



Stantec Architecture Inc.
910 Louisiana Street Suite 2600, Houston TX 77002-4916

September 4, 2025

Dr. Paula Patterson and Robert Heniff
Crosby Independent School District
14670 FM 2100
Crosby, TX 77532

Reference: Proposal for the Architectural Services for Crosby ISD Old Administration building Renovation

Dear Dr. Patterson and Mr. Heniff,

We are pleased to submit the following proposal for professional services related to the Renovations to the Old Administration Building in Crosby ISD. We have outlined the following scope and proposed fee for our professional services and present it for your review and approval.

The following is a scope outline and summary description of the activities that shall be included as part of the architectural services for the Renovations to the Administration building:

Scope Overview

Stantec shall work with Crosby ISD to create a program, and design for the administration building needs for Crosby ISD. At this time, the following is assumed for the scope of the additions:

- Renovation of existing building with the existing structure to remain.
- Furniture design package provided as an add service.
- The renovation design schedule would be about 6 months and bidding/construction estimated for about 12months.
- An estimated budget of not to exceed \$8,000,00.00 is to be used for the initial planning. The square footage and project budget shall be finalized as a part of the design process.

Stantec will work closely with Crosby ISD's teams to develop the design and planning for these renovations.

Schedule

The schedule will be based on the district's need to have this facility open and in use. If the project bids for construction early 2026, estimate a construction schedule of 12 months.

Content and Process

Planning Phase – The following scope is included in the Programming phase. At the conclusion of this phase a program document shall be created and delivered to Crosby ISD to document the decisions made as a part of this process.

- Programming – A Programming meeting shall be held to document the program of the admin building. Stantec shall meet with the Directors of each content area along with the District/School Leadership. Space allowances, adjacencies, and other space requirements shall be documented in the final building program. Further exploration/testing of the concept design shall continue during this phase to continue to test out organizational strategies discussed during Programming.

Schematic Design Phase – The scope of Schematic Design shall be per the terms of the AIA agreement to be drafted by Crosby ISD and agreed to by Stantec.

Design Development, Construction Documents, