



## COMMISSIONERS COURT COMMUNICATION

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

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DATE: 07/11/2023

**SUBJECT: APPROVAL OF A PROFESSIONAL SERVICES CONTRACT BETWEEN TARRANT COUNTY AND ELEMENTS OF ARCHITECTURE, INC. FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR THE BUILDOUT OF 1,200 SQUARE FEET OF EXPANSION SPACE ON THE THIRD FLOOR OF THE SUBCOURTHOUSE IN ARLINGTON**

### **COMMISSIONERS COURT ACTION REQUESTED**

It is requested that the Commissioners Court approve a Professional Services Contract between Tarrant County and Elements of Architecture, Inc. for architectural and engineering services for the buildout of 1,200 square feet of expansion space on the third floor of the Subcourthouse in Arlington, located at 700 East Abram Street in Arlington.

### **BACKGROUND**

The 2008 construction of the Subcourthouse in Arlington included 3,062 square feet of unfinished expansion space. Commissioner Simmons has requested a buildout of 1,200 square feet of the unfinished expansion space for two (2) offices, one (1) conference room and space for two (2) modular system workstations. State Representative Chris Turner contacted the County to express an interest in moving the local District 101 office into the Subcourthouse in Arlington. Facilities Management will seek approval from the Commissioners Court to enter into a lease agreement with Representative Turner for use of space at the Subcourthouse in Arlington.

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 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. Elements of Architecture was one (1) of the firms that received the highest evaluated ratings from the evaluation committee by having qualifications that meet the County's needs for indefinite quantities of work as outlined in the RFQ.

With approval of this contract, Elements of Architecture, Inc. will design approximately 1,200 square feet of office space in the expansion area of the third floor. The scope of services shall include, but not be limited to the following:

- Schematic Design Phase
- Construction Documents Phase
- Bidding Phase
- Construction Administration Phase

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 \$50,960.00 is available in account 540000/6210100000/45100-2023.