



# CITY OF PLANO COUNCIL AGENDA ITEM

<b>CITY SECRETARY'S USE ONLY</b>				
<input type="checkbox"/> Consent <input type="checkbox"/> Regular <input type="checkbox"/> Statutory				
Council Meeting Date:		6/22/15		
Department:		Engineering		
Department Head:		Jack Carr		
Agenda Coordinator (include phone #):		Kathleen Schonne (7198)		Project No. 6245
<b>CAPTION</b>				
To correct an administrative error to increase an existing contract by an additional amount of \$350,000 for a contingency allowance; and authorizing the execution of any and all documents in connection therewith by the City Manager or his authorized designee; and providing an effective date.				
<b>FINANCIAL SUMMARY</b>				
<input type="checkbox"/> NOT APPLICABLE <input type="checkbox"/> OPERATING EXPENSE <input type="checkbox"/> REVENUE <input checked="" type="checkbox"/> CIP				
FISCAL YEAR: <b>2014-15</b>	<b>Prior Year (CIP Only)</b>	<b>Current Year</b>	<b>Future Years</b>	<b>TOTALS</b>
Budget	262,098	6,437,902	0	<b>6,700,000</b>
Encumbered/Expended Amount	-262,098	-5,927,651	0	<b>-6,189,749</b>
This Item	0	-350,000	0	<b>-350,000</b>
<b>BALANCE</b>	<b>0</b>	<b>160,251</b>	<b>0</b>	<b>160,251</b>
<b>FUND(S): FIRE &amp; PUBLIC SAFETY FACILITIES CIP</b>				
<p><b>COMMENTS:</b> Funding is available in the 2014-15 Fire &amp; Public Safety Facilities CIP for this item. The additional contingency allowance, in the amount of \$350,000, will leave a current year balance of \$160,251 available for future expenditures related to Fire or Public Safety Facilities.</p> <p><b>STRATEGIC PLAN GOAL:</b> Adding a contingency allowance to address unforeseen conditions when renovating Fire &amp; Public Safety Facilities relates to the City's goal of a Financially Strong City with Service Excellence.</p>				
<b>SUMMARY OF ITEM</b>				
City Council originally awarded this proposal on April 13, 2015, City of Plano CSP No. 2015-58-B, Fire Stations 2, 6 and Police Substation 802 Renovations. Please see attached memo for this change.				
List of Supporting Documents: Recommendation Memo dated 6/16/15			Other Departments, Boards, Commissions or Agencies N/A	



# Memorandum

**Date:** June 16, 2015

**To:** Diane Palmer-Boeck, Chief Purchasing Officer

**From:** Jim Razinha, Facilities Manager

**Subject:** Request for Correction of Administrative Error Increasing an Awarded Contract

City Council awarded CSP 2015-58-B for Fire Station 2 and 6, PD 802 Renovations to Thos. S. Byrne, Ltd. in the amount of \$5,400,000 on April 13, 2015. After award, Byrne discovered that they had failed to include a required contingency allowance of \$350,000 for potential unforeseen conditions due to the renovations of existing facilities in their proposed price. They notified us of their error on June 4<sup>th</sup>, 2015.

Facilities staff reviewed the pricing with Purchasing and determined that with the technical evaluation scoring of their proposal and the revised proposal amount, Thos. S. Byrne, Ltd. would still be the recommended vendor. We recommend increasing the contract amount by \$350,000 to \$5,750,000.