



**AGENDA MEMORANDUM**  
for the City Council Meeting of June 12, 2012

**DATE:** May 22, 2012  
**TO:** Ronald L. Olson, City Manager  
**FROM:** Daniel Biles, P.E., Interim Director of Engineering Services  
danb@cctexas.com; 826-3729  
Jim Davis, Director of General Services  
jjmd@cctexas.com, 826-1909

**Approval of Construction Contract:  
Planning Department New Offices at City Hall First Floor**

**CAPTION:**

- a. Ordinance appropriating \$83,784.51 from the Maintenance Services Unreserved Fund Balance No. 5110 for the Planning Department New Offices at City Hall First Floor, changing the FY2011-2012 Operating Budget adopted by Ordinance No. 029155 by increasing expenditures by \$83,784.51.
- b. Motion authorizing the City Manager, or designee, to execute a Job Order Contract with Barcom Commercial, Inc. of Corpus Christi, Texas in the amount of \$58,849.48 for the Planning Department New Offices at City Hall First Floor project.

**PURPOSE:**

To approve a construction contract that will furnish labor, material and equipment to complete the Planning Department's new offices at City Hall's First Floor.

**BACKGROUND AND FINDINGS:**

The City of Corpus Christi Planning Department is being relocated to the First Floor near Central Cashiering in City Hall. This area was determined as having the most spacious area that could accommodate the Planning Department's requirements.

The project will consist of the following:

- Minor wall demolition
- Creating a reception area
- Creating larger office spaces
- Installing doors

- Building counter tops
- Creating a new print shop area, storage closet, and conference space

**ALTERNATIVES:**

1. Do not approve.

**OTHER CONSIDERATIONS:**

The relocation of the Planning Department will displace Senior Community Staff. However, the Parks and Recreation Department will relocate those displaced staff to the third floor of City Hall. This will allow for the centralization of Senior Community Services. Program Services, including the RSVP (Retired Senior Volunteer Program) and SCP (Senior Companion Program) will be moved to Heritage Park. There will be no disruption in services. This will have the added benefit of having all but one of the Heritage Park homes occupied.

Job Order Contract (JOC) is an innovative contracting technique created for facilities maintenance and construction related services to assist with obtaining greater contractor performance in relation to smaller projects on a cost effective and timely basis.

**CONFORMITY TO CITY POLICY:**

Complies with Texas Local Government Code 271.120 and City Policy

**EMERGENCY / NON-EMERGENCY:**

Not Applicable

**DEPARTMENTAL CLEARANCES:**

Facilities Management  
 Planning Department  
 Parks and Recreation Department

**FINANCIAL IMPACT:**

Operating       Revenue       Capital       Not applicable

<b>Fiscal Year: 2011-2012</b>	<b>Project to Date Expenditures (CIP only)</b>	<b>Current Year</b>	<b>Future Years</b>	<b>TOTALS</b>
Line Item Budget		\$83,784.51		\$83,784.51
Encumbered / Expended Amount				
This item		\$58,849.48		\$58,849.48
BALANCE		\$24,935.03		\$24,935.03

Fund(s): Maintenance Services Fund (5110)

**Comments:** This project will be funded by the Maintenance Services Unreserved Fund Balance.

**RECOMMENDATION:**

City Staff recommend the passage of the Ordinance that appropriates \$83,784.51 from the Maintenance Services Unreserved Fund Balance and the approval of a Job Order Contract with Barcom Commercial, Inc. of Corpus Christi, Texas in the amount of \$58,849.48 for the Planning Department New Offices at City Hall First Floor project.

**LIST OF SUPPORTING DOCUMENTS:**

Project Budget  
Location Map