



**DEPARTMENT OF PURCHASING &  
CONTRACT COMPLIANCE**

**CONTRACTORS PERFORMANCE REPORT**

**PROFESSIONAL SERVICES**

Report Period Start	Report Period End	Contract Period Start	Contract Period End
03-01-22	06-30-22	01-01-22	12-31-22
Purchaser Order Number		Purchase Order Date	
DO 520 0607220000000000844		071522	
Department			
DREAM Building Construction			
Bid Number		Service Commodity	
20RFP1244887K-BKJ		Architectural and Engineering Services	
Contractor			
Sizemore Group, LLC			
<b>Performance Rating</b>			
0 = Unsatisfactory	Archives contract requirements less than 50% of the time not responsive, effective and/or efficient; unacceptable delay; incompetence; high degree of customer dissatisfaction.		
1 = Poor	Archives contract requirements 70% of the time. Marginally responsive, effective and/or efficient; delays require significant adjustments to programs; key employees marginally capable; customer somewhat satisfied.		
2 = Satisfactory	Archives contract requirements 80% of the time. Generally responsive, effective and/or efficient; delays are excusable and/or results in minor programs adjustments; employees are capable and satisfactorily providing service without intervention; customers indicate satisfaction.		
3 = Good	Archives contract requirements 90% of the time. Usually responsive; effective and/or efficient; delays have not impact on programs/mission; key employees are highly competent and seldom require guidance; customers are highly satisfied		
4 = Excellent	Archives contract requirements 100% of the time. Immediately responsive; highly efficient and/or effective; no delays; key employees are experts and require minimal directions; customers expectations are exceeded.		
1. Quality of Goods/Services		(Specification Compliance – Technical Excellence – Reports/Administration – Personnel Qualification)	
<input type="radio"/>	0	Comments: Sizemore developed a work plan and followed very closely. They utilize competent consultants and provide timely responses to inquiries.	
<input type="radio"/>	1		
<input type="radio"/>	2		
<input checked="" type="radio"/>	3		
<input type="radio"/>	4		
2. Timeliness of Performance		(Were Milestones Met Per Contract – Response Time (per agreement, if applicable) – Responsiveness to Directions/ Change – On Time Completion Per Contract)	
<input type="radio"/>	0	Comments: Sizemore has met most of the milestones as scheduled and has been responsive to confirmation or changes in direction. On time completion is anticipated.	
<input type="radio"/>	1		
<input type="radio"/>	2		
<input checked="" type="radio"/>	3		
<input type="radio"/>	4		

3. Business Relations		(Responsiveness to Inquires – Prompt Problem Notifications)
<input type="radio"/>	0	Comments: Sizemore has clearly communicated findings and challenges that might impact the original scope a timely manner. They have also worked with the County to identify options to approach resolutions. Sizemore displays excellent business relations and always responsive to customer needs.
<input type="radio"/>	1	
<input type="radio"/>	2	
<input type="radio"/>	3	
<input checked="" type="radio"/>	4	
4. Customer Satisfaction		(Met User Quality Expectations – Met Specification – Within Budget – Proper Invoicing – No Substitutions)
<input type="radio"/>	0	Comments: Sizemore is very professional. The team works well to meet fee proposal budgets as well as effectively managing timely scope of work deliverables.
<input type="radio"/>	1	
<input type="radio"/>	2	
<input type="radio"/>	3	
<input checked="" type="radio"/>	4	
5. Contractors Key Personnel		(Credentials/Experience Appropriate – Effective Supervision/Management – Available as Needed)
<input type="radio"/>	0	Comments: Employees are knowledgeable, capable and satisfactorily provide service without intervention. Principal ensures direction of deliverables aligns with the County goals and clearly communicates with team to ensure effective performance.
<input type="radio"/>	1	
<input type="radio"/>	2	
<input type="radio"/>	3	
<input checked="" type="radio"/>	4	

Overall Performance Rating	3.60	Date	7-25-22
Would you select/recommend this vendor again?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Rating completed by:	Khandi Flowers / Bill Mason		
Department Head Name:	Joseph Davis		
Department Head Signature	<i>Joseph Davis</i>		

After completing the form:  
 Submit to Purchasing  
 Print a copy for your records  
 Save the form

