requirements of the progress schedule with few delays or problems on submittals and also utilizes the progress schedule to construct the project.

05) The Contractor conforms to the requirements of the progress schedule with occasional delays or problems on submittals or sometimes does not utilize the progress schedule to construct the project.

03) The Contractor only conforms to the requirements of the progress schedule upon written notification from the Engineer or seldom utilizes the progress schedule to construct the project.

01) Despite written notification, the Contractor still failed to conform to the requirements of Section 108.3.

NA

Explanation of Rating/Notes if Applicable:

Select **4) To what degree did the Contractor exercise its contractual authority over its subcontractors and provide notice of subcontractor work schedule?**

Rating Guidelines

10) The Contractor always exercised its contractual authority over its subcontractors by monitoring their necessary submissions and quality of work and provided prior notice of work schedules at all times.

08) The Contractor exercised its contractual authority over its subcontractors and provided prior notice of subcontractor schedule at most of the times.

05) The Contractor exercised its contractual authority over its subcontractors and provided notice of subcontractor schedule only upon notification from the Engineer.

03) Despite notification from the Engineer, the Contractor failed to exercise contractual authority over subcontractors on many occasions.

01) The Contractor did not exercise any authority over its subcontractors and/or did not provide notice of its subcontractors' work schedule.

NA

Explanation of Rating/Notes if Applicable:

--

Select **5) To what degree is the Contractor's or Subcontractor's Superintendent available on the project work site with full authority to execute orders or instructions of the Engineer without delay?**

Rating Guidelines

10) The Superintendent is always available and promptly executes the directions of the Engineer. If there or at least available every day.

08) The Superintendent is routinely available and promptly executes the directions of the Engineer.

05) The Superintendent is available only part of the time or sometimes offers resistance to the directions of the Engineer prior to compliance.

03) The Superintendent is rarely available and sometimes offers resistance to the directions of the Engineer prior to compliance.

01) The Superintendent is rarely available or routinely disagrees or disregards the directions of the Engineer.

NA

Explanation of Rating/Notes if Applicable:

--

Select **6) To what degree did the Contractor's or Subcontractor's Superintendent and foremen demonstrate the necessary knowledge regarding specifications, plans, special provisions and the type of work being performed?**

Rating Guidelines

10) The Superintendent and foremen on the project are thoroughly experienced and knowledgeable in the type of work being performed and have a thorough understanding of the specifications, plans and special provisions with no instruction needed from the Engineer.

08) The Superintendent and foremen on the project are experienced in the type of work being performed and are familiar with the specifications, plans and special provisions with little instruction from the Engineer.

05) The Superintendent and foremen on the project are somewhat familiar with the types of work being performed and knowledgeable of the specifications plans and special contract provisions and require frequent instruction from the Engineer.

03) The Superintendent and foremen on the project have limited knowledge of the type of work being performed and require constant instructions from the Engineer in interpreting the specifications, plans and special provisions.

01) The Superintendent and foremen on the project have poor/rudimentary knowledge of the work being performed and require significantly additional work from the Engineer in interpreting the specifications, plans and special provisions.

NA

Explanation of Rating/Notes if Applicable:

--

7) To what degree did the Contractor meet On the Job Training (OJT) requirements?

Select

Rating Guidelines

10) The Contractor always complied with all the requirements.

08) The Contractor complied with most of the requirements, with one or two exceptions. Any noncompliance was immediately corrected upon notification from the Engineer.

05) The Contractor complied with majority of the requirements, with few exceptions. Any noncompliance was corrected upon notification from the Engineer.

03) The Contractor failed to comply with the majority requirements, requiring significant notifications by the Engineer. These compliances were then corrected.

01) The Contractor failed to comply with the majority of the requirements. The Contractor corrected noncompliance's only after repeated or written notifications from the Engineer.

NA

Explanation of Rating/Notes if Applicable:

--

8) To what degree did the Contractor meet subcontractor prompt payment requirements?

Select

Rating Guidelines

10) The Contractor always complied with all the requirements.

08) The Contractor complied with most of the requirements, with one or two exceptions. Any noncompliance was immediately corrected upon notification from the Engineer.

