TO: HONORABLE CITY COUNCIL

ATTN: FINANCE COMMITTEE

FROM: CITY MANAGER DEPARTMENT: ADMINISTRATIVE SERVICES

DATE: MAY 24, 2005 CMR:257:05

SUBJECT: 2005-07 CONTRACT SCOPES OF CONSULTANT SERVICES AGREEMENTS GREATER THAN $85,000

RECOMMENDATION

Staff recommends that the Finance Committee review the contract scopes of service of proposed 2005-07 consultant services agreements greater than $85,000, and provide input for the Council consideration during the 2005-07 Budget process. (Attachment 1)

DISCUSSION

As part of the budget process, staff provides the Finance Committee with the list of budgeted projects for which consultant service costs will be greater than the specified level, currently $85,000. Consultant service is defined by the City as any contractor hired to provide information, knowledge or advice, which may be in the form of a report, plans and specifications, drawings or other media. Only consultant services that apply to General Fund capital improvement program projects are included in this report.

The report excludes recurring, routine service-related agreements such as testing or maintenance contracts, environmental assessments paid by developers and contract agreements for legal service.

Detailed descriptions of the proposed projects are attached as exhibits to this report to allow the Finance Committee the opportunity to review and raise questions before commencement of any work on the proposed project. Once Council approves the scope of work for a project, staff cannot materially change the scope unless it returns to Council for approval.
ATTACHMENTS
Attachment 1 – 2005-07 Consultant Agreements Greater than $85,000
    Exhibit A - San Antonio Median Improvements
    Exhibit B – Fire Station Improvements
    Exhibit C – General Building Study
    Exhibit D – Comprehensive Parking Signage Plan
    Exhibit E – Hoover Park Improvements
    Exhibit F – Facilities Management