



1301 S. Capital of Texas Highway, Suite A-302  
Austin, Texas 78746  
Phone: 512-329-8822  
Fax: 512-39824

December 10, 2025

**Trevor Lansdown**

*Director of Project Management*

o: 979.361.4586 | m: 979.446.6924

[tlansdown@brazoscountytexas.gov](mailto:tlansdown@brazoscountytexas.gov) | [www.brazoscountytexas.gov/](http://www.brazoscountytexas.gov/)

Re: Brazos County District Attorney Relocation Project  
Program of Requirements (POR) Services  
Fee Proposal for Services

Dear **Trevor**:

Broaddus Planning is pleased to provide this Fee Proposal for Programming & Planning Services related to development of a POR document for the Relocation of the District Attorney Office and Development of a Plaza between Washington Ave. and Texas Ave. on E 27<sup>th</sup> Street. This proposal is being provided following the recent pre-proposal meeting that verified the general project requirements and scope of work. The following information summarizes the Scope, Schedule, Planning Team Participants and Fees associated with the effort. A detailed Scope of Services provided by Brazos County is attached to this Proposal to validate the expectations and sequence of planning activities being proposed.

**Scope of Work**

Based upon all information to date we understand the project will include the assessment of the current and future space requirements of the District Attorney's office and the relocation to the adjacent County building. Per the County's scope of work, "This engagement shall provide the County with a fully developed program, space needs analysis, operational and workflow diagrams, and conceptual blocking/stacking plans that will directly inform an architectural team as they initiate Schematic Design. The County would also like to re-imagine and plan the shutdown and redevelopment of the street connecting this building and the County Courthouse. The plan would be to shut that street down and turn it into a pedestrian plaza."

This proposal includes completion of the Program of Requirements for use as a tool to communicate and validate the implementable plan for the project. The process will investigate existing data, establish basic project parameters, and develop solution options for consideration. The project scope, schedule, and budget will be defined and aligned in this process. The final deliverable will be a POR document suitable for sharing with the County leadership for project approval and for use to procure future development partners for project implementation.

We propose the services be delivered in a sequential fashion defined by three primary phases. They include:

- 1. Data Gathering:** collection of all existing drawings, surveys, reports, systems data; tour existing facility; conduct virtual "organizational" Kick-Off; hold an in-person Workshop 1, programming interviews with defined Leadership and Stakeholder Groups, and confirm key project parameters.



2. **Program Development:** includes a summary of functional space requirements, adjacency diagrams, blocking/stacking concepts, site development plan options, preliminary cost estimate, preliminary schedule, primary space criteria, and technical information necessary to understand the project requirements, utility needs, and infrastructure. This aligns the project scope with the noted parameters and validates the available budget allocation against the scope.
3. **Reporting:** assembly of a draft and final Program of Requirements document containing all program information created in narrative and graphic format. This includes all original findings and final proposed project scope, schedule, and budget.

A more detailed task by task description of the services is provided in the Project Scope of Services that follows this Fee Proposal Summary. Refer to that document for a more comprehensive list of the tasks, sequence, and anticipated timing to complete the project.

Our team will begin by working with the defined Leadership & User Group representatives to understand initial thoughts, vision, goals, and ideas about the facility. We anticipate that these participants will be able to provide input concerning the operation and activities within the spaces in question. For decision making throughout the process, we propose interfacing with the Leadership Group, in navigating the variety of decisions that will be essential throughout the process.

Our team will define a basic project understanding by creating a list of space requirement and test fit scenarios for discussion. We will develop the scope against the cost and schedule implications of each scenario. A preferred scenario will be derived from the process and a preliminary statement of probable cost will be developed. The process will include the creation of goals, facts, concepts and needs including an understanding of functional space data, anticipated equipment list, site / utility evaluation, and project schedule and budget to achieve this detail.

Our effort will culminate in the development of a Program of Requirements Document suitable for review and for use in securing final approval for the project to proceed into the implementation phases.

