

FORT BEND COUNTY FY 2009
COMMISSIONERS COURT AGENDA REQUEST FORM
Return Completed Form by E-Mail to: Agenda Coordinator, County Judge's Office

Date Submitted: April 22, 2009	Submitted By: Laura Dougherty
Court Agenda Date: April 28, 2009	Department: Facilities Management & Planning
	Phone Number: 281-633-7017

SUMMARY OF ITEM:
Approve Invoice # 1704-0002, in the amount of \$6,250.00, from LJA Engineering & Surveying, Inc., for Professional Services rendered for the George Memorial Library Renovations

RENEWAL AGREEMENT/APPOINTMENT YES NO
REVIEWED BY COUNTY ATTORNEY'S OFFICE: YES NO

List Supporting Documents Attached: **Invoice**

FINANCIAL SUMMARY:

BUDGETED ITEM: YES NO

FUNDING SOURCE: Accounting Unit: **732418888** Account Number:
Activity (If Applicable): **P418B-06GMLIBRY**

DESCRIPTION OF LAWSON ACCOUNT: **GML Library Renovation**

Instructions to submit Agenda Request Form:

- Completely fill out agenda form: incomplete forms will not be processed.
- Agenda Request Forms should be submitted by e-mail, fax, or inter-office mail, and all back-up information must be provided by Wednesday at 2:00 p.m. to all those listed below.
- All original back-up must be received in the County Judge's Office by 2:00 p.m. on Wednesday.

DISTRIBUTION:
Original Form Submitted with back up to County Judge's Office (✓ when completed)
If by E-Mail to ospindon@co.fort-bend.tx.us If by Fax to (281) 341-8609

Distribute copies with back-up to all listed below. If by fax, send to numbers below:

<input checked="" type="checkbox"/> Auditor (281-341-3774)	<input checked="" type="checkbox"/> Comm. Pct. 1 (281-342-0587)
<input checked="" type="checkbox"/> Budget Officer (281-344-3954)	<input checked="" type="checkbox"/> Comm. Pct. 2 (281-403-8009)
<input checked="" type="checkbox"/> Facilities/Planning (281-633-7022)	<input checked="" type="checkbox"/> Comm. Pct. 3 (281-242-9060)
<input checked="" type="checkbox"/> Purchasing Agent (281-341-8642)	<input checked="" type="checkbox"/> Comm. Pct. 4 (281-980-9077)
<input checked="" type="checkbox"/> Information Technology (281-341-4526)	<input checked="" type="checkbox"/> County Clerk (281-341-8697)
<input type="checkbox"/> Other:	<input checked="" type="checkbox"/> County Atty (281-341-4557)

RECOMMENDATION / ACTION REQUESTED:

Special Handling Requested (specify): **Please Approve**

FM 90332

LJA Engineering & Surveying, Inc.



2929 Briarpark Drive
Suite 600
Houston, Texas 77042-3703

Phone 713.953.5200
Fax 713.953.5026
www.ljaengineering.com

*OK to pay
per Sunday
4-22-09*

Don Brady, Director
Fort Bend County
Facilities Management and Planning Department
1402 Band Road, Suite 100
Rosenberg, TX 77471

*PO# 29498
R # 59180*

April 8, 2009
Project No: 1704-0002
Invoice No: 20091161

Project 1704-0002 George Memorial Library Site - Topographic and Boundary Survey

Authorization:
PO No. 29498

Invoice for Professional Services from February 28, 2009 to March 27, 2009

Engineering Services

Phase/Description	Contract Amount	Percent Complete	Billed To Date	Previous Billed	Current Billing
205 Topographic and Boundary Survey	12,500.00	50.00	6,250.00	0.00	6,250.00
Total Fee	12,500.00		6,250.00	0.00	6,250.00
Total Fee				6,250.00	

Total Amount Due

\$6,250.00

LDougherty



Approved By: *Keith Monroe*
Keith Monroe

