

January 20, 2012

Honorable John Horn
County Judge
Hunt County
P.O. Box 1097
Greenville, TX 75403

#12,228

FILED FOR RECORD
at 1:15 o'clock P M
JAN 24 2012
By JENNIFER LINDENZWEIG
County Clerk, Hunt County, Tex.
J. Lindenzweig

Judge Horn,

The following agreement outlines the scope of work and associated fees as requested by the Hunt County Commissioner's Court to evaluate and space plan the Tax Assessor's offices. We understand it is the Court's desire to move this operation into another facility and an accurate assessment of space and planning are required.

Phase One:

- Meet with the Tax Assessor and her staff in their current location to identify accurate personnel counts and space needs related directly to those personnel.
- Identify additional spaces required for efficient operation of the Tax Assessor's office; these spaces include storage, public waiting areas, etc.
- Compare the information gathered with similar operations of other Texas counties to insure adequate and accurate space needs are identified for use in Phase 2.

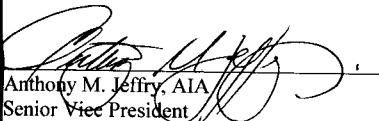
Phase Two:

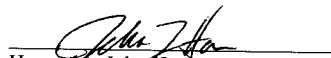
- Using the information gathered in Phase One, provide a schematic diagram of the bank facility that has been identified by the County as an option for relocation of the Tax Office.

Phase Three:

- Upon confirmation that the County wishes to utilize the bank building for the Tax Assessor's office, WHJ will provide documentation as necessary to begin interior renovations.
- Assist the County during the construction phase with onsite visits as required.

Fees for Professional Services listed above not to exceed: \$15,000
Reimbursable costs related to services listed above not to exceed \$2,500


Anthony M. Jeffry, AIA
Senior Vice President


Honorable John Horn
Hunt County Judge