### **Project Team**

Broaddus Planning will lead the overall management and coordination of the planning & programming with cost estimating expertise internal to Broaddus. The pre-design process will focus on the participation and inclusion of the County participants in an organized fashion to ensure that a cohesive and efficient project definition is prepared. Dunaway will be contracted to develop conceptual scenarios for the proposed plaza.

Key areas that will need to be understood in this process include:

- **Demand for Space and Supply of Space** – The needs of the District Attorney’s Office will be compared to the available space in the building. Essential to this analysis is the determination of the existing and projected staffing and their space needs with a comparative analysis of the availability of space and space type in the adjacent building. If there is more demand for space than is available in floors two and three, we will look at the shell space on the first floor. Space concepts will be based on workflows, visitor flows, and operational efficiencies.



- **Building Systems** – We will work with County personnel to verify if any alterations to the space will affect building systems. It is anticipated that most space use will be offices, the same as the existing space use, therefore not requiring significant changes to the existing systems.
- **Codes & Standards Compliance** – We will note relevant design and construction codes that should be used during the project.
- **Equipment Understanding** – We will develop a complete list of equipment identified as new equipment and any existing relocated equipment required to be included within the cost estimate as well as identify who will be purchasing new equipment.

### Schedule of Services

We anticipate a very focused and engaged process to gather information and reach decisions in a timely manner. We have estimated a 12-to-14-week schedule based upon the scope and anticipated POR effort. This assumes ready availability of the information to be gathered and the efficiency of the input, decisions, and review turnarounds with the County participants as the work progresses. Project initiation will commence upon authorization and initial turnover of any remaining base information.

The flow and sequence of the primary activities are delineated as follows:

- |                        |                    |
|------------------------|--------------------|
| 1. Data Gathering**    | 2 weeks            |
| 2. Program Development | 6-8 Weeks          |
| 3. Reporting           | 4 weeks            |
| <b>Total:</b>          | <b>12-14 weeks</b> |

\*\* We will issue an Initial Information Request in advance of the initial onsite meeting to get a kick-start of the project information needs.

### Fee Summary

The proposed fee was developed based on the scope of work and specific personnel involved. The proposed fees for the base services as outlined total **\$114,860** and are broken out below by primary phase and discipline. All services will be invoiced monthly on a percentage completion basis.

	<i>Broaddus Planning</i>	<i>Broaddus Cost Est.</i>	<i>Dunaway</i>
Data Gathering	\$ 10,220	\$1,600	\$5,250
Analysis & Vision	\$ 21,420	\$1,600	\$8,750
Scenario & Plan Devel	\$ 21,860	\$3,200	\$14,000
Reporting	\$18,360	\$1,600	\$7,000
<b>TOTALS</b>	<b>\$ 71,860</b>	<b>\$8,000</b>	<b>\$35,000</b>
<b>Grand Total</b>			<b>\$114,860</b>

Reimbursable expenses such as travel, couriers, postage, printing, plotting, etc. will be reimbursed at actual cost with a 1.1 multiple for coordination and handling. Mileage if incurred would be billed at current



IRS Guidelines. For this effort we recommend a reimbursable budget of \$5,658.00 primarily to cover miscellaneous travel expenses. This estimate assumes all deliverables will be provided electronically with any desired hard copy reproduction of final documents to be handled internally by TAMU. Should you desire us to coordinate any printing we can certainly handle that for you.

Broaddus Planning currently maintains a Master Agreement with TAMU System which may be used as a contracting vehicle and includes the scope of services consistent with POR development. Broaddus Planning is also a HUB certified firm within the State of Texas for Good Faith Efforts reporting. All terms as noted within this proposal would be subservient to the Master Agreement if executed in that manner.

If you have any questions, let me know. Thank you for giving **Broaddus Planning** the opportunity to serve Brazos County in this effort. We would be ready to begin this effort immediately upon your authorization.

Sincerely,

**Broaddus Planning**

A handwritten signature in black ink, appearing to read "Greg Hughes", with a large, sweeping flourish extending to the right.

