



CITY OF LEAGUE CITY VENDOR REPORT CARD

Professional Services

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

LJA Engineering, Inc.

Project Name: Bayridge Flood Reduction - Phase 2

Contract Number: 3200303

Project Number: DR2005

Date Contract Began: 11/25/2019

Date Contract Ended: 12/31/2024

Date Report Card Completed: 11/25/2014

Previous Report Card Rating: 05/30/24

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

Cells in 'blue' highlight MUST be completed

Evaluation Criteria		Score
A. PERFORMANCE AND PROFESSIONALISM		
1. Satisfaction with Overall Performance.		3
2. Would you recommend this Consultant for future projects?		3
3. Consultant was knowledgeable, competent and professional?		3
4. Consultant was responsive to City directed changes to priorities and/or schedule?		3
5. Consultant exhibited professionalism, courtesy and respect toward Citizens and City Staff?		3
6. Consultant exhibited professionalism, courtesy and respect toward Business Community?		3
7. Consultant demonstrated they complied with the Scope of their contract?		3
8. Consultant attended required project meetings and documented the meetings accordingly?		3
9. Consultant attended required site visits and submitted documents accordingly?		3
10. Consultant provided adequate project staffing, supervision and quality control?		3
Comments:		

Total Vendor Responsiveness: 30

B. QUALITY AND DELIVERY		
1. Consultant met the project milestones in schedule provided?		3
2. Consultant completed the contract on time?		3
3. Consultant responded to communications/questions in a timely manner?		3
4. Information provided was reliable and accurate?		3
5. Quality of deliverables was satisfactory?		3
6. Data and documents provided in a format compatible with City resources?		3
7. Data and documents provided in a secure and confidential manner?		3
Comments:		

Total Vendor Quality and Delivery: 21

C. FINANCIAL		
1. Amendment(s) (scope and fee) to contract, if needed, was accurate and fair?		3
2. Invoices were accurate and timely?		3
3. Responsiveness to billing requests?		3
Comments:		

Total Financial: 9

Average Score: 3.00

Total Vendor Score: 60.00

Would you hire them again? ☒ Yes ☐ No

List positives or negatives that stood out on the job: Although the design documents for the project were completed by LJA Engineering in a timely manner, project staff experienced challenges in receiving timely responses to inquiries and requests for clarification. Coordination efforts were often delayed due to prolonged response times, which impacted the project's ability to move forward efficiently. Despite repeated follow-ups, obtaining necessary input or direction in a prompt manner proved difficult, occasionally affecting the team's ability to adhere to critical milestones. This underscores the importance of responsive communication throughout all phases of design and implementation to support project success.

DIRECTIONS:

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

Jaime Dino

11/25/2024

Date