



CITY OF LEAGUE CITY VENDOR REPORT CARD

Professional Services

Engineering, Construction Materials Testing, Surveying, Environmental, Etc.

Clark Condon Associates

| | | | |
|------------------|-----------------------------|------------------------------|------------|
| Project Name: | Bayridge Park Redevelopment | Date Contract Began: | 10/13/2020 |
| Contract Number: | 3210111 | Date Contract Ended: | Ongoing |
| Project Number: | 120-076 | Date Report Card Completed: | 12/16/2022 |
| | | Previous Report Card Rating: | NA |

| | | |
|------------------------|-----------------------------------|-------|
| <u>SCORING METHOD:</u> | Below Contractual Expectations | 1 - 3 |
| | Met Contractual Expectations | 4 |
| | Exceeded Contractual Expectations | 5 |

Cells in 'blue' highlight MUST be completed

| Evaluation Criteria | Score |
|---|---|
| A. PERFORMANCE AND PROFESSIONALISM | |
| 1. Satisfaction with Overall Performance. | 4 |
| 2. Would you recommend this Consultant for future projects? | 5 |
| 3. Consultant was knowledgeable, competent and professional? | 5 |
| 4. Consultant was responsive to City directed changes to priorities and/or schedule? | 5 |
| 5. Consultant exhibited professionalism, courtesy and respect toward Citizens and City Staff? | 5 |
| 6. Consultant exhibited professionalism, courtesy and respect toward Business Community? | 5 |
| 7. Consultant demonstrated they complied with the Scope of their contract? | 5 |
| 8. Consultant attended required project meetings and documented the meetings accordingly? | 5 |
| 9. Consultant attended required site visits and submitted documents accordingly? | 5 |
| 10. Consultant provided adequate project staffing, supervision and quality control? | 4 |
| Comments: | <i>Consultant did not keep project on schedule by requesting approvals by COLC.</i> |
| Total Vendor Responsiveness: | |
| | 48 |

| | |
|--|---|
| B. QUALITY AND DELIVERY | |
| 1. Consultant met the project milestones in schedule provided? | 4 |
| 2. Consultant completed the contract on time? | 3 |
| 3. Consultant responded to communications/questions in a timely manner? | 5 |
| 4. Information provided was reliable and accurate? | 5 |
| 5. Quality of deliverables was satisfactory? | 5 |
| 6. Data and documents provided in a format compatible with City resources? | 5 |
| 7. Data and documents provided in a secure and confidential manner? | 5 |
| Comments: | <i>Consultant lacked sense of urgency about schedule deadlines that would have helped keep the project on schedule.</i> |
| Total Vendor Quality and Delivery: | |
| | 32 |

| | |
|--|--|
| C. FINANCIAL | |
| 1. Amendment(s) (scope and fee) to contract, if needed, was accurate and fair? | 4 |
| 2. Invoices were accurate and timely? | 5 |
| 3. Responsiveness to billing requests? | 4 |
| Comments: | <i>Amendments seemed high in proposals. Billed in a timely manner.</i> |
| Total Financial: | |
| | 13 |

| | |
|----------------------------|--------------|
| Average Score: | 4.65 |
| Total Vendor Score: | 93.00 |

Would you hire them again? **Yes** **No**

| | |
|---|--|
| <i>List positives or negatives that stood out on the job:</i> | <i>Knowledge of park design and working with residents was a very positive aspect to their work. The lack of urgency in requesting city approvals would have helped keep the project moving forward.</i> |
|---|--|

- DIRECTIONS:**
1. Form must be completed within 30 days of contract completion.
 2. Lead Project Manager on contract will complete the form with input from Accounts Payable and any other departments affected by contract.
 3. One copy of report card to be kept in project folder; send copy to Purchasing.
 4. If contract is not being renewed and/or is being terminated due to performance issues, send copy of report card to the contractor.

Jaime Dino

12/16/2022