

## **Section 13.3**

### **CONTRACTOR SURVEY**

#### **13.3.1 Purpose**

The purpose of this procedure is to ascertain from the Contractor the quality of the plans, specifications, and administration of the Contract.

#### **13.3.2 Process**

##### **Resident Level Responsibilities**

The Project Engineer will send a copy of the Contractor Survey, available on the Office of Construction website, to the Contractor along with the Offer Letter. The letter provides instructions on filling out the survey and where to return the survey. A sample letter and the survey are available at the hyperlink below.

<http://www.fdot.gov/construction/download/ContractorLetterwithSurvey.pdf>

#### **13.3.3 Analysis**

##### **District Level Responsibilities**

The District Construction Engineer (DCE) will use the information provided in the completed survey to evaluate the operations of the District Construction and Resident Construction Office. Based on the analysis of the surveys, the DCE may re-allocate resources to various tasks, identify the need for individual direction, identify needed training, and identify areas where new skills need to be developed.

The DCE should share the survey results with the District Director of Production to identify areas where there could be improvement made in the plans development process.