

Amendment #01 to Project Management Services Agreement

This Amendment to the Project Management Services Agreement (the "Agreement") is made and entered into by and between Brazos County (the "Owner") and Broaddus & Associates, Inc. (the "Owner's Representative").

WHEREAS, the Owner and the Owner's Representative entered into an Agreement dated September 7, 2023, for Program Management Services related to the **Brazos County Medical Examiner's Office** Project located on an 11-acre site in Bryan, Texas;

WHEREAS, the parties desire to amend the Agreement to update the total fee and revise the project schedule duration;

Amendment Terms

1. Fee Adjustment:

The Firm Fixed Fee paid to the Owner's Representative is hereby amended to a new amount Not To Exceed \$1,261,689.31, inclusive of all ordinarily reimbursable expenses per the ARPA Final Rule.

2. Schedule Duration:

The duration of the Owner's Representative services is hereby revised to continue until June 30, 2026, unless sooner terminated by either party in accordance with the Agreement.

All other terms and conditions of the original Agreement not amended herein shall remain in full force and effect.

IN WITNESS WHEREOF

The parties hereto have executed this Amendment as of the latest date written below.

ATTACHMENTS

Broaddus and Associates Additional Services #1

BRAZOS COUNTY

By: _____

Name:

Title:

Date:

BROADDUS & ASSOCIATES, INC.

By: 

Name: Alex Gonzales

Title: Vice President

Date: September 8, 2025



**BRAZOS COUNTY MEDICAL EXAMINERS OFFICE
ADDITIONAL SERVICE AMENDMENT #1**

Date: September 5, 2025

To:	Project Manager:	Trevor Lansdown
	Street Address:	200 South Texas Avenue, Suite 352
	City, State, Zip:	Bryan, TX 77803
From:	Service Provider:	Broaddus & Associates
	Street Address:	1301 S. Capital of Texas Hwy Ste 302A
	City, State, Zip:	Austin, Texas 78746
Project Name:		Brazos County Medical Examiner's Office
Project Number:		B23915.00
Type of Service:		Owner's Representative Project Management Services

The Additional Service Amendment #1 Amount;
\$155,730 per Attachment #2 Revised Scope of Services and Fee Summary

Previous Contract Amount: \$1,105,959.31
Previous Project Period of Performance: September 12, 2023 - October 31, 2025

Amended Contract Amount: \$1,261,689.31
Amended Contract Period of Performance: November 1, 2025 - June 30, 2026

Project Overview/Scope Summary

Broaddus & Associates created several scoping and summary documents at the outset of our contract to show the basis of our recommended support for the project along with assumed timing of contractual efforts. With our support and assistance Brazos County has procured/awarded the first CMAR project delivery, has worked diligently to overcome a challenging design phase and has procured/implemented whole building commissioning services. Some of the targeted activities/milestones were delayed and have affected the project scope/schedule (Refer to Attachment 1) and resulted in the project's current forecasted completion to extend 8 months to June 2026. Attachment 2 provides a revised and reduced effort scope of work and corresponding fee summary for services continuing through Final Completion, assumed to be the end of June 2026. Warranty Phase support is not included.

Fee Proposal Summary

The agreed upon additional services requested for the extended period of performance outlined herein establish non-fulltime PM support with reduced Schedule analysis, Change Management and Project Closeout services. Revised scope of services and fee summary is Attachment 2 to this agreement.

Extended Project Services Schedule

October 2025 through June 2026 (Refer to Attachment 1 – Schedule Impact Narrative)

Attachments:

Attachment 1 - Schedule Impact Narrative

Attachment 2 - Revised Scope of Services and Fee Summary

Submitted by: Broaddus & Associates

By: 

Alex Gonzales, Vice President
September 8, 2025

Attachment 1 - Schedule Impact Narrative

Brazos County - Medical Examiner's Office	
Program Planning Schedule	

Original Schedule of Performance

[illegible]

Current Schedule of Performance*

[illegible]

*Impact Narratives	
Select Owner's Rep	
Coordinate Validate Owner's Program	Programming Effort begins on Schedule in September
Develop CMAR RFQ/RFP Process	RFQ for CMAR Posted on Schedule in November
Interview/Select CMAR Team	Selection Process extended by 3 months to February 2024
CMAR Contract / Negotiate PreCon Fee	CMAR NTP extended out to April 2024
Manage Design Process	Impacts included; delayed CMAR award, onboarding, CxA Design review comments, A/E QA deficiencies, A/E ASR negotiations
Design Phases	
Cost Estimate Milestones	
Negotiate GMP Price	Design lag pushed out to April 2025; challenges in Planning and Estimating for GMP Dev; A/E contract did not anticipate multiple Bid Packages
Construction - Early Site & Utilities Pkg.	Construction start pushed out to Nov 2024, duration remained the same
Construction - Building	Construction start pushed out to Jan 2025, duration remained the same; experienced weather impacts.
Commissioning & Start-Up	CxA NTP 10/04/24, Commissioning Functional Performance Testing pushed to April 2026
Final Occupancy	Substantial Completion currently targeted/anticipated for June 2026
Warranty Period (12 months)	No original fee provided for Warranty Phase Services - Not In Contract



