

AGENDA



Thursday, September 24, 2009

**Contract and Land Management
RECOMMENDATION FOR COUNCIL ACTION****Item No. 22**

Subject: Authorize execution of a construction contract with C.L. CARSON, INC., Austin, TX, for The Austin Convention Center Waller Creek Terrace Room Reconfiguration Project in an amount not to exceed \$258,700.

Amount and Source of Funding: Funding is available in the Fiscal Year 2008-2009 Capital Budget of the Austin Convention Center Department.

Fiscal Note: A fiscal note is attached.

For More Information: Robert Egan 974-7220; Robin Field 974-7064; April Thedford 974-7141

Purchasing Language: Lowest bid of four (4) bids received.

MBE/WBE: This contract will be awarded in compliance with Chapter 2-9A of the City Code (Minority Owned and Women Owned Business Enterprise Procurement Program) by meeting the goals with 4.46% MBE and 3.61% WBE subcontractor participation.

The Austin Convention Center opened in 1992. In the southeast corner of the main ballroom floor is the Waller Creek Terrace Room which was designed to be used for functions like receptions and weddings. However, due to its location within the Convention Center, the room is underutilized and can be reconfigured to optimize space and provide a necessary functional area.

The Austin Convention Center Waller Creek Terrace Room Reconfiguration project includes a retrofit of this space into administrative offices for several work groups currently located throughout the facility as well as a client conference room. The project will relocate personnel currently in three areas in the facility to one main client area. The main workgroup impacted is Event Management whose functions include client tours, meetings and presentations. The specific unit names are Sales, Booking & Contracting; Event Coordination/Planning; Exhibitor Services; and Food and Beverage Services. Another workgroup impacted by the relocation is the ACCD Public Information Group. This unit communicates daily with Event Management personnel for marketing, sales and event planning purposes. All units are managed by one Department Assistant Director. This project will improve streamline client services and provide a "one-stop-shop" that has long been requested by clients. Communication between the workgroups and overall improved efficiency will result in more profitable operation for the Department.

The contract allows 120 calendar days for completion of this project.