



February 26, 2025 AGENDA ITEM #4

Authorizing the Executive Director
and Executive Committee to take all
actions necessary to obtain
architectural services for the Mobility
Authority's new headquarters building

Strategic Plan Relevance:	Stewardship
Department:	Executive
Contact:	James M. Bass, Executive Director
Associated Costs:	To be determined
Funding Source:	FY 2025 Operating Budget
Action Requested:	Consider and act on draft resolution

Project Description/Background: The Central Texas Regional Mobility Authority (CTRMA or the Authority) has purchased a long-term real estate solution for the organization via the acquisition of a freestanding office building within the Austin metropolitan area. CTRMA completed the property purchase in December 2024. Upon securing ownership, the Authority has provided for certain ongoing maintenance activities consistent with the prudent ownership of a freestanding office building, including engaging a property manager. The Authority is now embarking on the redesign of the property to facilitate occupancy by staff and to serve as a Board meeting location. The next step in this process is to procure architectural services to develop a plan for the retrofit of the building and property.

The redesign of the building will require immediate attention by CTRMA to assure a move-in date by the end of the lease term in the current leased space. To facilitate the timely engagement of an architectural firm, authorizing the Executive Director to negotiate an agreement for approval by the CTRMA Executive Committee is recommended.

Previous Actions & Brief History of the Program/Project: Having officed in leased space since its inception, the Authority has considered purchasing or building a new location for the CTRMA headquarters in lieu of leasing as a more long-term economical means for

office space. The Executive Director informed the board of the procurement of a real estate consultant service at the June 26, 2023 board meeting. After evaluating several properties, the Authority staff narrowed the search to a property that best meets the organization's future space needs. On June 26, 2024 the Board authorized the Executive Director to pursue all diligence actions necessary to investigate the contemplated for purchase, including building construction integrity and adequacy of the mechanical systems. The purchase of the future CTRMA headquarters was completed on December 30, 2024.

Financing: FY25 Operating Budget – due to a staff vacancy, funding is available within the Administration department operating budget to pay for the services of an architectural firm to redesign the CTRMA headquarters building.

Action requested/Staff Recommendation: Approve amending the December 18, 2024 resolution to include architectural services as one of the activities necessary to occupy, operate, manage and maintain a new headquarters building.

Backup provided: Draft Resolution

**GENERAL MEETING OF THE BOARD OF DIRECTORS
OF THE
CENTRAL TEXAS REGIONAL MOBILITY AUTHORITY**

RESOLUTION NO. 25-0XX

**AUTHORIZING THE EXECUTIVE DIRECTOR AND EXECUTIVE COMMITTEE TO TAKE
ALL ACTIONS NECESSARY TO OBTAIN ARCHITECTURAL SERVICES FOR THE
MOBILITY AUTHORITY'S HEADQUARTERS BUILDING**

WHEREAS, on December 30, 2024, the Mobility Authority acquired a freestanding office building within the Austin area to serve as the Mobility Authority's headquarters (the "Headquarters Building"); and

WHEREAS, by Resolution No. 24-081 dated December 18, 2024, The Mobility Authority's Board of Directors ("Board") (1) authorized the Executive Director to take certain actions associated with occupying and maintaining the Headquarters Building (the "Ownership Responsibilities"), and (2) delegated authority to the Executive Committee to approve certain expenditures and waive provisions of the Policy Code related to procuring services for the Ownership Responsibilities; and

WHEREAS, in the course of planning the Mobility Authority's relocation to the Headquarters Building, the Executive Director determined that architectural services not originally contemplated in Resolution No. 24-081 would be valuable to maximize the office aesthetics, functional workspace and meeting space at the Headquarters Building to the benefit of the Mobility Authority staff and other individuals that may occupy and/or visit the Headquarters Building; and

WHEREAS, the Executive Director requests that the Board approve the addition of architectural services to the Ownership Responsibilities identified in Resolution No. 24-081 and authorize himself and the Executive Committee to treat the architectural services in the same manner as the Ownership Responsibilities identified in Resolution No. 24-081.

NOW THEREFORE, BE IT RESOLVED that the Board hereby approves the addition of architectural services to the Ownership Responsibilities identified in Resolution No. 24-081; and

BE IT FURTHER RESOLVED that the Board hereby authorizes the Executive Director and the Executive Committee to take the same actions with respect to architectural services for the Headquarters Building as were authorized for the Ownership Responsibilities pursuant to Resolution No. 24-081.

Adopted by the Board of Directors of the Central Texas Regional Mobility Authority on the 26th day of February 2025.

Submitted and reviewed by:

Approved:

James M. Bass
Executive Director

Robert W. Jenkins, Jr.
Chairman, Board of Directors