



COLLIN COUNTY

Engineering
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McKinney, Texas 75071
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DATE: February 6, 2023

TO: Commissioners Court

FROM: Clarence Daugherty, PE; Director of Engineering

RE: Authorization for Payment of Appraisal Services Completed Prior to Issuance of a Purchase Order for FM 546/CR 400 Phase 1 project RI18005CO

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1/26/23

The Engineering Department had an approved contract with JLL Valuation and Advisory Services, LLC to complete appraisal services for the FM 546 /CR 400 Phase 1 project. JLL submitted a scope and fee for the project and it was approved by staff.

The appraisal services contracts expired on September 30, 2022, but RFQs for new contracts had not been issued. So JLL was granted a contract extension until December 31, 2022. The consultant mistakenly took the approval of the extension as an indication that he could start work. County policy is for a vendor to not start work until a work order is issued. The staff normally creates the purchase order before the vendor begins work, but in this circumstance that did not happen and therefore a PO was not created before the contract expired. This is an usual, isolated happening. This company has done a lot of good work for us and they really need to get paid for this.

ACTION:

We are seeking authorization to pay the first invoice for JLL in the amount of \$55,000 which includes a portion of the approved scoped work for the FM 546/CR 400 phase 1 project.