



## CITY OF LEAGUE CITY VENDOR REPORT CARD

Professional Services

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

### EHRA

Project Name:	Traffic Signal Alignment for FM 518/Wesley	Date Contract Began:	8/1/2021
Contract Number:	TxDOT project - City Design	Date Contract Ended:	11/9/2021
Project Number:		Date Report Card Completed:	3/13/2024
		Previous Report Card Rating:	

<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
<b>A. PERFORMANCE AND PROFESSIONALISM</b>	
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?	4
5. Consultant exhibited professionalism, courtesy and respect toward Citizens and City Staff?	4
6. Consultant exhibited professionalism, courtesy and respect toward Business Community?	4
7. Consultant demonstrated they complied with the Scope of their contract?	4
8. Consultant attended required project meetings and documented the meetings accordingly?	4
9. Consultant attended required site visits and submitted documents accordingly?	4
10. Consultant provided adequate project staffing, supervision and quality control?	4
Comments:	
<b>Total Vendor Responsiveness:</b>	

<b>42</b>	
<b>B. QUALITY AND DELIVERY</b>	
1. Consultant met the project milestones in schedule provided?	4
2. Consultant completed the contract on time?	4
3. Consultant responded to communications/questions in a timely manner?	4
4. Information provided was reliable and accurate?	4
5. Quality of deliverables was satisfactory?	4
6. Data and documents provided in a format compatible with City resources?	4
7. Data and documents provided in a secure and confidential manner?	4
Comments:	
<b>Total Vendor Quality and Delivery:</b>	

<b>28</b>	
<b>C. FINANCIAL</b>	
1. Amendment(s) (scope and fee) to contract, if needed, was accurate and fair?	4
2. Invoices were accurate and timely?	4
3. Responsiveness to billing requests?	4
Comments:	

<b>12</b>	
<b>Average Score:</b>	
<b>4.10</b>	
<b>Total Vendor Score:</b>	
<b>82.00</b>	

Would you hire them again?  Yes  No

List positives or negatives that stood out on the job:	TxDOT agreed to rebuild the traffic Signal at FM 518 & Wesley if the City provided the design work. David Tickel and I met with EHRA to scope the project out, they came in under our estimate for design fee and performed the work quickly. This was the first project for either of us with EHRA and they did a great job and met the timeline needed for David to provide the completed plans to TxDOT.
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- 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.

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Date