Submit

Print

Save



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CONTRACT COMPLIANCE**

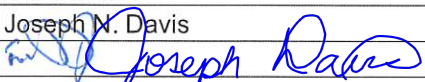
**CONTRACTORS PERFORMANCE REPORT**

**PROFESSIONAL SERVICES**

Report Period Start	Report Period End	Contract Period Start	Contract Period End
03-01-22	06-30-22	01-01-22	12-31-22
Purchaser Order Number		Purchase Order Date	
WF2022-187		5/10/22	
Department			
DREAM Building Construction			
Bid Number		Service Commodity	
20RFP1244887K-BKJ		Architectural and Engineering Services	
Contractor			
William Russell Johnson			
<b>Performance Rating</b>			
0 = Unsatisfactory	Archives contract requirements less than 50% of the time not responsive, effective and/or efficient; unacceptable delay; incompetence; high degree of customer dissatisfaction.		
1 = Poor	Archives contract requirements 70% of the time. Marginally responsive, effective and/or efficient; delays require significant adjustments to programs; key employees marginally capable; customer somewhat satisfied.		
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3 = Good	Archives contract requirements 90% of the time. Usually responsive; effective and/or efficient; delays have not impact on programs/mission; key employees are highly competent and seldom require guidance; customers are highly satisfied		
4 = Excellent	Archives contract requirements 100% of the time. Immediately responsive; highly efficient and/or effective; no delays; key employees are experts and require minimal directions; customers expectations are exceeded.		
1. Quality of Goods/Services		(Specification Compliance – Technical Excellence – Reports/Administration – Personnel Qualification)	
<input type="radio"/> 0	Achieves contract requirements 100%of the time. Immediately responsive; highly efficient and/or effective; no delays; key employees are experts and require minimal directions; customers expectations are exceeded		
<input type="radio"/> 1			
<input type="radio"/> 2			
<input type="radio"/> 3			
<input checked="" type="radio"/> 4			
2. Timeliness of Performance		(Were Milestones Met Per Contract – Response Time (per agreement, if applicable) – Responsiveness to Directions/ Change – On Time Completion Per Contract)	
<input type="radio"/> 0	Achieves contract requirements 100%of the time. Immediately responsive; highly efficient and/or effective; no delays; key employees are experts and require minimal directions; customers expectations are exceeded		
<input type="radio"/> 1			
<input type="radio"/> 2			
<input type="radio"/> 3			
<input checked="" type="radio"/> 4			



3. Business Relations		(Responsiveness to Inquires – Prompt Problem Notifications)
<input type="radio"/>	0	Achieves contract requirements 100%of the time. Immediately responsive; highly efficient and/or effective; no delays; key employees are experts and require minimal directions; customers expectations are exceeded.
<input type="radio"/>	1	
<input type="radio"/>	2	
<input type="radio"/>	3	
<input checked="" type="radio"/>	4	
4. Customer Satisfaction		(Met User Quality Expectations – Met Specification – Within Budget – Proper Invoicing – No Substitutions)
<input type="radio"/>	0	Achieves contract requirements 100%of the time. Immediately responsive; highly efficient and/or effective; no delays; key employees are experts and require minimal directions; customers expectations are exceeded
<input type="radio"/>	1	
<input type="radio"/>	2	
<input type="radio"/>	3	
<input checked="" type="radio"/>	4	
5. Contractors Key Personnel		(Credentials/Experience Appropriate – Effective Supervision/Management – Available as Needed)
<input type="radio"/>	0	Achieves contract requirements 100%of the time. Immediately responsive; highly efficient and/or effective; no delays; key employees are experts and require minimal directions; customers expectations are exceeded
<input type="radio"/>	1	
<input type="radio"/>	2	
<input type="radio"/>	3	
<input checked="" type="radio"/>	4	

Overall Performance Rating	4.00	Date	7/20/22
Would you select/recommend this vendor again?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Rating completed by:	Freddie robinson		
Department Head Name:	Joseph M. Davis		
Department Head Signature			



