



Contractor Evaluations

AASHTOWare Project Construction and Materials™
rev. April 2023

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Introduction

AASHTOWare Project™ (AWP) is a web-based program consisting of several modules designed to electronically allow the SCDOT to manage the entire lifecycle of construction contracts using a standardized format while providing a collaborative environment.

AASHTOWare Project Construction and Materials™ (PrCM) is a module designed to support the complete construction and materials management process.

Contractor Evaluations

A Contractor Evaluation is a review of the **Prime Contractor** at the end of the contract.

Roles that can create / edit / delete a Contractor Evaluation:

- PROJ ENG
- ARCE
- RCE

Roles that can submit a Contractor Evaluation for approval:

- RCE

Roles that can approve / unapprove a Contractor Evaluation:

- ADCE
- DCE

Adding a Contractor Evaluation

1. From the Home Screen, click the **Contract Progress** link.

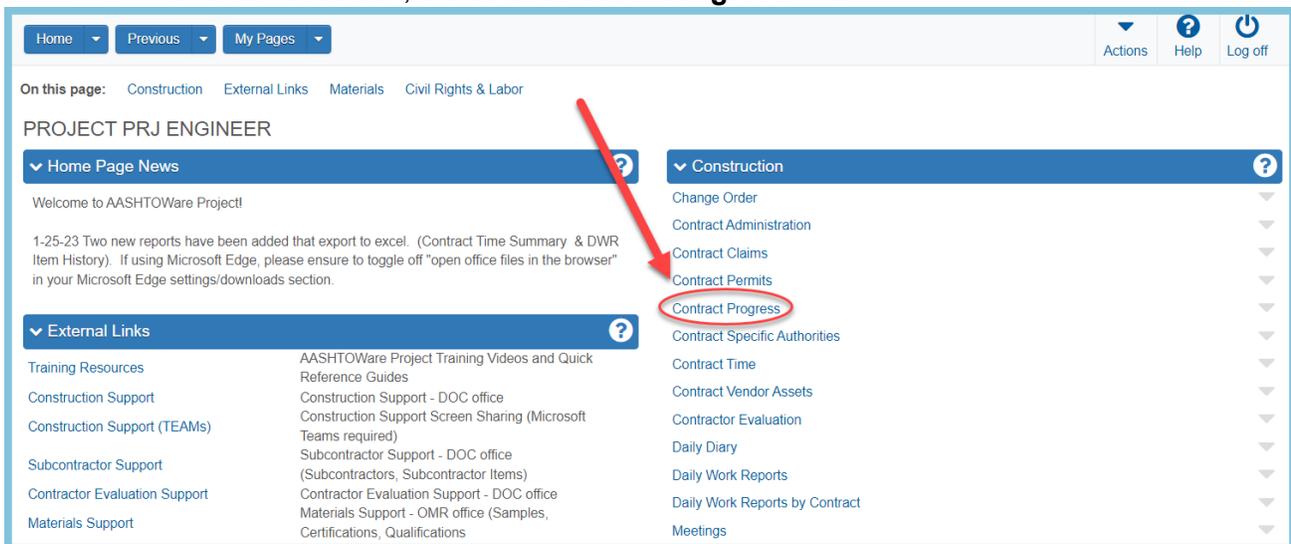


Figure 1 - Contract Progress

2. Locate the contract that requires the Contractor Evaluation.
3. Click the contract link.



Figure 2 – Select Contract

4. Click the Contract Documentation quick link.

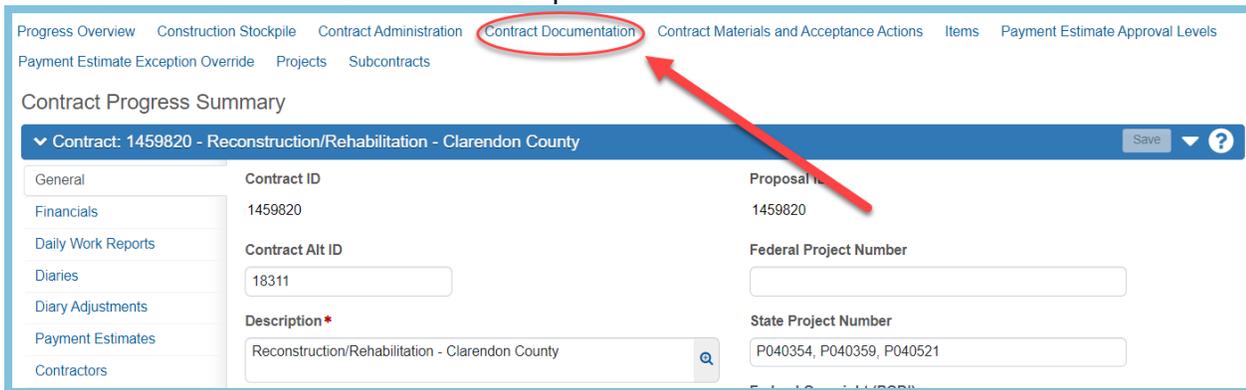


Figure 3 - Construction Documentation

5. Select the Contractor Evaluation tab.



Figure 4 – Contractor Evaluation Tab

6. On the Row Action Menu for the Prime Contractor, click Add.



Figure 5 – Add Contractor Evaluation

7. Enter the Starting Date as the Notice to Proceed Date.
8. Enter the Ending Date as the Substantial Work Complete Date.
9. Enter the current date as the Evaluation Date.
10. Press **Save**.

