



Contractor Report Card - Professional Services

| | | | |
|---------------------|----------------------------------|------------------------------|-----------|
| Name Of Contractor: | Terracon | Date Contract Began: | 6/27/2017 |
| Contract Number: | 3180020 | Date Contract Ended: | 3/30/2018 |
| Name of Project: | Asphalt Rehabilitation Package 2 | Date Report Card Completed: | 4/24/2019 |
| Project Number: | RE 1704A | Previous Report Card Rating: | 89 |

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 | Under budget |
| Modifications | Was the consultant responsive to City directed changes to priorities and/or schedule? | 1.....2.....3.....4.....5 | 5 | Worked very well with contractor on schedule |
| 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 | Very cooperative |
| FINANCIAL | | | | |
| Bankruptcy | Is the consultant free from Bankruptcy proceedings? | Yes=5/No=0/NA=5 | 5 | none known |
| 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 | none known |
| Administrative | Was the consultant's Contact for Contract Administration information (address/phone/fax/email) correct? | Yes=5/No=0/NA=5 | 5 | No changes |
| 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 | Appears to be very competent |
| 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 | Professional has worked with COLC for many years. Kinks have been worked out and procedure works very smoothly |
| Professionalism | Did consultant exhibit professionalism and courtesy when dealing with City Staff? | 1.....2.....3.....4.....5 | 5 | very professional |
| Professionalism | Did consultant exhibit professionalism and courtesy when dealing with Citizens and the business community? | 1.....2.....3.....4.....5.....NA | 5 | No known interactions |
| 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 | very professional |
| 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



Contractor Report Card - Professional Services

| | | | |
|---------------------|--------------------------------------|------------------------------|-----------|
| Name Of Contractor: | Terracon | Date Contract Began: | 2/22/2019 |
| Contract Number: | 3190301 | Date Contract Ended: | Ongoing |
| Name of Project: | Downtown Redevelopment - Park Avenue | Date Report Card Completed: | 4/24/2019 |
| Project Number: | ED1503 | Previous Report Card Rating: | 89 |

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 | |
| 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.

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Lead Manager Signature



Contractor Report Card - Professional Services

| | | | |
|---------------------|---------------------------|------------------------------|------------|
| Name Of Contractor: | Terracon Consultants Inc. | Date Contract Began: | 10/18/2018 |
| Contract Number: | 3190215 | Date Contract Ended: | 12/31/2019 |
| Name of Project: | Fire Station #6 | Date Report Card Completed: | 4/24/2019 |
| Project Number: | FR1701 | 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 | |
| Modifications | Number of change orders? | | 1 | |
| | Consultant recommended change orders | | 1 | |
| | City recommended change orders | | 0 | |
| Billing | The consultant complying with billing responsibility? | 1.....2.....3.....4.....5 | 3 | There were invoicing where services were billed, but not fully completed. |
| 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 | 4 | |
| 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 | 4 | |
| 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 | 3 | See Note in "overall comment" section |
| 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 | |
| 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? | | | | Terracon attended meetings at the beginning unnecessarily that ate into the contract. The information shared in the site meetings could have been communicated, via phone or email. |
| Additional Comments? | | | | |
| | | TOTAL POINTS | 87 | |
| Grade (86-95=A, 76-85=B, 66-75=C, below 66=F) | | A.....B.....C.....F | | |

10/1/2014 version

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Department for cataloging.

Lead Manager Signature



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| | | | |
|---------------------|----------------|------------------------------|------------|
| Name Of Contractor: | Terracon | Date Contract Began: | 10/18/2018 |
| Contract Number: | 3190215 | Date Contract Ended: | current |
| Name of Project: | Fire Station 6 | Date Report Card Completed: | 4/24/2019 |
| Project Number: | FR1701 | 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 | |
| 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? | | | |
| | Consultant recommended change orders | | | |
| | City recommended change orders | | | |
| 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 | |
| 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 | NA |
| 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 | A | |

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Lead Manager Signature: Jacques Gilbert