



CONSTRUCTION CONTRACTOR EVALUATIONS PER THE CITY VENDOR PERFORMANCE EVALUATION POLICY

Public Works Department

Mobility & Infrastructure Committee Meeting

March 12, 2026

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LEGISLATIVE HISTORY

- City Charter Section 1105 and City Municipal Code Chapter 3.16, both require the City to have a Centralized Purchasing System.
- Section 601(d) of the City Charter establishes the City Manager to prepare the rules and regulations for City contracts and purchases.
- City Charter Section 1109 requires City Council to award Public Works contracts exceeding \$50,000 to the lowest responsible bidder.



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BACKGROUND

- The City's Administrative Manual provides policy guidance and procedures to all City personnel for matters affecting more than one City department.
- Section 7 of the Administrative Manual is dedicated to "Purchasing and Contracting" matters.
- The City adopted a "Vendor Performance Plan" which became effective in December 2022 and is identified as Item Number 07.021.00 of the Administrative Manual.



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BACKGROUND

- On December 14, 2023, the M&I Committee received an update regarding the City's Vendor Performance Policy relating to construction contracts.
- The City's Vendor Performance Plan was presented as a practical and enforceable method to evaluate contractors and their respective performances.
- The Public Works Department agreed to return to the M&I Committee at a future date to provide an update on the results of the contractor evaluations.



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DISCUSSION

- The purpose of a Vendor Performance Plan is to give an agency the ability to track performances of a vendor on any given service or project awarded by the City.
- The Vendor Performance Plan requires the documentation of the vendor's performance by completing a Vendor Performance Evaluation Form.
- Previous vendor evaluations may be used when considering contract awards on future services or construction projects.



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DISCUSSION

- The Evaluation Form contains six categories including Administration, Scope, Staff, Communications, Schedule, and Health & Safety.
- These categories contain a total of 23 unique "performance expectations" that may receive an evaluation score between 0 and 5, when applicable.
- A vendor must obtain a minimum 50% threshold for the completed Evaluation Form total score. Otherwise, City Council may vote to disallow the vendor for proposing on future projects for a minimum of one year.



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DISCUSSION

- Prior to starting any work, contractors are notified of the City's Vendor Evaluation Policy including the potential repercussions of performing poorly.
- Public Works has completed contractor evaluations on 18 separate construction projects, and most contractors are performing work at a high level.
- The average scores for each of the evaluation categories do range in the lower 80th percentile.



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DISCUSSION

- Tracking evaluations assist with improving contractor performance and provides a better project for the public.
- The City's Evaluation Policy has resulted in contractors being more responsive to the City's requirements.
- The contractor's performance tend to improve on subsequent projects they are awarded.
- Public Works continues to monitor evaluation results and support the City's Vendor Evaluation Policy.



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RECOMMENDATION

- That the Mobility & Infrastructure Committee receive and file the presentation on construction contractor evaluations as part of the City of Riverside's Vendor Performance Evaluation Policy.