PROJECT MANAGEMENT SERVICES

SCOPE OF SERVICES DETAIL

Construction and Commissioning Phase (maximum of 32 hrs of Project Management Support per week)

1	Serve as the Owner's Point of Contact during construction. Conduct construction update meetings at construction sites on a weekly and as-needed basis and defined in the Construction Contract and General Conditions.
2	Review and participate in Construction Manager's buyout of subcontract packages.
3	Evaluate and track proposed A/E and CMAA item for Change Orders and Construction Change Proposals and make recommendations on estimate cost, schedule, impacts, and assist in negotiations for these proposed changes.
4	Conduct site visits and inspections to review work in place and report to Owner any deviations from plans, specifications and required terms and conditions.
5	Tracking and confirming information flow during construction including submittals, RFI's, daily reports, photos, & meeting minutes through the Owners Procore.
6	Assist and advise on external AHJ and owner hired vendors i.e.; security, data, telecom, IT, FFE, move management.
7	Evaluate payment applications as it relates to the GMP for and make recommendations to owner on approval as well as any potential savings.
8	Perform final inspections and review punch list work.
9	Review the results of the HVAC Test and Balance for compliance with construction contract requirements.
10	Monitor all pre-functional testing and check-out for compliance with commissioning plan.
11	Verify training of facility maintenance staff for familiarization with all systems.

Attachment 2 - Revised Scope of Services and Fee Summary

Medical Examiner	Design/Precon														
	Permit / GMP														
	Construction														
Role	Rate per Hour	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Total Hrs	Amount
		Hrs/Month	Hrs/Month	Hrs/Month	Hrs/Month	Hrs/Month	Hrs/Month	Hrs/Month	Hrs/Month *	Hrs/Month *	Hrs/Month *	Hrs/Month	Hrs/Month		
		Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours		
Program Manager	\$ 243.08								8	8	8	8	8	40	\$ 9,723
Project Manager	\$ 230.72								120	120	120	120	120	600	\$ 138,432
Cost Estimator	\$ 129.78													-	\$ -
Schedule Reviewer	\$ 118.45													-	\$ -
Technology Coordinator	\$ 114.33													-	\$ -
ConRep / Inspector	\$ 134.93													-	\$ -
Total		-	-	-	-	-	-	-	128	128	128	128	128	640	\$ 148,155
32 hr/wk Cost/Month		\$0	\$0	\$0	\$0	\$0	\$0	\$36,388	\$29,631	\$29,631	\$29,631	\$29,631	\$29,631		
Balance Remaining from Initial Contract								\$170,211	\$140,580	\$110,949	\$81,318	\$51,687	\$22,056		
Add'l Cost/Month								\$0	\$0	\$0	\$0	\$0	\$0		

Medical Examiner	Design/Precon						
	Permit / GMP						
	Construction				SC	FC	

Role	Rate per Hour	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Jul-26	Aug-26	Sep-26	Oct-26	Nov-26	Dec-26	Total Hrs	Amount	TOTAL HOURS	TOTAL FEE			
		Hrs/Month	Hrs/Month	Hrs/Month	Hrs/Month	Hrs/Month	Hrs/Month	Hrs/Month	Hrs/Month	Hrs/Month	Hrs/Month	Hrs/Month	Hrs/Month							
		128	128	128	128	128	128	128												
		Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours							
Program Manager	\$ 243.08	8	8	8	8	8	8							48	\$ 11,668	88.00	\$ 21,391			
Project Manager	\$ 230.72	120	120	120	120	120	120							720	\$ 166,118	1,320.00	\$ 304,550			
Cost Estimator	\$ 129.78													-	\$ -	-	\$ -			
Schedule Reviewer	\$ 118.45													-	\$ -	-	\$ -			
Technology Coordinator	\$ 114.33													-	\$ -	-	\$ -			
ConRep / Inspector	\$ 134.93													-	\$ -	-	\$ -			
Total		128	128	128	128	128	128							768	\$ 177,786	1,408	\$ 325,941			
32 hr/wk Cost/Month		\$29,631	\$29,631	\$29,631	\$29,631	\$29,631	\$29,631											Balance Remaining from Initial Contract		\$170,211
Balance Remaining from Initial Contract		\$0	\$0	\$0	\$0	\$0	\$0													\$0
Add'l Cost/Month		\$7,575	\$29,631	\$29,631	\$29,631	\$29,631	\$29,631											Net Add'l Services		\$155,730

* Hours adjusted from original contract