



**COMMISSIONERS COURT
COMMUNICATION**

COURT ORDER NUMBER 145440

PAGE 1 OF 6

DATE: 7/1/2025

SUBJECT: CONSIDERATION OF A BUILDING RENOVATION OF THE HUMAN RESOURCES SUITE LOCATED ON THE 3RD FLOOR OF THE ADMINISTRATION BUILDING

***** CONSENT AGENDA *****

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court consider a building renovation of the Human Resources Suite located on the 3rd Floor of the Administration Building.

BACKGROUND

In the approved FY25 budget, the Commissioners Court allocated \$63,800.00 to remodel Human Resources Offices.

The renovation modifies the existing space to create an environment that more readily supports collaboration and cohesion within the Human Resources Department.

This is to be accomplished by minor wall modifications, break-area updates, demolition of built-in reception area and counters, removal of modular furniture walls, relocation of two offices, and the relocation of the Photo ID camera. The renovation will consist of minor demolition, installation of millwork and countertops, the relocation of two additional offices and doors.

In summary, the renovation will consist of minor wall installation, millwork / cabinetry, painting, plumbing, electrical, lighting, data, and HVAC.

FISCAL IMPACT

Funding in the amount of \$43,556.00 is available in account 45100-2025 Non-Debt Capital/3110200000 Administration Building /540000 Capital and is a 32% reduction of cost from the previously approved budget.

SUBMITTED BY	Facilities Management	PREPARED BY:	Milissa Warner
		APPROVED BY:	Frank Lopez

HR Project - 301 / 302

Budget Estimate date

3/7/2025

The budget below is based from the following scope of work:

1. This budget includes a total of 3500sf located at address. Tarrant County Administration Building
3. This budget does not include relocation costs.
4. This budget does not include annual operating costs.

Capital Budget Summary

1. SITE WORK		\$	-
2. DEMOLITION / ABATEMENT		\$	8,076.00
3. CONSTRUCTION COST OF THE BUILDING		\$	33,405.58
General Requirements	\$	-	
Concrete	\$	-	
Gypsum Board Assemblies	\$	1,953.05	
Openings	\$	-	
Finishes	\$	15,940.00	
Elevator	\$	-	
Mechanical Systems	\$	3,173.50	
Electrical Systems	\$	7,969.48	
Plumbing Systems	\$	3,742.55	
Special Equipment	\$	-	
Low Voltage	\$	627.00	
General Contractor (1 if bid out, 0 if performed in-house)	\$	-	
4. PROFESSIONAL SERVICES		\$	-
5. PERMITS & FEES		\$	-
6. OCCUPANCY EXPENSES		\$	-
7. OWNER'S CONTINGENCY		\$	2,074.08

