



CITY OF LEAGUE CITY VENDOR REPORT CARD

Professional Services

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

Birkhoff, Hendricks, Carter, LLP

Project Name:	Harbour Park 1 Lift Station Feasibility Study	Date Contract Began:	2/3/2023
Contract Number:	3230262	Date Contract Ended:	6/25/2023
Project Number:	WW 2203	Date Report Card Completed:	8/14/2023
		Previous Report Card Rating:	NA

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?		5
3. Consultant was knowledgeable, competent and professional?		5
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?		N/A
7. Consultant demonstrated they complied with the Scope of their contract?		5
8. Consultant attended required project meetings and documented the meetings accordingly?		N/A
9. Consultant attended required site visits and submitted documents accordingly?		5
10. Consultant provided adequate project staffing, supervision and quality control?		5
Comments:		

Total Vendor Responsiveness: 38

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?		5
7. Data and documents provided in a secure and confidential manner?		5
Comments:		

Total Vendor Quality and Delivery: 30

C. FINANCIAL		
1. Amendment(s) (scope and fee) to contract, if needed, was accurate and fair?		N/A
2. Invoices were accurate and timely?		5
3. Responsiveness to billing requests?		N/A
Comments:		

Total Financial: 5

Average Score: 4.56

Total Vendor Score: 91.25

Would you hire them again? ☒ Yes ☐ No

List positives or negatives that stood out on the job:	BHC did a good job of analyzing exist condition of the lift station. They provided good scope of work and cost estimate for the improvements. They addressed City's comments adequately. They had a good understanding of the project and City's expectations and goals for the project.
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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.

Susan Oyler

8/14/2023

Date