Weatherford City Council

AGENDA REPORT

Meeting Date:	May 12, 2026	**Staff Contact:**	Jaycob Kirkpatrick, Director of Parks, Recreation, Special Events and Facilities
Item Number:	2026-835-AR	**Phone:**	817-598-4248

SUBJECT: Consider authorizing the City Manager to execute an amendment of a professional services contract with Elements of Architecture, Inc. for design of the Administrative Office renovation project in the amount of $29,950, for a total aggregate fiscal year expenditure amount of $225,950.

BACKGROUND/DISCUSSION

Staff is requesting approval to amend the professional services agreement with Elements of Architecture, originally approved by City Council at the February 10, 2026 meeting. The initial agreement amount was $196,000. This amendment would add $29,950, resulting in a revised total aggregate amount of $225,950.

The proposed amendment includes additional scope for geotechnical services, structural engineering, mechanical, electrical, and plumbing (MEP) engineering, as well as architectural design services associated with an expanded building footprint of the Administrative Office renovation project, located at 118 W. Columbia St.

During the initial programming phase, it was identified that the current building layout and size only accommodates the current staffing levels and does not adequately support future operational needs and leaves no capacity for growth. As a result, the facility in its current configuration would not function efficiently long-term.

Further evaluation determined that incorporating an expansion at this stage presents a cost-effective approach compared to pursuing a future addition. By expanding now, the City can avoid higher construction costs associated with mobilization, inflation, and retrofitting. Additionally, funds that would otherwise be required to reconstruct the existing east wall can instead be applied toward construction of a new wall as part of the expansion, creating a more efficient use of resources.

The expanded facility will provide critical improvements, including increased storage capacity, larger and more functional conference space, an enhanced entry and lobby area, and sufficient room to accommodate departmental growth for years to come. This approach ensures the building is both functional for current operations and adaptable to future needs.

Staff recommends approval of the amendment to support a more efficient, cost-effective, and long-term solution for the facility.

FINANCIAL IMPACT

Project is being funded from the General Capital Projects fund.

SUGGESTED ACTION

Staff recommends authorizing the City Manager to execute the amended professional services contract with Elements of Architecture, Inc. for design of the Administrative Office renovation project in the amount of $29,950, for a total aggregate fiscal year expenditure amount of $225,950.

ATTACHMENTS

- Elements Proposal Add Services
- Proposed Addition
- Elements of Architecture- Fully Executed