



## Florida Department of Transportation

**"RIEMSEQVT  
GOVERNOR**

605 Suwannee Street  
Tallahassee, FL 32399-0450

**ANANTH PRASAD, 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:

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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: \_\_\_\_\_