

AGENDA PLACEMENT FORM

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

Date: _____

Meeting Date: 01/26/2026

Submitted By: County Judge's Office

Department: _____

Signature of Elected Official/Department Head:

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

<p>1-29-2026</p>

Description:

Discuss the Procurement and Construction Process for a Precinct 3

Sub-Courthouse

(May attach additional sheets if necessary)

Person to Present: _____

(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**



January 13, 2026

Judge Christopher Boedecker
Johnson County Judge
2 N. Main Street, Room 120
Cleburne, Texas, 76033

RE: Kitchell Professional Services Agreement Task Order No. 1– Project Support Staffing forecast through June 2026.

Dear Judge Boedecker,

As discussed, we are pleased to submit the following Task Order No. 1 Proposal to our Professional Services Agreement. The purpose of this Task Order is to support the County's efforts with the purchase of land for the future site of the County's new Justice of the Peace Facility Project. This shall include the following support services:

Land Planning Services:

Kitchell will partner with County staff to support the land acquisition and site selection process through disciplined analysis, early planning, and clear documentation. Our approach focuses on helping the County understand the feasibility, cost, schedule, and risk implications of the site, so informed decisions can be made prior to land acquisition. Services are structured to align with public-sector decision milestones and approval processes.

Scope of Services

Coordinate with County staff and stakeholders to support site selection and land acquisition efforts.

Conduct high level site reviews assessing physical characteristics, access, utilities, zoning, environmental considerations, and development constraints.

Prepare preliminary project schedules identifying key land acquisition, entitlement, design, and construction milestones.

Identify site-specific risks, constraints, and dependencies that may affect cost, schedule, or constructability.

Provide regular progress updates and milestone tracking throughout the evaluation process.

Deliverables

Site evaluation summarizing findings, risks, and constraints.

High-level preliminary budget estimates with documented assumptions.

Preliminary milestone schedule aligned with County approval timelines.

Written progress reports documenting analysis and recommendations.

Executive summary materials to support County leadership and governing body decisions.

Budget Breakdown: (See attached forecast through June 2026)

1. Staff: 202 hours estimated - \$24,730.00

2. Reimbursables: \$900.00

Total Budget for Task Order No.1: \$25,630.00



Please let me know if you have any questions or comments. It's an honor to be considered to serve Johnson County.

Sincerely,

Tyler Koch
Project Manager



Johnson County Task Order NO.1 - 1.13.26

Johnson County JP Subcourthouse Project	2026												2027												2028											
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12
Johnson County Land Acquisition (6 Months)	Purchase																																			
Architect/Engineer Design Procurement (3 Months)	Procurement																																			
JP Subcourthouse Design (12 Months)	Design																																			
CMAR Procurement (3 Months)	Procurement																																			
Preconstruction (6 Months)													Preconstruction																							
Construction (18 Months)																									Construction											
Position	2026												2027												2028											
Director - Cameron Glass	2	2	2	2	2	2																														
Senior Project Manager - Tyler Koch	4	5	4	5	4																															
Project Manager - Caleb Yeager	30	40	30	40	30																															
Startup Cx & Facility Maintenance Support																																				
Estimating/Scheduling/Controls Resources																																				
Total (Hours/Month)	0	36	47	36	47	36	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Reimbursables / Travel Expenses																																				
Total																																				

Total Hrs	Rate	Total
10	\$ 240	\$ 2,400
22	\$ 165	\$ 3,630
170	\$ 110	\$ 18,700
0	\$ 150	\$ -
0	\$ 150	\$ -
202		\$ 24,730
0.5	\$ 1,800	\$ 900
Total TO No.1 Cost		\$ 25,630