



City Council
Agenda Memo

TO: Larry D. Gilley, City Manager
FROM: Mindy Patterson, Director of Finance

City Council
Meeting Date: 06-26-14

SUBJECT: On-Demand Contract for Roofing Engineering Services

GENERAL INFORMATION

The City of Abilene Facilities Maintenance Service Division is requesting the Council to authorize Facilities Maintenance to establish an on-demand contract for Roofing Engineering Services. Facilities Maintenance would establish a contract with Crenshaw Consulting Group LLC, roofing & design (the firm). The Council authorizes the City Manager to execute an on-demand contract with the firm.

Facilities Maintenance requires professional roofing engineering services on an ongoing basis to plan and deliver multiple projects throughout the City. This contract will allow Facilities Maintenance to secure the services in a more efficient manner. When roofing design and engineering services are needed; staff can quickly contact the firm and proceed toward assigning the work. This process fulfills the requirement described in the Texas 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. The on-demand contract would be utilized for projects requiring specifications for roofing design, specification and roofing engineering services. The annual value of the on-demand contract will be determined by the project approved by the fiscal budget and administrative review and approval.

FUNDING/FISCAL IMPACT

The on-demand contract for Roofing Engineering Services will be paid through the General Fund.

STAFF RECOMMENDATION

Staff recommends that the City Council, by oral resolution, authorize the execution of a contract with Crenshaw Consulting Group LLC, as described above and to authorize the City Manager to execute all necessary documents related to the contract.

<p>Prepared By:</p> <p>Name <u>Odis Dolton</u></p> <p>Title <u>Assistant Director of Finance</u></p>	<p>Item No. <u>6.4</u></p>	<p>Disposition by City Council</p> <p><input type="checkbox"/> Approved <input type="checkbox"/> Denied</p> <p><input type="checkbox"/> Other Ord/Res # _____</p> <p>_____</p> <p>City Secretary</p>
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