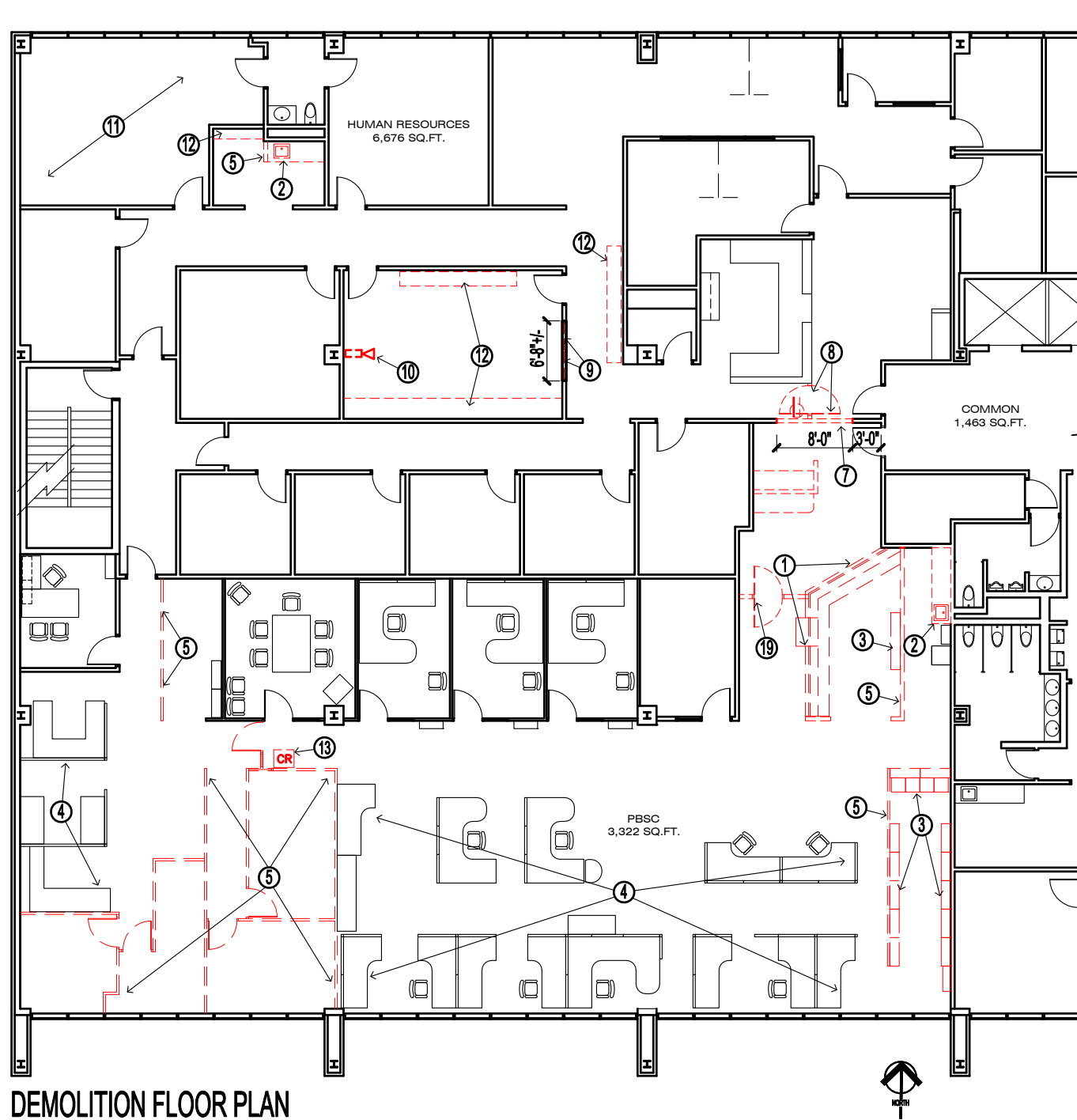
Tarrant County Facilities Management

TOTAL PROJECT BUDGET : If Self-Perfomred

\$ 43,555.66

Cost of Self-Performed Tradesmen

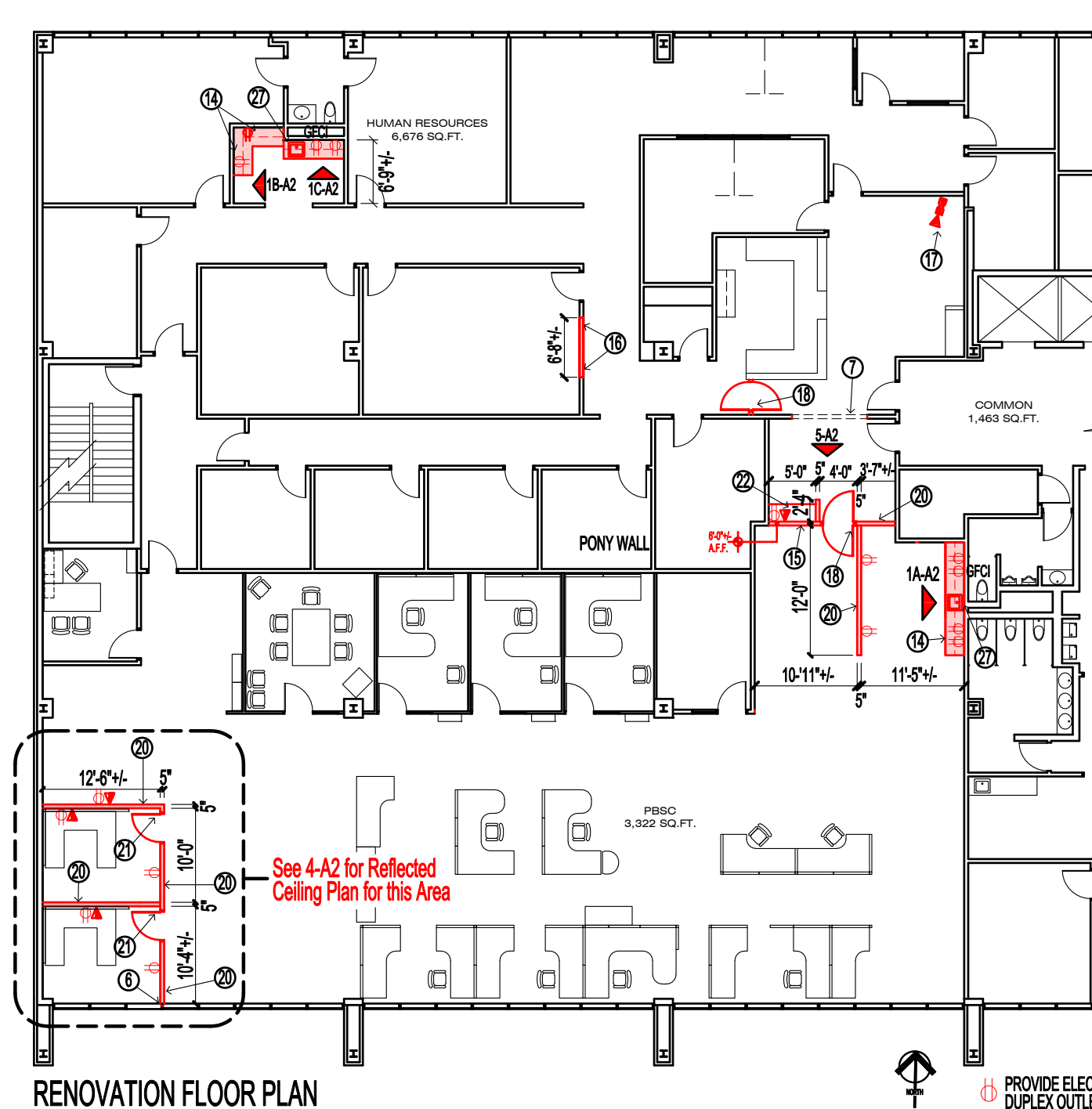
\$ -



DEMOLITION FLOOR PLAN

Administration Building - 3rd Floor, Human Resources

SCALE: 1/16" = 1'-0"



RENOVATION FLOOR PLAN

Administration Building - 3rd Floor, Human Resources

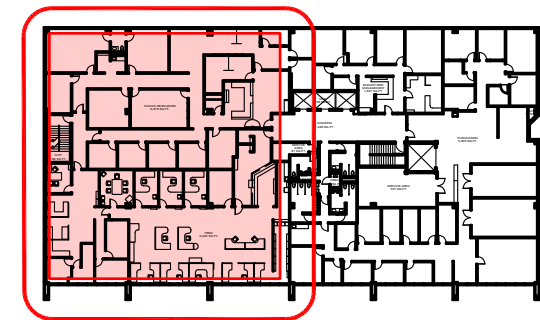
SCALE: 1/16" = 1'-0"

- ⊕ PROVIDE ELECTRICAL DUPLEX OUTLET
- ▼ PROVIDE DATAPHONE PORT

KEYED NOTES

1. REMOVE EXISTING COUNTER/WORK STATION; REPAIR FLOORING AS REQUIRED.
2. REMOVE EXISTING BASE CABINET AND SINK; EXISTING PLUMBING LINES TO BE RE-USED FOR NEW BASE CABINETS; PATCH/REPAIR WALL(S) AS REQUIRED. MATCH EXISTING.
3. REMOVE ALL EXISTING FILES/STORAGE UNITS. SALVAGE TO FACILITIES MANAGEMENT.
4. ALL EXISTING WORK STATIONS/CUBICLES TO REMAIN.
5. REMOVE EXISTING WALL(S), DOORS, FRAMES AND COUNTERS. TERMINATE ALL DATA/PHONE AND ELECTRICAL OUTLETS; SALVAGE DOORS AND FRAMES TO FACILITIES MANAGEMENT; PATCH/ REPAIR WALLS WHERE REQUIRED, MATCH EXISTING.
6. END OF NEW WALL TO BE CENTERED ON EXISTING MULLION.
7. CUT 8'-0" WIDE x 7'-0" HIGH OPENING IN EXISTING WALL. PATCH/REPAIR AND PAINT WALL AS REQUIRED. RELOCATE ANY ELECTRICAL AND DATA OUTLETS TO EXISTING ADJACENT WALLS TO REMAIN. PATCH/REPAIR FLOOR.
8. REMOVE AND RELOCATE EXISTING DOUBLE SWINGING GATE TO END OF RECEPTION COUNTER. PATCH/REPAIR EXISTING WALL AND RECEPTION COUNTER WHERE DOOR MOUNTS WERE REMOVED. SEE KEYED NOTE No. 18.
9. REMOVE EXISTING GLASS STOREFRONT AND FRAME AND CLOSE OPENING TO MATCH EXISTING.
10. REMOVE AND RELOCATE EXISTING CAMERA AND CAMERA MOUNT TO NEW LOCATION; SEE KEYED NOTE No. 17.
11. REMOVE ALL EXISTING FURNITURE FROM THIS ROOM.
12. REMOVE EXISTING CABINETS, BUILT-IN SHELVING/BOOK CASES; PATCH/REPAIR WALL AS REQUIRED; MATCH EXISTING WALLS.
13. REMOVE EXISTING CARD READER. SALVAGE TO FACILITIES MANAGEMENT.

