



**COMMISSIONERS COURT
COMMUNICATION**

COURT ORDER NUMBER 145439

PAGE 1 OF 3

DATE: 7/1/2025

SUBJECT: CONSIDERATION OF A BUILDING RENOVATION OF THE BALLOT BOARD ROOM AT THE ELECTIONS CENTER

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

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court consider a building renovation of the ballot board room at the Elections Center.

BACKGROUND

In the approved FY 2025 budget, the Commissioners Court allocated \$19,800.00 for the renovation and expansion of the existing Ballot Board Room at the Elections Center.

Historically, the existing space has been undersized during recent elections. This renovation will expand the Elections Center's capacity to perform administrative and supervisory duties during election cycles. The project includes demolition of a wall, construction of new walls to extend the space, and reconfiguration of interior windows (adding two). Additional work includes installing ceiling fans, relocating return air diffusers and supply air grills, adding electrical outlets and data drops, replacing light fixtures and switches, and relocating a card reader and security camera. All furnishings will be provided by the Elections Department.

In summary, the renovation will consist of demolition, installation of walls, doors, interior windows, electrical, lighting, ceiling fans, data, and HVAC improvements.

FISCAL IMPACT

Funding in the amount of \$19,152.00 is available in account 45100-2025 Non-Debt Capital/ 3110701000 Elections Center/540000 Capital Outlay.

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

FY25 Elections Ballot Board Room.