Add Contractor Evaluation

Contract ID: 1459820
Status: Draft

Contractor: 1PA005 - PALMETTO CORP. OF CONWAY
Comments: [Empty]

Form Version: EOC 1.0

Evaluated By: DriggersTW@scdot.org - Driggers Travis

Starting Date: 02/01/2022
Ending Date: 04/01/2023
Evaluation Date: 04/10/2023

Revision Number: 0
Evaluation Type: Interim

Figure 6 – Enter Contractor Evaluation Dates

Contractor Evaluation Ratings

1. Select the Ratings tab and expand the Contractor Evaluation Group.

Contractor Evaluation Summary

Contract: 1459820 - Reconstruction/Rehabilitation - Clarendon County

Vendor: 1PA005 - PALMETTO CORP. OF CONWAY | Prime: Yes | Evaluation Type: Final

General | Ratings

Form Version: EOC 1.0

Evaluation Instructions: To be completed by the Resident Engineer with knowledge of the work and submitted for approval. To be approved by the District Construction Engineer.

Group Name	Questions
Contractor Evaluation	18
Plan Evaluation	17

Figure 7 – Expand Ratings

2. Enter a Rating for each question.

- You can expand the question by using the magnifier.
- Each question must have a Rating or the NA indicator can be used but not both.
- If a Rating is 2 or less, a comment is required.

Contractor Evaluation Summary

Contract: 1459820 - Reconstruction/Rehabilitation - Clarendon County

Vendor: 1PA005 - PALMETTO CORP. OF CONWAY Prime: Yes Evaluation Type: Final

Form Version: EOC 1.0

Evaluation Instructions: To be completed by the Resident Engineer with knowledge of the work and submitted for approval. To be approved by the District Construction Engineer.

Number	Question	N/A	Rating	Comments
1	Work Zone Safety (Includes protection of workers and traveling public in the work zone)	<input type="checkbox"/>	5	
2	Workforce Safety Program Outside of Work Zone	<input type="checkbox"/>	5	
3	Traffic Control/ Program and Public Safety (Includes setup and maintenance of traffic control)	<input type="checkbox"/>	5	
4	Environmental Protection Permit Issues <small>Objective: All environmental protection</small>	<input type="checkbox"/>	4	
5	Project Closeout Activities (Includes submission of Final Plans, Contractor's Final Quality)	<input type="checkbox"/>	2	If a rating of 2 or below is entered, a comment is required.
6	Public Relations (Includes relationship with politicians, media, property owners, business, civic groups, and travelers)	<input checked="" type="checkbox"/>		

Figure 8 – Enter Ratings

3. Complete the Ratings for the Plan Evaluation Group in the same manner.

4. Press **Save**.

Submitting a Contractor Evaluation for Approval

The RCE role must be used.

1. After reviewing, select the Row Action Menu and select Submit for Approval.

Contractor Evaluation Summary

Contract: 1459820 - Reconstruction/Rehabilitation - Clarendon County

Vendor: 1PA005 - PALMETTO CORP. OF CONWAY Prime: Yes Evaluation Type: Final

Form Version: EOC 1.0

Evaluation Instructions: To be completed by the Resident Engineer with knowledge of the work and submitted for approval.

Actions menu is open, showing options: Add New, Tasks, **Submit for Approval** (circled), Views, Attachments (0), Issues, Links, Reports, Contractor Evaluation Report, Historical Reports, Contractor Evaluation Report.

