

**FLORIDA A & M UNIVERSITY (FAMU)
FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT)
CONSTRUCTION MANAGEMENT DEVELOPMENT PROGRAM AND
BOND GUARANTEE PROGRAM (CMDP/BGP)**

NEEDS ASSESSMENT FORM

COMPANY NAME _____

SBE _____ DBE _____

CURRENT BONDING LIMIT \$ _____

ETHNIC ORIGIN: _____

**(COMPLETION OF THIS DOCUMENT IS MANDATORY FOR PARTICIPATION IN
THE CONSTRUCTION MANAGEMENT DEVELOPMENT PROGRAM/COURSES)**

NOTE:

Please make responses as complete as possible. This form will be evaluated and scored by a committee of three impartial persons. The score measures your level of ability in managing the business you either currently operate or propose to operate. You must score 85% or above to be exempt from training; a lower score means that a series of in-classroom instruction and training is mandatory to obtain the level of proficiency necessary to receive a Certificate of Proficiency. This certificate is a requirement for the Bond Guarantee Program.

**PLEASE COMPLETE THIS FORM AND RETURN IT TO
THE ADDRESS BELOW**

FAMU SMALL BUSINESS DEVELOPMENT CTR/FLORIDA DEPT OF TRANSPORTATION
CONSTRUCTION MGT DEVELOPMENT PROGRAM/BOND GUARANTEE PROGRAM
2035 EAST PAUL DIRAC DRIVE, SUITE 133
TALLAHASSEE, FLORIDA 32310

(850) 561-2393

(800) 226-3881

**FAMU/FDOT
CONSTRUCTION MANAGEMENT DEVELOPMENT PROGRAM
AND BOND GUARANTEE PROGRAM**

NEEDS ASSESSMENT QUESTIONNAIRE

NAME OF FIRM: _____

ADDRESS OF FIRM: _____
(No. & Street) (City) (State & Zip)

MAILING ADDRESS: _____
(No. & Street) (City) (State & Zip)

HOME PHONE NUMBER(S): _____

BUSINESS PHONE NUMBER(S): _____

BUSINESS LICENSE NUMBER: _____

OWNER: _____
(Name) (Bus. Phone) (Res. Phone)

DATE FIRM WAS ESTABLISHED: _____
(Month) (Day) (Year)

NATURE OF BUSINESS: Specify major services/products. (Example: fencing, barricade, engineering consultant).
Please be very specific and complete.

Have you bid on FDOT contracts in the past? _____ YES _____ NO.
Was contract awarded? _____ YES _____ NO _____ Number
Will you apply for FDOT re-certification? _____ YES When _____
_____ NO Why not? _____

ASSESSMENT REPORT

Prepared by: _____

Date Prepared: _____

AFFIDAVIT

The undersigned swears that the foregoing statements are true and correct and include all material information necessary to identify and explain the operations of _____ as well as the ownership thereof. Further, the undersigned agrees to provide through the prime contractor or, if no prime contractor, directly to the grantee current, complete and accurate information regarding actual work performed on any FDOT project, the payment therefore and any proposed changes, if any, of the foregoing arrangements and to permit the audit and examination of books, records and files of the named firm.

Furthermore, I understand that I may not:

- (a) Fraudulently obtain, retain, attempt to obtain, nor aid another in fraudulently obtaining or retaining or attempting to obtain proficiency certification.
- (b) Willfully make a false statement, whether by affidavit, report, or other representation, to a state official or employee for the purpose of influencing the proficiency certification or evaluation of a small business or disadvantaged business.
- (c) Willfully obstruct, impede, or attempt to obstruct or impede any state official or employee who is investigating the qualifications of a business entity, which is pursuing a certificate of proficiency.

Any material misrepresentation will be grounds for initiating action under Federal or State laws concerning false statements.

SIGNATURE: _____
 NAME: _____
 TITLE: _____
 DATE: _____

CORPORATE SEAL (Where Appropriate)

DATE: _____
 STATE OF _____
 COUNTY OF _____

On this _____ day of _____, 20____, before me appeared
 (Name) _____ to me personally known, who being duly
 sworn, did execute the forgoing affidavit and did so as a free act and deed.

