



**COMMISSIONERS COURT
COMMUNICATION**

COURT ORDER NUMBER 145443
PAGE 1 OF 18
DATE: 7/1/2025

**SUBJECT: CONSIDERATION OF A PROFESSIONAL SERVICE CONTRACT WITH
LEVEL 5 ARCHITECTURE FOR ARCHITECTURAL AND ENGINEERING
SERVICES FOR THE MEDICAL EXAMINER’S OFFICE DRYING ROOM
UPGRADE**

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

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court consider accepting a professional services contract with Level 5 Architecture for Architectural and Engineering Services for the Medical Examiner’s Office Evidence Drying Room Upgrade.

BACKGROUND

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. Level 5 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.

In the approved FY 2025 budget, the Commissioners Court allocated \$290,749.00 to remodel the Medical Examiner’s Office, including upgrades to the Evidence Drying Room.

The Evidence Drying Room upgrades will expand capacity to accommodate new medical drying units and related modifications necessary to support its use.

Under this contract, Level 5 Architecture will design expansions to the Evidence Drying Rooms and storage room in the Medical Examiner’s Office. The scope of services includes, but is not limited to:

- Construction Documents
- Bidding And Permitting Services
- Construction Administration

FISCAL IMPACT

SUBMITTED BY	Facilities Management	PREPARED BY:	Milissa Warner
		APPROVED BY:	Jon Hendrickson



COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER: 145443 DATE: 7/1/2025 PAGE 2 OF 18

Funding in the amount of \$18,790.00 is available in account 45100-2025 Non-Debt Capital Fund/ 3110312000 Medical Examiner Building/540000 Capital Outlay.

- 3.4 PROVIDER'S invoice shall detail the Services provided;
- 3.5 PROVIDER'S invoice may include reimbursable expenses such as printing, postage, out of County travel, and additional OAC meetings, etc. related to the Project. Reimbursable expenses will not exceed \$1,000. Expenses will be invoiced at Actual cost. Supporting receipt documentation must be submitted. All unused allowances will be returned to Tarrant County.
- 3.6 No travel expenses are included in this contract.

PROVIDER understands that PROVIDER shall be responsible for any other expenses incurred by PROVIDER in performing the Services under this contract.

4. AGENCY-INDEPENDENT CONTRACTOR

Neither COUNTY nor any employee thereof is an agent of PROVIDER, and neither PROVIDER nor any employee thereof is an agent of COUNTY. This contract does not and shall not be construed to entitle either party or any of their respective employees, if applicable, to any benefit, privilege or other amenities of employment by the other party.

5. ASSIGNMENT

Neither party may assign, in whole or in part, any interest it may have in this contract without the prior written consent of the other party.

6. THIRD PARTY BENEFICIARY EXCLUDED

This contract shall not be interpreted to inure to the benefit of a third party not a party to this contract. This contract may not be interpreted to waive any statutory or common law defense, immunity, including governmental and sovereign immunity, or any limitation of liability, responsibility, or damage of any party to this contract, party's agent, or party's employee, otherwise provided by law.

7. AUDIT OF RECORDS

PROVIDER'S records for this Project are subject to audit by the COUNTY during the term of this contract.

8. FORM 1295

PROVIDER acknowledges and agrees that it has fully, accurately, and completely disclosed all interested parties in the Form 1295 electronically filed with the Texas Ethics Commission, at <https://www.ethics.state.tx.us/filinginfo/1295/>, as required by law, and that the attached signed copy attached as Exhibit "B" is a full and true copy of said filed form.

