

REQUEST AUTHORIZATION FOR MAYOR AND FINANCE OFFICER TO SIGN PROFESSIONAL SERVICES AGREEMENT OR AMENDMENT

Date:

Project Name & Number: Parks Maintenance Building

CIP #: 50092

Project Description: Design and construction administration of a 6743 sf maintenance shop at the parks Division
Headquarters located on Canyon Lake Drive

Consultant: Baffuto Architecttura

Original
Contract Amount: \$71,350.00

Original
Contract Date: Dec 3, 2007

Original
Completion Date:

Amendment Number:

Amendment Description:

Current Contract Amount: _____

Current Completion Date: _____

Change Requested: _____

New Contract Amount: _____ \$0.00

New Completion Date: _____

Funding Source This Request:

Amount	Dept.	Line Item	Fund	Comments
\$69,350.00	8915	4223	505	Design and Construction Administration
\$2,000.00	8915	4223	505	Reimbursables
\$71,350.00	Total			

Agreement Review & Approvals

Project Manager Date

Division Manager Date

Department Director Date

City Attorney Date

ROUTING INSTRUCTIONS

Route **two** originals of the **Agreement** for review and signatures.
 Finance Office - Retain one original
 Project Manager - Retain second original for delivery to Consultant
 cc: Public Works
 Engineering
 Project Manager

FINANCE OFFICE USE ONLY

(Note to Finance: Please write date of Agreement in appropriate space in the Agreement document)

	Date	Initials	Approved	
Appropriation			Y	N
Cash Flow			Y	N