



CITY OF LEAGUE CITY VENDOR REPORT CARD

Professional Services

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

Geotech Engineering & Testing

Project Name:	Hometown Heroes Park 5K Loop	Date Contract Began:	7/26/2021
Contract Number:	3210426	Date Contract Ended:	4/1/2022
Project Number:	PK1803	Date Report Card Completed:	7/1/2024
		Previous Report Card Rating:	n/a

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?		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?		4
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?		N/A
9. Consultant attended required site visits and submitted documents accordingly?		4
10. Consultant provided adequate project staffing, supervision and quality control?		4
Comments:	CMT firm overall work and service was satisfactory.	

Total Vendor Responsiveness: 36

B. QUALITY AND DELIVERY		
1. Consultant met the project milestones in schedule provided?		N/A
2. Consultant completed the contract on time?		N/A
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:	Quality of correspondence and reporting was satisfactory and thorough throughout the project duration.	

Total Vendor Quality and Delivery: 20

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?		5
Comments:	Project was complete under budget. Geotech billed accordingly and as a result, the contract was fulfilled and under budget.	

Total Financial: 10

Average Score: 4.13

Total Vendor Score: 82.50

Would you hire them again? ☒ Yes ☐ No

List positives or negatives that stood out on the job:	Overall Geotech Engineering firm provided the City with satisfactory performance throughout the project's duration.
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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.

Jaime Dino

7/1/2024

Date