



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
<i>Comments:</i>	

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
<i>Comments:</i>	

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
<i>Comments:</i>	

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