Appendix D. DelDOT's CCR performance evaluation form, created in 2009.

Delaware Department of Transportation
Certified Construction Site Reviewer
Performance Evaluation

CCR: _____ CCR No.: _____

Company: _____ Phone No.: _____

Address: _____ FAX No.: _____

_____ Email: _____

PE: _____ PE No.: _____

Company: _____ Phone No.: _____

Address: _____ FAX No.: _____

_____ Email: _____

Contract No.: _____ Contract Name: _____

DELDOT Project Staff

Project Supv.: _____ Area Eng.: _____

Submitting Reports as per Standard Spec 110.08 & 110.21 & DSSR.	1	2	3	4	☐ Initial Inspection 110.08.A.1.b		
					% Compliance*		☐ Pond Construction Checklist (Pond Code 378) 110.A.2.a & 110.08.B.4

Completeness of Reports.	1	2	3	4

Accurate reporting of site conditions & deficiencies.	1	2	3	4

Rain Event Reporting as per Standard Spec 110.A.1.c & DSSR.	% Compliance		1	2	3	4

Responds to DelDOT issued CCR reports.	1	2	3	4
Conducts Site Review with the Contractor & DelDOT Rep. (110.08.A.1.c).	1	2	3	4

Present at the Pre-Construction Meeting (110.08.A.1.a).	☐ YES	☐ NO
Recommended to perform CCR Site Reviews for Future DelDOT Projects.	☐ YES	☐ NO

☐ Attached documentation ☐ Refer to DNREC for corrective action

Evaluator: _____ Date: _____

Mary Hamilton – DelDOT Environmental Compliance Supervisor

Supervising PE: _____ Date: _____

Vincent W. Davis, P. E. – DelDOT Stormwater Engineer

CCR: _____ Date: _____

Evaluations shall be conducted annually per DelDOT Standard Specification 110.08.D.3, in December and at the time of the final inspection. The CCR shall have the opportunity to comment on the evaluation and will be provided a copy for their files.

Performance Rating System

1-Fails to meet expectations: Consistently fails to report per Standard Specification and DSSR. 50% or less reporting.
2-Partially meets expectations: Reports are late and/or missing 50% -74% of the time, needs improvement to continue.
3-Meets expectations: Reporting was on time 75% to 84%, accurate, and as prescribed by DelDOT Spec & DSSR.
4-Exceeds Expectations: Reporting was 85-100%. All reports received, all rain events reported, reports are accurate.
***Compliance %** based on actual reporting statistics. Regularly scheduled inspections occur weekly with reports submitted within 3 days of the actual inspection. Rain event inspections are due within 24 hours of the event with reports due within 48 hours of the actual inspection.

COMMENTS: