



Contractor Report Card - Professional Services

Scoring Method
 1-3 are unsatisfactory
 4 is average/satisfactory
 5 is over and above

Name Of Contractor:	ARKK Engineers	Date Contract Began:	FY 19	
Contract Number:	Multiple	Date Contract Ended:	FY 19	
Name of Project:	Multiple	Date Report Card Completed:		
Project Number:	Multiple, Roadway, Sanitary Sewer, Waterlines	Previous Report Card Rating:		
POINTS - 1 through 3 are poor performance, 4 is satisfactory, 5 is over and above (provide comments for backup) unless otherwise noted				
Topic	Questions	Findings	Points	Comments
PRICE LISTS				
Performance	Rate satisfaction with overall performance. (weighted x2)		5	Weighted x2
Performance	Would you recommend this Consultant for future work? (weighted x2)		5	Weighted x2
Performance	Did the Consultant meet the schedule provided in their proposal for design milestones? (weighted x2)		5	Weighted x2
Change Orders	Net number of change orders? (score is zero if city recommended is greater than const. recommended. Negative otherwise.		0	Net - City Recommended minus Construction Recommended
	City recommended change orders			
	Change orders recommended from construction (examples include: design omissions, quantity discrepancies etc...)			
Administration	Was billing accurate when received from the consultant?		4	
Administration	Did the consultant demonstrate that they comply with the scope of their contract?		4	
Performance	Did the consultant meet requirements for milestone submittals as outlined in Exhibit B of the PSA?		4	
Performance	Quality of submittals and attentiveness to correcting comments from user departments (weighted x2)		4	Weighted x2
Performance	Did consultant provide value added options for cost, schedule, or final product?		4	
Performance	Early and accurate Right-of-Way identification		4	
Professionalism	Was the consultant responsive to City directed changes to priorities and/or schedule?		4	
Professionalism	Did consultant exhibit professionalism and courtesy when dealing with Citizens and the business community?		5	
Professionalism	Did the consultant and the consultant's staff perform in a professional manner? Promptly return calls, emails and responsive to requests.		5	
Bid	Quality of Bid Documents (quantity accuracy etc...)		4	
Construction Admin	Response to RFI's timely, accurate and complete		4	
Construction Admin	Consultant attended monthly site visits and documented meetings appropriately.		4	
Closeout	As Built Drawings compiled accurately and supplied to the City.		4	
OVERALL				
Any other issues on the job?				
		TOTAL POINTS	88	
Grade (100-90=A, 89-80=B, 79-70=C, below 69=F)		A.....B.....C.....F	B	

05/01/2019 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
		1/21/2020