

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>2-9-2026</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	2	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																															
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	
Reimbursables / Travel Expenses				0.5																																
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



KITCHELL

Founded in 1950, Kitchell has over 75 years of experience serving public agencies with strategic solutions.

Over the last 47 years, we've delivered over **\$10.6 billion in civic/municipal construction**, managing more than **1,200 capital projects** nationwide.

Our reputation is built on quality, innovation, and long-term client partnerships.





▶ CAMERON GLASS

Director of Justice

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PHONE:
512.298.3504

3. DESIGN MANAGEMENT & OVERSIGHT

What We Do:

- ▶ Manage the design process from programming through construction documents
- ▶ Coordinate user groups and stakeholder input
- ▶ Perform cost estimating and budget validation at each design phase
- ▶ Conduct constructability, phasing, and operational reviews

Why It Matters:

Ensures the design aligns with the county's budget, operational needs, and long term maintenance goals before construction begins, minimizing change orders and delays later.

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5. CLOSEOUT & TRANSITION TO OPERATIONS

What We Do:

- ▶ Manage substantial completion and final inspections
- ▶ Oversee commissioning, testing, and training
- ▶ Coordinate closeout documentation and warranties
- ▶ Support move in, occupancy, and post-construction evaluations

Why It Matters:

Ensures a smooth transition from construction to operations, protecting the county's investment and setting up staff for long term success.



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4. CONSTRUCTION MANAGEMENT

What We Do:

- ▶ Oversee construction administration and field coordination
- ▶ Monitor schedule, budget, and quality
- ▶ Review pay applications, change orders, and claims
- ▶ Facilitate communication between the county, contractor, and design team

Why It Matters:

Provides consistent oversight and advocacy for the county during construction, helping manage risk, control costs, and keep the project moving forward efficiently.

Project Management Services for County Capital Projects

County governments manage complex capital programs that must balance public accountability, funding constraints, and long term community needs. An experienced Owner's Representative provides structure, continuity, and independent oversight from early planning through closeout, helping counties deliver projects that are on time, on budget, and aligned with strategic priorities. This roadmap outlines a comprehensive, end to end approach to project management that supports counties through planning, procurement, design, and construction, while reducing risk and improving outcomes across the entire capital program.

From Planning to Closeout, Your Advocate at Every Step

Independent project management focused on transparency, accountability, and delivering value to the Texas communities counties serve.

1. PLANNING & PROJECT DEFINITION

What We Do:

- ▶ Define project goals, scope, budget, and schedule
- ▶ Align stakeholders across departments and elected officials
- ▶ Evaluate funding sources and phasing strategies
- ▶ Establish governance, reporting, and decision making frameworks

Why It Matters:

Sets a strong foundation by aligning expectations early, reducing scope creep, and ensuring the project supports broader county objectives and long range plans.

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2



2. PROCUREMENT & DELIVERY STRATEGY

What We Do:

- ▶ Advise on delivery method selection such as CMAR, Design-Build, or Design-Bid-Build
- ▶ Support procurement planning and scheduling
- ▶ Develop RFQs and RFPs for architects, engineers, and contractors
- ▶ Manage evaluation, interviews, and contract negotiation

Why It Matters:

Helps counties select the right delivery method and project team for the project's risk profile, complexity, and timeline while ensuring a fair, transparent procurement process.

**TOGETHER,
BUILDING
VALUE ▶
EVERY DAY.**



KITCHELL

**Project
Management Services
for County Capital
Projects**

TOGETHER, BUILDING VALUE EVERY DAY.

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Suite 100
Waxahachie, TX 75165

ELLIS COUNTY



Central Building

📍 WAXAHACHIE, TEXAS

A \$14 million, 30,000 SF renovation of the annex building to consolidate government and employee offices. The project includes a complete renovation of an existing church property purchased by the county, including a new MEPF system, envelope improvements, elevators, restrooms, office, conference and storage space. The building houses the tax office, fire marshal, development and engineering department and purchasing office, among others.



