



Contractor Report Card - Professional Services

Name Of Contractor:	ARKK Engineers	Date Contract Began:	11/1/2016
Contract Number:	3170334	Date Contract Ended:	5/31/2019
Name of Project:	St Christopher Reconstruction	Date Report Card Completed:	4/23/2019
Project Number:	RE1702D	Previous Report Card Rating:	

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		10	time extensions
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	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

Anthony T. Iltis



Contractor Report Card - Professional Services

Name Of Contractor:	ARKK Engineering	Date Contract Began:	3/10/2017
Contract Number:	3170735	Date Contract Ended:	11/30/2019
Name of Project:	Newport Sidewalk	Date Report Card Completed:	9/12/2018
Project Number:	WT 1302A	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 contractor responsive to City directed changes to priorities and/or schedule?	1....2....3....4....5	5	Project went out and in of CIP list. Has done very well with shifting priorities
Modifications	Number of change orders?		2	
	Contractor recommended change orders			
	City recommended change orders		2	COLC added Sidewalk & FM518/SH3 WL
Billing	The contractor complying with billing responsibility?	1....2....3....4....5	5	
FINANCIAL				
Bankruptcy	Is the Contractor free from Bankruptcy proceedings?	Yes=5/No=0/NA=5	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	5	
Sub-contractors	Were sub-contractors paid timely without notices filed?	1....2....3....4....5	5	No notices
ADMINISTRATIVE				
Change of Name	Did the contractor comply with Change of Name requirements?	Yes=5/No=0/NA=5	5	N/A
Administrative	Was the contractor'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 contractor complete project in contracted timeframe?	Yes=5/No=0/NA=5	5	Complied with COLC changes
Timeline	Did contractor complete project milestones on time?	1....2....3....4....5	5	Very aware of milestones
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=5/No=0/NA=5	5	
Value added	Did contractor provide value added options for cost, schedule, or final product?	1....2....3....4....5	5	Constantly discussing alternate methods
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	Not aware of any 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	
Professionalism	Did the consultant's key personnel remain consistent throughout the duration of the project?	1....2....3....4....5	5	Kilambi always has a hand in projects
OVERALL				
Any other issues on the job?				
Additional Comments?				Kilambi does a great job of staying on the contractor for schedule and staying ahead of issues.
		TOTAL POINTS	95	
Grade (86-95=A, 76-85=B, 66-75=C, below 66=F)		A....B....C....F		

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