Greg Hughes, AIA, ACHA, LEED <sup>AP</sup>  
Managing Principal

XC: Dr. James Broaddus  
Scot Sanders  
Scott Broaddus  
Mike Monreal  
Denise Davis



## Scope of Work

### Program of Requirements & Pre-Design Planning Services

#### Brazos County District Attorney's Office Relocation

##### 1. Project Overview

- a. Brazos County seeks the services of a qualified professional planning firm ("Consultant") to develop a comprehensive Programming of Record (POR) and associated pre-design planning deliverables to support the relocation of the Brazos County District Attorney's Office into an existing County-owned facility. This engagement shall provide the County with a fully developed program, space needs analysis, operational and workflow diagrams, and conceptual blocking/stacking plans that will directly inform an architectural team as they initiate Schematic Design. The County would also like to re-imagine and plan the shutdown and redevelopment of the street connecting this building and the County Courthouse. The plan would be to shut that street down and turn it into a pedestrian plaza.

##### 2. Project Goals

- a. Provide a clear Program of Requirements (POR) establishing space, operational, and technology requirements.
- b. Confirm the feasibility and fit of the District Attorney's operations within the existing building.
- c. Develop blocking/stacking and functional flow diagrams for employees, public visitors, and evidence/chain-of-custody pathways.
- d. Generate renderings/visualizations for each major space type.
- e. Provide the architect with a ready-to-use package for Schematic Design.
- f. Identify opportunities for improved security, circulation, and operational efficiency.

##### 3. Consultant Responsibilities

- a. Project Initiation & Data Gathering
  - i. Kickoff meeting with County PMO and District Attorney's Office.
  - ii. Review existing building information.
  - iii. Conduct stakeholder interviews.
  - iv. Perform facility walkthroughs.
  - v. Produce a data summary of operational needs and growth assumptions.
- b. Space Needs Assessment & Operations Analysis
  - i. Department-by-department needs assessment.
  - ii. Analysis of primary, shared, and specialized spaces.
  - iii. Security and circulation requirements.
  - iv. Technology and AV needs.
  - v. Long-term growth projections.

- c. Programming of Record (POR) Development
    - i. Organizational summary and program requirements.
    - ii. Adjacency and separation needs.
    - iii. Workflow and circulation diagrams.
    - iv. Technology and security requirements.
    - v. Furniture, fixture, and equipment assumptions.
  - d. Blocking, Stacking, and Functional Flow Diagrams
    - i. Fit-test within the existing building.
    - ii. Two layout options minimum.
    - iii. Staff, public, and victim/witness circulation diagrams.
    - iv. Evidence handling pathways.
  - e. Conceptual Renderings & Space Type Visualizations
    - i. Renderings of major space types including offices, interview rooms, reception, conference areas, and support spaces.
  - f. Existing Building Fit, Opportunities & Constraints Report
    - i. Structural and MEP constraints.
    - ii. Security vulnerabilities.
    - iii. ADA and code considerations.
    - iv. Operational efficiency opportunities.
  - g. Final Report & Presentation
    - i. Executive summary.
    - ii. Space Needs Assessment.
    - iii. POR.
    - iv. Blocking/stacking diagrams.
    - v. Workflow diagrams.
    - vi. Renderings.
    - vii. Opportunities & Constraints.
    - viii. Recommendations for Schematic Design.
    - ix. Participation in one internal review meeting and one Commissioners Court presentation.
4. Assumptions & County Responsibilities
- a. Provide access to building and data.
  - b. Coordinate stakeholders.
  - c. Review deliverables.
  - d. Supply standards and guidelines.
5. Deliverables
- a. Kickoff & Data Summary
  - b. Space Needs Assessment
  - c. Programming of Record (POR)



- d. Blocking & Stacking Plans
  - e. Functional Flow Diagrams
  - f. Renderings
  - g. Opportunities & Constraints Report
  - h. Final POR & Planning Report
  - i. Presentation Materials
  - j. Furniture layouts
  - k. Cost modeling
  - l. Technology/AV narrative
  - m. Security systems narrative
  - n. Operational modeling
  - o. Phasing plans
6. Schedule
- a. The Consultant shall propose a schedule. Typical duration is 8–12 weeks. The planning team recommends 12-14 week process.