14. PROVIDE NEW BASE AND WALL CABINETS. REUSE EXISTING PLUMBING INSIDE EXISTING WALL. SEE ELEVATION AS NOTED. LOCATE NEW SINKS AND FAUCETS TO SAME LOCATION OF EXISTING SINKS AND FAUCETS TO BE REMOVED.
15. PROVIDE NEW GYP. BD. WALL TO 6'-0" A.F.F. SEE ELEVATION 5-A2.
16. CLOSE OPENING WHERE WINDOW AND GLASS WAS REMOVED WITH GYP. BD. ON MTL. STUDS. MATCH EXISTING ADJACENT FINISHES.
17. RELOCATED CAMERA AND CAMERA MOUNT. PROVIDE ALL WIRING AS REQUIRED AND CONNECT TO EXISTING SECURITY CAMERA SYSTEM.
18. RELOCATED DOUBLE SWINGING GATE AND SIDE MOUNTS.
19. REMOVE AND RELOCATE EXISTING DOUBLE SWINGING GATE AND SIDE MOUNTS TO NEW ADJACENT LOCATION INSIDE THIS ROOM.
20. PROVIDE NEW GYP. BD. WALL TO BOTTOM OF EXISTING CEILING. SEE WALL SECTION 3-A2; REWORK CEILING MOUNTED LIGHT FIXTURES, SUPPLY AND RETURN AIR REGISTERS, SMOKE ALARMS, HORN STROBES, ETC. TO AVOID NEW WALL.
21. PROVIDE NEW DOOR AND FRAME TO MATCH EXISTING. FIELD VERIFY DOOR AND FRAME DIMENSIONS.
22. PROVIDE NEW 2'-0" DEEP WORK COUNTER, SEE ELEVATION AS NOTED.
23. REMOVE AND RELOCATE EXISTING SUPPLY AIR REGISTER TO NEW LOCATION AS SHOWN.
24. RELOCATE EXISTING LIGHT FIXTURES INSIDE THIS NEW ROOM AS SHOWN AND PROVIDE A NEW LIGHT SWITCH WIRED TO RELOCATED LIGHT FIXTURES. PROVIDE NEW RETURN AIR REGISTERS CONNECTED TO EXISTING HVAC SYSTEM.
25. REMOVE AND RELOCATE EXISTING CEILING MOUNTED FIRE ALARM TO NEW LOCATION AS SHOWN.
26. REMOVE AND RELOCATE EXISTING CEILING MOUNTED FAN TO NEW LOCATION AS SHOWN.
27. CENTER AND CONNECT NEW SINK, FAUCET AND PLUMBING LINES WITH EXISTING PLUMBING LINES INSIDE EXISTING WALL.



PROJECT LOCATIONS

ADMINISTRATION BUILDING
3RD FLOOR - HUMAN RESOURCES
100 E. WEATHERFORD ST.
FORT WORTH, TEXAS 76196



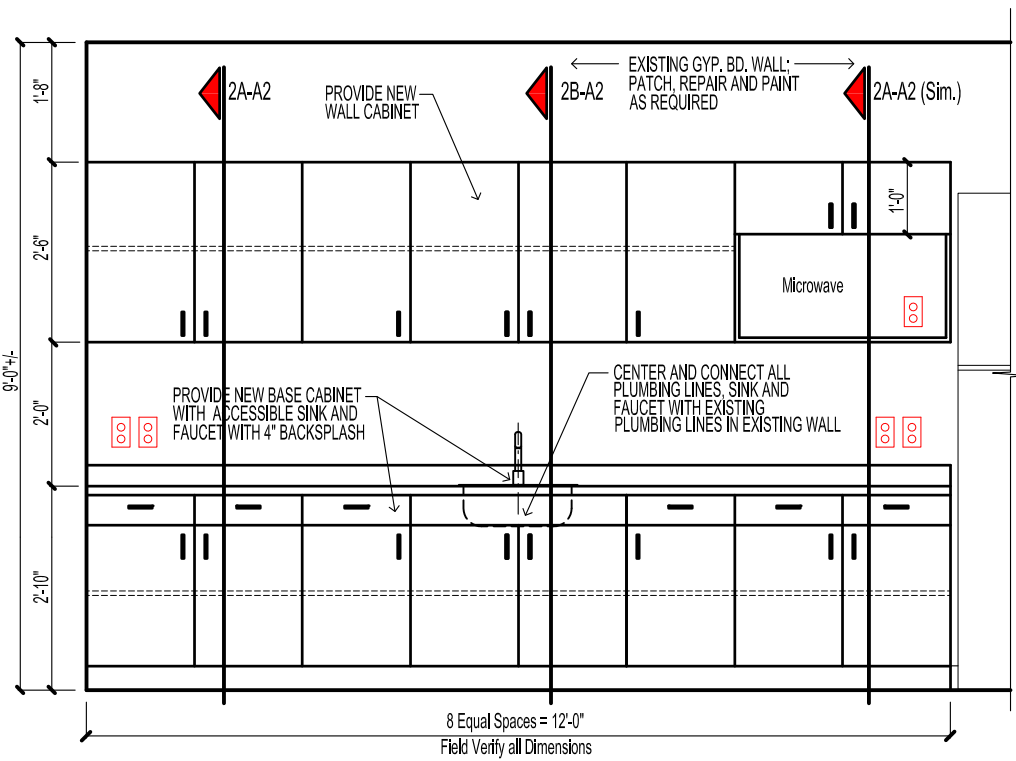
Tarrant County - Facilities Management
Construction Services
100 W. Weatherford St., Room 350
Fort Worth, Texas 76196
p: (817) 894-1502

HUMAN RESOURCES RENOVATION
ADMINISTRATION BUILDING 3RD FLOOR

DRAWING NUMBER
Admin3rd Flr HR March2025
DATE: April 16, 2025
DRAWN BY: H.C.

SHEET NO.
A-1
1 OF 4 SHEETS

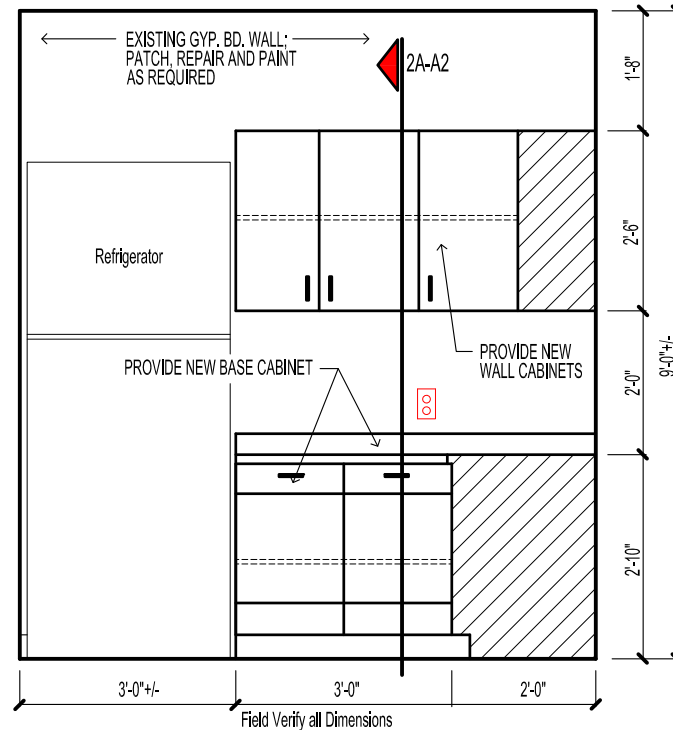
DEMOLITION/RENOVATION FLOOR PLAN, KEYED NOTES, ELEVATIONS, SECTIONS, LOCATION PLAN



PROVIDE ELECTRICAL DUPLEX OUTLET ABOVE COUNTER

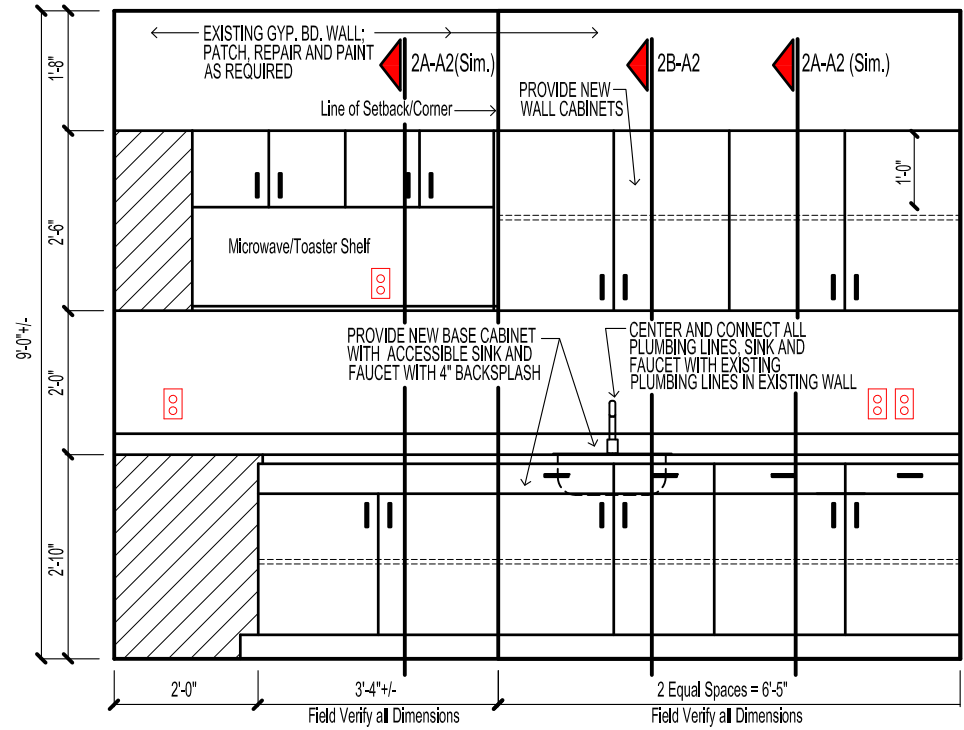
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NOTE; PLASTIC LAMINATE ON ALL EXPOSED SURFACES



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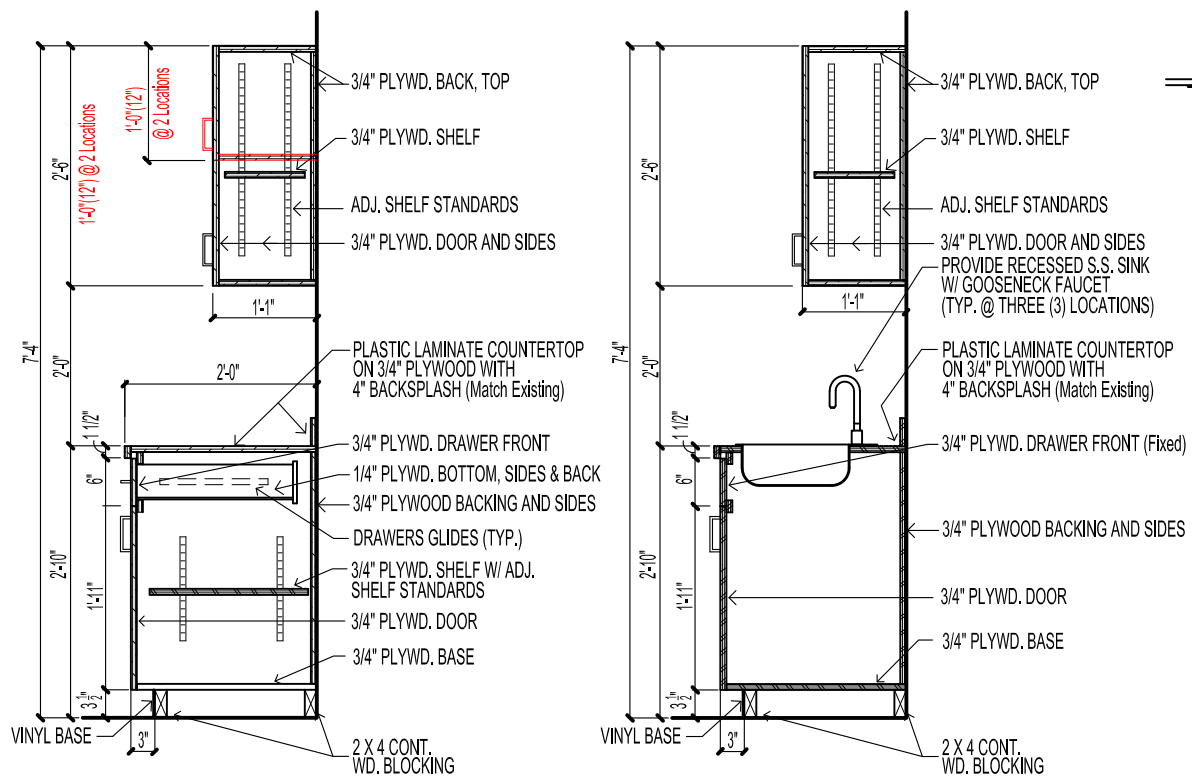
B