Budget Estimate date

5/6/2025

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

1. This budget includes a total of 475sf located at Tarrant County Elections Center 2750 Primere St.

3. This budget does not include relocation costs.

4. This budget does not include annual operating costs.

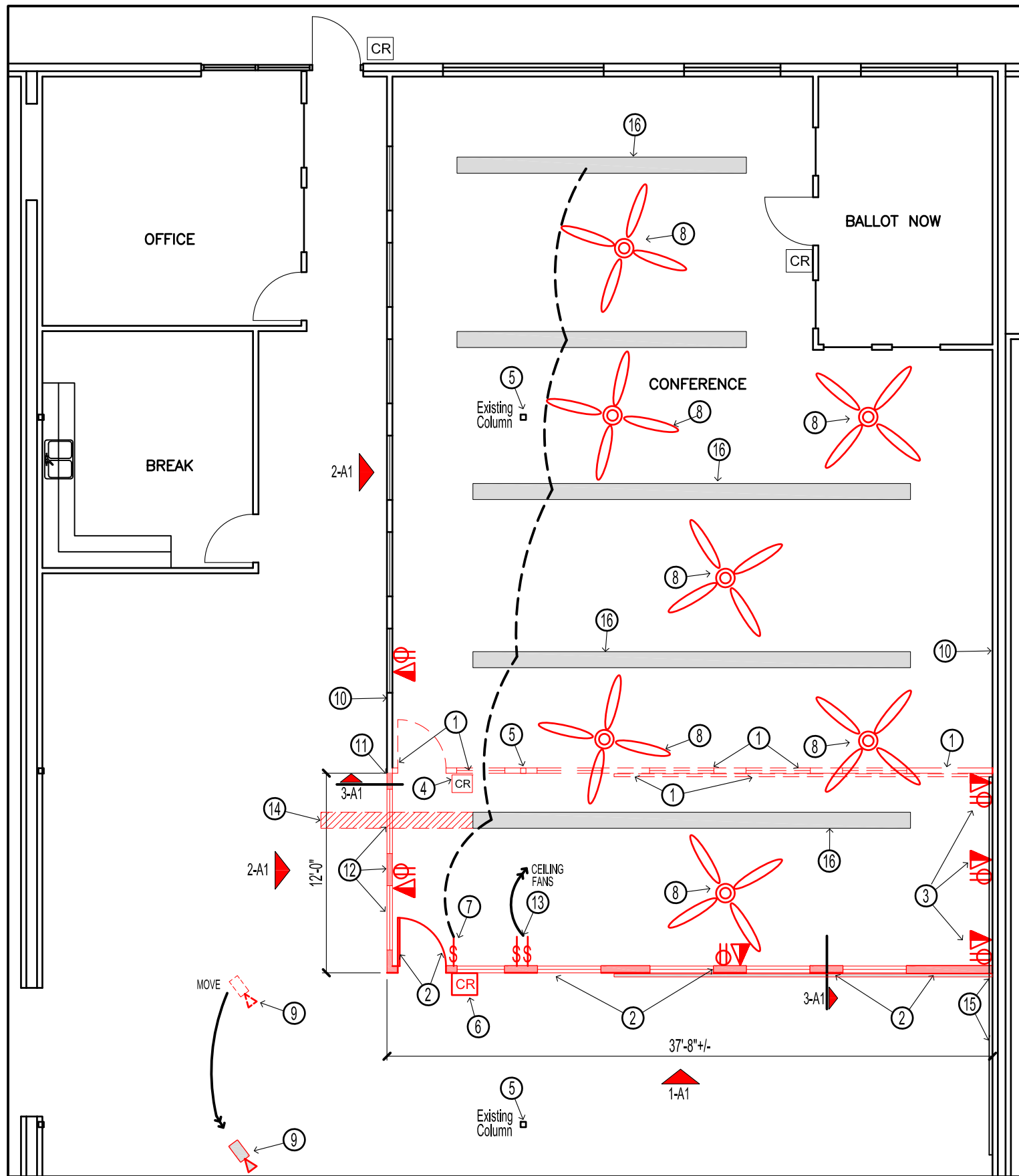
Capital Budget Summary

| | | | |
|---|----|----------|-----------|
| 1. SITE WORK | | \$ | - |
| 2. DEMOLITION / ABATEMENT | | \$ | 547.20 |
| 3. CONSTRUCTION COST OF THE BUILDING | | \$ | 17,692.47 |
| General Requirements | \$ | - | |
| Concrete | \$ | - | |
| Gypsum Board Assemblies | \$ | 2,031.17 | |
| Openings | \$ | 948.00 | |
| Finishes | \$ | 7,643.90 | |
| Elevator | \$ | - | |
| Mechanical Systems | \$ | - | |
| Electrical Systems | \$ | 6,233.40 | |
| Plumbing Systems | \$ | - | |
| Special Equipment | \$ | - | |
| Low Voltage | \$ | 836.00 | |
| General Contractor (1 if bid out, 0 if performed in-house) | \$ | - | |
| 4. PROFESSIONAL SERVICES | | \$ | - |
| Pre-design (programming, preliminary drawings, site alternates) | \$ | - | |
| Full Architect / Engineering Services (triggered if HC is > \$50,000) | \$ | - | |
| Lab Design Consultant | \$ | - | |
| Geotechnical Survey | \$ | - | |
| Phase 1 / 2 Asbestos Surveys | \$ | - | |
| Inspections / Testing | \$ | - | |
| HVAC - Test and Balance | \$ | - | |
| Commissioning - LEED | \$ | - | |
| Document Reproduction | \$ | - | |
| 5. PERMITS & FEES | | \$ | - |
| 6. OCCUPANCY EXPENSES | | \$ | - |
| 7. OWNER'S CONTINGENCY | | \$ | 911.98 |

