



CITY OF LEAGUE CITY VENDOR REPORT CARD

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

HR Green, Inc.

Project Name:	Main Street Sidewalk Improvements - Iowa - Texas Ave.	Date Contract Began:	5/30/2023
Contract Number:	3240334	Date Contract Ended:	8/30/2024
Project Number:	RE 2301A	Date Report Card Completed:	8/14/2024
		Previous Report Card Rating:	N/A

	Below Contractual Expectations	1 - 3
<u>SCORING METHOD:</u>	Met Contractual Expectations	4
	Exceeded Contractual Expectatio	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?	5
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:	<i>Attended monthly site visits. PM and contractor adjusted design in the field to expedite schedule. Gave summary to consultant for reference.</i>
Total Vendor Responsiveness:	
	41

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?	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>Final submission was about a month behind. Had 2 90% submissions. City review took a little longer than original schedule.</i>
Total Vendor Quality and Delivery:	
	33

C. FINANCIAL	
1. Amendment(s) (scope and fee) to contract, if needed, was accurate and fair?	3
2. Invoices were accurate and timely?	4
3. Responsiveness to billing requests?	4
Comments:	<i>Submitted a CO for additional time of reviewing RFIs.</i>
Total Financial:	
	11

Average Score:	4.25
Total Vendor Score:	85.00

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.

Scott Tuma

8/14/2024
Date