



**City Council
Agenda Memo**

City Council Meeting Date: 8/27/2015

TO: Robert Hanna, City Manager

FROM: James W. Childers, Director of Community Services

SUBJECT: On-Demand Architectural and General Engineering Services

GENERAL INFORMATION

The City of Abilene Community Services Department is requesting the Council to authorize Community Services to establish on-demand contracts for Architectural and General Engineering Services and Consulting Services. Community Services would establish a contract with Jacob & Martin, Ltd., Enprotc/Hibbs & Todd, Tittle Luther Partnership – Parkhill, Smith, & Cooper, Total Engineering Services, Ltd., and Meers Engineering. The contract authorizes the City Manager to execute an on-demand contract with each firm.

Various City Departments require professional architectural and engineering services on an ongoing basis to plan and deliver multiple projects throughout the organization. This contract will allow departmental users to secure the services in a more efficient manner. Invitations for on-demand Architectural and General Engineering Services were mailed and e-mailed out on July 17, 2015. The closing date to return proposals was August 31, 2015. When a need is identified staff can quickly reference the statement on file, 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 and 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 small and routine projects and would not include large scale studies or design work for major projects. The annual value of the on-demand contract will be determined by the number of projects approved by the fiscal budget and administrative review and approval.

SPECIAL CONSIDERATIONS

FUNDING/FISCAL IMPACT

The on-demand contract for Architectural and General Engineering Services and Consulting Services will be paid through the Bond funds, General Obligation Funds, Certificates of Obligation or General Fund.

STAFF RECOMMENDATION

Staff recommends that the City Council, by oral resolution, authorize the execution of a contract with each of Jacob & Martin, Ltd., Enprotc/Hibbs & Todd, Tittle Luther Partenship – Parkhill, Smith, & Cooper, Total Engineering Services, Ltd., and Meers Engineering, as described above and to authorize the City Manager to execute all necessary documents related to those contracts.

BOARD OR COMMISSION RECOMMENDATION