Figure 9 – Submit Contractor Evaluation for Approval

Changing Contractor Evaluation to Draft

1. Select the Row Action Menu and select Change to Draft from Pending Approval.

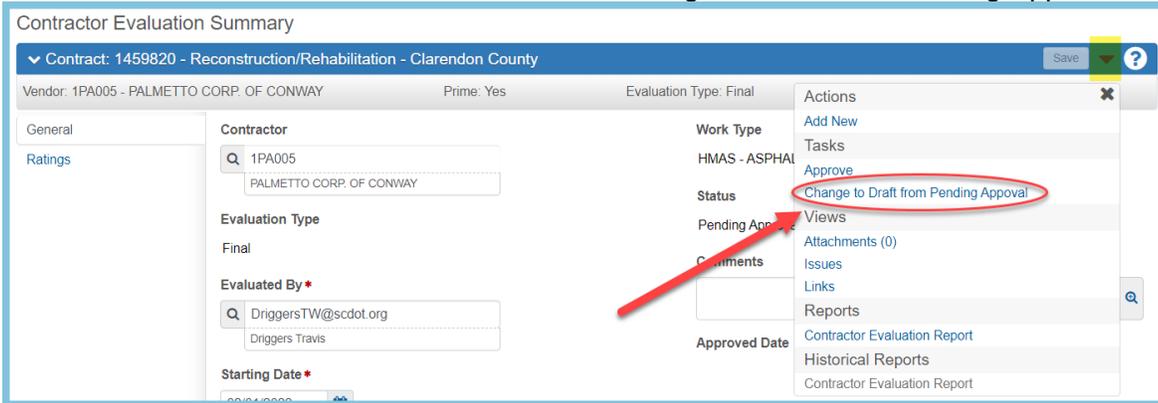


Figure 10 – Changing Contractor Evaluation for Draft

Approving the Contractor Evaluation

The DCE or ADCE role must be used.

1. After reviewing, select the Row Action Menu and select Submit for Approval.

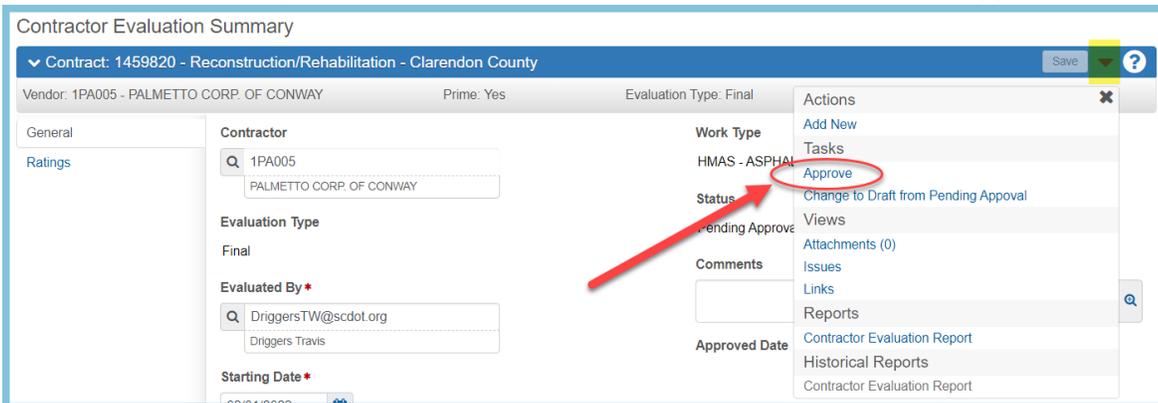


Figure 11 – Approving Contractor Evaluation

Unapproving the Contractor Evaluation

The DCE or ADCE role must be used.

1. After reviewing, select the Row Action Menu and select Submit for Approval.

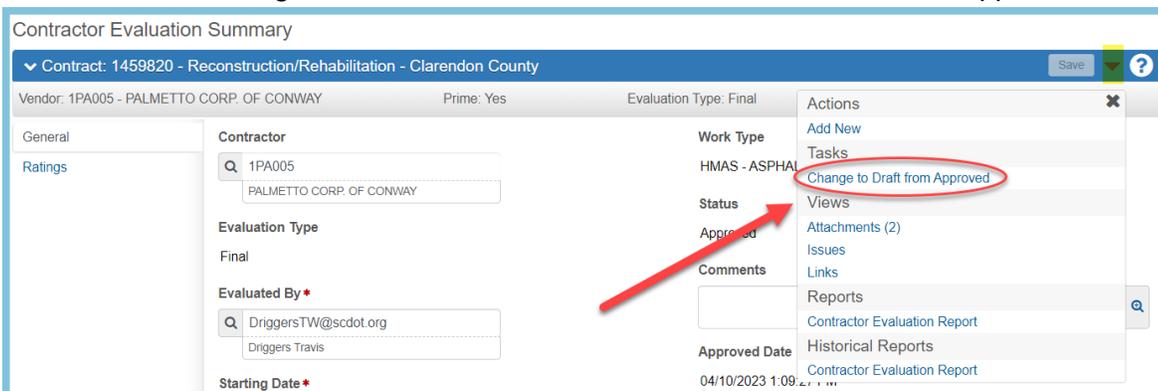


Figure 12 – Unapproving Contractor Evaluation

Deleting a Contractor Evaluation

A Contractor Evaluation can be deleted while in a Draft status.