(SEAL)

Notary Public: _____

My Commission Expires: _____

CURRENT NUMBER OF EMPLOYEES ON PAYROLL:

<u>NAME/TYPE</u>	<u>FULL-TIME</u>	<u>PART-TIME</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

List the three largest projects, by dollar amount, completed by the firm:

<u>TYPE OF WORK</u>	<u>CLIENT</u>	<u>DATE</u>	<u>SUBCONTRACTOR YES/NO</u>	<u>AMOUNT</u>

What category of work are you pursuing?

- _____ Maintenance & Repairs
- _____ Construction
- _____ Professional Services

(OMIT THE NEXT FOUR QUESTIONS FOR VENDORS, SUPPLIERS, AND SPECIAL CONSULTANTS)

A) Would you like to be accepted into the Bond Guarantee Program?

_____ YES _____ NO

B) Have you ever made application for a bond?

_____ YES _____ NO

C) If YES, was the application granted or denied?

_____ GRANTED _____ DENIED

D) If GRANTED, what is your bonding limit? \$_____

I. ADMINISTRATION/MANAGEMENT OF BUSINESS

PROFICIENCY STANDARD #1

The S/DBE must have all relevant licenses and meet all other legal requirements regarding the business. There are, in many cases requirements imposed on you with respect to having specific licenses and permits.

QUESTIONS:

What types of licenses do you have?

- _____ General Contractor’s License
- _____ Engineer’s License (PE)
- _____ Occupational License (City)
- _____ Occupational License (County)
- _____ Other (Specify)_____
- _____ None

What credentials or certificates do you have in your trade.

- _____ Voc/Tech.
- _____ Community College
- _____ College Degree
- _____ High School courses
- _____ Other (Please Specify)
- _____

State the years of experience in your trade as:

- _____ Employee
- _____ Subcontractor
- _____ Prime Contractor
- _____ Total

DO NOT WRITE BELOW THIS LINE (FOR OFFICIAL USE ONLY)

S/DBE has the following capability/understanding in this area:

- CAPABILITY: Exceptional ___ Good ___ Adequate ___ Poor ___ Very Poor ___
- UNDERSTANDING: Exceptional ___ Good ___ Adequate ___ Poor ___ Very Poor ___

PROFICIENCY STANDARD: #2

The S/DBE must show he/she has the capability to develop an overall business plan.

QUESTIONS:

Have you ever developed a business plan?

_____ YES _____ NO

If YES, give type e.g., 1 year, _____ 3 year. _____

IF YES, list 4 main components of a business plan.

1. _____
2. _____
3. _____
4. _____

What other marketing activities do you engage in to promote your business?

- | | |
|--------------------------|---------------------------------------|
| _____ Business Cards | _____ Regular networking |
| _____ Stationery | _____ Professional/Trade Associations |
| _____ Yellow Page Ad | _____ Informal network |
| _____ Newspaper Ad | _____ None at this time |
| _____ Personal referrals | |

Do you compare your projected plans to your current level of growth?

_____ YES _____ NO

If so, how often?

- | | |
|-----------------|------------------------------|
| _____ Weekly | _____ Annually |
| _____ Monthly | _____ Other (Specify _____) |
| _____ Quarterly | |

ADDITIONAL RESPONSES TO QUESTION #2:

DO NOT WRITE BELOW THIS LINE (FOR OFFICIAL USE ONLY)

S/DBE has the following capability/understanding in this area:

CAPABILITY: Exceptional ___ Good ___ Adequate ___ Poor ___ Very Poor ___

UNDERSTANDING: Exceptional ___ Good ___ Adequate ___ Poor ___ Very Poor ___

PROFICIENCY STANDARD #3

The S/DBE shall be able to produce the credit history of the firm. It is critical in your effort to get loans or bonding that you are able to produce what your credit history has been for the business.

QUESTIONS:

Can S/DBE (you) produce the following credit history of the firm?