05) The Contractor complied with majority of the requirements, with few exceptions. Any noncompliance was corrected upon notification from the Engineer.

03) The Contractor failed to comply with the majority requirements, requiring significant notifications by the Engineer. These compliances were then corrected.

01) The Contractor failed to comply with the majority of the requirements. The Contractor corrected noncompliance's only after repeated or written notifications from the Engineer.

NA

Explanation of Rating/Notes if Applicable:

--

9) To what degree did the Contractor or Subcontractor meet Equal Employment Opportunity (EEO) requirements?

Select

Rating Guidelines

10) The Contractor always complied with all the requirements.

08) The Contractor complied with most of the requirements, with one or two exceptions. Any noncompliance was immediately corrected upon notification from the Engineer.

05) The Contractor complied with majority of the requirements, with few exceptions. Any noncompliance was corrected upon notification from the Engineer.

03) The Contractor failed to comply with the majority requirements, requiring significant notifications by the Engineer. These compliances were then corrected.

01) The Contractor failed to comply with the majority of the requirements. The Contractor corrected noncompliance's only after repeated or written notifications from the Engineer.

NA

Explanation of Rating/Notes if Applicable:

--

Select

10) To what degree did the Contractor meet Disadvantaged Business Enterprise (DBE) requirements?

Rating Guidelines

10) The Contractor always complied with all the requirements.

08) The Contractor complied with most of the requirements, with one or two exceptions. Any noncompliance was immediately corrected upon notification from the Engineer.

05) The Contractor complied with majority of the requirements, with few exceptions. Any noncompliance was corrected upon notification from the Engineer.

03) The Contractor failed to comply with the majority requirements, requiring significant notifications by the Engineer. These compliances were then corrected.

01) The Contractor failed to comply with the majority of the requirements. The Contractor corrected noncompliance's only after repeated or written notifications from the Engineer.

NA

Explanation of Rating/Notes if Applicable:

--

Section B - Contractor's/Subcontractor's Operation -

Select

11) To what degree did the Contractor or Subcontractor maintain proper traffic control during construction in accordance with the Manual on Temporary Traffic Control for Streets and Highways 2006 Edition, traffic control plan and approved revisions?

Rating Guidelines

10) The Contractor maintained the traffic zone in compliance with all requirements, and corrected any job site conditions that affected the traveling public immediately with no direction from the Engineer.

08) The Contractor maintained the traffic zone in compliance with all requirements, and corrected any job site conditions that affected the traveling public immediately with minimal direction from the Engineer.

05) The Contractor maintained the traffic zone when needed, complied with all requirements and corrected job site conditions (including storm events) which affected the traveling public only after instructed by the Engineer.

03) The Contractor maintained the traffic zone only after repeated notification from the Engineer.

01) Despite repeated notification from the Engineer, the Contractor provided poor traffic control during the project, leading to instances of dangerous situations for motorists and/or workers.

NA

Explanation of Rating/Notes if Applicable:

--

Select

12) To what degree did the Contractor's or Subcontractor's Superintendent notify the Engineer in advance of scheduled day to day operations?

Rating Guidelines

10) The Superintendent always kept the Engineer well informed of day to day operations.

08) The Superintendent usually kept the Engineer well informed of day to day operations.

05) The Superintendent frequently provided the Engineer with same day notice on changes of daily operations.

03) The Superintendent informed the Engineer of day to day operations only after repeated inquiries from the Engineer.

01) Despite repeated inquiries from the Engineer, the Superintendent continually failed to notify them of day to day operations.

NA

Explanation of Rating/Notes if Applicable:

