

**AGENDA PLACEMENT FORM**

(Submission Deadline – Monday, 5:00 PM before Regular Court Meetings)

Date: \_\_\_\_\_

Meeting Date: 4/09/2024

Submitted By: County Judge's Office

Department: \_\_\_\_\_

Signature of Elected Official/Department Head:  
\_\_\_\_\_

<p><b>Court Decision:</b> This section to be completed by County Judge's Office</p>
 <p><b>April 9, 2024</b></p>

**Description:**

Consider and Approve Proposal by Robert Durham to Conduct a Needs  
Assessment and Facility Review of the Johnson County Annex Building at a  
Cost of \$6,500.00 – Facilities Management

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(May attach additional sheets if necessary)

**Person to Present:** Joshua Green

(Presenter must be present for the item unless the item is on the Consent Agenda)

**Supporting Documentation:** (check one)     PUBLIC     CONFIDENTIAL

(PUBLIC documentation may be made available to the public prior to the Meeting)

**Estimated Length of Presentation:** \_\_\_\_\_ minutes

**Session Requested:** (check one)

Action Item     Consent     Workshop     Executive     Other \_\_\_\_\_

**Check All Departments That Have Been Notified:**

- County Attorney       IT       Purchasing       Auditor
- Personnel       Public Works       Facilities Management

Other Department/Official (list) \_\_\_\_\_

**Please List All External Persons Who Need a Copy of Signed Documents  
In Your Submission Email**

ROBERT DURHAM  
ARCHITECTURE

Judge Chris Boedeker  
County Judge – Johnson County  
Johnson County Courthouse  
2 N. Main St  
Cleburne, Texas 76033  
christopher@johnsoncountytexas.org

Joshua Green, Director  
Facilities Management  
411 Marti Drive.  
Cleburne, TX 76033  
jgreen@johnsoncountytexas.org

Date: March 28, 2024

Reference: Architectural Design Service Proposal – Johnson County Annex Building

Robert Durham Architecture proposes to provide Architectural Design Services as follows:  
Facility: Existing 3 Story (above grade) circa 1970's Building – approximately 28,000 sq. ft.  
- located in downtown Cleburne

Assist Owner in developing a building program to determine the goals and needs for Johnson County.

Building Program:

- Develop & establish project goals & objectives.
- Needs assessment i.e. spatial analysis and relationships.
- Investigate similar facilities to determine the best feasible approach to the proposed facility.
- Assist Owner in establishing a scope of work.
- Provide preliminary project budget.
- Prepare final report with recommendations for the proposed facility.

Design Service Fee:

Building Program:

- |  |          |
|--|----------|
| 1. Programming                             | \$ 3,500 |
| 2. Reimbursable Expenses (paid by invoice) | \$ 3,000 |

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Additional Services: Additional services shall be provided as directed and agreed to by the Owner and Architect at hourly rates noted below or as otherwise mutually agreed.

Additional Services: rates as noted below:

Hourly Rates:

\$185.00	Architect
\$125.00	Technical (drafting)
\$ 45.00	Administrative/Clerical

Reimbursable Items (Not Included):

1. Structural Engineering
2. Mechanical / Electrical Engineering
3. Civil Engineering
4. Acoustical Evaluation
5. Roofing Consultant
6. Landscape Design Services
7. Communications Consultant
8. Security Consultant
9. Transportation in connection with the Project, authorized out-of-town travel and subsistence
10. Fees paid for securing approval of authorities having jurisdiction over the Project
11. Renderings, models and mock-ups requested by the Owner
12. Expense of professional liability insurance dedicated exclusively to this Project or the expense of additional insurance coverage or limits requested by the Owner in excess of that normally carried by the Architect and the Architect's consultants

Owner Furnished:

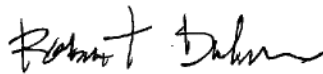
1. Survey: topographical and legal description of the property
2. Soils Testing / Evaluation
3. Tests, inspections, and reports, such as structural, mechanical, chemical tests, tests for air and water pollution, and tests for hazardous materials
4. ADA Review and Inspection
5. Energy Compliance Report

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Payment: Invoices will be furnished as follows:

Monthly Progress billing based on % of work completed, to date

Sincerely,



Robert Durham, AIA  
Robert Durham Architecture