YES NO

- A record of accounts payable.
- A list of previous creditors.
- A record of aging accounts receivable.
- Budget accounts and/or revolving accounts, lines of credit.
- Have you reviewed your credit file lately?
- Do you have any lease purchase agreements?
- Do you have statements of financial position (balance sheets)?
- Do you have any income statements?
- Do you have a business checking account?
- Is this a new business (less than one year)?

Can S/DBE (you) produce the following?

YES NO

- Personal financial statement.
- Personal tax returns for three years.
- Personal credit history.
- Records of your income and expenses.
- Do you have a personal checking account?

ADDITIONAL RESPONSES TO QUESTION #3:

DO NOT WRITE BELOW THIS LINE (FOR OFFICIAL USE ONLY)

S/DBE has the following capability/understanding in this area:

CAPABILITY: Exceptional ___ Good ___ Adequate ___ Poor ___ Very Poor ___
UNDERSTANDING: Exceptional ___ Good ___ Adequate ___ Poor ___ Very Poor ___

PROFICIENCY STANDARD: #4

The S/DBE must maintain adequate staff and employees to carry out the work associated with the firm's business. In order to conduct any business effectively and efficiently there is a need to have on staff or have a relationship with persons who can provide needed services, e.g., a banker, an accountant, a lawyer, etc.

QUESTIONS:

What professional services do you use?

- Office Manager/Secretary
- CPA
- Bankers
- Attorney
- Engineers
- Insurance/Bonding Agent
- Other (Specify, for example, a bookkeeper) _____

YES NO

- Are you receiving satisfactory services from a professional?
- Can or will the professional be of specific help regarding FDOT contracts?
- Are you familiar with the three C's of bonding?
If yes, please list the three (3) C's.
1. _____
2. _____
3. _____

- A computer is used to perform bookkeeping/record keeping functions
- A computer is in the office area used for business.
List the computer software currently used in your office: _____

ADDITIONAL RESPONSES TO QUESTION #4:

DO NOT WRITE BELOW THIS LINE (FOR OFFICIAL USE ONLY)

S/DBE has the following capability/understanding in this area:

- CAPABILITY: Exceptional ___ Good ___ Adequate ___ Poor ___ Very Poor ___
UNDERSTANDING: Exceptional ___ Good ___ Adequate ___ Poor ___ Very Poor ___

PROFICIENCY STANDARDS #5

The S/DBE must maintain a payroll system set up to feed accurate and complete information into the job cost accounting system. One of the difficulties S/DBE's have had with determining the cost of a particular project is their inability to identify all staff and the percentage of staff's time assigned to a project.

QUESTIONS:

YES NO

___ ___ Do you allocate field and non-field personnel costs of a project?

___ ___ Do you use time cards or similar sheets to record the cost of personnel for a project?

___ ___ Do you charge each job for non-field staff (e.g., bookkeepers, clerks, etc.) costs?

___ ___ Do you allocate the cost of field staff between or among jobs whenever an individual works on more than one job?

___ ___ Do you assign job numbers to each job? If no, please explain (below) how records are identified for specific jobs.

___ ___ Do you record time worked by all workers?

ADDITIONAL RESPONSES TO QUESTION #5:

DO NOT WRITE BELOW THIS LINE (FOR OFFICIAL USE ONLY)

S/DBE has the following capability/understanding in this area:

CAPABILITY: Exceptional ___ Good ___ Adequate ___ Poor ___ Very Poor ___

UNDERSTANDING: Exceptional ___ Good ___ Adequate ___ Poor ___ Very Poor ___

PROFICIENCY STANDARD #6

The S/DBE system must be able to generate accurate financial statements in accordance with generally accepted accounting principles. It is of great relevance that any business requiring loans or bonding be able to produce accurate financial statements that would be accepted by any reputable lending institution or surety bond company.

QUESTIONS:

YES NO

___ ___ Are your financial statements prepared in accordance with generally accepted accounting principles (GAAP)?

___ ___ Is a cash flow analysis (cash budget analysis) report prepared on a periodic basis?

___ ___ Are financial statements prepared for your firm at least once annually by an independent CPA?

If so, who prepares your financial statements?

