



**American Subcontractors Association
Evaluation of the Business Practices of an Applicant for the
National Construction Best Practices Award**

Thank you for agreeing to evaluate the business practices of an Applicant for the American Subcontractors Association's National Construction Best Practices Award. This prestigious award provides national recognition to prime construction contractors for employing best practices in the conduct of business. Your responses on the below form are meaningful: ASA's Task Force on Ethics in the Construction Industry will use them in the final evaluation of whether the applicant should receive the award. **Indicate the company name of the Applicant who requested your evaluation here:** _____

Instructions:

1. Confirm with the Applicant the due date for receiving this evaluation form from you.
2. Complete the "Evaluator" section below.
3. Respond to all 20 questions. ASA will share your responses only with individuals involved in the award evaluation process. ASA will not share your responses with the Applicant.
4. Place a check mark in only one column per question. Make sure your selection is clear and legible.
5. Staple and insert this completed form in an envelope. You may also include in the envelope a letter of recommendation for the applicant, but a letter of recommendation is not required. If you include a letter of recommendation in the envelope and the applicant receives the award, you agree that ASA has permission to publicize the contents of the letter.
6. Check the contents of the envelope. Ensure all four pages of this evaluation are included.
7. Seal the envelope.
8. Hand-write your signature across the seal. The signature must be from the owner or a member of the executive management team (e.g., Owner, President, CEO, COO, CFO, VP, Director) of a specialty trade contracting firm.
9. Send the sealed envelope to the Applicant by the due date confirmed in step #1.

Evaluator

Name of Specialty Trade Contracting Firm:

Name and Business Title of Individual Completing This Form:

Address: _____

City, State, Zip: _____

Telephone: _____ Fax: _____

Email: _____ Web: _____

Important:

Statement: "The above Specialty Trade Contracting Firm was a signatory to, and worked under, the Applicant's standard subcontract agreement within the past year."

Agree With Statement **Disagree With Statement**

You must agree with the Statement for your evaluation to be valid.

Signature of Individual Completing This Form: _____ Date: _____

1) Does the Applicant make timely and appropriate payment per the subcontract terms?

Always	Almost Always	Sometimes	Never

2) Are pay applications reviewed in a timely manner and adjusted only upon prior notice and explanation?

Always	Almost Always	Sometimes	Never

3) Does the Applicant reduce retainage in immediate response to reduction by the owner?

Always	Almost Always	Sometimes	Never

4) Are change requests and claims promptly processed?

Always	Almost Always	Sometimes	Never

5) Are back charges or other withholdings administered fairly and reasonably? For example, is proper advance notice offered and opportunity to cure given?

Always	Almost Always	Sometimes	Never

6) Is paper flow promptly processed (e.g., changes, proposals, notices, submittals, etc.)?

Always	Almost Always	Sometimes	Never

7) Does the Applicant support its subcontractors in the resolution of disputes with the owner or architect?

Always	Almost Always	Sometimes	Never

8) Does the Applicant work cooperatively with its subcontractors to address and resolve problems?

Always	Almost Always	Sometimes	Never

9) Does the Applicant employ effective project planning, scheduling and coordination methods that allow and reflect the input and influence of its subcontractors?

Always	Almost Always	Sometimes	Never

10) Does the Applicant conduct sufficient periodic progress or schedule meetings to inform all team members of the project status?

Always	Almost Always	Sometimes	Never

11) Does the Applicant maintain accurate written minutes of all regular, job, schedule or progress meetings?

Always	Almost Always	Sometimes	Never

12) Does the Applicant afford subcontractors reasonable advance notice of when and where to begin work?

Always	Almost Always	Sometimes	Never

13) Does the Applicant provide subcontractors with copies of periodic schedules (near term, project, completion, etc.) in a sufficiently informative format?

Always	Almost Always	Sometimes	Never

14) Does the Applicant properly sequence and coordinate the specialty trades?

Always	Almost Always	Sometimes	Never

15) Are the Applicant's project management personnel competent and capable?

Always	Almost Always	Sometimes	Never

16) Does the Applicant's field supervision staff solicit and fully consider subcontractor suggestions for resolving problems?

Always	Almost Always	Sometimes	Never

17) Does the Applicant provide its field supervision staff sufficient time to deal effectively and directly with all subcontractors to help coordinate efforts and avoid problems?

Always	Almost Always	Sometimes	Never

18) Does the Applicant regularly perform site clean up?

Always	Almost Always	Sometimes	Never

19) Does the Applicant maintain safe job conditions?

Always	Almost Always	Sometimes	Never

20) Does the Applicant routinely provide temporary facilities and utilities without cost?

Always	Almost Always	Sometimes	Never