



South Carolina Department of Transportation

Contractor Evaluations

AASHTOWare Project Construction and Materials™ rev. April 2023

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Introduction

AASHTOWare Project^M (*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^M (*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.

Home Home	ages 🔻		Actions Help	U Log off
On this page: Construction Externa	al Links Materials Civil Rights & Labor			
PROJECT PRJ ENGINEEF	R			
✓ Home Page News	(✓ Construction		?
Welcome to AASHTOWare Project!		Change Order		-
4.05.00 Turners of here have a		Contract Administration		-
I-25-23 Two new reports have been ad Item History). If using Microsoft Edge, I	please ensure to toggle off "open office files in the browser"	Contract Claims		-
in your Microsoft Edge settings/downloa	ads section.	Contract Permits		-
		Contract Progress		-
✓ External Links	?	Contract Specific Authorities		-
Training Resources	AASHTOWare Project Training Videos and Quick Reference Guides	Contract Time		-
Construction Support	Construction Support - DOC office	Contract Vendor Assets		-
Construction Support (TEAMs)	Construction Support Screen Sharing (Microsoft	Contractor Evaluation		-
	Teams required) Subcontractor Support - DOC office	Daily Diary		-
Subcontractor Support	(Subcontractors, Subcontractor Items)	Daily Work Reports		-
Contractor Evaluation Support	Contractor Evaluation Support - DOC office Materials Support - OMR office (Samples	Daily Work Reports by Contract		-
Materials Support	Certifications, Qualifications	Meetings		•

Figure 1 - Contract Progress





2. Locate the contract that requires the Contractor Evaluation.

3. Click the contract link.

Contracts Progress	Overview			
✓ Contract Progress (Dverview			Save 🗸 🖓
Q 1459820	Advanced Showing 1 of 1			0 marked for deletion 0 changed
Contract	Description	Prime ID	Prime Name	•
1459820	Q Reconstruction/Rehabilitation - Clarendon County	1PA005	Q PALMETTO CORP. OF CONWAY	

Figure 2 – Select Contract

4. Click the Contract Documentation quick link.

Progress Overview Construction	on Stockpile Contract Administration Contract	Documentation Contract Materials and Acceptance Actions	Items Payment Estimate Approval Levels
Payment Estimate Exception Ove	erride Projects Subcontracts		
Contract Progress Su	mmary		
✓ Contract: 1459820 - Re	econstruction/Rehabilitation - Clarendon C	punty	Save 🔻 ?
General	Contract ID	Proposal 1	
Financials	1459820	1459820	
Daily Work Reports	Contract Alt ID	Federal Project Number	
Diaries	18311		
Diary Adjustments	Description*	State Project Number	
Payment Estimates	Reconstruction/Rehabilitation - Clarendon Cou	nty P040354, P040359, P04055	21
Contractors			

Figure 3 - Construction Documentation

5. Select the Contractor Evaluation tab.

Contract Documentation	on Summary			
✓ Contract: 1459820 - Re	construction/Rehabilitation -	Clarendon C	ounty	Save 🗸 🖓
Contractor Evaluation Document Submission	Q Type search criteria or pres	s Enter 🥒	Prime Only Showing 1 of 1	
Review Document Submissions				0 changed Expand All
Contract Project Design	> Contractor	Prime	Evaluations	•
Evaluations	1PA005 - PALMETTO COR	P. Yes	0	
Plan Discrepancies				
Meetings				

Figure 4 – Contractor Evaluation Tab

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

Contract Documenta	tion Summary				
✓ Contract: 1459820 - F	Reconstruction/Rehabilitation - Cl	arendon (County		Save 🖵 ?
Contractor Evaluation					
Document Submission	Q Type search criteria or press I	Enter 🥭	Prime Only Showing 1 of	of 1	
Review Document Submissions					0 changed Expand All
Contract Project Design	> Contractor	Prime	Evaluations		
Evaluations	1PA005 - PALMETTO CORP.	Yes	0	Actions	×
Plan Discrepancies				Add	
Meetings				Exclude from Search F	Results

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	
✓ Add Contractor Evaluation	Save 🗸 😯
Contract ID	Status
1459820	Draft
Contractor	Comments
Q 1PA005	Q
PALMETTO CORP. OF CONWAY	
Form Version	
EOC 1.0	
Evaluated By*	
Q 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	1

Figure 6 – Enter Contractor Evaluation Dates

Contractor Evaluation Ratings

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

Contractor Evaluation	n Summary			
✓ Contract: 1459820 -	Reconstruction/Rehabilitation	- Clarendon County		Save 🔻 ?
Vendor: 1PA005 - PALMETTO	D CORP. OF CONWAY	Prime: Yes	Evaluation Type: Final	
General Ratings	Form Version EOC 1.0 Evaluation Instructions Q To be completed by the Res	sident Engineer with knowle	dge of the work and submitted for approval. To be approved l	by the District Construction Engineer.
	Group Name Contractor Evaluation Plan Evaluation		Questions 18 17	0 changed Expand All







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 - Re	econstruction/Rehabilitation - Clarendon County		Save 🗸 💎 😯
Vendor: 1PA005 - PALMETTO	CORP. OF CONWAY Prime: Yes	Evaluation Type: Final	
General Ratings	Form Version EOC 1.0 Evaluation Instructions	the work and submitted for app	roval. To be approved by the District Construction Engineer.
	✓ Group Name Contractor Evaluation		19 changed Expand All Questions
	Number Question	N/A 🔻 Rating 🔻	Comments 🗸
	1 Work Zone Safety (Includes protection of workers and traveling public in the work	5	Q
	2 Workforce Safety Program Outside of Work Zone	5	Q T
	3 Traffic Control/ Program and Public Safety (Includes setup and maintenance of traffic	5	۵. 🔻
	4 Environmental Protection Permit Issues	4	Q
	5 Project Closeout Activities (Includes submission of Final Plans, Contractor's	2	If a rating of 2 or below is entered, a comment is required.
	6 Public Relations (Includes relationship with politicians, media, property owners,		Q *

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 - Re	econstruction/Rehabilitation - Cla	arendon County			Save	?	
Vendor: 1PA005 - PALMETTO (CORP. OF CONWAY	Prime: Yes	Evaluation Type: Final	Actions	2	٤	
General Ratings	Form Version EOC 1.0 Evaluation Instructions			Add New Tasks Submit for Approval Views			
	Q To be completed by the Resident	Engineer with knowledge of th	e work and subprated for approv	Attachments (0) Issues Links Reports		d All	
	> Contractor Evaluation			Contractor Evaluation Report		•	
	 Group Name Plan Evaluation 		(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.

Contractor Eva	luation Summary	
✓ Contract: 1459	820 - Reconstruction/Rehabilitation - Clarendon County	Save 🔽 🖓
Vendor: 1PA005 - PAL	METTO CORP. OF CONWAY Prime: Yes	Evaluation Type: Final Actions
General	Contractor	Work Type Add New
Patings	0 10005	HMAS ASPHAL
Raungs	PALMETTO CORP. OF CONWAY	Approve
		Status Change to Draft from Pending Appoval
	Evaluation Type	Pending Apple views
	Final	Attachments (0)
		lssues
	Evaluated By *	Links
	Q DriggersTW@scdot.org	Reports
	Driggers Travis	Approved Date Contractor Evaluation Report
		Historical Reports
	Starting Date *	Contractor Evaluation Report
	00/04/0000	

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.

Contractor Evalua	ation Summary				_
✓ Contract: 145982	0 - Reconstruction/Rehabilitatio	n - Clarendon County			Save 🔻 ?
Vendor: 1PA005 - PALME	ETTO CORP. OF CONWAY	Prime: Yes	Evaluation Type: Final	Actions	×
General	Contractor		Work Type	Add New	
Patings	O 1PA005		HMAS - ASPHA	Tasks	
raango	PALMETTO CORP. OF COL	NWAY		Approve	
			Status	Change to Draft from Pending Appoval	
	Evaluation Type		ending Approv	Views	
	Final			Attachments (0)	
			Comments	Issues	
	Evaluated By *			Links	Q
	Q DriggersTW@scdot.org			Reports	~
	Driggers Travis		Approved Date	Contractor Evaluation Report	
				Historical Reports	
	Starting Date *			Contractor Evaluation Report	

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.

Contractor Evalua	tion Summary			
✓ Contract: 1459820) - Reconstruction/Rehabilitatio	n - Clarendon County		Save 🔽 💎
Vendor: 1PA005 - PALME	TTO CORP. OF CONWAY	Prime: Yes	Evaluation Type: Final Actions	×
General	Contractor		Work Type Add New	
Ratings	Q 1PA005		HMAS - ASPHAL	
	PALMETTO CORP. OF COM	WWAY	Status Views	Draft from Approved
	Evaluation Type		Appre ad Attachment	s (2)
	Final		Issues	
			Comments Links	
	Evaluated By *		Reports	Θ
	Q DriggersTW@scdot.org		Contractor	Evaluation Report
	Driggers Travis		Approved Date Historical	Reports
	Starting Date *		04/10/2023 1:09:27 - 11	Evaluation Report

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.

Contract Documenta	tion Summary					
✓ Contract: 1459820 - Reconstruction/Rehabilitation - Clarendon County						Save 🖵 ?
Contractor Evaluation						
Document Submission	Q Type search criteri	a or press Enter	Prime Only	 Showing 1 of 1 		
Review Document Submissions						0 changed Expand All
Contract Project Design	✓ Contractor	Prime	Evaluations			-
Evaluations	1PA005 - PALMETTO CORP. Yes 1					
Plan Discrepancies	Evaluation Type	Starting Date	Ending Date	Status	Evaluation Number Revision Number	
Meetings	Final	02/01/2022	04/01/2023	Draft	Actions	×
					Delete	
					Open	
					Tasks	
					Submit for Approval	
					Views	

Figure 13 – Deleting a Contractor Evaluation

Contractor Evaluation Reports

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

1. From the Contract Documentation Component, select the Row Action Menu, and select Delete.

Contractor Evaluation	n Summary							
✓ Contract: 1459820 - Reconstruction/Rehabilitation - Clarendon County						Save	•	?
Vendor: 1PA005 - PALMETTO	CORP. OF CONWAY	Prime: Yes	Evaluation	Type: Final	Actions		×	
General	Contractor			Work Type	Add New			
Ratings					Tasks			
				TIMAS - ASPTA	Change to Draft from Approved			
	PALMETTO CORP. OF CONWAY			Status	Views			
	Evaluation Type		Approv	Approved	Attachments (2)			
					Issues			
				comments	Links			
	Evaluated By *				Reports			œ
	Q DriggersTW@scdot.org				Contractor Evaluation Report			
	Driggers Travis			Approved Date	Historical Reports			
	Starting Date *			04/10/2023 1:09:	Contractor Evaluation Report			

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



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