___ CPA ___ Bookkeeper
___ Self ___ Other(Specify)_____

___ ___ Do you have a cash flow analysis report prepared on a periodic basis?

If so, who prepares it? _____

___ ___ Are financial statements prepared on a percentage of jobs completed basis?

___ ___ Are financial statements compiled, reviewed or audited by an independent CPA?

If yes, how often?

___ Annually ___ Only when required by a 3rd party.

ADDITIONAL RESPONSES TO QUESTION #6:

DO NOT WRITE BELOW THIS LINE (FOR OFFICIAL USE ONLY)

S/DBE has the following capability/understanding in this area:

CAPABILITY: Exceptional ___ Good ___ Adequate ___ Poor ___ Very Poor ___

UNDERSTANDING: Exceptional ___ Good ___ Adequate ___ Poor ___ Very Poor ___

PROFICIENCY STANDARD: #7

The S/DBE shall have policies and procedures regarding timely billing of and collection from customers. As unusual as it may seem, many S/DBE's perform the work of a project and then do not routinely or aggressively pursue outstanding payments owed to them.

QUESTIONS:

YES NO

___ ___ Do you notify customers of work completed and provide them with bill/invoice of completed work?

___ ___ Do you compare estimates of work units completed with those prepared by the project manager and reconcile any differences?

___ ___ Do you turn uncollectible accounts over to a collection agency or place a lien on the customer?

___ ___ Do you keep a record of amounts owed to you by each of your customers?

___ ___ Do you bill for work performed?

How long do you keep your records? _____

ADDITIONAL RESPONSES TO QUESTION #7:

DO NOT WRITE BELOW THIS LINE (FOR OFFICIAL USE ONLY)

S/DBE has the following capability/understanding in this area:

CAPABILITY: Exceptional ___ Good ___ Adequate ___ Poor ___ Very Poor ___

UNDERSTANDING: Exceptional ___ Good ___ Adequate ___ Poor ___ Very Poor ___

II. BIDDING/ESTIMATING

PROFICIENCY STANDARD: #8

The S/DBE must demonstrate that he/she understands and can implement all requisite steps in the preparation of FDOT bids. In order to obtain an FDOT contract, you must be aware of all the important steps involved in the FDOT bid process and complete them satisfactorily.

QUESTIONS:

How do you learn about FDOT bids?

- FDOT advertisements
- Word of mouth
- Newspaper
- SBDCs, Chamber of Commerce, CAPs, CDC's.
- Other (Specify) _____

What information do you require in order to bid and where do you get it?

- Contract Documents
- Other (Specify) _____

How do you establish contact with primes regarding subcontracting opportunities? (Please check items that apply)

- Notify prime via phone of your interest in performing subcontract work and discuss the scope of work.
- Send a letter to primes with estimates in writing.
- Meet with prime in person and discuss various aspects of the subcontract (e.g., scope of work, unit prices, lump sum items, etc.).
- Go to networking socials.
- Appear at pre-bid and pre-construction conference, etc..

Where do you get the information needed to bid?

- FDOT advertisements
- Word of mouth
- Newspaper
- SBDCs, Chamber of Commerce, CAPs, CDC's.
- Other (Specify) _____

Where do you review project plans and specifications?

- At the office
- Dodge Plans Room
- Business Service Centers
- FDOT
- Other (Specify) _____

PROFICIENCY STANDARD: #8 (continued)

If a subcontractor:

How do you determine which prime contractors are bidding on certain projects?

What methods do you use in submitting bids to prime contractors?

When and where do you meet with prime contractors to discuss potential subcontract opportunities?

How do you decide what projects are worth bidding and/or relative to your specialty?

How do you determine if your bid was actually used with prime contractor's bid?