C

1 CABINET ELEVATIONS

SCALE: 3/8" = 1'-0"



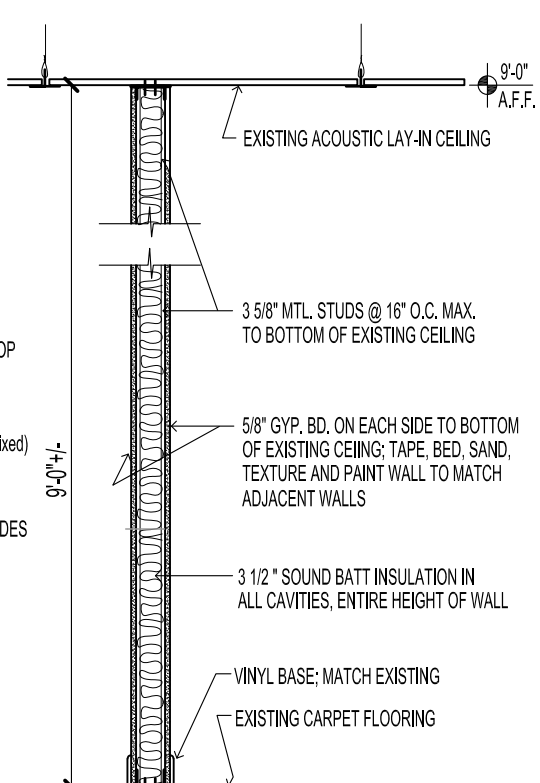
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NOTE; PLASTIC LAMINATE ON ALL EXPOSED SURFACES

B

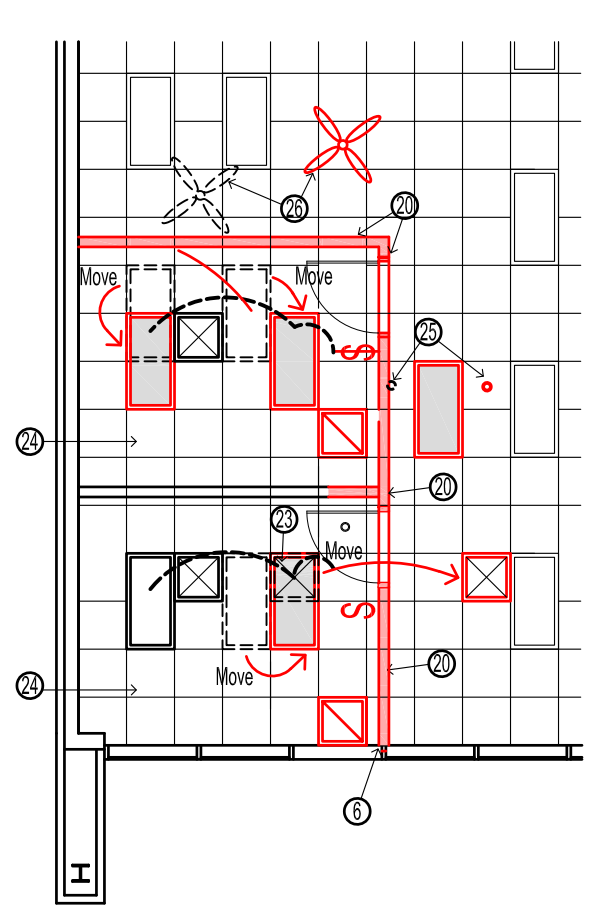
2 CABINET ELEVATIONS

SCALE: 1/2" = 1'-0"



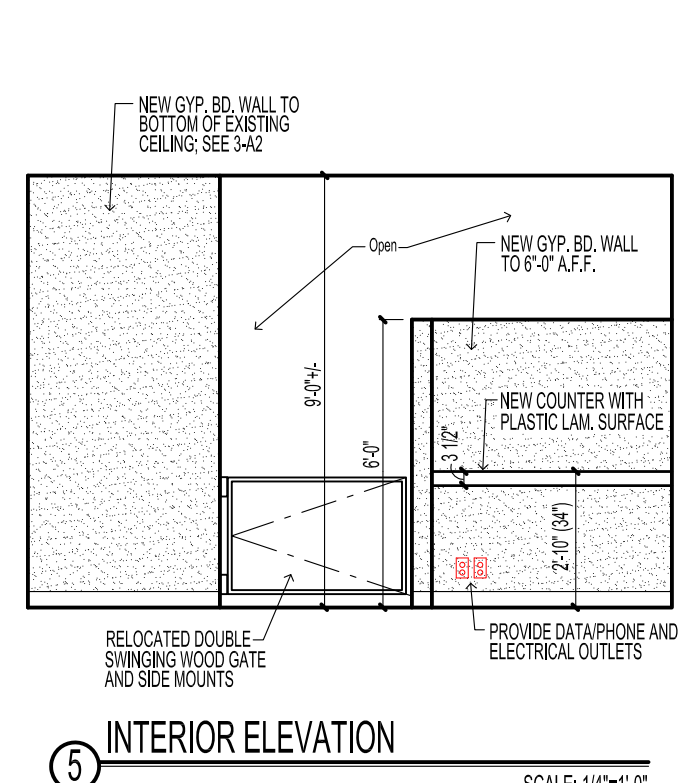
3 WALL SECTION

SCALE: 1/8" = 1'-0"



4 PARTIAL REFLECTED CEILING PLAN

SCALE: 1/8" = 1'-0"



5 INTERIOR ELEVATION

SCALE: 1/4" = 1'-0"



