



October 18, 2021

Mr. Dale Butler
Senior Director of Facilities
Williamson County
3101 SE Inner Loop Road
Georgetown, TX 78626

**Re: Preliminary (Phase I) Assessment Proposal for
Williamson County Sheriff's Department Administration, Jail, and Justice Center Operations**

Dear Mr. Butler,

We appreciate the opportunity to provide a Preliminary Needs Assessment Proposal for the **Williamson County Sheriff's Department**. We are excited about this opportunity and look forward to working with Williamson County. Included in our proposal is our project information and scope of services, compensation and level of effort, and project schedule in graphic format.

PROJECT INFORMATION

The objective of this initial assessment is to perform a high-level review and discovery process for the Williamson County Sheriff's Department administration and jail operations, examine current facilities, gain an understanding of short and long-term objectives, and gain insight of the workflow between the Sheriff's Department's jail operations and the Justice Center.

SERVICES

The following professional services will be provided in this initial phase:

- Program Management
- Architectural Components
- MEP Systems (only if required)

PROJECT ASSESSMENT

During the initial assessment phase, Johnston will focus on what's needed to expand on the existing Master Plan, perform high level workshop sessions with the Sheriff's Department's jail operations and Justice Center Security Committee, and conduct site and building walk throughs.



Items needed:

1. As-Built drawings (if available)
2. Surveys
3. Site Access
4. Existing Preliminary Master Plan

Deliverables:

1. High level Assessment Report
2. Fee proposal for a Comprehensive Master Plan (Phase II)

Project Delivery Method

All electronic files will be transmitted in PDF format via email.

SCHEDULE

We understand your desire to move forward on this assessment. The client's goal is to begin as soon as possible. To achieve this request, and work within the fee that we have identified below, Johnston developed an assessment and review schedule. The following is based on a start date of October 27, 2021:

Tasks	Duration
Field Verifications / Site visit	(2) weeks
Documentation Review	(2) weeks
Report / Fee Proposal	(1) weeks
Schedule Total:	(5) Weeks

COMPENSATION

Compensation for the Professional Services described in this letter will be established as a **Lump Sum Amount**. Johnston will bill you for work completed monthly. We request payment within 30 days of invoice date.

Professional Services Fee: **Fifty-Nine Thousand Five Hundred Dollars (\$ 59,500.00)**

Williamson County Sheriff's Department Needs Assessment	
Johnston (Program Management, Architecture/MEP Review)	
High Level Assessment Report	\$ 59,500.00
Total Basic Services Fee	\$ 59,500.00

In the event Additional Services are requested, a new proposal will be issued.



CLARIFICATIONS

- Johnston has not included any fees for required review by any local agencies.
- Johnston acknowledges that there may be a time delay/lag in the schedule. If this occurs, Johnston will inform the owner that the project will go "on-hold" status, until Johnston is approved in writing to proceed.
- Johnston will not be required to carry bid bonds, performance bonds, or bank guarantees.

If you have any questions about this proposal, please contact us at 713.965.7057. We will be happy to meet with you to discuss this proposal in more detail. We thank you again for this opportunity and look forward to moving ahead. If the above meets with your approval, please sign below, and return to Johnston. We are prepared to commence with this work immediately upon your approval.

Sincerely,

Accepted for Johnston, LLC:

Rich Elwood
Director of Management
Johnston, LLC

J. Alan Johnston, Jr, PE
President
Johnston, LLC

October 18, 2021

Date Signed

Accepted for **Williamson County**:

Authorized Signature

Print Name/Title

Date Signed