How does a firm become pre-qualified to do work with FDOT or any other government entity?
(Specify)

ADDITIONAL RESPONSES TO QUESTION #8

DO NOT WRITE BELOW THIS LINE (FOR OFFICIAL USE ONLY)

S/DBE has the following capability/understanding in this area:

CAPABILITY: Exceptional ___ Good ___ Adequate ___ Poor ___ Very Poor ___
UNDERSTANDING: Exceptional ___ Good ___ Adequate ___ Poor ___ Very Poor ___

PROFICIENCY STANDARD: #9

The S/DBE must show competence in accurately estimating project cost. I am sure that you are aware of the importance of being able to accurately estimate your costs for each project. Bids that are too high will cause you not to win the job and bids too low can result in losses. It is important to estimate the job accurately.

QUESTIONS:

What are the critical pieces of information you need to begin the estimating process?

What are the important steps in estimating?

Do you ever go to the area where the proposed project work is to be performed?

YES NO

Do you visit proposed job sites before submitting bids?

YES NO Sometimes

By whom are your firm's bids prepared?

Myself Engineer/Estimator Other

(Specify) _____

Other than materials and labor, name other costs that would impact your overall bid?

Do you rely on your first calculation of the bids?

YES NO

Have you ever taken construction math?

YES NO

If NO, have you taken similar math courses as a part of a degree program?

YES NO

Do you need assistance in estimating?

YES NO

PROFICIENCY STANDARD: #9 (continued)

What other math course(s) have you taken?

Where did you take the course(s)?

Did you pass the course(s)?

YES NO

Are you familiar with the metric system?

YES NO

Do you have a computer in your office or for office use?

YES NO

Do you prepare your bids by computer?

YES NO

If yes, what software are you using for estimating?

Are you prepared to submit bids, quotes and proposals electronically?

YES NO

ADDITIONAL RESPONSES TO QUESTION #9:

DO NOT WRITE BELOW THIS LINE (FOR OFFICIAL USE ONLY)

S/DBE has the following capability/understanding in this area:

CAPABILITY: Exceptional Good Adequate Poor Very Poor

UNDERSTANDING: Exceptional Good Adequate Poor Very Poor

III. CONTRACT NEGOTIATING & KNOWLEDGE

PROFICIENCY STANDARD: #10

The S/DBE shall demonstrate an understanding of contract terms concerning the rights, obligations, and liabilities for the S/DBE, what they bind the S/DBE to perform, and the protection they provide. Anyone who signs a contract should know what he/she signed and why.

QUESTIONS:

YES NO

- Do you perform by contract?
- Are written contracts necessary?
- Do you always review your firm's contracts carefully before signing them?
- Do you use the services of an attorney in negotiating contracts?
- Do you perform work by verbal agreement?

Are you familiar with:

- Cost-plus contracts?
- Unit-price contracts?
- Joint ventures?
- Lump sum?
- Percentages?
- Billings (Weekly, Monthly, etc.)?
- Retainages?
- Do you ever waive lien rights?
- Have you ever been involved in a joint venture?

ADDITIONAL RESPONSES TO QUESTION #10

DO NOT WRITE BELOW THIS LINE (FOR OFFICIAL USE ONLY)

S/DBE has the following capability/understanding in this area:

CAPABILITY: Exceptional ___ Good ___ Adequate ___ Poor ___ Very Poor ___
UNDERSTANDING: Exceptional ___ Good ___ Adequate ___ Poor ___ Very Poor ___

PROFICIENCY STANDARD: #11

The S/DBE must show that he/she understands the basic elements of FDOT contracts. FDOT contracts are somewhat different from other contracts you might sign. It is important that you know what they contain.

QUESTIONS:

Have you ever reviewed an FDOT contract?

YES NO

If YES:

What are the major features of these contracts? (Please list)

1. _____
2. _____
3. _____
4. _____

Who reviews contracts for you?

Myself Estimator/Engineer
 Attorney Other _____

Is this individual experienced with FDOT contracts?

YES NO

What steps are taken if you disagree with a project engineers final estimate?
(EXPLAIN!)