Tarrant County Facilities Management

TOTAL PROJECT BUDGET : If Self-Performed

\$ 19,151.66



DEMOLITION AND RENOVATION FLOOR PLAN and CEILING PLAN
Elections Building

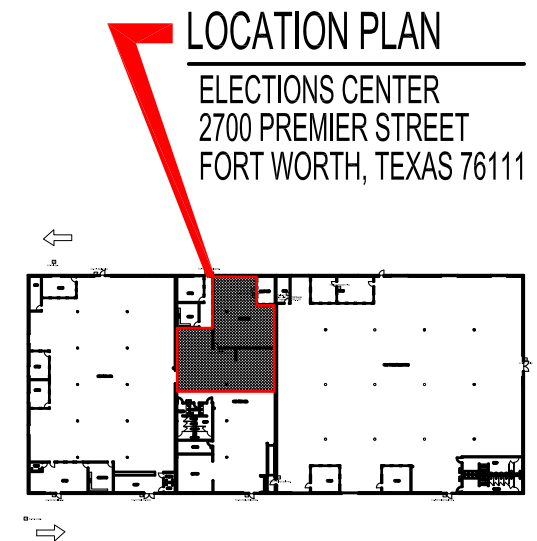
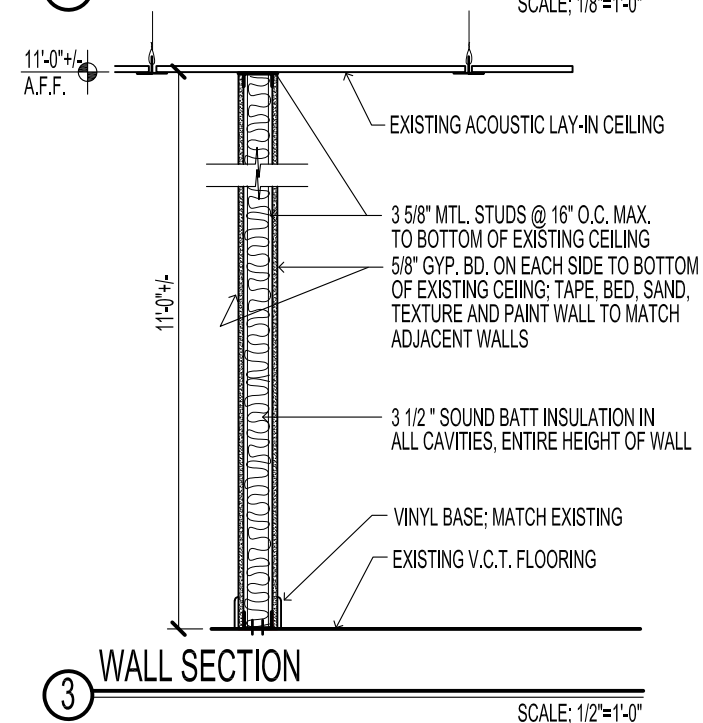
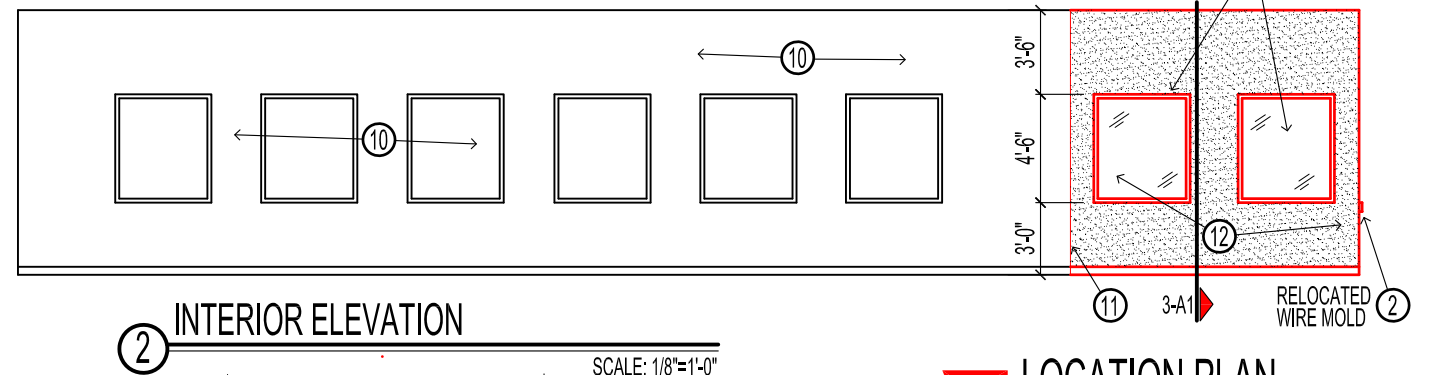
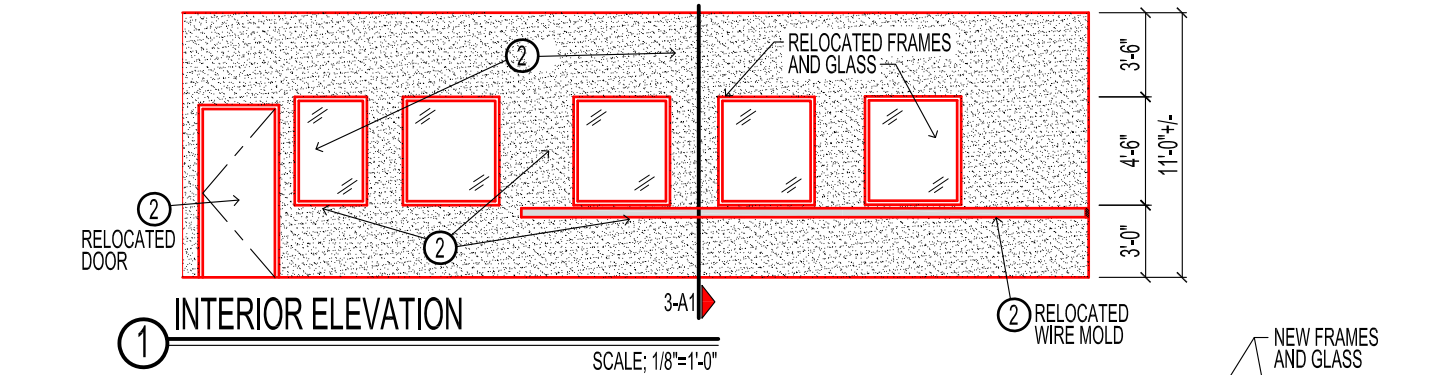
SCALE: 1/8"=1'-0"



