

**City Council  
Agenda Memo**



**City Council  
Meeting Date: 07-23-15**

**TO: Robert Hanna, City Manager**  
**FROM: Mindy Patterson, Director of Finance**  
**SUBJECT: Architectural Services**

**GENERAL INFORMATION**

Staff is requesting the Council to authorize on-demand contracts for Architectural Services. The on-demand contracts will allow staff to secure these services in a more efficient manner. There were nine (9) invitations for the on-demand Architectural Services mailed out on June 19, 2015, which were due by July 2, 2015. The City would like to establish contracts with the firms that responded to the Request for Qualifications (RFQ). The four (4) firms who responded to the RFQ are: CADCO, Weatherl & Associates, Tim Rice McClarty, and Parkhill-Smith and Cooper. The contracts would authorize the City Manager to execute an on-demand contract with each firm.

Professional architectural services will be needed for some of the approved bond projects and for other projects. When a need is identified, staff can select the most qualified firm for the project and proceed toward assigning the work. This process fulfills the requirement described in the Texas Government Code 2254.004 for a government entity procuring architectural 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 annual value of the on-demand architecture contract will be determined by the number of approved bond projects and for other projects reviewed that will require architectural services.

**FUNDING/FISCAL IMPACT**

Funding for design, construction, renovations and other American Institute for Architects (AIA) services will be contained in bond funding projects. Other projects needing AIA services would be paid out of the General Fund.

**STAFF RECOMMENDATION**

Staff recommends that Council, by oral resolution, authorize the execution of a contract with CADCO, Weatherl & Associates, Tim Rice McClarty, and Parkhill-Smith and Cooper, as described above and to authorize the City Manager to execute all necessary documents related to those contracts for the four (4) architectural firms who responded to the RFQ for on-demand architectural services for the City of Abilene.

Prepared by: Name <u>Mindy Patterson</u> Title <u>Director of Finance</u>	Item No. <u>7.4</u>	Disposition by City Council <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Other Ord/Res # _____ _____ City Secretary
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