

AGENDA PLACEMENT FORM

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

Date: 10.16.25

Meeting Date: 10.27.25

Submitted By: Lance Anderson

Department: Purchasing

Signature of Elected Official/Department Head:



Court Decision: <small>This section to be completed by County Judge's Office</small>

<p>10-27-2025</p>

Description:

Consider and Approve with Authorization for County Judge to sign Engagement Letter with Architect Robert Durham for Architectural Services for 110 N. Main Street building renovation.

(May attach additional sheets if necessary)

Person to Present: Lance Anderson

(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: 5 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**



Architect Engagement Letter

10/16/2025

Robert Durham Architecture
8545 Crichton, Ct.
Cleburne, TX 76033

Re: Engagement Letter - [110 N. Main Street Renovation CMAR]

Dear Mr. Robert Durham:

Johnson County, Texas (the "County") engages Robert Durham Architecture (the "Architect") to provide professional architectural services for 110 N. Main Street Renovation CMAR, subject to the following terms:

1. Scope of Services

Architect shall provide architectural services necessary for the Project, including coordination of subconsultants (e.g., mechanical, electrical, plumbing, structural, civil). Architect remains fully responsible for all subconsultants.

2. Compensation

- Architect's Services: Compensation, billed at actual cost, shall not exceed \$18,000.
- Architect's Reimbursable Expenses: Reimbursable costs (e.g., printing, delivery, etc....) shall not exceed \$1,000, billed at actual cost without markup.
- Other Professionals: The County authorizes a maximum reimbursable amount of \$18,000 for services performed by subconsultants. All amounts shall be passed through at actual cost with no markup.

3. Invoices and Receipts

- Architect shall submit itemized invoices & receipts for reimbursement monthly.
- All requests for reimbursement, including expenses of Other Professionals, must be submitted within 30 days of Architect's receipt of the underlying invoice or expense. Requests submitted after 30 days are waived unless the County approves in writing.

4. Term and Termination

This Agreement is effective upon signature and continues until services are completed, unless terminated earlier by the County upon ten (10) days' written notice. Architect shall be paid for authorized, satisfactorily performed services and timely submitted reimbursable expenses (subject to the limits above).

5. Entire Agreement

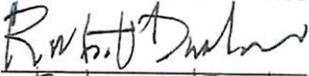
This letter, together with any attachments, constitutes the entire agreement regarding this engagement. Amendments, including any change to maximum amounts, must be in writing and signed by both parties.

JOHNSON COUNTY, TEXAS

By: 
Name: Christopher Bredeker
Title: County Judge
Date: 10-27-25

Acknowledged and Agreed:

ROBERT DURHAM ARCHITECTURE, PLLC

By: 
Name: Robert Durham
Title: Principal - Robert Durham Architecture
Date: 10-16-2025