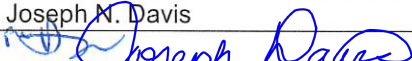
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03-01-22	06-30-22	01-01-22	12-31-22
Purchaser Order Number		Purchase Order Date	
520 05252200000000000780		5/25/22	
Department			
DREAM Building Construction			
Bid Number		Service Commodity	
20RFP1244887K-BKJ		Architectural and Engineering Services	
Contractor			
Khafra Engineering			
<b>Performance Rating</b>			
0 = Unsatisfactory	Archives contract requirements less than 50% of the time not responsive, effective and/or efficient; unacceptable delay; incompetence; high degree of customer dissatisfaction.		
1 = Poor	Archives contract requirements 70% of the time. Marginally responsive, effective and/or efficient; delays require significant adjustments to programs; key employees marginally capable; customer somewhat satisfied.		
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1. Quality of Goods/Services		(Specification Compliance – Technical Excellence – Reports/Administration – Personnel Qualification)	
<input type="radio"/> 0	Comments: Design lead has provided Good administration. As this Designer has only been engaged for 90 days as part of a joint-venture, documents were generated by sub-consultant in a responsive and timely manner.		
<input type="radio"/> 1			
<input type="radio"/> 2			
<input checked="" type="radio"/> 3			
<input type="radio"/> 4			
2. Timeliness of Performance		(Were Milestones Met Per Contract – Response Time (per agreement, if applicable) – Responsiveness to Directions/ Change – On Time Completion Per Contract)	
<input type="radio"/> 0	Comments: Designer has been responsive. They have met most of the milestones with a very few exceptions. Designer has been responsive to the many changes which were evolving as part of the Gordon-Joyner Bridge Roof and Waterproofing Repair project and have been flexible during design to unforeseen changes thus far.		
<input type="radio"/> 1			
<input type="radio"/> 2			
<input checked="" type="radio"/> 3			
<input type="radio"/> 4			

3. Business Relations		(Responsiveness to Inquires – Prompt Problem Notifications)
<input type="radio"/>	0	Comments: Most often, designer has been responsive and highly efficient and prompt. Thus far, when notified of, changing request from the County, this designer will investigate and advise of findings and next steps. Follow up has been very good.
<input type="radio"/>	1	
<input type="radio"/>	2	
<input type="radio"/>	3	
<input checked="" type="radio"/>	4	
4. Customer Satisfaction		(Met User Quality Expectations – Met Specification – Within Budget – Proper Invoicing – No Substitutions)
<input type="radio"/>	0	Comments Project has just began. To date the design team has met quality expectations. In the early stages of the project (only 90 days), document production has been limited.
	1	
<input type="radio"/>	2	
<input checked="" type="radio"/>	3	
<input type="radio"/>	4	
5. Contractors Key Personnel		(Credentials/Experience Appropriate – Effective Supervision/Management – Available as Needed)
<input type="radio"/>	0	Comments: To date the key personnel are effective supervisors. The designer has met design requirements. Once in construction, we will have an opportunity to evaluate their ability to provide submittal review, response to rfi's, inspections and observation reports as well as meeting minutes and examination of changes required.
<input type="radio"/>	1	
<input type="radio"/>	2	
<input checked="" type="radio"/>	3	
<input type="radio"/>	4	

Overall Performance Rating	3.20	Date	7/25/22
Would you select/recommend this vendor again?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Rating completed by:	Michelle Cox		
Department Head Name:	Joseph N. Davis		
Department Head Signature			





## INTEROFFICE MEMORANDUM

**TO:** Felicia Strong-Whitaker, Director, Purchasing and Contract Compliance

**FROM:** Joseph Davis, Director, DREAM 

**DATE:** August 03, 2022

**SUBJECT:** Contractor's Performance Report – CBRE/HEERY + Russell

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The Contractor listed below has not received an evaluation due to unavailability of assigned projects at this time. Once a project is assigned and completed, then a complete performance evaluation will be done by the Department Representative (Project Manager).

**PROJECT:** Standby Professional Services for Architecture and Engineering

**PROJECT NO.:** 20RFP124887K-BKJ

**CONTRACTOR:** CBRE | HEERY + Russell  
3550 Lenox Road, Suite 2300  
Atlanta, GA 30326

**POC:** Ms. Heather McKeen

**PHONE:** (404) 504-7900

**EMAIL:** Heather.McKeen@cbre.com

If you have any questions, please contact Harry Jordan at (404) 612-5933

JD/TD/SB/BM/haj

**C:** Bill Mason, Facilities Project Manager, DREAM  
Sam Bakare, Construction Administrator, DREAM