9.
GOVERNMENT CODE COMPLIANCE

PROVIDER verifies that it does not boycott Israel and will not boycott Israel during the term of this contract. The term "boycott Israel" is defined by Texas Government Code Section 808.001, effective September 1, 2017. PROVIDER further verifies that it is not engaged in business with Iran, Sudan, or any foreign terrorist organization. The term "foreign terrorist organization" means an organization designated as a foreign terrorist organization by the United States Secretary of State as authorized by 8 U.S.C. Section 1189. PROVIDER further represents and warrants that it does not appear on any of the Texas Comptroller's Scrutinized Companies Lists. In accordance with Section 2274.002 of the Texas Government Code, PROVIDER certifies that it does not boycott energy companies and will not boycott energy companies during the term of this contract. The term "boycott energy" is defined by Texas Government Code Section 809.001(1), effective September 1, 2021, and means, without an ordinary business purpose, refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations with a company because the company: (A) engages in the exploration, production, utilization, transportation, sale, or manufacturing of fossil fuel-based energy and does not commit or pledge to meet environmental standards beyond applicable federal and state law; or (B) does business with a company described by subsection (A). In accordance with Section 2274.002 of the Texas Government Code PROVIDER certifies that it does not discriminate against a firearm entity or firearm trade association and will not discriminate against a firearm entity or firearm trade association during the term of this contract. Discrimination against a firearm entity or trade association is defined by Texas Government Code Section 2274.001(3), effective September 1, 2021, and means, with respect to the entity or association, to: (i) refuse to engage in the trade of any goods or services with the entity or association based solely on its status as a firearm entity or firearm trade association; (ii) refrain from continuing an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association; or (iii) terminate an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association; the term does not include: (i) the established policies of a merchant, retail seller, or platform that restrict or prohibit the listing or selling of ammunition, firearms, or firearm accessories; and (ii) a company's refusal to engage in the trade of any goods or services, decision to refrain from continuing an existing business relationship, or decision to terminate an existing business relationship: (aa) to comply with federal, state, or local law, policy, or regulations or a directive by a regulatory agency; or (bb) for any traditional business reason that is specific to the customer or potential customer and not based solely on an entity's or association's status as a firearm entity or firearm trade association.

10.
COMPLIANCE WITH LAWS

In providing the services required by this Agreement, PROVIDER must observe and comply with all applicable federal, state, and local statutes, ordinances, rules, and regulations, including, without limitation, workers' compensation laws, minimum and maximum salary and wage statutes and regulations, and non-discrimination laws and regulations. PROVIDER shall be responsible for ensuring its compliance with any laws and regulations applicable to its business, including maintaining any necessary licenses and permits.

11.
GENERAL TERMS

This contract represents the entire understanding of and between the parties and supersedes all prior representations. This contract may not be varied orally, but must be amended by written document of subsequent date duly executed by these parties. This contract shall be governed by the laws of the State of

Texas and venue for any action under this contract shall be in the state and federal courts located in Fort Worth, Texas.

**12.
TERMINATION**

This contract may be terminated by either party by providing written notice to the other party at least thirty (30) days prior to the intended date of termination. Any notice or other writing required by this contract, shall be deemed given when personally delivered or mailed by certified or registered United States mail, return-receipt, postage prepaid, addressed as follows:

COUNTY:

Jon P. Hendrickson
Tarrant County Facilities Management
100 W. Weatherford, Suite 350
Fort Worth, TX 76196

PROVIDER:

Justin Gilmore, AIA
Level 5 Architecture
737 Hwy 287 Suite 203
Mansfield, Texas 76063

**13.
EXECUTION OF AGREEMENT**

This agreement may be executed in one or more counterparts, each of which will be deemed to be an original copy of this agreement, and all of which, when taken together, shall be deemed to constitute one and the same agreement. The exchange of copies of this agreement and of signature pages by electronic transmission shall constitute effective execution and delivery of this agreement as to the parties and may be used in lieu of the original agreement for all purposes. Signatures of the parties transmitted or executed electronically shall be deemed to be their original signatures for any purpose whatsoever.

[Remainder of Page Intentionally Left Blank]

SIGNED AND EXECUTED this _____ day of _____, 2025.

TARRANT COUNTY
STATE OF TEXAS

PROVIDER:
LEVEL 5 ARCHITECTURE

By: Separate Electronic Signature Page
Tim O'Hare
County Judge


Authorized Signature

APPROVED AS TO FORM:

James Marwin Nichols
Criminal District Attorney's Office*

*By law, the Criminal District Attorney's Office may only approve contracts for its clients. We reviewed this document as to form from our client's legal perspective. Other parties may not rely on this approval. Instead, those parties should seek contract review from independent counsel.

