



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.

*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:	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



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		

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