

## **AGENDA PLACEMENT FORM**

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

**Date:** 12-11-2024

**Meeting Date:** 12-20-2024

**Submitted By:** Joshua Green

**Department:** Facilities Management

**Signature of Elected Official/Department Head:**



<b>Court Decision:</b> <small>This section to be completed by County Judge's Office</small>
  <div style="color: red; font-weight: bold; font-size: 1.2em;">12-20-2024</div>

**Description:**

Consideration and Approval To Amend The Budget for the "Fleet Maintenance Building". By Increasing the Amount by \$958.34 for an Add Service Request #2 for Robert Durham Architecture. Johnson County Facilities Management

Motion: to pay with ARPA Funding

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(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:** 3 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**

Approved in CC on 9/11/2023

# ROBERT DURHAM ARCHITECTURE

Mr. Josh Green  
Director – Facilities Management – Johnson County  
411 Marti Drive  
Cleburne, TX 76033

Date: December 3, 2024

Reference: Architectural Design Service Proposal – Fleet Maintenance Facility – **Add service #2 – Reimbursable Expense Increase**

Robert Durham Architecture proposes to provide Architectural Design Services as follows:

Project – Renovation & Addition to metal building located @ Hal Industrial Park, Cleburne, Texas - Office occupancy

The work consists of:

- |                                      |          |
|--------------------------------------|----------|
| 1. Existing One Story Metal Building | 5,000 sf |
| 2. Loft area – Existing Buildings    | 1,000 sf |
| 3. Addition                          | 2,500 sf |
| 4. Awnings/Canopies                  | 2,600 sf |

Minor site construction, demolition of existing interior construction, pre engineered metal building @ addition, structural concrete foundation, masonry, metals, rough carpentry & casework, metal roofing, flashing, waterproofing, doors & windows, interior metal studs & gypsum board wall assembly, tile, paint, carpet, other finishes, toilet & bath accessories, HVAC, plumbing, electrical, security, and other related work consistent with Owner requirements for occupancy.

Assist the Owner in developing a building program to determine the goals and needs of the proposed facility. Upon Owner acceptance, provide design documentation for the proposed facility.

## Preliminary Project Information

Square footage: 8,500 sf – renovation & addition (heated area). 2,600 sf awnings/canopies

Budget: \$900,000 (Contractor estimated value)

Schedule: to be determined

# ROBERT DURHAM ARCHITECTURE

## Basic Services:

1. Measure & Document Existing Facility (Historical Documentation)
2. Conceptual drawings for the facility
3. Upon approval of Item #2 – prepare construction documents for permit/construction set
4. Assist Owner – bidding and negotiation for sourcing construction phase of work
5. Provide construction administration services with Owner & Contractor for construction phase of work.
6. phase of work.
7. Project Closeout

## Design Service Fee:

1. Measure Existing Facility	\$2,000
2. Architectural	\$14,500
3. Mechanical and Electrical Engineering	\$6,600
4. Structural Engineering add service #1	\$6,000
5. Total Design Fee	\$29,100
6. Reimbursable Expenses (printing/direct expenses)	\$600
7. Reimbursable Expenses - add service #2	\$958.34

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 in Design Service Fee - Reimbursable):

1. Civil Engineering
2. Roofing Consultant
3. Landscape Design Services
4. Fees paid for securing approval of authorities having jurisdiction over the Project
5. Renderings, models and mock-ups requested by the Owner
6. 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

# Invoice #2 - revised

Owner: Josh Green  
Director, Facilities Management - Johnson County, TX  
2 N. Mill Street, Ste. 304  
Cleburne, TX 76033

Project: Johnson County Fleet Maintenance Facility  
1716 Hal Ave.  
Cleburne, TX 76033

Date: December 3, 2024

Fee:	Professional Fee	\$29,100
	Reimbursable	\$1,558
	Total	\$30,658

#	Phase of Service	Fee Amount	% Phase	% earned to date	amount earned to date
1	Professional Service Fee	\$29,100	100%	100%	29,100.00
4	Reimbursables	\$1,558			1,558.34
5	Total (3.+4.)	\$30,658		Earned to Date	30,658.34
				Previous Billing	29,700.00
				Amount Due this Invoice	958.34

# Evans Service Company, LLC

P.O. Box 8335

Ennis, TX 75120

972-351-9302 Office

## Invoice

Date	Invoice #
6/14/2024	33917

Bill To
Robert Durham Architecture robert@rdurhamarchitecture.com

Terms
Due on receipt

Description	Amount
Complete ComCheck Reports	525.00
Project: Fleet Maintenance Building 1716 Hal Avenue Cleburne, Texas	
ComCheck Completed: June 12, 2024	
Note: all prices are cash or check. If paying over the phone with a credit card, fees do apply.	
Thank you for your business.	Total \$525.00



# Bennett's

Printing | Office Supplies | Gifts | Stationery

ALL BILLS PAYABLE AT:

P.O. Box 729

Cleburne, Texas 76033

P.O. BOX 729

CLEBURNE

PHONE # 817-641-9861

TX 76033

INVOICE NUMBER	DATE	P.O. NUMBER
544302-0	11/21/23	

ACCOUNT	SLSM	CLERK	TIME	TYPE OF SALE	
109705	100	TRAC	10:14:05	CHARGE	INVOICE

BILLING ADDRESS:

SHIPPING ADDRESS:

