

# PROPOSAL

PROJECT: Brazos County Feasibility Study – Additional Services  
BISD Administration Building



August 16, 2023

The Arkitex Studio, Inc. is pleased to offer this proposal for Architectural services for this project. Based on our observations and discussions, the following information is provided for your review:

**Owner**

Brazos County  
200 S. Texas Avenue.  
Bryan, Texas 77803

**Architect**

The Arkitex Studio, Inc.  
308 North Bryan Avenue  
Bryan, Texas 77803

**Project Description**

Arkitex Studio has been working with Brazos County on a feasibility study for the former BISD Administration building located at 101 N. Texas Avenue. The original scope of the project was to evaluate the building to determine if the Public Defender office and the Adult Probation Department could fit within the building. After studying the required spaces, it was determined that these departments will not fit in the building. We then studied the Justice of the Peace Pct 4, Attorney General with Child Protection Services, and the Public Defenders offices. These departments would not comfortably fit into the building. The Owner would now like to study the feasibility of putting the Adult Probation and Justice of the Peace Pct 4 in the building. This new study, same as the others, requires a program of the spaces, reviewing the existing occupied spaces, and creating a space plan layout in the former BISD building.

**Scope of Services**

The Architect shall provide programming, and space planning to fit the different departments into the former BISD building.

**Terms and Conditions**

Architectural Services will be provided in accordance with the previous agreement between the Owner and Architect.

**Fee and Schedule Proposal**

We propose to provide architectural services for a fixed fee of \$7,000.

We are prepared to begin the work immediately, upon your acceptance of the terms of this Proposal.

Signed,

Mike Record, AIA  
Principal

Approved

Judge Duane Peters  
Brazos County Judge

The Texas Board of Architectural Examiners has jurisdiction over individuals licensed under the Architect's Registration Law, Texas Civil Statutes, Article 249A. The Texas Board of Architectural Examiners may be contacted using the following information: P.O. Box 12337, Austin, TX 78711-7337, or 333 Guadalupe, Suite 2-350, Austin TX 78701-3942, phone 512-305-9000 or on the web at [www.tbae.state.tx.us](http://www.tbae.state.tx.us)