



CITY OF LEAGUE CITY VENDOR REPORT CARD

Professional Services

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

Half Associates

Project Name:	Clear Creek Master Plan	Date Contract Began:	11/14/2022
Contract Number:	3230205	Date Contract Ended:	10/26/23 Final Invoice
Project Number:	PK2301	Date Report Card Completed:	12/11/2023
		Previous Report Card Rating:	83 - Mountain Bike Trail Ch of MP

<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?		4
3. Consultant was knowledgeable, competent and professional?		4
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?		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:	Consultant met all contract requirements in the area of performance and professionalism. They exceeded contract expectations in the area of responsiveness to staff requested changes and provided required additional information that resulted from input from the public.	
Total Vendor Responsiveness:		41

B. QUALITY AND DELIVERY		
1. Consultant met the project milestones in schedule provided?		3
2. Consultant completed the contract on time?		3
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?		5
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:	The consultant was scored with a 3 in the area of completing the contract on time because they did not meet the schedule provided at the beginning of the project. Changes in the schedule should have been documented by a request from the consultant and authorization from the city. Documents provided were always very professionally prepared and contained more information than expected, making for a better end product.	
Total Vendor Quality and Delivery:		27

C. FINANCIAL		
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:	No problems with invoices: on time and accurate or small corrections handled quickly. No amendment to fee or scope.	

Total Financial: 12

Average Score: 4.00

Total Vendor Score: 80.00

Would you hire them again? ☒ Yes ☐ No

List positives or negatives that stood out on the job:	The consultant was very professional with staff, at public meetings and in the presentation to city council. The final report was very easy to read and understand.
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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.

Bob Duke, Parks Planner/Project Manager

12/11/2023



CITY OF LEAGUE CITY VENDOR REPORT CARD

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Half Associates

Project Name:	Heritage Signature Trail	Date Contract Began:	11/21/2022
Contract Number:	3230154	Date Contract Ended:	Still open
Project Number:	PK2302	Date Report Card Completed:	12/11/2023
		Previous Report Card Rating:	83 - Mountain Bike Trail Ch of MP

<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?		4
3. Consultant was knowledgeable, competent and professional?		4
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:	Half managed the project really well, keeping staff informed via bi-weekly meetings. The one public meeting was organized well and the presentation was very clear.	
Total Vendor Responsiveness:		40

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?		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:	Schedule was for general guidance as key dates had to be worked out for public meetings, etc. Contract is still open but the consultant's required work was completed and so noted in item 2.	
Total Vendor Quality and Delivery:		28

C. FINANCIAL		
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:	No amendments to fee or scope. Half has a good invoicing system and made any corrections quickly.	
Total Financial:		12

Average Score: 4.00

Total Vendor Score: 80.00

Would you hire them again? ☒ Yes ☐ No	
List positives or negatives that stood out on the job:	Good graphics; good communications within public meetings; good, clear communication with staff; very knowledgeable staff

DIRECTIONS:	
1. Form must be completed <u>within 30</u> 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.	

Bob Duke, Parks Planner/Project Manager

12/11/2023