



# Iowa Department of Transportation

## TRAFFIC CONTROL EVALUATION REPORT

County \_\_\_\_\_ Project No. \_\_\_\_\_ Period Covered \_\_\_\_\_ Report No. \_\_\_\_\_

Prime Contractor \_\_\_\_\_ Subcontractor \_\_\_\_\_ Traffic Control Amount \_\_\_\_\_

The Traffic Control Evaluation Report is to be completed on every contract and every subcontract regardless of the dollar amount of the item.

When the report covers a prime contractor, the name is entered in designated space. The space for the subcontractor is left blank. When the report covers a subcontractor, both the prime and subcontractor's names are entered in the designated spaces.

This form is intended to be used by the project engineer and contractor only. No other copies are intended to be distributed.

ORGANIZATION	*Rating (0-4)
A. Certified Person in Charge with Knowledge of Traffic Control	
B. Communication and Coordination with Others	
C. Adequate and Competent Labor Force	
<b>WORK PERFORMANCE</b>	
D. Compliance of Set-up	
E. Response	
F. Traffic Control Monitoring	
G. Operation/Safety	
<b>EQUIPMENT</b>	
H. Traffic Control Devices	
<i>*Instructions for completing form on back.</i>	
<b>Total Points Received</b>	
<b>Total Points Possible (32 if all items apply)</b>	
<b>Percentage</b>	

Remarks:

\_\_\_\_\_  
Signature of Inspector Date

\_\_\_\_\_  
Signature of Project Engineer Date

\_\_\_\_\_  
Signature of Contractor's Representative Date

Contractor sent copy \_\_\_\_\_  
Date

## TRAFFIC CONTROL EVALUATION REPORT – DETERMINING FACTORS FOR RATING POINTS

Evaluate contractor based on the following guidelines. The full range of values should be used. Intermediate values in the range may be used. Place the points in the appropriate box on the front of this form. For items that do not apply to a particular contractor or subcontractor, no points should be allowed. A final percentage should be based on the total number of points rated by the project engineer divided by the total possible points for the items that apply.

### ORGANIZATION

- A. Certified Person in Charge with Knowledge of Traffic Control
  - 4 Contractor has certified person on project, start to finish, with authority to solve problems and schedule the work.
  - 2 Contractor has certified person available most of the time, with limited authority.
  - 0 Contractor failed to properly designate authority for traffic control supervision or the certified person is routinely unavailable on the project site.
  
- B. Communication and Coordination with Others
  - 4 All coordinating done at proper time by contractor. Contractor was timely in their communication.
  - 2 Some coordinating necessary by contracting authority with timely notification in all instances. Contractor was slow to communicate.
  - 0 Lack of timely coordination. Contractor lacked communication.
  
- C. Adequate and Competent Labor Force
  - 4 Contractor has adequate number of people; labor force is knowledgeable of proper procedures and consistently does complying work with limited supervision.
  - 2 Number of people is adequate, some training is needed, supervision of routine traffic control is necessary occasionally.
  - 0 Insufficient number, or inadequate training, or lack of proper supervision for many portions of the traffic control.

### WORK PERFORMANCE

- D. Compliance of Set-up
  - 4 All work complies with the plan and specifications and non-compliance notices are issued.
  - 2 Some delays in resolution of non-complying traffic control. No non-compliance notices issued.
  - 0 Non-Compliance notices were issued or non-complying traffic control was repeatedly set-up.
  
- E. Response
  - 4 Quick response to concerns of the customer, extra effort made by contractor's personnel in customer relations, problems are resolved promptly and amicably.
  - 2 Periodic delays in responding to the customers concerns. Most problems resolved friendly.
  - 0 Pattern of slow response of customers concerns, or poor customer relations effort.
  
- F. Traffic Control Monitoring
  - 4 Traffic control monitor on project at all times with monitor checklist and diary completed on a daily basis.
  - 2 Minor delay in daily monitoring of traffic control.
  - 0 Numerous delays in daily monitoring of traffic control and documentation or repeatedly absent during work.
  
- G. Operation / Safety
  - 4 Timely inspection and reports without prompting. No non-complying equipment. Safety concerns are addressed and corrected promptly. All personnel trained and following good safety practices.
  - 2 Safety is adequate. Minor problems with paperwork, equipment, training or practices.
  - 0 Documented need for improvement that did not occur by completion of the contract, or any failure to immediately repair/correct unsafe equipment, or any repeat violation of a safety rule or practice.

### EQUIPMENT

- H. Traffic Control Devices
  - 4 Traffic control devices meet ATSSA quality standards and current Iowa DOT Specifications.
  - 2 Minor problems with traffic control devices, some delays moving, repairing, cleaning, traffic control devices.
  - 0 Traffic control devices in poor to marginal condition over 25% of the project.