



**DEPARTMENT OF PURCHASING &  
CONTRACT COMPLIANCE**

**CONTRACTORS PERFORMANCE REPORT**

**PROFESSIONAL SERVICES**

Report Period Start	Report Period End	Contract Period Start	Contract Period End
1/1/2021	6/30/2021	1/1/2021	12/31/2021
Purchaser Order Number		Purchase Order Date	
050521-0628		5/5/2021	
Department			
Real Estate and Asset Management			
Bid Number		Service Commodity	
20RFP124887K-BKJ		Standby Professional Services for Architectural and Engineering	
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	Achieves contract requirements 100% of the time. Sizemore Group provide excellent services and their personnel are very responsive to every project. Their staff are very knowledgeable, qualified and technically sound.		
<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. Sizemore Group have met and exceeded every project requirement, time lines and milestones. Their staff are very adaptable and flexible to changes and maintain project momentum		
<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. Sizemore Group business relationship and communication with customers are excellent. Their staff are very responsive to customers' needs and expectations.
<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. Sizemore Group have been exceptional when meeting customer's satisfactions and expectations. Customers are very pleased with their design plans, specifications and attention to details. Outstanding professional services firm.
<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. Sizemore Group key personnel are very highly efficient, effective and professional at all times with the customer. Sizemore is always available and exceeds customers' expectation.
<input type="radio"/>	1	
<input type="radio"/>	2	
<input type="radio"/>	3	
<input checked="" type="radio"/>	4	

Overall Performance Rating	4.00	Date	8/4/2021
Would you select/recommend this vendor again?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Rating completed by:	Keith Johnson		
Department Head Name:	Joseph N. Davis		
Department Head Signature	<i>Joseph Davis</i>		

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Purchaser Order Number		Purchase Order Date	

Department	
Real Estate and Asset Management	
Bid Number	Service Commodity
20RFP124887K-BKJ	Standby Professional Services for Architectural and Engineering
Contractor	

Williams Russell and Johnson, Inc.

**Performance Rating**

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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	Achieves contract requirements 100% of the time. William Russell and Johnson provide excellent services and their personnel are very responsive to every project. Their staff are very knowledgeable, qualified and technically sound.
<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. William Russell and Johnson have met and exceeded every project requirement, time lines and milestones. Their staff are very adaptable and flexible to changes.
<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. William Russell and Johnson business relationship and communication with customers are excellent. Their staff are very responsive to customers' needs and expectations.
<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)
	0	Achieves contract requirements 100% of the time. William Russell and Johnson are exceptional when meeting customer's satisfactions and expectations. Customers are very pleased with their design plans, specifications and attention to details.
	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. William Russell and Johnson key personnel are highly efficient, effective and professional at all times. Exceeds customers' expectation.
<input type="radio"/>	1	
<input type="radio"/>	2	
<input type="radio"/>	3	
<input checked="" type="radio"/>	4	

Overall Performance Rating	4.00	Date	7/14/2021
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 N. Davis		
Department Head Signature	<i>Joseph Davis</i>		

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Purchaser Order Number		Purchase Order Date	
Department			
Real Estate and Asset Management			
Bid Number	Service Commodity		
20RFP124887K-BKJ	Standby Professional Services for Architectural and Engineering		
Contractor			
KHAFA Engineering Consultants, Inc.			
<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	Achieves contract requirements 90% of the time. Their personnel are generally responsive and minor delays are easily adjusted. Personnel are knowledgeable and capable of providing services needed.		
<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	Achieves contract requirements 90% of the time. They have met and exceeded just about every project requirement, time lines and milestones.		
<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	Achieves contract requirements 90% of the time. Their business relationship and communication with customers good. .
<input type="radio"/>	1	
<input type="radio"/>	2	
<input checked="" type="radio"/>	3	
<input type="radio"/>	4	
4. Customer Satisfaction		(Met User Quality Expectations – Met Specification – Within Budget – Proper Invoicing – No Substitutions)
	0	Achieves contract requirements 90% of the time. William Russell and Johnson are exceptional when meeting customer's satisfactions and expectations. Customers are very pleased with their design plans, specifications and attention to details.
	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	Achieves contract requirements 90% of the time. Their key personnel are highly efficient and effective at all times.
<input type="radio"/>	1	
<input type="radio"/>	2	
<input checked="" type="radio"/>	3	
<input type="radio"/>	4	

Overall Performance Rating	3.00	Date	8/4/2021
Would you select/recommend this vendor again?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Rating completed by:	Zewdie Bekele		
Department Head Name:	Joseph N. Davis		
Department Head Signature	<i>Joseph Davis</i>		

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## INTEROFFICE MEMORANDUM

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

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

**DATE:** August 18, 2021

**SUBJECT:** Contractor's Performance Report – CBRE | Heery + Russell

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The Contractor listed below have not received an evaluation due to the new Contract just been established and they are reverentially new Firm to this Department. Once services have been rendered/or project completed, then a complete performance evaluation will be done by the Department representative (Project Manager):

**PROJECT:** Standby Professional Services for Facilities Related Planning, Design, Engineering and Assessments - Architectural and Engineering Services

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

**CONTRACTOR:** CBRE | Heery +Russell  
3550 Lenox Road, Ste. 2300  
Atlanta, GA 30326

**POC:** Ms. Heather McKeen, Managing Director

**PHONE:** (678) 427-9722

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

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

JD/SB/BM/haj

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