

**City Council
Agenda Memo**



**City Council
Meeting Date: Mar 27, 2014**

TO: Larry D. Gilley, City Manager

FROM: Rodney Taylor, Assistant Director of Water Utilities

SUBJECT: Oral Resolution authorizing on demand contracts for General Engineering and Consulting Services by the Water Department.

GENERAL INFORMATION

The City of Abilene Water Department is requesting that by oral resolution the City Council authorize the Water Department to establish two on demand contracts for General Engineering and Consulting Services. The Water Department would establish a contract with both Jacob and Martin, Ltd. and Enprotec/Hibbs & Todd. The resolution authorizes the City Manager or his designee to execute an on demand contract with each firm. There currently exists a similar on demand contract with each firm, and each expires March 31, 2014.

The Water Department is regularly in need of the services of a Professional Engineer. The on demand contracts allow the Water Department to secure those services in a more efficient manner. At the City's request both Jacob and Martin, Ltd. and Enprotec/Hibbs & Todd, Inc. have each prepared and submitted a statement of qualifications detailing the capabilities of the respective firm's staff and subcontractors. When a need is identified staff can quickly reference the statements on file, select the most qualified firm for the project, and proceed toward assigning the work. This process fulfills the requirements described in Texas Government Code §2254.004 for a government entity procuring Engineering services.

The on demand contract does not alleviate or change the role of the City Council in reviewing and authorizing expenditures exceeding \$50,000.00. The on demand contract would be utilized for routine projects. Work under the on demand contract is performed as an amendment to the contract. Each amendment will have a scope of work and associated fee. Each on demand contract could be amended multiple times per year. The annual value of the on demand contract will be determined through Administrative review and approval, and the annual budget review process.

FUNDING/FISCAL IMPACT

On demand contracts for General Engineering and Consulting Services will be paid using Water Department funds.

STAFF RECOMMENDATION

It is recommended that the City Council authorize, by oral resolution, the execution of a contract with each of Jacob and Martin, Ltd. and Enprotec/Hibbs & Todd, Inc. for on demand General Engineering and Consulting Services, as described above, and to authorize the City Manager or his designee to execute all necessary documents related to those contracts.

ATTACHMENTS

N/A

Prepared by: Name <u>Rodney Taylor</u> Title <u>Asst. Water Director</u>	Item No. <u>6.11</u>	Disposition by City Council <input type="checkbox"/> Approved Ord/Res# <input type="checkbox"/> Denied _____ <input type="checkbox"/> Other _____ City Secretary
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