



CITY OF LEAGUE CITY VENDOR REPORT CARD

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

Quorum Architects

| | | | |
|------------------|---|------------------------------|-----------|
| Project Name: | PWOC Restrooms and Locker Room Improvements | Date Contract Began: | 3/5/2023 |
| Contract Number: | 3230296 | Date Contract Ended: | TBD |
| Project Number: | FM2302 | Date Report Card Completed: | 9/10/2024 |
| | | Previous Report Card Rating: | N/A |

| | | |
|------------------------|---------------------------------|-------|
| | Below Contractual Expectations | 1 - 3 |
| <u>SCORING METHOD:</u> | 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: | <i>Have no knowledge of consultant dealing with business community. Working with Trevor was great. With his site visits, he would document issues and bring them up to the contractor before notifying me of issues.</i> |
| 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? | 5 |
| 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? | 5 |
| 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: | <i>Excluding City reviews, consultant completed design in 117 of 120 day contract.</i> |
| Total Vendor Quality and Delivery: | |
| | 30 |

| | |
|--|---|
| 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? | 4 |
| Comments: | <i>No design change orders. Construction Cos were City initiated.</i> |
| Total Financial: | |
| | 12 |

| | |
|----------------------------|--------------|
| Average Score: | |
| | 4.15 |
| Total Vendor Score: | |
| | 83.00 |

Would you hire them again? Yes No

| | |
|---|--|
| <i>List positives or negatives that stood out on the job:</i> | <i>Consultant worked very well with City staff and contractor.</i> |
|---|--|

- 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.

Scott Tuma
Senior Project Manager

9/10/2024
Date