Florida Department of Transportation

RON DESANTIS
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

JARED W. PURDUE, P.E.
SECRETARY

Date:

Contractor's Name
Address
City, State Zip Code

RE: CONTRACTOR SURVEY
Financial Project ID:
Contract No.:
F.A.P. No.:
County:
Description:

Dear Contractor:

The Florida Department of Transportation asks that you provide us some assistance to improve our contracts, plans, and contract administration. As a provider you have a different perspective on the process than we do and are aware of ways we can improve. Please complete the survey and give us your comments.

Enter the project FPID in the space provided. Please indicate agreement with statement and provide specific suggestions to improve our process. If a particular question is not applicable, please pass it by.

Send survey and comments to: _____, District Construction Engineer
Street Address
City, State Zip Code

Comments:
_____
_____
_____

Sincerely,

Project Engineer / Administrator Signature
and Title

FLORIDA DEPARTMENT OF TRANSPORTATION
CONTRACTOR SURVEY

FPID: _____

A. QUALITY OF PLANS

(Comments may be added on the lines provided)	Strongly Agree	Agree	Disagree	Strongly Disagree
1. Contract plan notes were clear, concise and consistent. _____ _____				
2. Contract plans provided sufficient information to submit a competitive bid. _____ _____				
3. Contract plans were free from constructability issues, design errors. _____ _____				
4. Necessary pay items and quantities were provided. _____ _____				
5. Maintenance of Traffic phasing and sequencing was adequate. _____ _____				
6. Pre-Bid questions were answered in a timely manner. _____ _____				

B. ALTERNATIVE CONTRACTING/CONTRACT TIME

1. Alternative contracting method chosen for project was appropriate. _____ _____				
2. The monetary value of alternative contracting method was commensurate with risk. _____ _____				

C. PRECONSTRUCTION MEETING

1. Preconstruction conference agenda covered all the pertinent project issues. _____ _____				
2. Project Engineer was prepared for preconstruction conference. _____ _____				
3. The date of preconstruction conference was adequately set prior to construction. _____ _____				

C. PRECONSTRUCTION MEETING - Continued

	Strongly Agree	Agree	Disagree	Strongly Disagree
4. Other pre-activity meetings (paving, concrete, pile driving, MOT, signalization) were beneficial to the project. _____ _____				
5. The appropriate people attended the preconstruction meeting. _____ _____				
6. Preconstruction conference minutes were timely distributed. _____ _____				

D. FIELD INSPECTION AND RELATED SERVICES

1. Department personnel perform inspections and tests without delaying the project. _____ _____				
2. Project personnel had the required construction knowledge. _____ _____				
3. Project personnel had adequate knowledge of plans and contract documents. _____ _____				
4. Project personnel attempted to resolve unforeseen issues in a timely manner. _____ _____				

E. ADMINISTRATION OF CONTRACT DOCUMENTS

1. Project personnel maintained accurate and detailed documentation. _____ _____				
2. EEO, DBE, and OJT technical assistance was provided on a regular basis. _____ _____				
3. Requests for information were responded to in a timely manner. _____ _____				
4. Shop drawing reviews were performed in a timely manner. _____ _____				
5. Changes and modifications were properly coordinated and timely incorporated in the contract. _____ _____				

E. ADMINISTRATION OF CONTRACT DOCUMENTS - Continued

	Strongly Agree	Agree	Disagree	Strongly Disagree
6. VECP's were processed in a timely manner.				
7. Reviews of the baseline schedule were performed within the time specified in the contract.				
8. Constructive comments on the submitted baseline schedule were generated by the reviewer.				
9. The Contractor Past Performance Rating status was communicated to the contractor at least monthly.				

F. UTILITIES

1. Department personnel were knowledgeable about the type and location of the utilities shown on the plans.				
2. Department personnel were prepared to resolve issues concerning utilities.				
3. The Department coordinated resolution of the utility issues in a timely manner.				
4. Necessary utility contact numbers were provided.				
5. Utilities were properly identified on the plans.				
6. Pre-utility meetings held prior to the preconstruction conference were beneficial.				
7. The Utility Work Schedules accurately reflect how the relocations took place.				

G. PAYMENTS

	Strongly Agree	Agree	Disagree	Strongly Disagree
1. Monthly progress payments were made in a timely manner, unless there was a contractual reason for withholding. _____ _____				
2. Bonus and incentive payments were made in a timely manner. _____ _____				
3. Monthly progress payments adequately reflected work completed to date of cutoff. _____ _____				
4. Supplemental agreements were processed in a timely manner. _____ _____				
5. Work Orders were processed and reimbursement was provided on the subsequent progress payment. _____ _____				

H. ISSUE RESOLUTION

1. Reasonable efforts were made to prevent escalation of issues into major conflicts. _____ _____				
2. Notices of intent to claim were acknowledged, timely assessed, and impacts were mitigated. _____ _____				
3. Issues submitted were promptly reviewed and responded to. _____ _____				
4. Issue negotiations were conducted objectively with fair and equitable settlement offers. _____ _____				
5. The claim appeal process provided the necessary recourse to appeal claim items. _____ _____				
6. The Department supported the DRB process and issues were taken to the DRB when at an impasse. _____ _____				

I. DECISION MAKING PROCESS

	Strongly Agree	Agree	Disagree	Strongly Disagree
1. In conflict situations the Department's chain of authority was clear.				
2. The proper level of authority was readily available when a conflict did arise.				
3. Decisions as a result of conflicts were made in a timely manner.				
4. Conflicts were resolved at the project level.				
5. Alternatives were given to continue working while conflicts were being resolved.				
6. Effective lines of communication were clearly established early in the project.				
7. A good line of communication was available with project personnel.				

Name: _____
CONTRACTOR WHO COMPLETED THE SURVEY

Phone: _____

Updated: 7/7/2011