



COMMISSIONERS COURT  
COMMUNICATION

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

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DATE: 02/21/2023

**SUBJECT: APPROVAL OF PROFESSIONAL SERVICES CONTRACT WITH  
AIR BALANCING COMPANY, INC. FOR HVAC TEST, ADJUST,  
AND BALANCE SERVICES RELATED TO THE RENOVATION OF  
THE THIRD FLOOR FINISH-OUT PROJECT FOR THE TARRANT  
COUNTY PLAZA BUILDING**

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

**COMMISSIONERS COURT ACTION REQUESTED**

It is requested that the Commissioners Court approve a Professional Services Contract with Air Balancing Company, Inc. for HVAC Test, Adjust, and Balance (TAB) services related to the Renovation of the Third Floor Finish-Out Project for the Tarrant County Plaza Building.

**BACKGROUND**

The Renovation of the Third Floor Finish-Out Project consists of moving the Facilities Management Department from the 3rd and 4th floors of the 1895 Courthouse, and Transportation Services from the 4th floor of the Administration Building to the expansion area of approximately 12,460 square feet located on the 3rd floor of the Plaza Building.

On August 30, 2022, the Commissioners Court, through Court Order #138979, approved Request For Qualification (RFQ) No. 2022-198 – Annual Contract for HVAC Test, Adjust, Balance and Professional Services, for various Tarrant County projects. With approval of RFQ No. 2022-198, 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 are issued a Tarrant County Purchase Order or are required to sign a contract for individual projects, depending on the type and cost of the work. Air Balancing Company, Inc. was one (1) of the firms that received the highest evaluated ratings from the evaluation committee for indefinite quantities of work as outlined in the RFQ.

With approval of this Professional Services Contract, Air Balancing Company, Inc. will provide the following services related to the Renovation of the Third Floor Finish-Out Project for the Tarrant County Plaza Building:

**TAB Services**

TAB is the fine-tuning of the building HVAC equipment to achieve peak performance as designed, ensuring proper air filtration, ventilation, and comfort control.

SUBMITTED BY:	Facilities Management	PREPARED BY: APPROVED BY:	Milissa Warner Michael Amador
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The Criminal District Attorney's Office has reviewed this contract as to form.

### **FISCAL IMPACT**

Fiscal impact of this contract is \$20,595.00. Funding is available from the funds designated for this project in CARPA-2023.