--

Select	13) To what degree is the Contractor or Subcontractor competent and effective in maintaining erosion and sediment controls in accordance with specifications, Erosion and Sediment Control Manual, Plans, and special provisions?
	Rating Guidelines 10) The Contractor always maintained E&S controls and complied with all the requirements. 08) The Contractor maintained E&S controls and complied with all the requirements except few exceptions. 05) The Contractor maintained E&S controls and complied with all the requirements, but required frequent orders and instructions from the Engineer. 03) There were many instances of poor maintenance of E&S controls, even after orders from the Engineer. 01) The Contractor was not competent or effective in maintaining E&S controls and did not comply with all the requirements. NA Explanation of Rating/Notes if Applicable:
Select	14) To what degree did the Contractor or Subcontractor meet contract requirements including specifications, special provisions, plans, etc.?
	Rating Guidelines 10) The Contractor always complied with the contract requirements. 08) The Contractor routinely complied with the contract requirements. Any noncompliance was immediately corrected upon notification from the Engineer. 05) The Contractor corrected noncompliance's only after repeated notifications from the Engineer. 03) There were many instances of noncompliance's, leading to significant corrective efforts by the Engineer. 01) The Contractor complied with contract requirements only upon written order of suspension of work from the Engineer. NA Explanation of Rating/Notes if Applicable:

15) To what degree did the Contractor or Subcontractor maintain the construction area in a safe and clean manner?

Select

Rating Guidelines

10) The Contractor always maintained a safe and clean work zone.

08) The Contractor maintained a safe and clean work zone, with a few complaints or incidents which were immediately corrected.

05) The Contractor usually maintained a safe and clean work zone, but with many complaints or incidents which were only corrected after notification from the Engineer.

03) The Contractor had difficulty in maintaining the work zone in a safe and clean condition.

01) The Contractor rarely maintained a safe and clean work zone, directly leading to safety incidents.

NA

Explanation of Rating/Notes if Applicable:

--

16) To what degree did the Contractor or Subcontractor promptly notify and coordinate work with utility owners in protection or relocation of existing utilities?

Select

Rating Guidelines

10) The Contractor proactively identified and attempted to resolve utility issues minimizing potential conflicts and delays.

08) The Contractor provided advance notifications to all potentially affected utilities prior to commencing work, cooperated with the utility owner, and protected the existing facility.

05) The Contractor routinely provided proper notification and cooperated with each affected utility owner, with one or two exception.

03) There were many documented instances of improper or tardy notifications.

01) The Contractor did not provide the proper notification to the affected utilities and/or did not try to cooperate with the utility owner nor protect the existing facility.

NA

Explanation of Rating/Notes if Applicable:

--

17) To what degree did the Contractor or Subcontractor cooperate with other Contractors on adjacent projects in order to avoid conflicts and delays?

Select

Rating Guidelines

10) The Contractor effectively communicated and coordinated with adjacent projects requiring no involvement by the Engineer.

08) The Contractor communicated and coordinated with adjacent projects requiring little involvement by the Engineer.

05) The Contractor communicated and coordinated with adjacent projects only with some involvement by the Engineer.

03) The Contractor communicated and coordinated with adjacent projects only with substantial involvement by the Engineer.

01) The Contractor neglected his responsibility to communicate and coordinate with adjacent projects, resulted in conflicts or delays.

NA

Explanation of Rating/Notes if Applicable:

--

Select

18) To what degree did the Contractor or Subcontractor notify the District ahead of time of Material Placement Schedule to ensure adequate District QA testing?

Rating Guidelines

- 10) The Contractor always notified the District at least 48 hours ahead of time of Material Placement so the District could perform QA testing.
08) For 90% of Material Placement, the Contractor notified the District at least 48 hours ahead of time of Material Placement so the District could perform QA testing.
05) For 75% of Material Placement, the Contractor notified the District at least 24 hours ahead of time of Material Placement so the District could perform QA testing.
03) For 50% of Material Placement, the Contractor notified the District at least 24 hours ahead of time of Material Placement so the District could perform QA testing.
01) QA testing was missed because the Contractor did not adequately notify the District.

NA

Explanation of Rating/Notes if Applicable:

--

Select

19) To what degree did the Contractor or Subcontractor perform all QC testing in accordance with the specifications, MPs, approved QC Plan, and provide test results in a timely manner.

Rating Guidelines

- 10) All QC testing was free of errors/flaws and results were provided within the required guidelines.
08) More than 90% of the QC testing was completed free of flaws and provided within the required guidelines; missing QC testing was satisfactorily resolved.
05) More than 80% of the QC testing was completed free of flaws and provided within the required guidelines; missing or failed QC testing was resolved.

03) Less than 80% of the QC testing was completed free of flaws and provided within the required guidelines; missing QC testing was resolved.

