



# Weatherford City Council

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## AGENDA REPORT

**Meeting Date:** February 10, 2026

**Staff Contact:** Scott McDonald, Director of  
Development Services

**Item Number:** 2025-708-AR

**Phone:** 817-598-4284

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**SUBJECT:** Consider authorizing the City Manager to execute a professional services contract with Elements of Architecture, Inc for design of the Administrative Office renovation project in an amount not to exceed \$196,000.

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### **BACKGROUND/DISCUSSION**

City Council is requested to approve a professional services agreement with Elements of Architecture, Inc. in the amount of \$196,000 for architectural design services for the City's new Administrative Office Building intended to support city staff operations for Parks, Recreation, Special Events, Facility Maintenance and Development Services. This building is located at 118 West Columbia Street, Weatherford, Tx 76086.

The City has already completed several critical preparatory steps to advance this project and position it for full architectural design. These efforts include asbestos abatement, interior demolition down to the structural studs, and a preliminary assessment and repair of a portion of the exterior walls. This early work was completed to address safety concerns, remove obsolete interior elements, and better understand existing building conditions so that design decisions can be made with accurate information regarding the structure and envelope.

The proposed project will provide a modern, functional, and efficient administrative facility designed to meet current and future operational needs of City staff. Elements of Architecture, Inc. was selected based on their demonstrated experience with public-sector projects, knowledge of municipal design requirements, and ability to deliver comprehensive architectural services through all phases of project development.

The scope of work includes Basic Services, encompassing the following project phases:

- Schematic Design Phase – Development of preliminary design concepts, space planning, and overall building configuration based on existing conditions.
- Design Development Phase – Refinement of the approved schematic design, including architectural systems, materials, and coordination with engineering disciplines.
- Construction Documents Phase – Preparation of complete and detailed construction drawings and specifications suitable for bidding and construction.
- Construction Administration Phase – Ongoing architectural support during construction to ensure compliance with the approved plans, specifications, and design intent.

Approval of this agreement will allow the City to move forward from preliminary building preparation into full design development, ensuring the administrative office building is thoughtfully planned, code-compliant, and constructible. Staff recommends City Council approve the agreement with Elements of Architecture, Inc. in the amount of \$196,000 and authorize the appropriate city officials to execute the contract.

This phase of the project is an anticipated 6-month process which would put us at early August to begin construction.

**FINANCIAL IMPACT**

Project is being funded from the General Capital Projects fund.

**SUGGESTED ACTION**

Staff recommends authorizing the City Manager to execute a professional services contract with Elements of Architecture, Inc for design of the Administrative Office renovation project in an amount not to exceed \$196,000.

**ATTACHMENTS**

- [Elements of Architecture- Contract](#)
- [Elements of Architecture- Timeline](#)