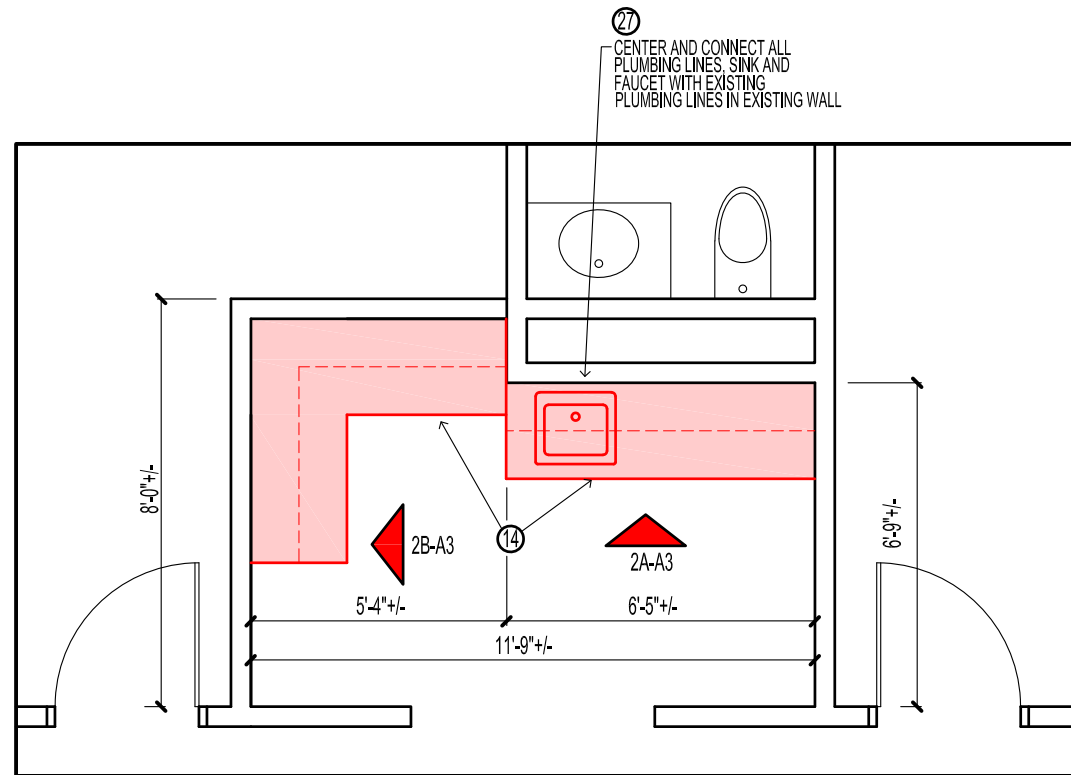
Tarrant County - Facilities Management
Construction Services
100 W. Weatherford St., Room 350
Fort Worth, Texas 76196
p: (817) 884-1502

HUMAN RESOURCES RENOVATION
ADMINISTRATION BUILDING 3RD FLOOR

DEMOLITION/RENOVATION FLOOR PLAN, KEYED NOTES, ELEVATIONS, SECTIONS, LOCATION PLAN

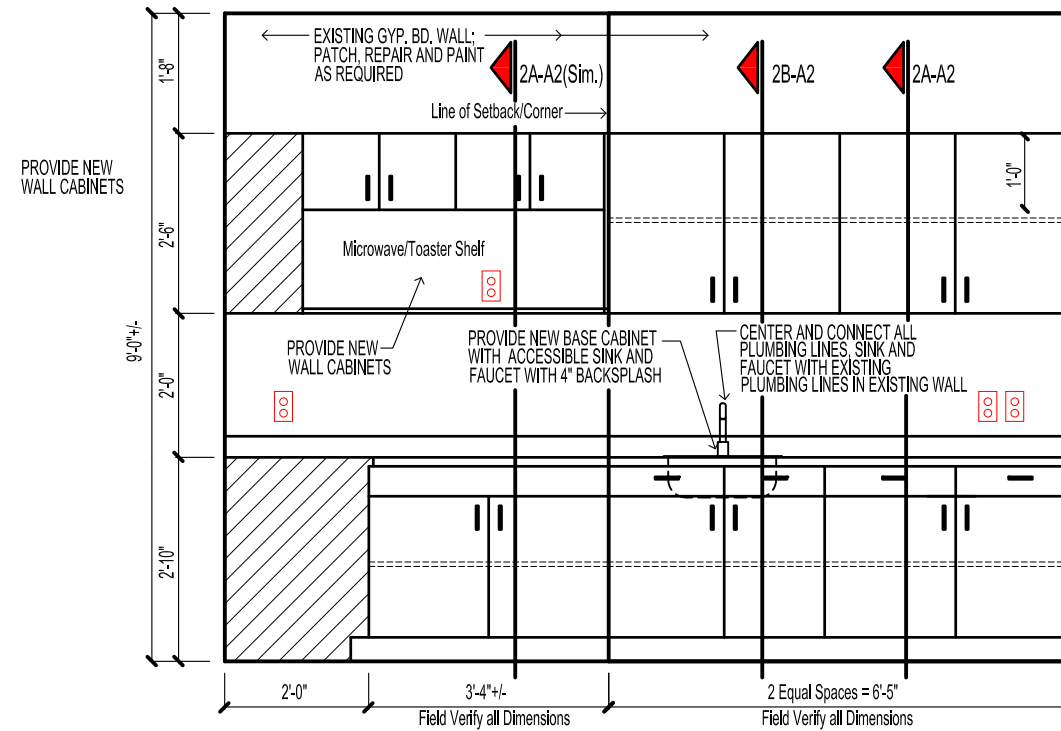
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SHEET NO.
A-2
2 OF 4 SHEETS



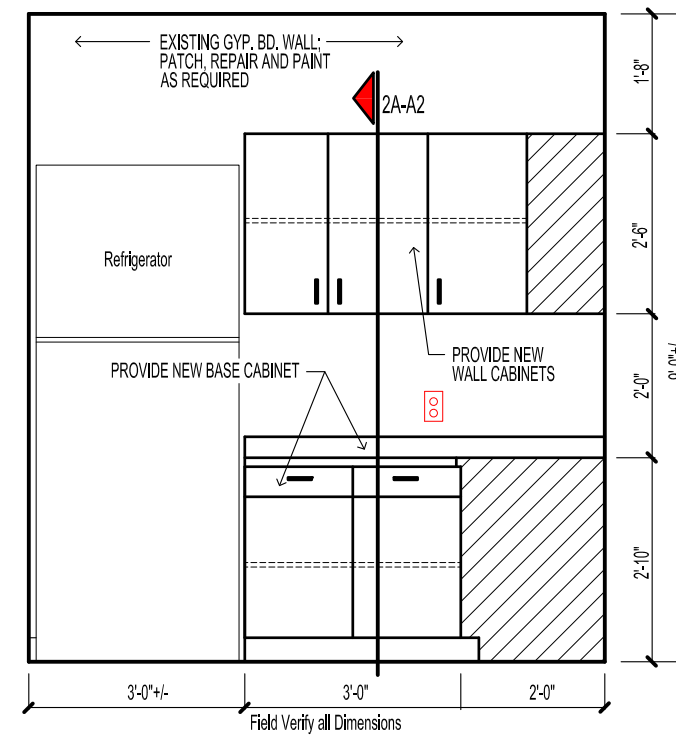
1 ENLARGED RENOVATION FLOOR PLAN
Administration Building - 3rd Floor, Human Resources