ADDITIONAL RESPONSES TO QUESTION #11:

DO NOT WRITE BELOW THIS LINE (FOR OFFICIAL USE ONLY)

S/DBE has the following capability/understanding in this area:

CAPABILITY: Exceptional Good Adequate Poor Very Poor
UNDERSTANDING: Exceptional Good Adequate Poor Very Poor

PROFICIENCY STANDARD: #12

The S/DBE must show that he/she can adequately negotiate and interpret subcontracts. Many S/DBE's get work with FDOT through subcontracts with prime contractors. S/DBEs must be able to negotiate effectively in order to understand what is specifically required.

QUESTIONS:

YES NO

___ ___ Do you make a detailed examination of bid packets to ensure that the document set is complete?

___ ___ Do you study the plans and specifications in detail to see if your firm has the technical and professional capability to fulfill the terms of the contract?

___ ___ Do you prepare your own subcontract agreement?

___ ___ Do you get outside assistance in negotiating subcontracts?

___ ___ In the case of outside assistance, do you ensure the advice received is in your best interest?

If yes, from whom? _____

What happens in the event that some contract terms (e.g., work to be done, quality of materials) are changed from the original plans and specifications? (Explain)

If contract terms change, are you obligated to complete the contract for the price agreed upon originally?

ADDITIONAL RESPONSES TO QUESTION #12:

DO NOT WRITE BELOW THIS LINE (FOR OFFICIAL USE ONLY)

S/DBE has the following capability/understanding in this area:

CAPABILITY: Exceptional ___ Good ___ Adequate ___ Poor ___ Very Poor ___

UNDERSTANDING: Exceptional ___ Good ___ Adequate ___ Poor ___ Very Poor ___

IV. PROJECT PLANNING

PROFICIENCY STANDARD: #13

The S/DBE shall demonstrate capability in scheduling and phasing the work of a project and in allocating manpower to complete the project timely. To assure that any project you undertake is performed adequately, you must organize it properly. There will be a need to know what has to be done and when. It is important to know what type of manpower will be required on the project and when each type will be needed.

QUESTIONS:

YES NO

___ ___ Do you schedule your work?

___ ___ Do you put into writing a description of the various phases of each contract?

___ ___ Are your construction costs broken out according to phases?

___ ___ Do you attend any meetings or conferences to get specific information on projects which are to be let?

What kind of scheduling techniques do you use?

___ Critical Path Bar Charts

___ PERT Chart

___ Precedence and Dependency Networks

___ Arrow diagrams

___ PEP Charts

___ Other, Explain _____

As a Subcontractor do you know the time and date that your service is scheduled on a project?

___ YES ___ NO

How do you or will you determine this?

ADDITIONAL RESPONSES TO QUESTION #13:

DO NOT WRITE BELOW THIS LINE (FOR OFFICIAL USE ONLY)

S/DBE has the following capability/understanding in this area:

CAPABILITY: Exceptional ___ Good ___ Adequate ___ Poor ___ Very Poor ___

UNDERSTANDING: Exceptional ___ Good ___ Adequate ___ Poor ___ Very Poor ___

PROFICIENCY STANDARD #14

The S/DBE shall demonstrate skill in developing schedules for ordering and assuring delivery of materials and equipment and hiring of work force. On projects where various materials and equipment are needed at different times during the project, it is important to make sure that whatever is needed is in the appropriate amount and at the precise time required.

QUESTIONS:

How do you determine your material and equipment needs?

- Refer to Critical Path bar chart.
- Notify material suppliers well in advance.
- Order surplus materials in advance.
- Other _____

What documents are used to determine the materials that are needed and when they are needed?

- Quantity take off list
- The Bar chart schedule
- Inventory list
- Other (Specify) _____

Do you use production reports? YES NO

If so, how often are production reports prepared?

