



AGENDA MEMORANDUM

Future Item for the City Council Meeting of July 17, 2018
Action Item for the City Council Meeting of July 24, 2018

DATE: June 29, 2018

TO: Keith Selman, Interim City Manager

THRU: Mark Van Vleck, Assistant City Manager
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**Approval of Amendment No. 1
Master Services Agreement for Professional Survey Services**

CAPTION:

Motion authorizing Amendment No. 1 to the Master Services Agreement with Urban Engineering of Corpus Christi, Texas in the amount of \$60,000 for a total restated fee of \$85,000 for Professional Survey Services per year with the option to administratively renew for one additional year for a total contract price of \$170,000.

PURPOSE:

The purpose of this Agenda Item is to obtain authority to execute Amendment No. 1 to the Master Services Agreement for Urban Engineering for various city projects.

BACKGROUND AND FINDINGS:

This includes on-call services for surveying and mapping for various City projects. Work includes creating metes and bounds, plat descriptions, survey descriptions, easement exhibits, delineating ROW (right-of-way), locating survey stakes, wetland delineation, etc.

The contract is for a base year plus one-year renewal option. Individual task orders will be negotiated and issued within the available funds. The task orders and renewal of the option year will be administratively authorized by the City Manager, or the authorized designee.

ALTERNATIVES:

1. Execute the Amendment No. 1 to the Master Services Agreement with Urban Engineering. (Recommended)
2. Do not execute the Amendment No. 1 to the Master Services Agreement with Urban Engineering. (Not recommended)

CONFORMITY TO CITY POLICY:

Urban Engineering is the consultant engineer that was selected for this project under RFQ No. 2018-01.

EMERGENCY / NON-EMERGENCY:

Non-Emergency

DEPARTMENTAL CLEARANCES:

None

FINANCIAL IMPACT:

Operating Revenue Capital Not applicable

Fiscal Year 2017-2018	Project to Date Budget and Expenditures	Current Year	Future Years	TOTALS
Budget	25,000	60,000	85,000	170,000
Encumbered / Expended Amount	25,000			25,000
This item		60,000		60,000
Future Anticipated Expenditures This Project			85,000	85,000
BALANCE	0	0	0	0

Fund(s): Various, Unknown at this time.

Comments: Task Orders will be charged to various projects in accordance with project scope of each project.

RECOMMENDATION:

City staff recommends approval of the Motion to enter into Amendment No. 1 with Urban Engineering and administrative authority for optional renewal of one additional year for a total contract value of \$170,000.

LIST OF SUPPORTING DOCUMENTS:

Location Map
Presentation
Amendment No. 1