SCALE: 1/4" = 1'-0"
NORTH



A

NOTE: PLASTIC LAMINATE ON ALL EXPOSED SURFACES



B

NOTE: PLASTIC LAMINATE ON ALL EXPOSED SURFACES

2 CABINET ELEVATIONS
Administration Building - 3rd Floor, Human Resources

SCALE: 3/8" = 1'-0"



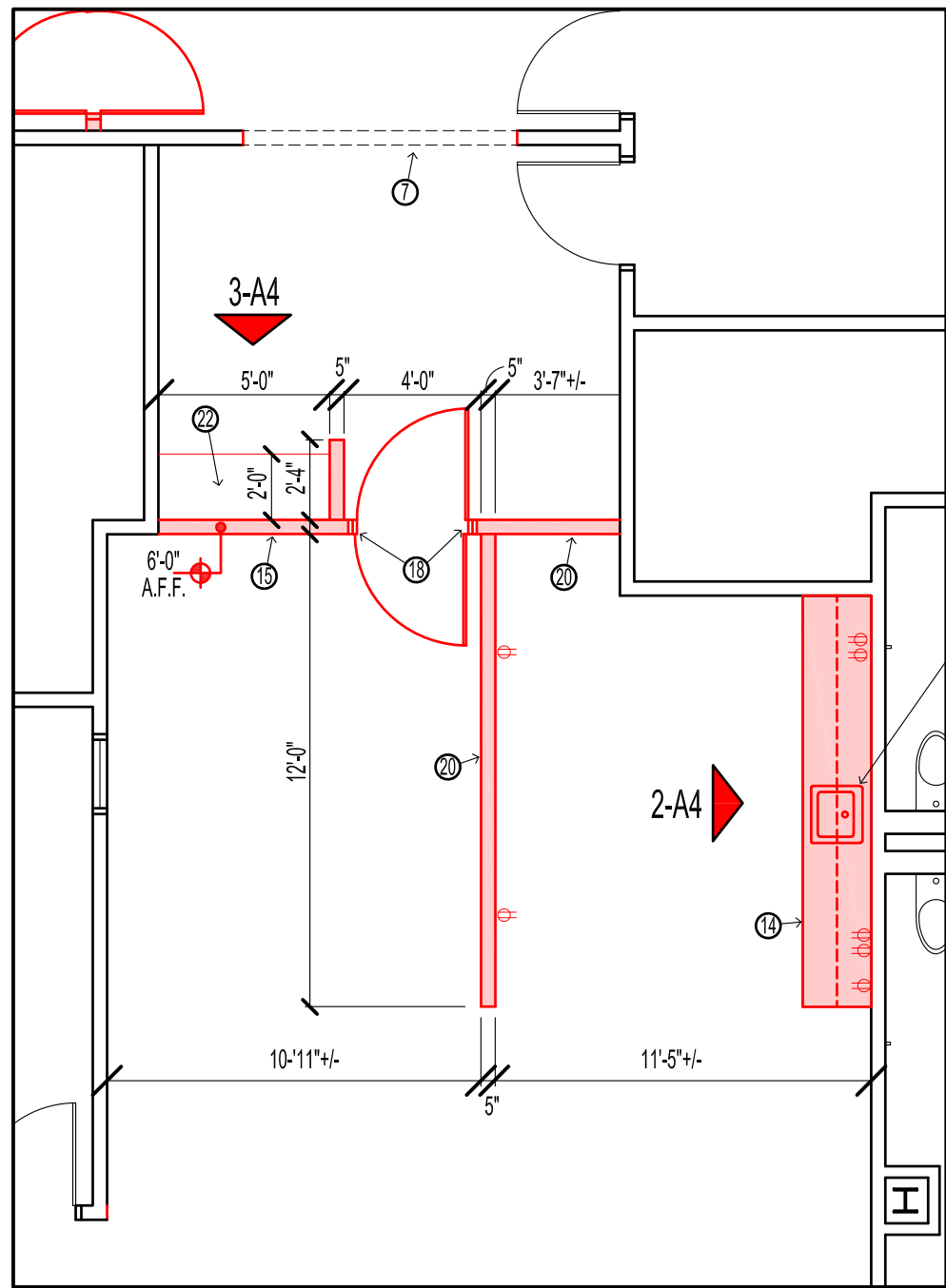
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Construction Services
100 W. Weatherford St., Room 350
Fort Worth, Texas 76196
p: (817) 864-1502