01) A significant portion of QC had problems and issues, or QC testing documentation was not provided within the required timelines.

NA

Explanation of Rating/Notes if Applicable:

--

Select

20) To what degree did the Contractor or Subcontractor provide quality project material in accordance with the Specifications and Material Requirements?

Rating Guidelines

- 10) All Material on the project was free of defects and acceptable in accordance to the Specifications and Material Requirements.
08) More than 90% of the Material on the Project was free of defects; All failing material was satisfactorily resolved and had a low degree of non-conformance.
05) More than 80% of the Material on the Project was free of defects; All failing material was resolved.

03) Less than 80% of the Material on the Project was free of defects; Some failing material had high degrees of non-conformance.
01) A significant portion of Material on the Project was not in accordance with the Specifications and Material Requirements.

NA

Explanation of Rating/Notes if Applicable:

--

Select **21) To what degree did the Contractor or Subcontractor provide accurate and legible documentation for all material acceptance in a timely manner?**

Rating Guidelines

10) All required documentation was provided in the required timeframe. This documentation was free from errors, was legible and contained all the required information.

08) More than 90% of the required documentation was provided in the required timeframe. Most documentation was free from errors, was legible and contained all the required information.

05) More than 80% of the required documentation was provided in the required timeframe. Some of the documentation contained errors, was illegible or was missing required information. This required information was later provided to satisfy contract requirements.

03) Less than 80% of the required documentation was provided in the required timeframe. Documentation contained errors, was illegible or was missing required information.

01) A significant portion of the required documentation was not provided in the required timeframe. Documentation contained errors, was illegible or was missing required information. This required information was not provided to satisfy contract requirements.

NA

Explanation of Rating/Notes if Applicable:

--

Select **22) To what degree of accuracy did the Contractor's or Subcontractor's provided material documentation contain correct Source Approval numbers, including Approved Product List, Direct Coverage and Master Coverage?**

Rating Guidelines

10) All required documentation provided accurate and clear information. There was little to no mistakes in the paperwork.

08) More than 90% of the documentation was accurate and free from errors. Some information was missing or incomplete, but was corrected by the Contractor.

05) More than 80% of the required documentation was accurate and free from error. Not all of the information was corrected by the Contractor, requiring additional work by the Division.

03) Less than 80% of the required documentation was accurate and free from error. Some of the information was missing important or otherwise required information, resulting in significant effort by the Division.

01) A significant portion of the required documentation contained errors, requiring significant work by the Division to finalize the project.

NA

Explanation of Rating/Notes if Applicable:

--

Select

23) To what degree of quality were contractor or subcontractor provided field testing personnel?

Rating Guidelines

10) Contractor field testers demonstrated excellent testing and robust knowledge of the required specifications. Failing material was assessed and evaluated as per the specifications.

08) More than 90% of the tests done by Contractor provided field testers were done as per specifications. Field testers demonstrated robust knowledge of the required specifications. Some tests may have been invalid due to outside factors.

05) More than 80% of the tests performed by the Contractor were satisfactory. Some instances of missed tests or incorrect tests were noted on the project and were addressed by the contractor. Some tests may have been invalid because of specification limits.

03) Less than 80% of the tests performed by the Contractor were satisfactory. Many issues of missed or incorrectly performed tests were noted. Some of these tests were not corrected by the contractor and lead to supplementary acceptance criteria from the Division.

01) A technician with an invalid certification performed testing on the project. AND/OR. A significant portion of testing was missing by the contractor. Poor testing and knowledge of the specifications was exhibited by the contractor. Significant work by the Division was needed to provide acceptance testing of materials.

NA

Explanation of Rating/Notes if Applicable:

Select

24) To what degree did the Contractor or Subcontractor maintain adequate equipment on the project?

Rating Guidelines

10) The Contractor always maintained adequate and functioning equipment on project.

08) The Contractor maintained adequate equipment on project with infrequent breakdowns.

05) The Contractor maintained adequate equipment on project, but experienced frequent breakdowns.

03) There were significant instances of breakdowns leading to major delays in the project.

01) The Contractor did not maintain adequate equipment on the project.

NA

Explanation of Rating/Notes if Applicable:

Select

24) To what degree did the Contractor or Subcontractor sustain public relations on the project?