CERTIFICATION OF FUNDS IN THE AMOUNT OF \$ _____

_____ Date: _____
Auditor's Office



EXHIBIT "A"

LEVEL 5 ARCHITECTURE, PLLC

STANDARD FORM OF AGREEMENT BETWEEN ARCHITECT AND OWNER FOR DESIGN SERVICES

AGREEMENT made as of the Thursday, April 3, 2025
(In words, indicate day, month, and year.)

BETWEEN the Architect's client identified as the Owner:

Tarrant County
Facilities Management Department
100 W. Weatherford St., Room 350
Fort Worth, TX 76196

and the Architect:

Level 5 Architecture, PLLC
737 Hwy 287 Suite 203
Mansfield, Texas 76063

for the following Project:
(Name, location, and detailed description)

To provide design development and permit documents for an approximate 500 s.f. existing office space renovation to accommodate new medical drying units in the existing office spaces. Work shall include electrical verification and ventilation requirements for each drying unit.

The following services shall be limited to these areas and shall provide all Architectural design needs as well as Mechanical and Electrical engineering necessary for bidding and permitting purposes. 1 site visits and/ or meetings during each phase shall be included in the basic services. 1 probable cost estimates will be provided for the construction estimating on this project. All contract administration services will be provided as needed under hourly services, not to exceed \$4,800.00, after permitting and bidding have been awarded for the scope of project listed above.



LEVEL 5 ARCHITECTURE, PLLC

STANDARD FORM OF AGREEMENT BETWEEN ARCHITECT AND OWNER FOR DESIGN SERVICES

Basic Services Included in Proposal – See attachment A for a detailed description

Basic Service	Provided by	Notes	Fee
Planning and Analysis	Owner		
Schematic Design	Owner		
Design Development	Architect	2 Weeks Completion	\$1,000.00
Construction Documents	Architect	4 Weeks Completion	\$1,300.00
Structural Engineering Services	Not Provided		
Mechanical Engineering	Architect	Included in CD Completion	\$2,200.00
Electrical Engineering	Architect	Included in CD Completion	\$2,200.00
Existing Building Documentation	Owner		
Geotechnical Engineering	Not Provided		
Facility needs Analysis	Not Provided		
Civil Engineering	Not Provided		
Interior Design Services	Not Provided		
Fire Protection Engineering	Not Provided	Not Needed	
Construction Estimating Services	Architect	1 EOPC Included	\$750.00
Permitting Services	Architect	Application Fees included only	\$3,200.00
Bidding and Negotiation Services	Architect	1 month estimated bidding time	\$1,500.00
Handicapped Accessibility Permitting	Architect		\$840.00
Construction Administration	Architect	3 Month estimated construction time, 5 total site visits	\$4,800.00
As Built Documentation	Owner		
Reimbursable Delivery	Architect	As Needed	\$1,000.00

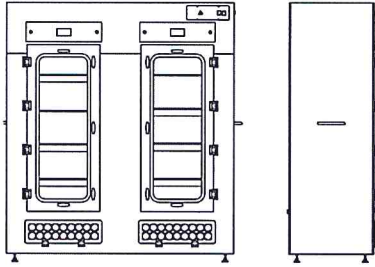
Total Cost for Services _____ **\$18,790.00 Maximum**

Employee or Category	Rate
Principal	\$300.00 per hour
Project Director	\$225.00 per hour
Project Architect	\$175.00 per hour
Project Manager	\$150.00 per hour
Project Coordinator	\$145.00 per hour
Architectural Production Specialist	\$130.00 per hour
Interior Designer	\$110.00 per hour
Administrative Support	\$ 90.00 per hour

The attached standards and provisions shall accompany this proposal and shall be the basis for a contractual agreement between both parties.

Drug KEEPER™ Storage Cabinets

64T-A - Cabinet,Upright, Double, 6 shelves, 115VAC, 60Hz



DIMENSIONS & WEIGHTS

Internal Height: 49" | 1245 mm

External Width: 64" | 1626 mm

External Depth: 24" | 610 mm

External Height: 79" | 2007 mm

Shipping Width: 80" | 2032 mm

Shipping Depth: 40" | 1016 mm

Net Weight: 586 lbs | 262 kg

Shipping Weight: 609 lbs | 276 kg

CONSTRUCTION

Construction: Epoxy-coated Steel

PROTECTION & COMPLIANCE

OSHA: OSHA Standard -29 CFR, Safety and Health Regulations for General Industry, 1910.1450: Occupational exposure to hazardous chemicals in laboratories. Part B, definition, laboratory type hood. This product may assist you with compliance or as part of your chemical hygiene plan. Please consult your Safety Officer and/or Industrial Hygienist.