HUMAN RESOURCES RENOVATION
ADMINISTRATION BUILDING 3RD FLOOR

DEMOLITION/RENOVATION FLOOR PLAN, KEYED NOTES, ELEVATIONS, SECTIONS, LOCATION PLAN

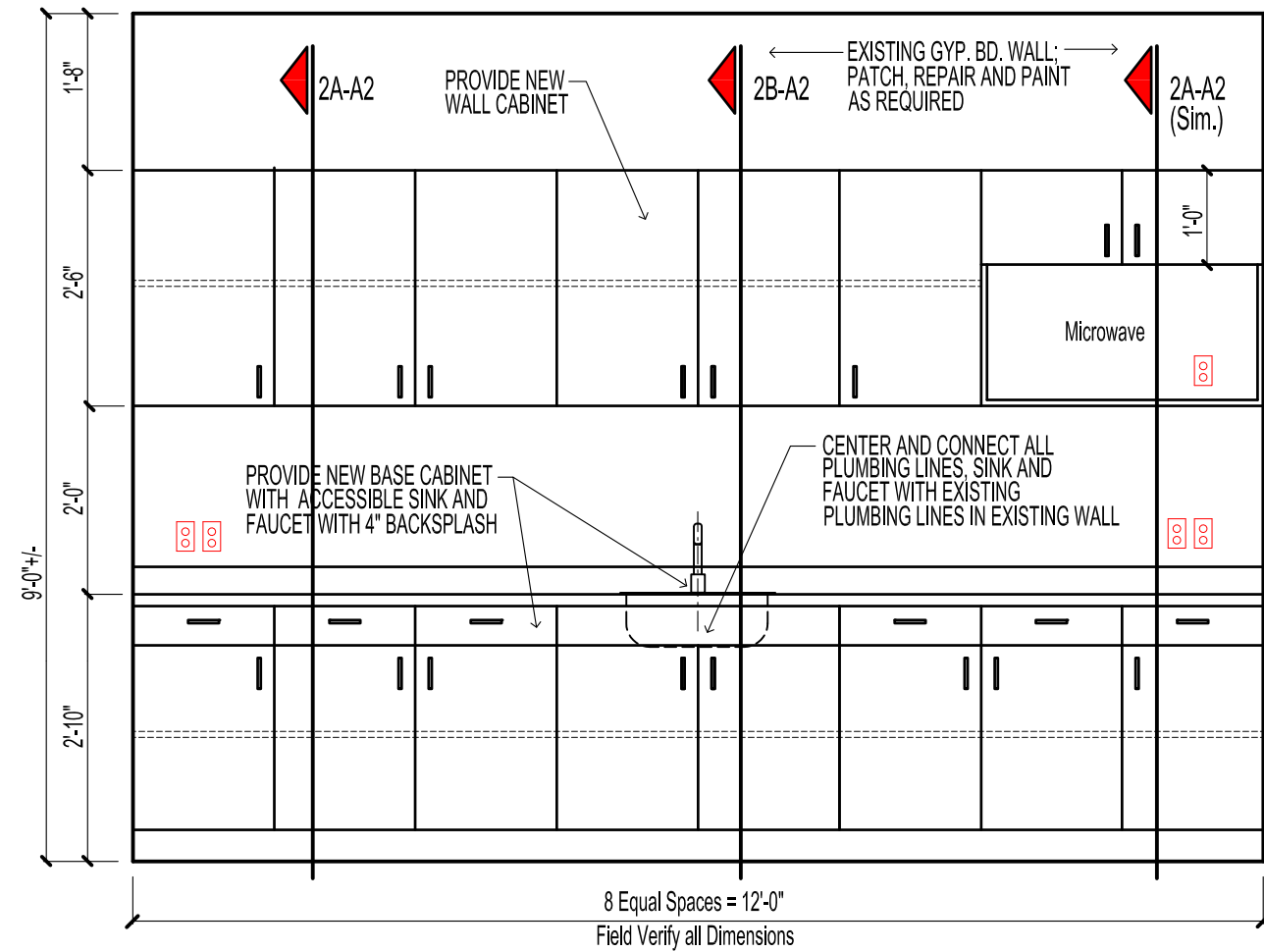
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SHEET NO.
A-3
3 OF 4 SHEETS



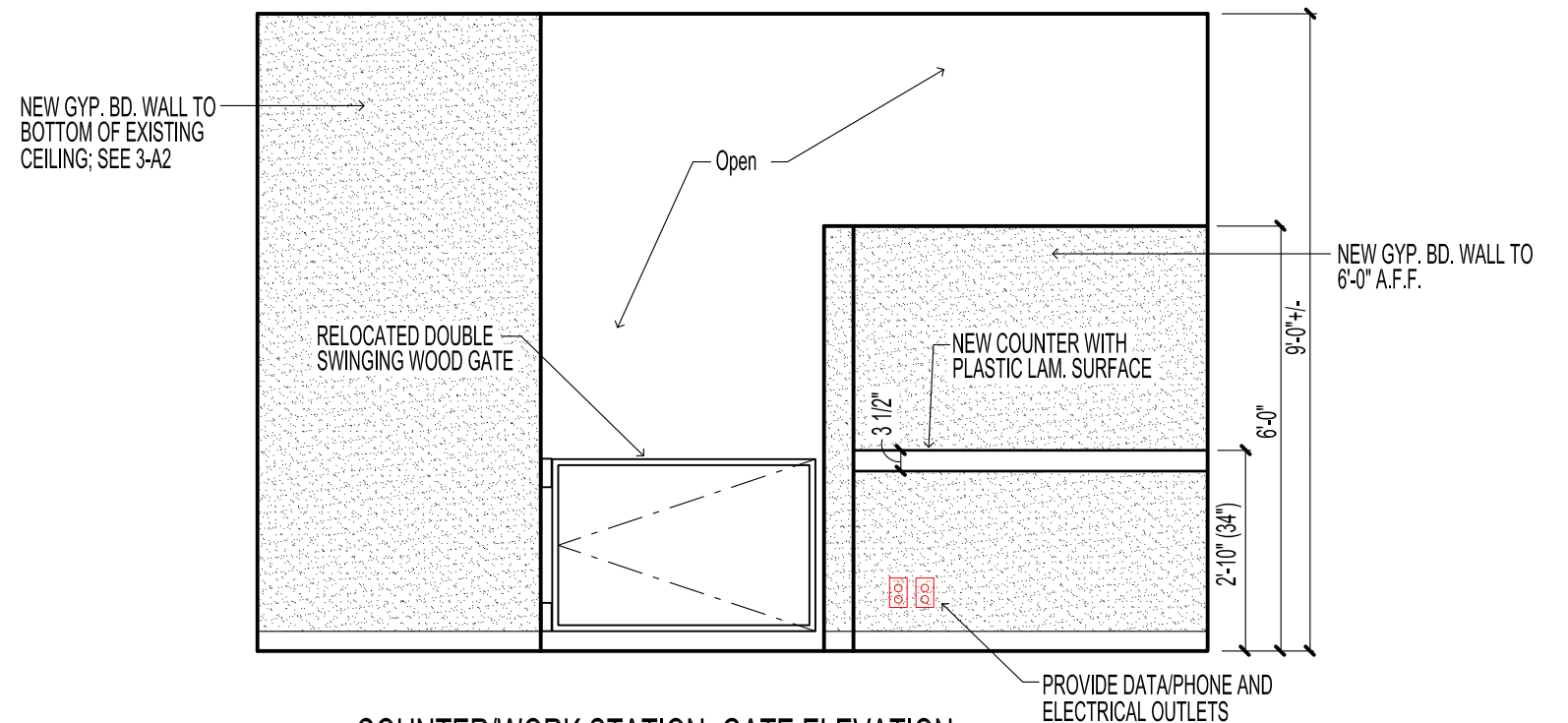
1 ENLARGED RENOVATION FLOOR PLAN
Administration Building - 3rd Floor, Human Resources

SCALE: 3/16" = 1'-0"



2 CABINET ELEVATION
Administration Building - 3rd Floor, Human Resources

SCALE: 1/2" = 1'-0"



3 COUNTER/WORK STATION, GATE ELEVATION
Administration Building - 3rd Floor, Human Resources

SCALE: 3/8" = 1'-0"



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HUMAN RESOURCES RENOVATION
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DEMOLITION/RENOVATION FLOOR PLAN, KEYED NOTES, ELEVATIONS, SECTIONS, LOCATION PLAN

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SHEET NO.

A-4

4 OF 4 SHEETS