- PROVIDE NEW DUPLEX ELECTRICAL OUTLET
- PROVIDE NEW DATA/PHONE OUTLET
- PROVIDE NEW LIGHT SWITCH (Wire as shown)

KEYED NOTES

1. REMOVE EXISTING WALL, DOOR AND FRAME, WINDOW FRAME AND GLASS, AND WIRE MOLD. RELOCATE DOOR & FRAME, ALL WINDOW FRAMES & GLASS AND WIRE MOLD TO NEW GYP BD WALL AND INSTALL AT SAME LOCATIONS / DIMENSIONS. TRANSFER ALL DATA AND ELECTRICAL OUTLETS TO NEW WALL.
2. PROVIDE NEW GYP. BD. WALL TO BOTTOM OF EXISTING CEILING WITH RELOCATED DOOR AND FRAME, WINDOW FRAMES AND GLASS, TRANSFERRED DATA AND ELECTRICAL OUTLETS & WIRE MOLD, INSTALLED AT SAME LOCATIONS / DIMENSIONS AS LOCATED IN REMOVED/DEMOED WALL.
3. PROVIDE NEW DATA/PHONE OUTLETS AND DUPLEX ELECTRICAL OUTLETS.
4. REMOVE AND RELOCATE EXISTING CARD READER TO NEW WALL AT SAME LOCATION.
5. EXISTING STEEL COLUMN TO REMAIN. REMOVE GYP. BD., STUDS, WINDOWS AND GLASS AT EXISTING WALL TO BE REMOVED.
6. RELOCATED CARD READER; WIRE TO EXISTING SECURITY SYSTEM.
7. PROVIDE NEW LIGHT SWITCH WIRED TO EXISTING CEILING SUSPENDED LIGHT FIXTURES AS SHOWN.
8. PROVIDE NEW CEILING MOUNTED 52" MIN. CEILING FANS WIRED TO NEW SWITCH. INSTALL CENTERED BETWEEN EXISTING LIGHT FIXTURES AND TO AVOID COLUMNS.
9. REMOVE AND RELOCATED EXISTING CAMERA AND MOUNT TO NEW LOCATION AS SELECTED BY OWNER. WIRE TO EXISTING CAMERA SYSTEM.
10. EXISTING WALL AND WINDOWS TO REMAIN AS-IS. NEW WALL TO BE FLUSH WITH EXISTING WALL.
11. NEW WALL TO BE FLUSH WITH EXISTING WALL.
12. PROVIDE NEW GYP. BD. WALL TO BOTTOM OF EXISTING CEILING WITH NEW WINDOW FRAMES AND GLASS TO MATCH ADJACENT WINDOW FRAMES & GLASS.
13. PROVIDE NEW CONTROL SWITCH(S) FOR NEW CEILING FANS. EIGHT (8) TOTAL.
14. REMOVE SECTION OF EXISTING LIGHT FIXTURE AS REQUIRED FOR INSTALLATION OF NEW GYP. BD. WALL.
15. EXISTING WIRE MOLD ON THIS WALL TO REMAIN AS IS. BUILD NEW WALL AROUND WIRE MOLD AND SEAL ALL OPENINGS.
16. EXISTING LIGHT FITURE TO REMAIN AS IS. WIRE TO NEW LIGHT SWITCH AS SHOWN. (Note: One(1) light fixture to be modified as shown, See Keyed Note No. 14).



Tarrant County - Facilities Management
Construction Services

200 Taylor Street, Suite 344, Room 363
Fort Worth, Texas 76106
p: (817) 884-1502

ELECTIONS BOARD ROOM EXPANSION
ELECTIONS CENTER

DEMOLITION / RENOVATION FLOOR PLAN, KEYED NOTES, INTERIOR ELEVATIONS, WALL SECTION

DRAWING NUMBER
Elections Renov March 2025
DATE: March 16, 2025
DRAWN BY: H.C.

SHEET NO.
A-1
1 OF 1 SHEETS