Environmental: ISO 14001 : 2015; ENERGY STAR® Partner

Quality: ISO 9001 : 2015

OPTIONS AND ACCESSORIES

Cabinet Lighting*: LIGHT-FDC

FSA Control Panel*: FSA

FSA/Autocal Control Panel*: ADV-P

HEPA Filter (Safestore 64T requires 2 filters): ASTS-030

UV lamp: UV-FDC

Wheels*: WHEEL-FDC

* Factory installed; specify when ordering

AIRFLOW & FILTRATION

Airflow Direction: Upflow

Main Filter: HEPA / ULPA

WARRANTY

Air Science Legacy Limited™ Warranty

ELECTRICAL

Electrical Voltage: 120V, 60Hz

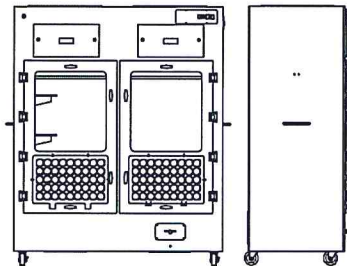
NEMA Plug: 5-15P

CONTROLS & MONITORING

Control: Fan Manual On Off

SafeKEEPER® Forensic Evidence Drying Cabinets

FDC-008-A - Single door, 60"W, 115VAC, 60Hz.



DIMENSIONS & WEIGHTS

Internal Height: 45.25" | 1150 mm

External Width: 60" | 1524 mm

External Depth: 27.75" | 705 mm

External Height: 74.375" | 1890 mm

Shipping Width: 65" | 1651 mm

Shipping Depth: 40" | 1016 mm

Net Weight: 471 lbs | 214 kg

Shipping Weight: 520 lbs | 236 kg

CONSTRUCTION

Cabinet Style: Standard

Construction: Epoxy-coated Steel#Polypropylene

PROTECTION & COMPLIANCE

OSHA: OSHA Standard -29 CFR, Safety and Health Regulations for General Industry, 1910.1450: Occupational exposure to hazardous chemicals in laboratories. Part B, definition, laboratory type hood. Please consult your Safety Officer and/or Industrial Hygienist.

Environmental: ISO 14001: 2015 ; ENERGY STAR® Partner

Quality: ISO 9001 : 2015

OPTIONS AND ACCESSORIES

Cabinet Lighting*: LIGHT-FDC

Ducting Collar: EXCOLLAR-FDC

Evidence Drying and Collection Trays: TRAY-FDC

Filter Saturation Alarm*: FSA

Locking Wheels: WHEEL-FDC

Monitair Controller*: MON-P

Stainless Steel Leveling Feet: LEVEL-FDC

Start-Up Supply Kit: STARTKIT-FDC

UV lamp: UV-FDC

Waste Water Container: CARBOX-FDC

Windowless Doors: SDOOR-FDC

* Factory installed; specify when ordering

AIRFLOW & FILTRATION

Airflow: Vertical

Airflow Direction: Upflow

Main Filter: Electrostatic

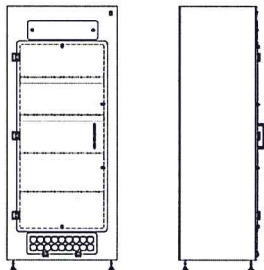
Secondary Filter: HEPA / ULPA

Ternary Filter: Carbon

Biological Filter: Optional

Drug KEEPER™ Storage Cabinets

34T-A - Cabinet,Upright, 4 shelves, 115VAC, 60Hz



DIMENSIONS & WEIGHTS

Internal Height: 49" | 1245 mm

External Width: 34" | 864 mm

External Depth: 24" | 610 mm

External Height: 79" | 2007 mm

Shipping Width: 40" | 1016 mm

Shipping Depth: 40" | 1016 mm

Net Weight: 229 lbs | 104 kg

Shipping Weight: 273 lbs | 124 kg

CONSTRUCTION

Construction: Epoxy-coated Steel

PROTECTION & COMPLIANCE

OSHA: OSHA Standard -29 CFR, Safety and Health Regulations for General Industry, 1910.1450: Occupational exposure to hazardous chemicals in laboratories. Part B, definition, laboratory type hood. This product may assist you with compliance or as part of your chemical hygiene plan. Please consult your Safety Officer and/or Industrial Hygienist.

