AGENDA ITEM
CA42

AGENDA PLACEMENT FORM

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

Date: 06.30.26

Meeting Date: 07.13.26

Submitted By: Lance Anderson

Department: Purchasing

Signature of Elected Official/Department Head:

Court Decision:
This section to be completed by County Judge's Office

Johnson County APPROVED Commissioners Court

7.13.2026

Description:

Consider and Approve with Authorization for County Judge to sign Letter of Engagement with Robert Durham for Architectural Design Services for the Johnson County Emergency Operations Center.

(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) CJO

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

Lance Anderson
Purchasing Agent
landerson@johnsoncountytx.org

Architect Engagement Letter

Robert Durham Architecture
8545 Crichton Ct.
Cleburne, TX 76033

Re: Engagement Letter – Johnson County Emergency Operations Center – Architectural Design Service

Dear Mr. Robert Durham:

Johnson County, Texas (the "County") engages Robert Durham Architecture (the "Architect") to provide professional architectural services for the Johnson County Emergency Operations Center Facility Assessment Report, subject to the following terms:

1. Scope of Services

- Spatial Analysis – assist Owner in determining improvements for the facility.
- Site – approximate 1.15-acre site located west of & adjacent to JC 911 Call Center, East Kilpatrick Drive, Cleburne, TX.
- Assist Owner in developing a building program to define goals and needs for improvements.
- Provide site development plan.
- Provide probable cost of construction estimate based on conceptual drawings.

Building Program:

- Develop & establish project goals & objectives.
- Needs assessment i.e. spatial analysis and relationships.
- Assist Owner in establishing a scope of work.
- Prepare final report with recommendations for the proposed facility.

2. Compensation

Design Service Fee:

1. Design Services: $13,000
2. Reimbursable Expenses (paid by invoice): $3,000 (estimate)

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.

- Architect: $225/hour
- Technical (drafting): $145/hour
- Administrative/Clerical: $45/hour

Reimbursable Items Not Included (unless authorized):

- Structural Engineering
- Mechanical / Electrical Engineering
- Civil Engineering
- Acoustical Evaluation
- Roofing Consultant
- Landscape Design Services
- Communications Consultant
- Security Consultant
- Transportation in connection with the Project, authorized out-of-town travel and subsistence
- Fees paid for securing approval of authorities having jurisdiction over the Project
- Renderings, models, and mock-ups requested by the Owner

Owner Furnished:

- Survey: topographical and legal description of the property
- Soils Testing / Evaluation, if required
- Tests, inspections, and reports, such as structural, mechanical, chemical tests, tests for air and water pollution, and tests for hazardous materials, if required

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.

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.

APPROVED AS TO FORM AND CONTENT:

JOHNSON COUNTY:

7-13-24

Christopher Boedeker — Date

Johnson County Judge

COMMISSIONERS COURT JOHNSON COUNTY, TEXAS

Attest: April Long

7-13-24

County Clerk, Johnson County — Date

COMPANY:

Robert Durham Architecture

06-30-2026

Authorized Representative of Company — Date

Printed Name: Robert Durham Title: Principal