



Contractor Report Card - Professional Services

Name Of Contractor:	Huitt-Zollars	Date Contract Began:	5/11/2016
Contract Number:	3170174	Date Contract Ended:	Current
Name of Project:	Downtown Redevelopment Plan	Date Report Card Completed:	10/14/2019
Project Number:	ED1503	Previous Report Card Rating:	91

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	3	not responsive to bid schedule deadlines, and RFI responses during CA
Modifications	Number of change orders?		4	
	Consultant recommended change orders		1	
	City recommended change orders		3	
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	NA
Sub-contractors	Were sub-contractors paid timely without notices filed?	1.....2.....3.....4.....5	5	NA
ADMINISTRATIVE				
Change of Name	Did the consultant comply with Change of Name requirements?	Yes=5/No=0/NA=5	5	NA
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	NA
Timeline	Did consultant complete project milestones on time?	1.....2.....3.....4.....5	3	not meeting milestones
Contract Scope	Did the consultant demonstrate that they comply with the scope of their contract?	1.....2.....3.....4.....5	3	not meeting schedule
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	NA
Value added	Did consultant provide value added options for cost, schedule, or final product?	1.....2.....3.....4.....5	3	Park Ave plans did not meet constructability expectations
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	
Professionalism	Was the quality of work performed to the standards required in the contract?	1.....2.....3.....4.....5	4	responsiveness and quality of plans not meeting standards
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?				
		TOTAL POINTS	85	
Grade (86-95=A, 76-85=B, 66-75=C, below 66=F)		A.....B.....C.....F	B	

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: Jacques Gilbert

Jacques Gilbert



Contractor Report Card-Professional Services

Name Of Contractor: <u>Huitt-Zollars Inc.</u>	Date Contract Began: <u>MTW 4/16/18 2/16/18</u>
Contract Number:	Date Contract Ended: <u>5/4/18</u>
Name of Project: <u>Landing / Rustic Oaks / Magnolia Creek</u>	Date Report Card Completed: <u>10/16/19</u>
Project Number: <u>RE1803C R300891.01</u>	Previous Report Card Rating: <u>N.A.</u>

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

Topic	Questions	Findings	Points	Comments
PRICE LISTS				
Pricing	Was approved pricing honored?	Yes/No	5	
Modifications	Was the contractor responsive to City directed changes to priorities and/or schedule?	1...2...3...4...5	5	
Modifications	Number of change orders?			
	Contractor recommended change orders	0		
	City recommended change orders	0		
Billing	The contractor complying with billing responsibility?	1...2...3...4...5	5	
FINANCIAL				
Bankruptcy	Is the Contractor free from Bankruptcy proceedings?	Yes/No / <u>NA</u>	5	
Billing	Was billing accurate when received from the contractor?	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 <u>NA</u>	5	NA
Sub-contractors	Were sub-contractors paid timely without notices filed?	1...2...3...4...5 <u>NA</u>	5	
ADMINISTRATIVE				
Change of Name	Did the contractor comply with Change of Name requirements?	Yes/No/NA	5	
Administrative	Was the contractor's Contact for Contract Administration information (address/phone/fax/email) correct?	Yes/No	5	
PROJECT (Answer in a scale of 1-5: 1 being below agreed upon standards - 5 being exceeded expectations)				
Timeline	Did contractor complete project in contracted timeframe?	Yes/No	0	4
Timeline	Did contractor complete project milestones on time?	1...2...3...4...5	4	
Contract Scope	Did the contractor demonstrate that they comply with the scope of their contract?	1...2...3...4...5	5	
Sub-contractors	If there are participating sub-contractors, are the sub-contractors listed and current in the contract?	Yes/No/NA	5	
Value added	Did contractor provide value added options for cost, schedule, or final product?	1...2...3...4...5	5	
Professionalism	Did contractor exhibit professionalism and courtesy when dealing with City Staff?	1...2...3...4...5	5	
Professionalism	Did contractor exhibit professionalism and courtesy when dealing with Citizens and the business community?	1...2...3...4...5...NA	5	
Professionalism	Was the quality of work performed to the standards required in the contract?	1...2...3...4...5	5	
Professionalism	Did the contractor and the contractor's staff perform in a professional manner?	1...2...3...4...5	5	
Professionalism	Did the contractor's key personnel remain consistent throughout the duration of the project?	1...2...3...4...5	5	
OVERALL				
Any other issues on the job? <u>stumbled a little at the Public Mtg</u>				
Additional Comments:				
Grade (86-95=A, 76-85=B, 66-75=C, below 66=F)			TOTAL POINTS	89
			A...B...C...F	A

10/1/2014 version

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Lead Manager Signature: 