

AGENDA



Thursday, June 21, 2007

**Public Works
RECOMMENDATION FOR COUNCIL ACTION**

Item No. 60

Subject: Approve the negotiation and execution of a 60-month lease with the possibility of future renewals for 4,045 square feet of office space for the Program Management Division of the Public Works Department, located at 105 West Riverside Drive, Suite 200, from By Well I, Ltd., a Texas limited partnership, in an amount not to exceed \$342,207 for the initial lease.

Amount and Source of Funding: Funding is available in the Fiscal Year 2006-2007 Operating Budget of the Public Works Department. Funding for the remaining contract period is contingent upon available funding in future budgets.

Fiscal Note: There is no unanticipated fiscal impact. A fiscal note is not required.

For More Information: Joe Ramos 974-8755, Dean Harris 974-7061, Laura Bohl 974-7064.

The Public Works Department is requesting lease space for its new division called the Program Management Division. The primary purpose of this division is to provide program management services for the projects managed by Public Works to ensure that high quality projects are delivered on schedule and within budget. The division will also provide Program Management support functions including Quality Assurance and Quality Control, Data Reporting, Claims Resolution, Contract Auditing, MBE/WBE compliance plan tracking and intervention, IT projects management, and private consultant contract oversight for functions such as Public Information, Traffic Control Plan Development/Review and Permitting.

The proposed lease of 4,045 rentable square feet is located at 105 W. Riverside Drive, Suite 200, providing easy access to One Texas Center. The lease would be for a 60-month term with the right to terminate after 36 months with 120 days advance written notice. The lease rate includes all operating expenses such as property taxes, insurance, utilities, janitorial, repairs and maintenance. Additional negotiated terms and conditions may provide for future extensions. The proposed rent schedule is attached.