



CITY OF HOUSTON
Department of Public Works and Engineering

Annise D. Parker

Mayor

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Director
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To All Construction Materials Engineering Testing Laboratories/Consultants

Subject: Implementation of Performance Evaluation on Construction Materials Engineering Testing Laboratories/Consultants

Dear Sir/Madam:

This letter serves to notify you that commencing August 1, 2011, the Geo-Environmental Services Branch will implement an evaluation of all Construction Materials Engineering Testing Laboratories/Consultants under contract with the City of Houston. Testing Laboratories/Consultants performances will be rated for all projects using the enclosed evaluation criteria for current and future projects.

We would like to thank the Texas Council of Engineering Laboratories (TCEL) for their effort and leadership regarding this matter.

Should you have any questions, please contact Mr. Gaju Patel, P.E. at 832-395-2261 or Mr. Mike Pezeshki, P.E. at 832-395-2262.

Sincerely,


Daniel R. Menendez, P.E.
Deputy Director


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Enc.: Performance Evaluation and Feedback Process for Construction Materials Engineering and Testing Consultants

ec: Daniel W. Krueger, P.E.



Documentation



Evaluated by:

Project Technician

Date

Supervising Engineer

Date

Construction Materials-Testing Laboratory
(Testing Laboratory may submit comments.
If submitted, they will be attached hereto)

Date

Approved:

Managing Engineer (Technical Services)

Date

Assistant Director
Infrastructure Delivery Line
(required for scores Under 70)

Date



Performance Evaluation and Feedback Process for Construction Materials Engineering and Testing Consultants

Houston Public Works (HPW) evaluates Construction Materials Engineering and Testing Consultant (Consultant) performance through a formal process. Feedback is provided for the Consultants to achieve and maintain an acceptable level of service. A Consultant that performs below an acceptable level will be placed on probation or suspension.

The evaluation system consists of evaluation criteria with an assigned Deficiency Points. During the course of each project, the Technical Services Section will track and maintain a record of each Consultant's Deficiency Points for each project.

Deficiency Point System and Actions of the HPW Capital Projects Director

Placed on Probation - If the Consultant's Deficiency Points exceed 30 on any project, the Consultant will be placed on probation by the Director and the Consultant's allocation will be reduced 50% for the fiscal year. At the sole discretion of the Director, the Consultant may be removed from current projects.

Placed on Suspension - If the Consultant's Deficiency Points exceed 40 on any project, the Consultant will be suspended by the Director. The Consultant will not receive any new work and will be removed from the HPW approved list for one year. At the sole discretion of the Director, the Consultant may be removed from current projects.

Evaluation Criteria

The following is a listing of each Evaluation Criteria, Deficiency Points, and a description of the criteria:

1. Failure to provide certified technicians in related fields (3 points).

Discussion: Assuming the Consultant is provided adequate notice as described in Section 1454 of Construction Specifications, the Consultant shall provide certified representatives that comply with the requirements of ASTM E329 and the relevant requirements of the Project Specifications.

2. Failure to provide test report according to Contract Documents and Project Specifications (2 points).

Discussion: Daily test reports provided by the Consultant shall be factually accurate and shall be submitted promptly according to the requirements of

the Consultant's Contract with Houston Public Works and those of the Project Specifications.

3. Failure to submit invoices within 60 days after the cut-off date (2 points).

4. Failure to provide all required backup for invoicing (2 points).

Discussion: The Consultant shall provide with their invoice:

- An itemized summary for all services,
- Daily Field Activity Report indicating billable time approved by City's authorized representative, if on site, and
- Test reports signed by a Licensed Engineer in Texas.

5. Failure to submit a letter for reaching 80% of Consultant's Contract amount for the project (2 points).

6. Failure to provide a Project Evaluation at 100% completion within 10 business days after notice from HPW that the project is complete (5 points).

7. Failure to control fees to Consultant's Contract amount (15 points).

Discussion: It is the responsibility of the Consultant to monitor their fees as a percentage of construction during the life of the project. At any point, if the Consultant anticipates that remaining funds in the Consultant's Contract will not be sufficient to complete the required services; it is Consultant's responsibility to provide written explanation to HPW with the reasons for variance between the proposed services and fees and actual services performed and associated fees. HPW will evaluate the variance explanation and make an assessment as to whether the contract over run is due to Consultant's negligence or due to circumstances beyond Consultant's control.

8. Failure to provide requested information by the submittal deadline (2 points).

Discussion: From time to time, HPW may request additional information from Consultant relating to Consultant's Contract or relating to a specific project. It is the Consultant's responsibility to adhere to the agreement between the Consultant and HPW.

9. Failure to provide project schedule for active projects via email (2 points).

Discussion: It is a benefit to HPW and their scheduling of HPW inspection team to receive notice from the Consultant of requested services no later than 5:00 pm every day. NOTICE IS REQUIRED ON EVERY ACTIVE PROJECT, REGARDLESS OF WHETHER OR NOT WORK IS SCHEDULED

ON THAT PROJECT. Notice is not required if the Consultant does not have any active projects with the City although HPW encourages the Consultants to provide daily notice to develop a routine. HPW understands that Consultant will occasionally receive "late" notice from the project contractor. HPW will not consider circumstances beyond the Consultant's control as a deficiency provided the Consultant use its best efforts to notify HPW of scheduled work.

10. Deficiencies identified during Field Audit (2 points).

Discussion: HPW performs periodic audits of the Consultant's field personnel to verify that field procedures are in compliance with applicable project specifications and relevant ASTM/AASHTO/TxDOT/ACI/AWS standards.

11. Deficiencies identified during Consultant's Laboratory Audit (1 point per deficiency per project).

Discussion: HPW performs periodic audits of the Consultant's laboratory to verify that the Consultant's test procedures, equipment, and personnel are in compliance with the applicable project specifications and relevant ASTM/AASHTO/TxDOT standards. Each deficiency cited by HPW will receive one Deficiency Point. Multiple deficiencies may be cited on all active projects, as applicable.



Testing Lab:

Project Name:

WBS No.

Serial No.	Evaluation Criteria	Deficiency Point	No. of Deficiencies	Date of Occurrence	Total Score
1	Provide certified technicians in related fields	3			
2	Provide Test Report according to Contract Documents and Project Specifications.	2			
3	Submit the invoices within 60 days after the cut off date	2			
4	Provide all required backup for invoicing	2			
5	Submit a letter at 80% of the Contract Amount	2			
6	Provide a Project Evaluation at 100% completion	5			
7	Control fees to Contract Amount	15			
8	Provide requested information by the submittal deadline	2			
9	Provide project schedule via email	2			
10	Meet requirements of Field Audit	2			
11	Meet requirements of Lab Audit per Project	1			
				Total Deficiency	
				Previous Deficiency	
				Total to Date Deficiency	