Rating Guidelines

- 10) No complaints from the traveling public or adjacent communities.
- 08) The Contractor received few complaints, but was able to resolve them in a timely manner.
- 05) The Contractor received few complaints, but had issues resolving them in a timely manner.
- 03) The Contractor received many complaints, but was able to resolve them in a timely manner.
- 01) The Contractor received many complaints and was unable to resolve them in a timely manner.
- NA

Explanation of Rating/Notes if Applicable:

--

Select

25) To what degree did the Contractor or Subcontractor maintain professional working relationships with the Division's project personnel?

Rating Guidelines

- 10) The Contractor maintained a courteous and professional relationship with the Division's project personnel.
- 08) The Contractor was able to maintain a professional relationship most of the time.
- 05) The Contractor was able to maintain a professional relationship some of the time.
- 03) There were many instances of poor interactions with the Division's project personnel.
- 01) The Contractor did not get along with the Division's project personnel.
- NA

Explanation of Rating/Notes if Applicable:

--

26) To what degree did the Contractor select qualified subcontractors?

Rating Guidelines

Average of all subcontractors' project evaluation scores

Select

27) To what degree did the Contractor or Subcontractor correct any work found by the Engineer at Final Inspection to be unsatisfactory?

Rating Guidelines

- 10) The Contractor immediately began corrective action and worked continuously until adequately completed.
- 08) The Contractor did not immediately begin corrective action or did not work continuously until adequately completed.
- 05) The Contractor did not immediately begin corrective action and did not work continuously until adequately completed.
- 03) The Contractor took significant time to adequately complete work and/or left portions uncompleted.
- 01) The Contractor left significant portions of work uncompleted.
- NA

Explanation of Rating/Notes if Applicable:

--

West Virginia Department of Transportation
Division of Highways

Contractor Performance Rating

Factors and Evaluations will be completed by Division personnel at the completion of each project. In addition, Factors and Evaluations will be completed at a minimum of once per year on projects with a duration greater than one calendar year.

The running three-year average will be taken of a contractor's post project factors and evaluation scores plus to calculate the contractor's Performance Rating. Based on the Performance Rating, a contractor will be placed into one of five categories:

- 1) "A" Contractors will be those with the highest performance ratings (9.0 to 10.0)
- 2) "B" Contractors will be those with adequate performance ratings (8.0 to 8.9)
- 3) "C" Contractors will be those with below average performance ratings (7.0 to 7.9)
- 4) "D" Contractors will be those with inadequate performance ratings.(6.0 to 6.9)
These contractors will be placed on a six-month observation period. If the contractor does not improve to a "C" rating in six months, the contractor will be placed on a probationary period which will prevent them from bidding on new Division contracts until their Performance Rating returns to a C-level or better. If this is not accomplished within the second six-month period (probationary period), the contractor will fall to category "F".
- 5) "F" Contractors will be barred from bidding and being approved as a subcontractor on any contract for two years from the date they are notified of their "F" rating. (Less than 5.9)
- 6) "N" Contractors are those who have submitted a new Application and received a certificate of qualification but have not yet performed work/been evaluated for work performed on a project.

Performance Rating Calculation

Performance Rating = $0.4(\text{Project Evaluation Score}) + 0.6(\text{Total of Performance Factors} \times 10)$
Performance Rating is round to the nearest tenth place, for example 8.87=8.9

Project Evaluation Score Calculation

Project Evaluation Score is based on an evaluation of a contractor by Division personnel with a series of objective, close-ended questions. Project Evaluation Score is the average score of all questions, rounded to the nearest hundredth.

Performance Factors (Pf)

Performance factors are based on data gather from each project after final estimate package has been approved. Performance Factors consist of following:

- Pf RACC 15%
- Pf Penalty 30%
- Pf Time 30%
- Pf Compliance 15%
- Pf Safety 10%

Performance Factors= $0.15 \text{ Pf RACC} + 0.30 \text{ Pf Penalty} + 0.30 \text{ Pf Time} + 0.15 \text{ Pf Compliance} + 0.10 \text{ Pf Safety}$

Contractor Performance Rating

Score=
Grade=