CITY OF LEAGUE CITY VENDOR REPORT CARD

Professional Services

Engineering, Construction Materials Testing, Surveying, Environmental, Etc.

HR Green, Inc.

Project Name:	**Main Street Sidewalk Improvements - Iowa - Texas Ave.**	**Date Contract Began:**	**5/30/2023**
Contract Number:	**3240334**	**Date Contract Ended:**	**8/30/2024**
Project Number:	**RE 2301A**	**Date Report Card Completed:**	**8/14/2024**
		Previous Report Card Rating:	**N/A**

SCORING METHOD:	Below Contractual Expectations	1 - 3
	Met Contractual Expectations	4
	Exceeded Contractual Expectatio	5

Cells in 'blue' highlight MUST be completed

Evaluation Criteria	Score
A. PERFORMANCE AND PROFESSIONALISM	
1. Satisfaction with Overall Performance.	4
2. Would you recommend this Consultant for future projects?	4
3. Consultant was knowledgeable, competent and professional?	4
4. Consultant was responsive to City directed changes to priorities and/or schedule?	4
5. Consultant exhibited professionalism, courtesy and respect toward Citizens and City Staff?	5
6. Consultant exhibited professionalism, courtesy and respect toward Business Community?	4
7. Consultant demonstrated they complied with the Scope of their contract?	4
8. Consultant attended required project meetings and documented the meetings accordingly?	4
9. Consultant attended required site visits and submitted documents accordingly?	4
10. Consultant provided adequate project staffing, supervision and quality control?	4
Comments: *Attended monthly site visits. PM and contractor adjusted design in the field to expedite schedule. Gave summary to consultant for reference.*	
Total Vendor Responsiveness:	**41**
B. QUALITY AND DELIVERY	
1. Consultant met the project milestones in schedule provided?	4
2. Consultant completed the contract on time?	4
3. Consultant responded to communications/questions in a timely manner?	5
4. Information provided was reliable and accurate?	5
5. Quality of deliverables was satisfactory?	5
6. Data and documents provided in a format compatible with City resources?	5
7. Data and documents provided in a secure and confidential manner?	5
Comments: *Final submission was about a month behind. Had 2 90% submissions. City review took a little longer than original schedule.*	
Total Vendor Quality and Delivery:	**33**
C. FINANCIAL	
1. Amendment(s) (scope and fee) to contract, if needed, was accurate and fair?	3
2. Invoices were accurate and timely?	4
3. Responsiveness to billing requests?	4
Comments: *Submitted a CO for additional time of reviewing RFIs.*	
Total Financial:	**11**
Average Score:	**4.25**
Total Vendor Score:	**85.00**

Would you hire them again? ☑ **Yes** ☐ **No**

List positives or negatives that stood out on the job:

DIRECTIONS:
1. **Form must be completed within 30 days of contract completion.**
2. **Lead Project Manager on contract will complete the form with input from Accounts Payable and any other departmens affected by contract.**
3. **One copy of report card to be kept in project folder; send copy to Purchasing.**
4. **If contract is not being renewed and/or is being terminated due to performance issues, send copy of report card to the contractor.**

Scott Tuma — 8/14/2024

Date