Justice of the Peace Precinct #2 Courthouse

📍 WAXAHACHIE, TEXAS

A new \$16 million, 20,940 SF courthouse facility consolidating government offices and employees, housing the Justice of the Peace Department, constables and the Texas A&M AgriLife Extension offices. The project includes space for a future 4,000 SF expansion.



Courts & Administration

📍 WAXAHACHIE, TEXAS

A \$3.1 million, 12,000 SF renovation to transform the existing office areas into a new jury queuing and holding area, a permanent district courtroom with support spaces, and upgraded offices for the District Attorney. The project focused on modernizing the facility while maintaining operational continuity within the occupied courthouse. This renovation enhanced functionality, accessibility, and efficiency for court and administrative operations.

Elections & Records

📍 WAXAHACHIE, TEXAS

A \$5.2 million, 16,000 SF renovation of an existing office building. The project provides much-needed space to support election preparation, ballot processing, and secure records storage. Improvements include new office layouts, upgraded technology infrastructure, and enhanced operational support areas to improve workflow and accessibility. The facility will significantly expand the department's ability to operate efficiently and serve the community's growing needs.

Facility Conditions Assessment

📍 WAXAHACHIE, TEXAS

Kitchell conducted on-site reviews of the existing conditions of the County's proposed Annex Building, as well as the Probation Building, and the first floor of the Courthouse Building. Available information from the County was reviewed to ascertain both the history of the facility as well as the County's future goals. During the site visit, the following items were assessed: sitework, exterior envelope, interior spaces, indoor and rooftop HVAC, and electrical and low voltage systems. Following the site visit, a report containing a summary of the team's findings was submitted to the County.

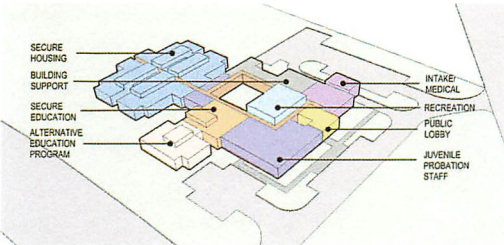
KAUFMAN COUNTY



Courthouse Renovation

📍 KAUFMAN, TEXAS

A \$10 million renovation of a three-story, 33,230 SF historic courthouse originally built in 1954. Renovation work includes the addition of new offices and support spaces, including jury rooms and District Attorney's office, updates to HVAC, electrical, plumbing and upgrades for ADA compliance. The project requires coordination to keep site work to a minimum and maintain the historical significance to the building.



Juvenile Facility

📍 KAUFMAN, TEXAS

A new \$40 million, 37,800 SF, 32-bed design-build facility providing a modern, purpose-built space for youth services and rehabilitation, supporting Kaufman County's dedication to justice, safety and second chances. The new facility includes a full complement of support functions including classrooms, medical and counseling spaces, administrative offices, visitation areas, intake/booking, and recreation areas.

