



CITY OF LEAGUE CITY VENDOR REPORT CARD

Professional Services

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

The Broussard Group, INC

Project Name:	Hometown Heroes Park 5K Loop	Date Contract Began:	5/8/2018
Contract Number:	3180487	Date Contract Ended:	
Project Number:	PK1803	Date Report Card Completed:	11/30/2022
		Previous Report Card Rating:	

<u>SCORING METHOD:</u>	Below Contractual Expectations	1 - 3
	Met Contractual Expectations	4
	Exceeded Contractual Expectatic	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?		4
3. Consultant was knowledgeable, competent and professional?		3
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:		
Total Vendor Responsiveness:		39

B. QUALITY AND DELIVERY		
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?		3
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:		
Total Vendor Quality and Delivery:		27

C. FINANCIAL		
1. Amendment(s) (scope and fee) to contract, if needed, was accurate and fair?		N/A
2. Invoices were accurate and timely?		4
3. Responsiveness to billing requests?		4
Comments:		
Total Financial:		8

Average Score:		3.89
Total Vendor Score:		77.89

Would you hire them again? Yes No

List positives or negatives that stood out on the job:

- DIRECTIONS:**
- Form must be completed within 30 days of contract completion.
 - Lead Project Manager on contract will complete the form with input from Accounts Payable and any other departments affected by contract.
 - One copy of report card to be kept in project folder; send copy to Purchasing.
 - 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

11/30/2022



Date