1. From the Contract Documentation Component, select the Row Action Menu, and select Delete.
2. Press **Save**.

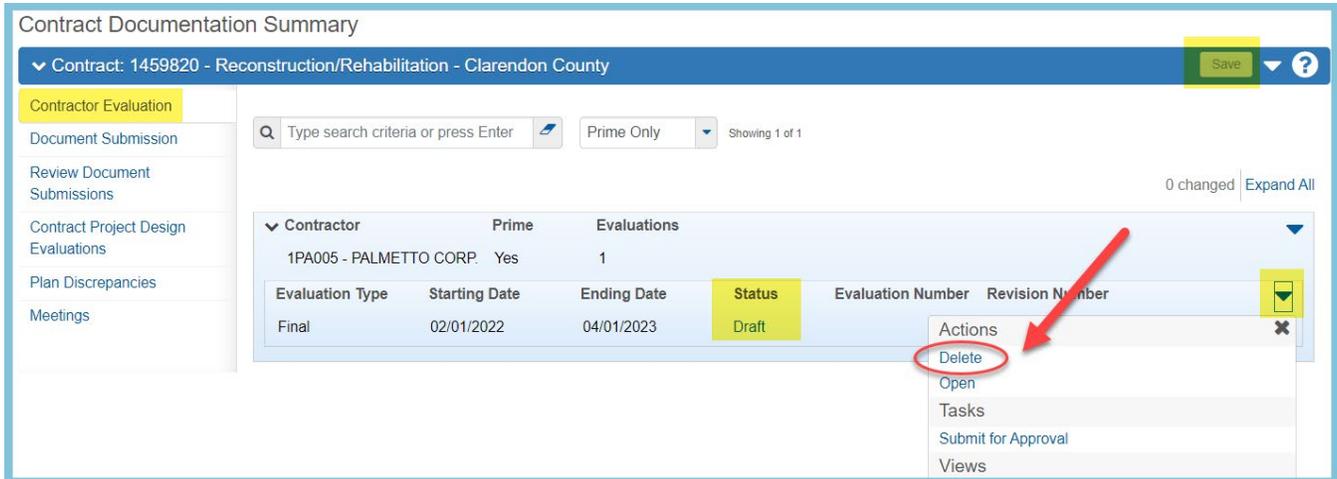


Figure 13 – Deleting a Contractor Evaluation

Contractor Evaluation Reports

A Contractor Evaluation report can be opened while viewing the record.

1. From the Contractor Evaluation Summary page, select the Row Action Menu, and select Delete.

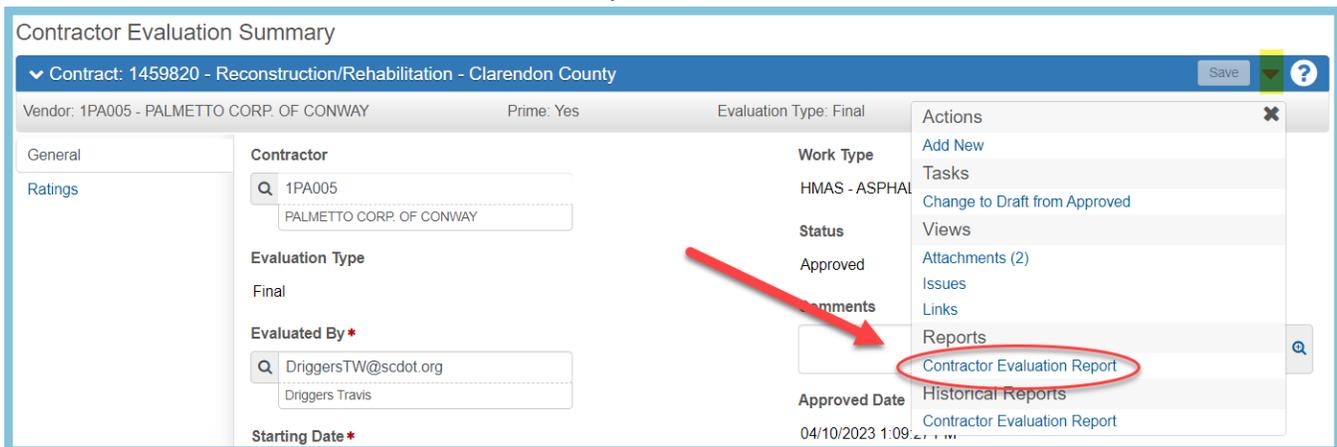


Figure 14 – Contractor Evaluation Reports

Note: A Historical Report is attached once the Contractor Evaluation is approved



Need Support?

*For all AASHTOWare Project
related support, please contact:*

Construction Support

AWPConstSupport@scdot.org

Materials Support

AWPMaterialsSupport@scdot.org

Additional Support

For training and additional resources please visit

<https://www.scdot.org/business/aashtowareproject.aspx>



South Carolina Department of Transportation