

AUG 27 2018

**Approved**

**REQUEST FOR AGENDA PLACEMENT FORM**

**Submission Deadline - Tuesday, 12:00 PM before Court Dates**

**SUBMITTED BY: Ralph McBroom**

**TODAY'S DATE: August 21, 2018**

**DEPARTMENT: Purchasing**

**DEPARTMENT HEAD: Ralph McBroom**

**REQUESTED AGENDA DATE: August 27, 2018**

**SPECIFIC AGENDA WORDING: Consider and approve proposal for architectural and engineering services from Burns Architecture, LLC in the amount of \$59,000.00 for the installation of an Exterior Insulated Finish System (EIFS) on Johnson County Jail buildings C2 and C3.**

**PERSON(S) TO PRESENT ITEM: Ralph McBroom C.P.M.**

**SUPPORT MATERIAL: (See attached)**

**TIME: 5 min**

(Anticipated number of minutes needed to discuss item)

**ACTION ITEM: X**  
**WORKSHOP**  
**CONSENT:**  
**EXECUTIVE:**

**STAFF NOTICE:**

**COUNTY ATTORNEY:**

**AUDITOR:**

**PERSONNEL:**

**BUDGET COORDINATOR:**

**IT DEPARTMENT:**

**PURCHASING DEPARTMENT:**

**PUBLIC WORKS:**

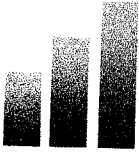
**OTHER: SHERIFF'S OFFICE**

**\*\*\*\*\*This Section to be completed by County Judge's Office\*\*\*\*\***

ASSIGNED AGENDA DATE: \_\_\_\_\_

REQUEST RECEIVED BY COUNTY JUDGE'S OFFICE \_\_\_\_\_

COURT MEMBER APPROVAL \_\_\_\_\_ Date \_\_\_\_\_



# BURNS

ARCHITECTURE, L.L.C.

August 8, 2018

Mr. Ralph McBroom, C.P.M.  
Johnson County Purchasing Agent  
1102 E. Kilpatrick, Suite B  
Cleburne, Texas 76031

Re: Proposal for Architectural/Engineering Services for the  
Installation of EIFS to Buildings C2 and C3  
Johnson County Corrections Center

Ralph:

Having met with you and Captain Blankenship to discuss the proposed installation of an Exterior Insulated Finish System (EIFS) on buildings C2 and C3, and fully understanding your intent, we present this proposal for architect/engineer services.

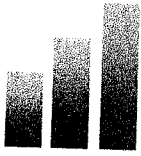
### Scope of Work

We will perform the following services in order to meet the requirements that were discussed:

1. Prepare design/bid documents to illustrate the installation of the EIFS, necessary removal and re-installation of components such as light fixtures, CCTV cameras, gutters and downspouts and any other work needed to identify the needs for a proper installation.
2. Assist Purchasing in issuing bid documents and conducting a pre-bid conference on-site.
3. Assist Purchasing in the evaluation of bids received and to develop a recommendation for contract award.
4. Administer the construction contracts for all vendor/contractors involved and review shop drawing submittals.
5. Visit the site periodically to review the work in progress, review and approve contractor pay requests.
6. Periodically attend Commissioners court meetings to advise and update the court on the work.

621 N FULTON BEACH RD  
SUITE 100  
ROCKPORT, TX  
78382

WEBSITE:  
WWW.BURNS3.COM



# BURNS

ARCHITECTURE, L.L.C.

Additionally, our scope of work/fee includes travel and meetings necessary to facilitate the work.

## Fee

Our fee for this project is a fixed sum of fifty-nine thousand dollars (\$59,000.00).

The fee breakdown is as follows:

- Design/Bid Document Preparation Phase: \$38,000
- Bidding Phase: \$ 6,000
- Construction Phase: \$15,000

Please let me know how you want us to contract this work and proceed.

Best Regards,

Kenny Burns, AIA, Principal  
Burns Architecture, LLC

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