Environmental: ISO 14001 : 2015; ENERGY STAR® Partner

Quality: ISO 9001 : 2015

OPTIONS AND ACCESSORIES

Cabinet Lighting*: LIGHT-FDC

FSA Control Panel*: FSA

FSA/Autocal Control Panel*: ADV-P

HEPA Filter (Safestore 64T requires 2 filters): ASTS-030

UV lamp: UV-FDC

Wheels*: WHEEL-FDC

* Factory installed; specify when ordering

AIRFLOW & FILTRATION

Airflow Direction: Upflow

Main Filter: HEPA / ULPA

WARRANTY

Air Science Legacy Limited™ Warranty

ELECTRICAL

Electrical Voltage: 120V, 60Hz

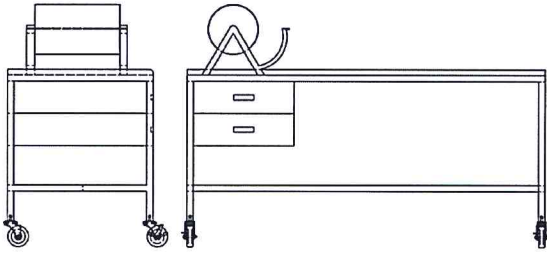
NEMA Plug: 5-15P

CONTROLS & MONITORING

Control: Fan Manual On Off

Mobile Forensic Evidence BENCH™

EVB-72-A - Work table, 72"W, 115VAC, 60Hz



DIMENSIONS & WEIGHTS

External Width: 72" | 1828 mm

External Depth: 28" | 711 mm

External Height: 36" | 914 mm

Shipping Width: 80" | 2032 mm

Shipping Depth: 40" | 1016 mm

Net Weight: 325 lbs | 147 kg

Shipping Weight: 400 lbs | 182 kg

CONSTRUCTION

Construction: Epoxy-coated Steel

PROTECTION & COMPLIANCE

Environmental: ISO 14001 : 2015 ; ENERGY STAR® Partner

Quality: ISO 9001 : 2015

OPTIONS AND ACCESSORIES

Adjustable Levelling feet: CART-LEVEL

Drop-in Airflow Pod: P5-24-HEAD-EVB

Magnifying Lamp: MAG-L

Power Package Outlet Strip: PSTRIP

Stainless steel work surface: TRAY-EVB-SS

Water Package: SINK

Water Package*: SF-WATER

* Factory installed; specify when ordering

WARRANTY

Air Science Legacy Limited™ Warranty

ELECTRICAL

Electrical Voltage: 120V, 60Hz

NEMA Plug: Specify UK, Euro or Other Plug

CONTROLS & MONITORING

Control: Fan Manual On Off



Air Science®

Air Science® · 120 6th Street · Fort Myers, FL 33907

RENOVATIONS TO THE TARRANT COUNTY MEDICAL EXAMINER'S OFFICE

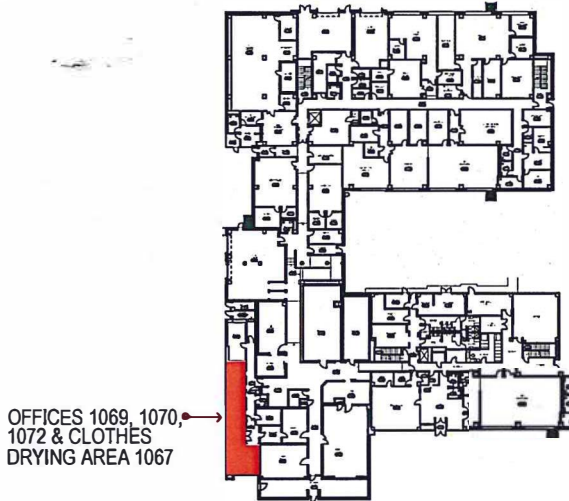
1ST FLOOR

CLOTHES DRYING AREA



INDEX OF DRAWINGS

Sheet No.	Sheet Title
1.	CS COVER SHEET
7.	A-6 OFFICES 1069, 1070, 1072 & CLOTHES DRYING AREA 1067 DEMOLITION FLOOR PLAN
8.	A-7 OFFICES 1069, 1070, 1072 & CLOTHES DRYING AREA 1067 RENOVATION FLOOR PLAN
9.	A-8 OFFICES 1069, 1070, 1072 & CLOTHES DRYING AREA 1067 FURNITURE FLOOR PLAN