ROBERT DURHAM

8545 CRICHTON COURT

CLEBURNE

TX 76033

CO.	ITEM NUMBER	QTY. ORDERED	QTY. B.O.	QTY. SHIPPED	UN	DESCRIPTION	UNIT PRICE	EXTENDED PRICE	
						JOHNSON COUNTY FLEET MAINTENANCE			
BEN	COPIES .12	1768		1768	EA	COPIES, 8.5X11, B/W	.120	.110	194.48 N
BEN	COPIESE 3.09	81		81	EA	COPIES, ENGINEERING, 24X3	3.090	2.600	210.60 N
BEN	BINDING FEE	3		3	EA	BINDING	2.000	3.750	11.25 N
BEN	PAPERG	1		1	EA	PAPER ONLY, GLOSSY, FOR CO	.300	1.600	1.60 N
AVE	17031	1		1	EA	BNDR, DURBLE VIEW 2IN, BK	15.410	15.410	15.41 N
CALL US TOL FREE @ 877-407-2767 (BPOS)									

SUB-TOTAL 433.34

RECEIVED BY \_\_\_\_\_

TOTAL 433.34

*IC Fleet Maintenance  
Reimbursable - Project Manual*



ROBERT DURHAM  
ARCHITECTURE

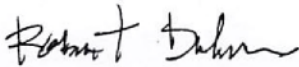
Owner Furnished:

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

Payment: Invoices will be furnished as follows:

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

Sincerely,



Robert Durham, AIA  
Robert Durham Architecture

End of Document

JC Fleet Maintenance  
Add Service # 2  
Reimburseable Expense Summary  
12/3/2024

Reimburseable Expense Summary

#	Vendor	Description	Amount
1	Deltrek	Masterspec - Technical Specification Subscription	\$600.00
2	Evans Service Company	Texas Energy Code - Required Energy Study & Compliance Report	\$525.00
3	Bennetts' Office Supply	Printing - Drawings & Project Manual	\$433.34
Total Expenses			\$1,558.34
Reimburseable Expense Credit - previously paid			-\$600.00
Add Service Request #2			\$958.34



**robert durham**

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**From:** Chris Hakala <ChrisHakala@deltek.com>  
**Sent:** Tuesday, August 22, 2023 9:27 AM  
**To:** robert durham  
**Subject:** RE: MasterSpec Follow-up  
**Attachments:** MS TOC-Comprehensive Expanded.pdf

Hey Bob,

Thank you for taking my call this morning. Following up on our conversation, I wanted to pass along the information for setting up MasterSpec for your firm, including pricing we discussed.

Here is an overview of what is included in the MasterSpec software package subscription.

All MasterSpec licenses now come with Specpoint AE which is the new digital home of MasterSpec, with Specpoint being a cloud based spec editing tool and MasterSpec the actual specification content. The specifications can be downloaded via Microsoft Word and edited through our Word plugin MasterWorks (also included in the subscription) and/or Specpoint.

The MasterSpec/Specpoint AE subscription includes firm-wide access to [MasterSpec Comprehensive](#) specifications library (table of contents is attached), again in Word format, accessible by MasterWorks and a subscription to Deltek Learning Zone ("DLZ") during the Subscription Period as well user access to the Specpoint AE software. The 12-month MasterSpec/Specpoint subscription is **\$1,800.00**. We do offer AIA Members a 10% discount off the subscription total.

MasterSpec and MasterWorks are licensed for **firm-wide** use so you can give access to anyone you need to have edit specs via Word/MasterWorks. Specpoint is the only part of the software package that is user count based, but it is not required to edit specifications if you plan to do so via Word. I've included a video link below to show off the functionality of the Word-based software included with the MasterSpec subscription.

**Fleet Maintenance -  
\$600.00**

**Getting Started with MasterWorks for PC** – YouTube MasterWorks Functionality video:

<https://www.youtube.com/watch?v=5PavolJMf7o>

Please reach out with any questions after reviewing the information above and if you'd like to proceed, and I can pass along formal pricing information and next steps for setting up a license via DocuSign.

Best,  
Chris

**Deltek**

**Chris Hakala**

Sr. Sales Representative

[ChrisHakala@deltek.com](mailto:ChrisHakala@deltek.com)

T: 207.613.8119

129 Middle Street Portland, ME 04101

[Deltek.com](https://www.deltek.com) | [LinkedIn](#) | [Twitter](#)

**From:** Christian Green <ChristianGreen@deltek.com>  
**Sent:** Monday, August 21, 2023 10:31 AM  
**To:** Robert Durham <robert@rdurhamarchitecture.com>  
**Cc:** Chris Hakala <ChrisHakala@deltek.com>  
**Subject:** MasterSpec Follow-up

Robert,

Thanks for taking the time to speak, today.

I've CC'd the firm's Account Executive, Chris Hakala on this email. Chris will connect with you to provide pricing information and answer any follow-up questions.

Please feel free to reach out if anything comes up. Chris will look to call you tomorrow (8/22) at 9am CST.

Thank you,  
Christian



### Christian Green

Associate Sales Development Representative  
Pronouns: he, him, his

[ChristianGreen@deltek.com](mailto:ChristianGreen@deltek.com)

T: 857.382.3790

### Deltek

2291 Wood Oak Drive,  
Herndon, VA 20171

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product innovation, customer  
support & employee culture.



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