

CITY OF EL PASO, TEXAS
AGENDA ITEM DEPARTMENT HEAD'S SUMMARY FORM

DEPARTMENT: Engineering Department

AGENDA DATE: August 28, 2007

CONTACT PERSON/PHONE: Javier Reyes, 541-4630

DISTRICT(S) AFFECTED: N/A

SUBJECT:

That the City Manager be authorized to sign a Professional Services Agreement between the **CITY OF EL PASO** and **FRANK X. SPENCER & ASSOCIATES, INC.** to perform professional services for a project known as "SURVEYING CONSULTING SERVICES" in an amount not to exceed **ONE MILLION AND 00/100 DOLLARS (\$1,000,000.00)** for two (2) years.

BACKGROUND / DISCUSSION:

This Professional Services Agreement between the City and **FRANK X. SPENCER & ASSOCIATES, INC.** shall provide surveying services to the City. The agreement reflects mutually agreed hourly salary rates for surveying staff personnel that will be providing the services. The agreement has a contract value not to exceed \$1,000,000 within a period of two (2) years. At this moment there are no particular projects assigned to this agreement. When a project with scope is authorized by the City, the Consultant shall provide a fee proposal showing the amount of hours needed by each Consultant's staff member to complete the project. If needed the City staff will negotiate proposed hours presented by the Consultant until agreement is reached. The Professional Services Agreement hourly rates will then be applied to the agreed hours summing up the total consultant's fee. City staff will then open a purchase order and authorize the Consultant to proceed with work. Both City staff and Consultant cannot open purchase orders and/or authorize work that exceed the total cumulative contract value of \$1,000,000 without Council approving an amendment. If necessary, City Council has the option to renew the contract for two additional years through an amendment. The Consultant shall provide surveying services that consists of but are not limited to topographic survey, metes and bounds surveys, boundary and property surveys, and improvement surveys. The surveys are used for land acquisition, property sales, and construction projects. The surveys require the oversight, direction, and professional seal of a Registered Professional Land Surveyor. In house City staff cannot provide the surveying services because the City does not employ a Registered Professional Land Surveyor. There is a high demand for Registered Professional Land Surveyors because there are very few of them in El Paso.

PRIOR COUNCIL ACTION:

Previously City Council has not considered this particular agreement.

AMOUNT AND SOURCE OF FUNDING:

No particular project or projects have been assigned to this agreement at this time. This item will be funded on a per project basis where services are necessary at an accumulative amount not to exceed \$1,000,000.00 for a two year period. This item does not require a budget transfer.

BOARD / COMMISSION ACTION:

N/A

*****REQUIRED AUTHORIZATION*****

LEGAL: (if required) _____ **FINANCE:** (if required) _____

DEPARTMENT HEAD:


(Example: _____ if RCA is initiated by Purchasing, client department should sign also)

_____ if RCA is initiated by Purchasing, client department should sign also)

Information copy to appropriate Deputy City Manager

APPROVED FOR AGENDA:

CITY MANAGER: _____

DATE: _____

RESOLUTION

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That the City Manager be authorized to sign a Professional Services Agreement between the **CITY OF EL PASO** and **FRANK X. SPENCER & ASSOCIATES, INC.** to perform professional services for a project known as **"SURVEYING CONSULTING SERVICES"** in an amount not to exceed **ONE MILLION AND 00/100 DOLLARS (\$1,000,000.00)** for two (2) years.

ADOPTED this _____ day of _____, 2007

CITY OF EL PASO

John F. Cook
Mayor

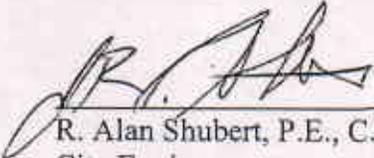
ATTEST:

Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:

Lupe Cuellar
Assistant City Attorney

APPROVED AS TO CONTENT:



R. Alan Shubert, P.E., C.B.O.
City Engineer