HAYS COUNTY

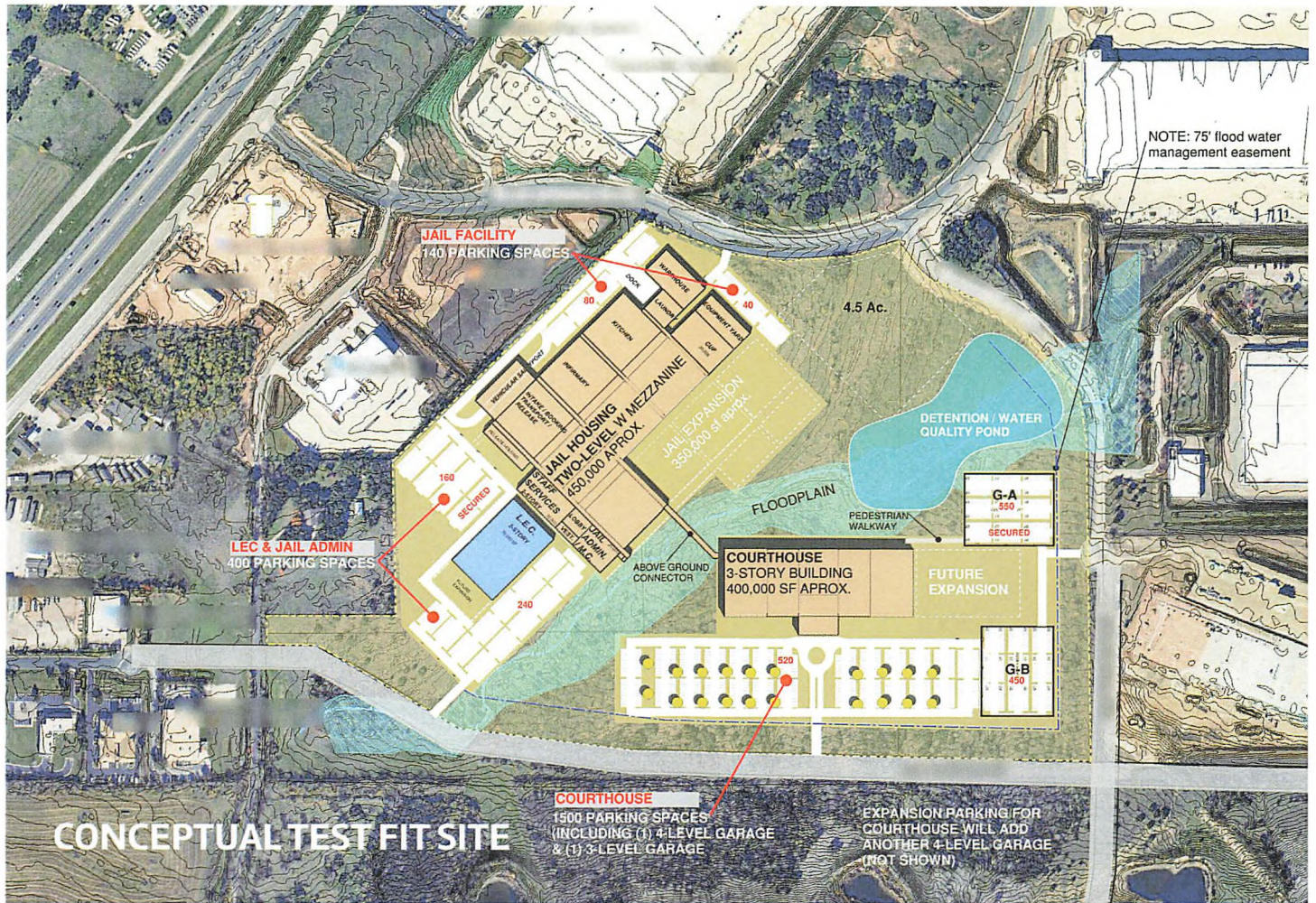


Eastside Campus

📍 KYLE, TEXAS

A new \$60 million, 72,000 SF administrative facility serving the eastern communities of Hays County Precincts 1 & 2, housing satellite offices for various county services, including Hays County Health Department, Justice of the Peace, Precinct 2, Office of Emergency Services, Hays County Administrator's Office, Hays County Sheriff's Office, and Veteran Services Office.

WILLIAMSON COUNTY



Justice Complex Planning & Development

📍 GEORGETOWN, TEXAS

Williamson County is embarking on a transformative initiative to modernize and consolidate its justice system infrastructure, replacing aging and functionally outdated facilities. The County has engaged Kitchell as the Program Manager to provide expert leadership and comprehensive oversight for the planning and development of a new Justice Complex. This complex is intended to address current and future operational needs across the Sheriff's Office, Jail, Courts, and other justice-related functions, improving system efficiency, ensuring constitutional standards, and enhancing service delivery to the community.

COLLIN COUNTY

Courthouse Expansion, Phase I

📍 MCKINNEY, TEXAS

A \$175 million, 175,000 SF expansion of the Collin County Courthouse, supported by a new 500 stall parking garage.



Tyler Koch

Project Manager II

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