

**Approving a resolution authorizing
and adopting the implementation
of a Vendor Performance Evaluation
Program for Capital projects.**



Vendor Performance Evaluation

Provides a uniform method of evaluating, tracking and reporting vendor performance

Consultants

- Performance history
- Project and contract management
- Consultant Recognition

Contractors

- Competitive Sealed Proposals
- Invitation for Bid (Low Bid)
- Past performance
- Evaluations



Vendor Performance

Project Team

- City Project Manager or designee
- Vendor staff
- Sub-contractors and/or suppliers on project

Contract Administration

- Review evaluation guidelines
- Reviews contract requirements
- Maintains records

Evaluation use

- Evaluations considered in the award of future contracts



When to Conduct Evaluations

Professional Services*

- Professional Services
 - End of Design/Construction
 - Project Completion
- Rotation Lists
 - End of Design/Construction
 - Project Completion
- Testing Rotation List
 - Twice a Year
 - Geotech – Project Completion

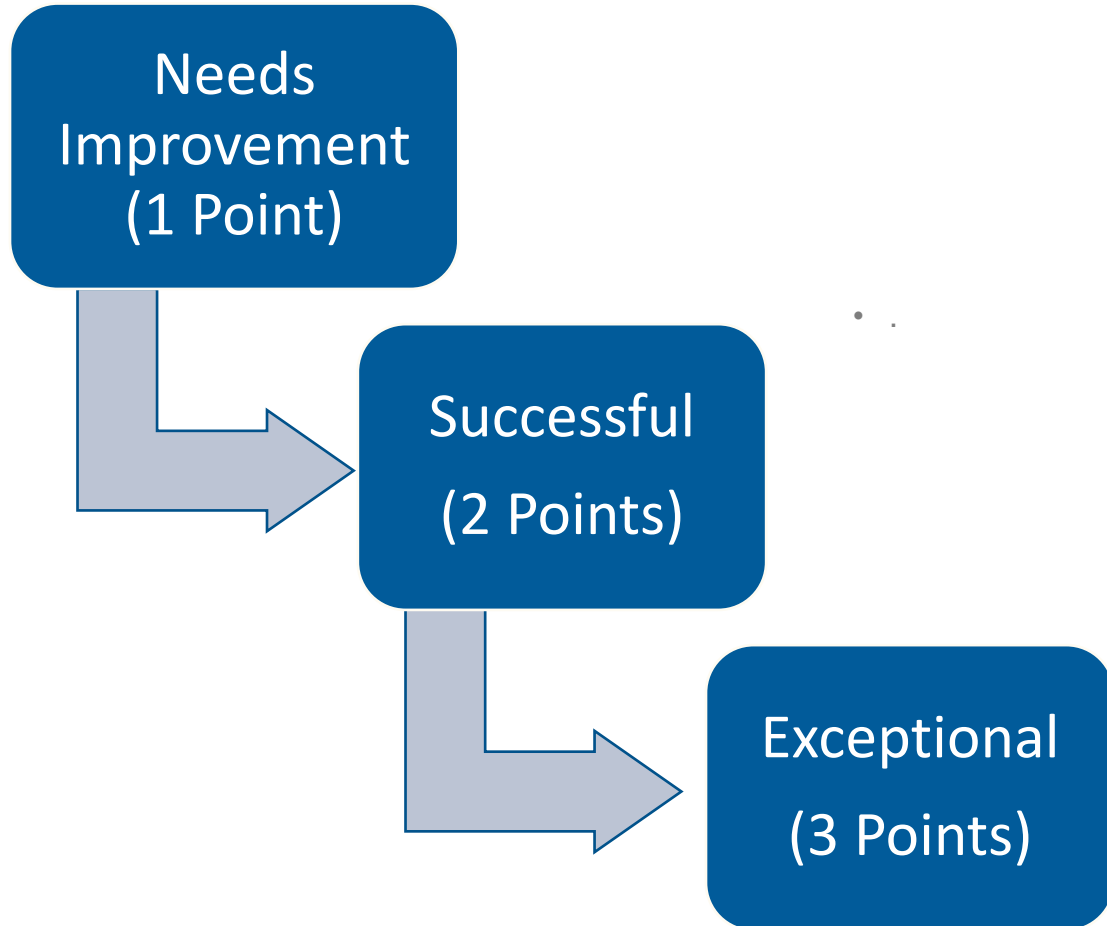
Contractors*

- Construction Manager at Risk
 - End of Construction
- Competitive Sealed Proposal
 - Project
 - End of Construction
- Low Bid
 - End of Construction

*Interim evaluations can be prepared as deemed necessary



Consultant/Contractor Evaluation Items Scored



Criteria	
Schedule	Budget Control
Quality	Invoicing/Payment
Deliverables	Regulatory Compliance
Availability	Project Management
Communication	Historically Underutilized Business (HUB)
Wage Compliance*	Safety and Protection*

*Contractor Specific



Vendor Rebuttal and Appeal Process

Rebuttal

- Vendor can rebut the evaluated score
- Outcome of meeting provided within 5 days
- Firm may appeal score

Appeal

- Vendor has the ability to appeal rebuttal
- Written intent to appeal must be done within 4 days
- Final outcome provided within 10 days



Questions?