- Daily Monthly Other (Specify) _____
- Weekly Quarterly

Do you have sufficient full-time labor force to man all jobs? YES NO

Do you use part-time laborers? YES NO

If yes, how do you acquire the services of part-time personnel? (Explain)

Do you have personnel policies in place? YES NO

If YES, are the personnel policies in writings? YES NO

ADDITIONAL RESPONSES TO QUESTION #14

DO NOT WRITE BELOW THIS LINE (FOR OFFICIAL USE ONLY)

S/DBE has the following capability/understanding in this area:

CAPABILITY: Exceptional Good Adequate Poor Very Poor

UNDERSTANDING: Exceptional Good Adequate Poor Very Poor

PROFICIENCY STANDARD: #15

The S/DBE must demonstrate knowledge of the reports and other paperwork required by FDOT and/or the prime contractor. As indicated earlier, FDOT work requires that contractors do things that are not always necessary for other clients. This is particularly true regarding paperwork.

QUESTIONS:

List the paperwork you must complete regarding FDOT work as prime and/or subcontractor.

Show categories:

EEO/AA _____ Drug Free Work Place _____ DBE Utilization _____

Have you ever prepared this paperwork or does some one prepare it for you?

_____ YES _____ NO

If YES, who? _____

Are overhead audits performed annually for pre-qualified contractors?

_____ YES _____ NO

ADDITIONAL RESPONSES TO QUESTION #15:

DO NOT WRITE BELOW THIS LINE (FOR OFFICIAL USE ONLY)

S/DBE has the following capability/understanding in this area:

CAPABILITY: Exceptional ___ Good ___ Adequate ___ Poor ___ Very Poor ___

UNDERSTANDING: Exceptional ___ Good ___ Adequate ___ Poor ___ Very Poor ___

V. PROJECT PERFORMANCE

PROFICIENCY STANDARD: #16

The S/DBE shall have a system of project monitoring which includes site inspections by management of your firm as well as periodic reporting from their project superintendent. It is important for any firm managing a project to be able to determine how well that project is running at any time during the project, and if it is being performed within the stated specifications and plans.

QUESTIONS:

What are the procedures or system you use to monitor your projects?
(Explain!)

What records and/or charts do you keep with respect to project monitoring?

When do you review them?

Are there reporting requirements on job safety?
___ YES ___ NO

What methods have you employed to ensure job site security?
(Explain)

Who monitors your projects?

ADDITIONAL RESPONSES TO QUESTION #16

DO NOT WRITE BELOW THIS LINE (FOR OFFICIAL USE ONLY)

S/DBE has the following capability/understanding in this area:

CAPABILITY: Exceptional ___ Good ___ Adequate ___ Poor ___ Very Poor ___
UNDERSTANDING: Exceptional ___ Good ___ Adequate ___ Poor ___ Very Poor ___

PROFICIENCY STANDARD: #17

The S/DBE shall maintain a field monitoring and reporting system to warn of deviations from project schedule or cost overruns. Anyone managing a project knows he/she must manage it in terms of performing the work as planned and at the cost estimated. If the work agreed to is not being done, or if the costs are greater than projected, serious difficulty may result.

QUESTIONS:

What method do you use to warn of any deviations from project schedule or cost overruns? (Explain!)

YES NO

___ ___ Do you go on site to observe what's going on?

___ ___ Do you receive regular reports from your field staff? (e.g. project director, manager etc.)

___ ___ Does your foreman (or superintendent) keep a daily log?

___ ___ Do you make regular comparisons of actual costs incurred with project bids?

What steps do you take to alert the FDOT when you disagree with an inspector on the site?

- ___ Document specific incident.
- ___ Dispute the inspector's observation orally.
- ___ Call the FDOT office and complain.
- ___ Write the FDOT office.
- ___ Do nothing.
- ___ Redo the work in contest and say nothing.

ADDITIONAL RESPONSES TO QUESTION #17:

DO NOT WRITE BELOW THIS LINE (FOR OFFICIAL USE ONLY)

S/DBE has the following capability/understanding in this area:

CAPABILITY: Exceptional ___ Good ___ Adequate ___ Poor ___ Very Poor ___

UNDERSTANDING: Exceptional ___ Good ___ Adequate ___ Poor ___ Very Poor ___

PROFICIENCY STANDARD: #18

The S/DBE shall maintain a system for keeping accurate records of the time expended and materials used on a project and report the same on the monthly progress pay estimate. It is particularly important on FDOT contracts and perhaps on others as well, to be able to demonstrate in specific and accurate ways, who has worked on a project and how much time was expended. Additionally, accurate records must be kept on materials used and the cost of these materials. This information must be maintained and available so that it can be reported on a monthly progress estimate.