TARRANT COUNTY MEDICAL EXAMINER'S OFFICE
200 FELIKS GWOZOZ PLACE
FORT WORTH, TEXAS 76104

LOCATION PLAN

NOT TO SCALE



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

RENOVATIONS TO THE
MEDICAL EXAMINER'S OFFICE
1ST FLOOR TRAINING RM., OFFICES & DRYING RM.
COVER SHEET, INDEX OF DRAWINGS, LOCATION PLAN

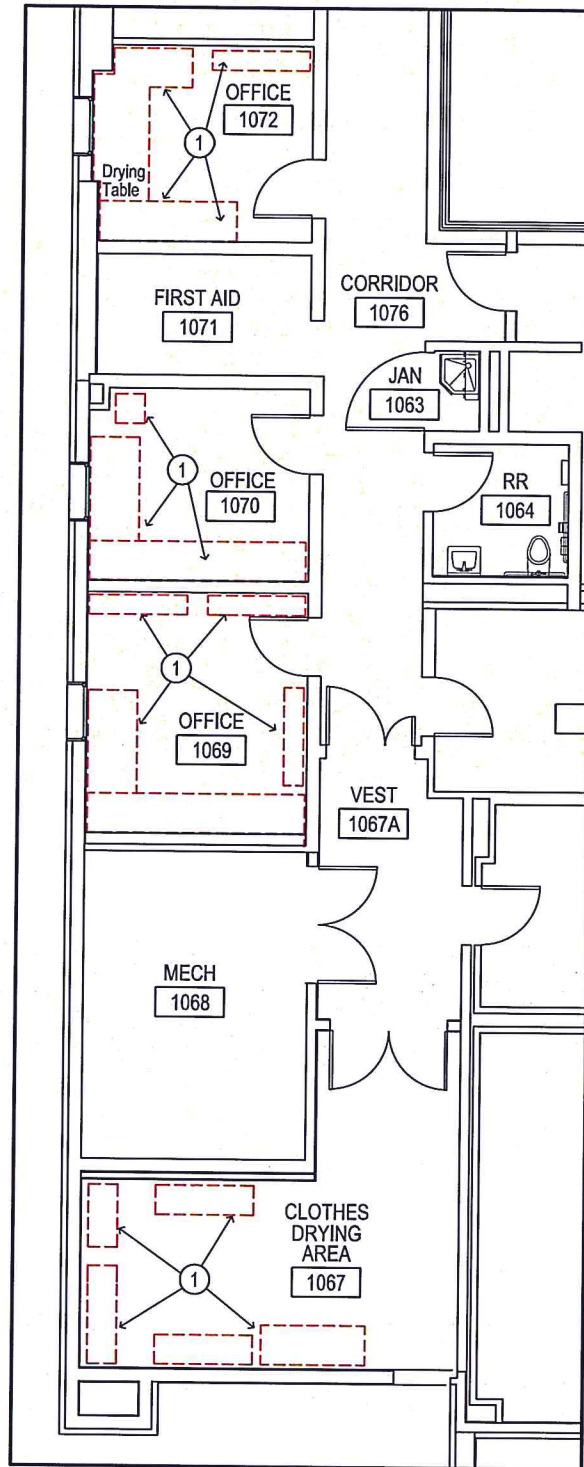
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SHEET NO.

