



Contractor Report Card - Professional Services

Name Of Contractor:	Clark Condon	Date Contract Began:	3/13/2017
Contract Number:	3170720	Date Contract Ended:	on going
Name of Project:	Claremont Connector Hike & Bike Trail	Date Report Card Completed:	9/12/2018
Project Number:	PK 1703	Previous Report Card Rating:	N/A

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	Very responsive
Modifications	Number of change orders?		2	
	Consultant recommended change orders		0	
	City recommended change orders		2	Added drainage study.
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	Added sub-consultants with CO
Sub-contractors	Were sub-contractors paid timely without notices filed?	1.....2.....3.....4.....5	5	No notices
ADMINISTRATIVE				
Change of Name	Did the consultant comply with Change of Name requirements?	Yes=5/No=0/NA=5	5	No changes
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	On going
Timeline	Did consultant complete project milestones on time?	1.....2.....3.....4.....5	5	On going
Contract Scope	Did the consultant demonstrate that they comply with the scope of their contract?	1.....2.....3.....4.....5	5	On going
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	
Professionalism	Did consultant exhibit professionalism and courtesy when dealing with Citizens and the business community?	1.....2.....3.....4.....5.....NA	5	Not aware of any interactions
Professionalism	Was the quality of work performed to the standards required in the	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?				On-going negotiations with stakeholders for easements. Having difficulty acquiring easement from VOCC.
Additional Comments?				Centerpoint being very difficult with easements
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.

Lead Manager Signature