



CITY OF LEAGUE CITY VENDOR REPORT CARD

Professional Services

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

Ardurra

Project Name: DSWWTP Improvements

Contract Number: _____

Project Number: WW2103

Date Contract Began: 5/24/2022

Date Contract Ended: 4/23/2024

Date Report Card Completed: 5/30/2024

Previous Report Card Rating: _____

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.		4
2. Would you recommend this Consultant for future projects?		N/A
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?		4
6. Consultant exhibited professionalism, courtesy and respect toward Business Community?		N/A
7. Consultant demonstrated they complied with the Scope of their contract?		4
8. Consultant attended required project meetings and documented the meetings accordingly?		5
9. Consultant attended required site visits and submitted documents accordingly?		5
10. Consultant provided adequate project staffing, supervision and quality control?		4
Comments:		

Total Vendor Responsiveness: 34

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?		4
4. Information provided was reliable and accurate?		4
5. Quality of deliverables was satisfactory?		4
6. Data and documents provided in a format compatible with City resources?		4
7. Data and documents provided in a secure and confidential manner?		4
Comments:		

Total Vendor Quality and Delivery: 28

C. FINANCIAL		
1. Amendment(s) (scope and fee) to contract, if needed, was accurate and fair?		4
2. Invoices were accurate and timely?		4
3. Responsiveness to billing requests?		N/A
Comments:		

Total Financial: 8

Average Score: 4.12

Total Vendor Score: 82.35

Would you hire them again? ☒ Yes ☐ No

List positives or negatives that stood out on the job:

Project proceeded well. Ardura attended on-site meetings as needed and worked through minor additions to the scope.

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.

Marcos Garcia

5/30/2024

Date