CS

1 OF 9 SHEETS



KEYED NOTES

1. REMOVE ALL EXISTING DESK, WALL AND BASE CABINETS, STORAGE CABINETS, SHELVING, BOOK CASES, STORAGE LOCKERS, EQUIPMENT, CHAIRS, ETC. INSIDE OFFICES 1069, 1070 & 1072 & CLOTHES DRYING AREA 1067.
NOTE: ALL OFFICES AND AREAS TO RECEIVE NEW FURNITURE AND NEW EQUIPMENT TO HAVE ALL EXISTING FURNITURE AND EQUIPMENT REMOVED FROM ROOM. OWNER TO IDENTIFY ALL ITEMS TO BE SALVAGED.

OFFICES RENOVATION DEMOLITION FLOOR PLAN

MEDICAL EXAMINER'S OFFICE - 1st Floor

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



Tarrant County - Facilities Management
Construction Services
100 W. Weatherford St. Room 350
Fort Worth, Texas 76166
p: (817) 884-1502
February 1, 2023

RENOVATIONS TO THE
MEDICAL EXAMINER'S OFFICE
1ST FLOOR TRAINING RM., OFFICES & DRYING RM.
OFFICES AND CLOTHES DRYING AREA DEMOLITION FLOOR PLAN

DRAWING NUMBER

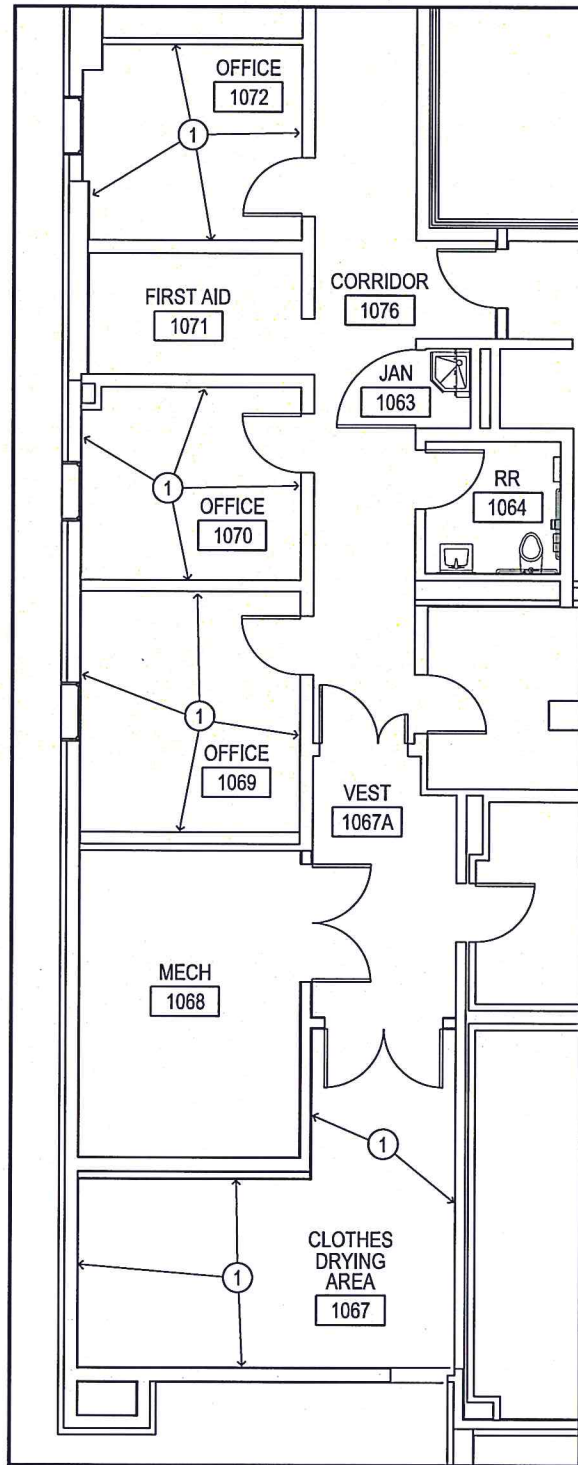
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DRAWN BY: H.C.

SHEET NO.

