



Contractor Report Card - Professional Services

Name Of Contractor:	Burditt Consultants	Date Contract Began:	5/14/2018
Contract Number:	3180421	Date Contract Ended:	ongoing
Name of Project:	Highway 270 Boat Ramp Design	Date Report Card Completed:	4/24/2019
Project Number:	PK1804	Previous Report Card Rating:	NA

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	See Change Orders below
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?		2	
	Consultant recommended change orders		1	Kayak Launch added to scope so CO required
	City recommended change orders		1	COLC had prelim design + added final as CO #1
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	NA
Billing	Was billing accurate when received from the consultant?	1.....2.....3.....4.....5	5	Yes
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	3	No sub consultant info but not required in contract
Sub-contractors	Were sub-contractors paid timely without notices filed?	1.....2.....3.....4.....5	5	No information on this
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	Yes
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	ongoing but deadlines met
Timeline	Did consultant complete project milestones on time?	1.....2.....3.....4.....5	5	Yes; kept track as well as I did
Contract Scope	Did the consultant demonstrate that they comply with the scope of their contract?	1.....2.....3.....4.....5	5	Yes
Sub-contractors	If there are participating sub-consultants, are the sub-consultants listed and current in the contract?	Yes=5/No=0/NA=5	0	
Value added	Did consultant provide value added options for cost, schedule, or final product?	1.....2.....3.....4.....5	4	Some
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	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	so far
OVERALL				
Any other issues on the job?				
Additional Comments?				
		TOTAL POINTS	86	
Grade (86-95=A, 76-85=B, 66-75=C, below 66=F)		A.....B.....C.....F	A	

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



Contractor Report Card - Professional Services

Name Of Contractor:	Burditt	Date Contract Began:	4/26/2018
Contract Number:	3180387	Date Contract Ended:	Ongoing
Name of Project:	Hike and Bike Trails Wayfinding	Date Report Card Completed:	4/23/2019
Project Number:	PK1701	Previous Report Card Rating:	81

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?		1	
	Consultant recommended change orders		0	
	City recommended change orders		1	
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	Ongoing project
Timeline	Did consultant complete project milestones on time?	1.....2.....3.....4.....5	5	Yes multiple meetings and changes and has completed each one of them on time.
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	
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	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?				
		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