



COMMISSIONERS COURT  
COMMUNICATION

REFERENCE NUMBER \_\_\_\_\_

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DATE: 06/04/2024

**SUBJECT: APPROVAL OF A PROFESSIONAL SERVICES CONTRACT WITH ELEMENTS OF ARCHITECTURE, INC. FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR THE SUBCOURTHOUSE IN ARLINGTON THIRD FLOOR PASSPORT OFFICE BUILDOUT**

**\*\*\* CONSENT AGENDA \*\*\***

**COMMISSIONERS COURT ACTION REQUESTED**

It is requested that the Commissioners Court approve a professional services contract with Elements of Architecture, Inc. for architectural and engineering services for the Subcourthouse in Arlington Third Floor Passport Office buildout, located at 700 East Abram Street in Arlington.

**BACKGROUND**

The current passport office is currently located on the 2nd floor and occupies 692 square feet of open office area. Due to the level of services, the pedestrian traffic is regularly exceeding the maximum room occupancy of nineteen (19), causing foot traffic to backup into the public hallway. During the construction of the Subcourthouse in Arlington in 2008, 3,062 square feet of expansion space was included and left unfinished. As part of the FY 2025 Facilities Management Capital Budget, the County Clerk's Office requested additional space to enlarge the passport office to better serve customers. Relocating the passport office to the 3rd floor will create additional workspace for an additional clerk and expand the queuing area.

On April 26, 2022, the Commissioners Court, through Court Order #138003, approved Request For Qualification (RFQ) No. 2022-098 – Annual Contract for Professional Architectural-Engineering Services, for various Tarrant County projects. With approval of RFQ No. 2022-098, the Facilities Management Department and Purchasing Department were granted approval to utilize the selected firms for indefinite quantities of work, as outlined in the RFQ, at the hourly rates in the respective rate schedules for each firm. Firms will be issued a Tarrant County purchase order or will be required to sign a contract for individual projects, depending on the type and cost of the work. Elements of Architecture was one (1) of the firms that received the highest evaluated ratings from the evaluation committee as having qualifications to meet the County's needs for indefinite quantities of work as outlined in the RFQ.

With approval, Elements of Architecture will design approximately 1,175 square feet of typical office space in the expansion area for the passport office on the 3rd floor. The scope of services shall include, but is not limited to the following:

- Schematic/Construction Design Services
- Bidding Services
- Construction Administration Services

SUBMITTED BY:	Facilities Management	PREPARED BY: APPROVED BY:	Milissa Warner Michael Amador
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This professional service contract has been approved as to form by the Criminal District Attorney's Office.

## **FISCAL IMPACT**

Funding in the amount of \$50,680.00 is available in account 45100-2024 Non-Debt Capital Fund / 3110225000 Sub-Courthouse in Arlington / 540000 Capital Outlay.