QUESTIONS:

YES NO

___ ___ Do you allocate field labor costs to projects?

___ ___ Do you use time cards or similar records for each worker?

___ ___ Do you use materials requisition forms, or purchase order forms or similar records that identify projects on which materials are to be used?

___ ___ Other (Specify) _____

ADDITIONAL RESPONSES TO QUESTION #18:

DO NOT WRITE BELOW THIS LINE (FOR OFFICIAL USE ONLY)

S/DBE has the following capability/understanding in this area:

CAPABILITY: Exceptional ___ Good ___ Adequate ___ Poor ___ Very Poor ___

UNDERSTANDING: Exceptional ___ Good ___ Adequate ___ Poor ___ Very Poor ___

PROFICIENCY STANDARD: #19

The S/DBE contractor must demonstrate capability to maintain an updated and accurate job cost accounting system. It is very important that each project be managed in a way that the DBE can access accurate and timely data on all cost elements associated with the project.

Definition: A job cost accounting system is a way of keeping your financial records so that you have accurate information on the expenditures for each job.

QUESTIONS:

YES NO

___ ___ Do you use a job order costing system?

___ ___ Does your costing system give you a breakdown of materials, labor, and overhead costs for each project?

How often are your expenses compiled?

___ Daily

___ Quarterly

___ Weekly

___ Other (Specify) _____

___ ___ Do you compare actual cost with estimated cost for control purposes?

___ ___ Do you allocate (or breakdown) your equipment cost on each job?

___ ___ Do you charge each job for your staff (non-field) time (e.g., bookkeeping, clerical, technical assistance etc.)?

ADDITIONAL RESPONSES TO QUESTION #19:

DO NOT WRITE BELOW THIS LINE (FOR OFFICIAL USE ONLY)

S/DBE has the following capability/understanding in this area:

CAPABILITY: Exceptional ___ Good ___ Adequate ___ Poor ___ Very Poor ___

UNDERSTANDING: Exceptional ___ Good ___ Adequate ___ Poor ___ Very Poor ___

PROFICIENCY STANDARD: #20

The S/DBE shall maintain a system for dealing with change orders including requiring written change orders and method for calculating prices to cover the changes. It has been documented by FDOT that many S/DBEs get into a great deal of difficulty by accepting verbal change orders and performing them without submitting changes in their cost.

QUESTIONS:

What is your understanding of why a formal or written change order is necessary?

YES NO

___ ___ Does an agreement have to be reached on a change order before the work is done?

___ ___ Do you always get change orders in writing?

___ ___ Is your field supervisor authorized to alter contract work based upon requests from clients?

ADDITIONAL RESPONSES TO QUESTION #20:

DO NOT WRITE BELOW THIS LINE (FOR OFFICIAL USE ONLY)

S/DBE has the following capability/understanding in this area:

CAPABILITY: Exceptional ___ Good ___ Adequate ___ Poor ___ Very Poor ___

UNDERSTANDING: Exceptional ___ Good ___ Adequate ___ Poor ___ Very Poor ___

PROFICIENCY STANDARD: #21

The S/DBE shall demonstrate knowledge of project close-out procedures. This is another area where S/DBE's have experienced problems. They are not always aware of all the procedures they must complete to close-out FDOT projects.

QUESTIONS:

What do you do to prepare for ending a job? (Explain)

What papers and forms do you complete?

To whom do you send them?

ADDITIONAL RESPONSES TO QUESTION #21:

DO NOT WRITE BELOW THIS LINE (FOR OFFICIAL USE ONLY)

S/DBE has the following capability/understanding in this area:

CAPABILITY: Exceptional ___ Good ___ Adequate ___ Poor ___ Very Poor ___
UNDERSTANDING: Exceptional ___ Good ___ Adequate ___ Poor ___ Very Poor ___