



Contractor Report Card - Professional Services

Name Of Contractor:	Freese and Nichols	Date Contract Began:	
Contract Number:		Date Contract Ended:	Ongoing
Name of Project:	Lower Clear Creek and Dickinson Watershed Study	Date Report Card Completed:	4/23/2019
Project Number:	DR1905	Previous Report Card Rating:	86

POINTS - Yes=5, No=0, NA=5

Topic	Questions	Findings	Points	Comments
PRICE LISTS				
Pricing	Was approved pricing honored?	Yes=5/No=0/NA=5	5	
Modifications	Was the consultant responsive to City directed changes to priorities and/or schedule?	1.....2.....3.....4.....5	5	
Modifications	Number of change orders?		0	
	Consultant recommended change orders		0	
	City recommended change orders		0	
Billing	The consultant complying with billing responsibility?	1.....2.....3.....4.....5	5	
FINANCIAL				
Bankruptcy	Is the consultant free from Bankruptcy proceedings?	Yes=5/No=0/NA=5	5	
Billing	Was billing accurate when received from the consultant?	1.....2.....3.....4.....5	5	
Sub-contractors	If applicable, was sub-contractor information collected in the contractor's system and included in the billing detail?	1.....2.....3.....4.....5	5	
Sub-contractors	Were sub-contractors paid timely without notices filed?	1.....2.....3.....4.....5	5	
ADMINISTRATIVE				
Change of Name	Did the consultant comply with Change of Name requirements?	Yes=5/No=0/NA=5	5	
Administrative	Was the consultant's Contact for Contract Administration information (address/phone/fax/email) correct?	Yes=5/No=0/NA=5	5	
PROJECT (Answer in a scale of 1-5: 1 being below agreed upon standards - 5 being exceeded expectations)				
Timeline	Did consultant complete project in contracted timeframe?	Yes=5/No=0/NA=5	5	
Timeline	Did consultant complete project milestones on time?	1.....2.....3.....4.....5	5	
Contract Scope	Did the consultant demonstrate that they comply with the scope of their contract?	1.....2.....3.....4.....5	5	
Sub-contractors	If there are participating sub-consultants, are the sub-consultants listed and current in the contract?	Yes=5/No=0/NA=5	5	
Value added	Did consultant provide value added options for cost, schedule, or final product?	1.....2.....3.....4.....5	5	
Professionalism	Did consultant exhibit professionalism and courtesy when dealing with City Staff?	1.....2.....3.....4.....5	5	F&N has delivered in a timely manner on all requests needed.
Professionalism	Did consultant exhibit professionalism and courtesy when dealing with Citizens and the business community?	1.....2.....3.....4.....5.....NA	5	Professional when dealing with various government agencies
Professionalism	Was the quality of work performed to the standards required in the contract?	1.....2.....3.....4.....5	5	
Professionalism	Did the consultant and the consultant's staff perform in a professional manner?	1.....2.....3.....4.....5	5	
Professionalism	Did the consultant's key personnel remain consistent throughout the duration of the project?	1.....2.....3.....4.....5	5	
OVERALL				
Any other issues on the job?				
Additional Comments? No formal contract but very responsive to staff				
			TOTAL POINTS	95
Grade (86-95=A, 76-85=B, 66-75=C, below 66=F)				
			A.....B.....C.....F	

10/1/2014 version

Directions: The lead manager on the contract will complete the form with input from accounts payable and any additional departments affected by the contract. This form must be filled out between 90 and 30 days before contract completion. If the contract is going out for new bid, this form must be completed before solicitation is posted.

*Once the contractor report card is complete, two copies must be created. One copy will be kept in the project folder and the other copy sent to the Purchasing Department for cataloging.

Signature	Project Manager	Date
	Dustin Schubert	5/2/2019