A-6

7 OF 9 SHEETS



KEYED NOTES

1. PATCH AND REPAIR ALL WALL AS REQUIRED AND PAINT ALL WALLS.

**OFFICES RENOVATION
RENOVATION FLOOR PLAN**

MEDICAL EXAMINER'S OFFICE - 1st Floor

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



Tarrant County - Facilities Management
Construction Services
100 W. Weatherford St., Room 350
Fort Worth, Texas 76166
P: (817) 884-1502

RENOVATIONS TO THE
MEDICAL EXAMINER'S OFFICE
1ST FLOOR TRAINING RM., OFFICES & DRYING RM.
OFFICES AND CLOTHES DRYING AREA RENOVATION FLOOR PLAN

DRAWING NUMBER
MEO 1st Fl Renov ALL

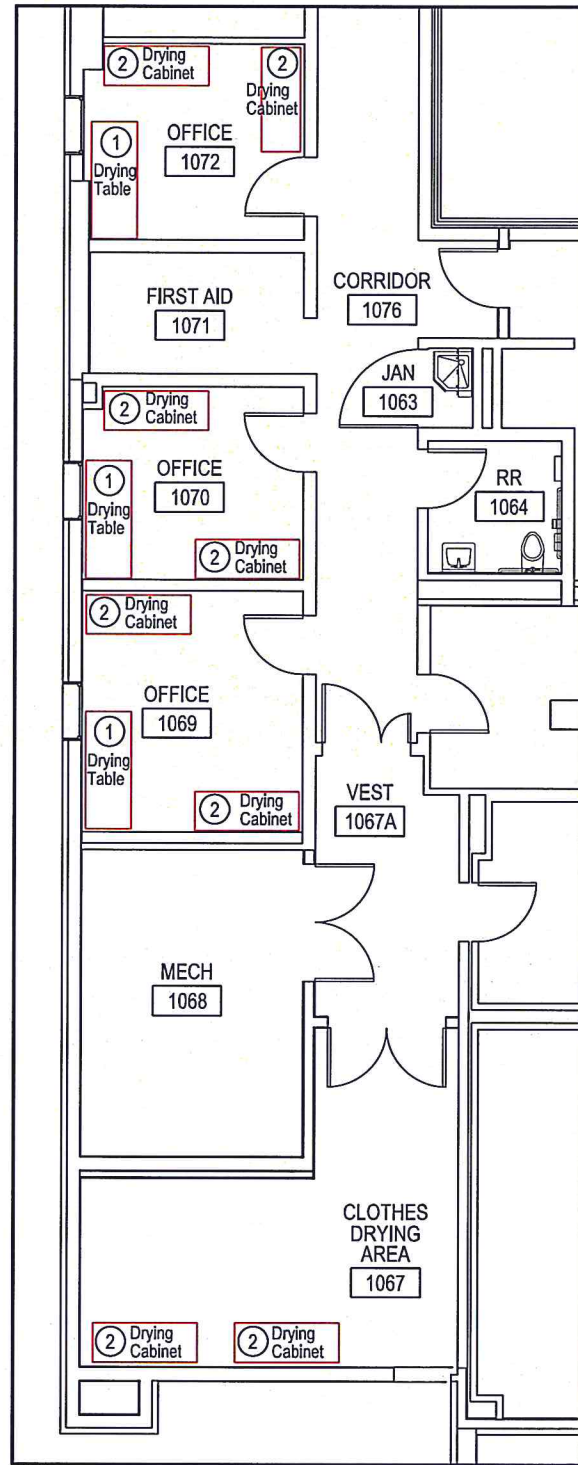
DATE: February 1, 2023

DRAWN BY: H.C.

SHEET NO.

A-7

8 OF 9 SHEETS



KEYED NOTES

1. NEW DRYING TABLE
2. NEW DRYING CABINET

OFFICES RENOVATION FURNITURE FLOOR PLAN

MEDICAL EXAMINER'S OFFICE - 1st Floor

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



Tarrant County - Facilities Management
Construction Services
100 W. Weatherford St., Room 350
Fort Worth, Texas 76106
P: (817) 861-1502

RENOVATIONS TO THE
MEDICAL EXAMINER'S OFFICE
1ST FLOOR TRAINING RM., OFFICES & DRYING RM.
FLOOR PLANS, SECTIONS, ELEVATIONS, KEYED NOTES, LOCATION PLAN

DRAWING NUMBER
MEO 1st Flr Renov ALL

DATE: February 1, 2023

DRAWN BY: H.C.

SHEET NO.

A-8

9 OF 9 SHEETS

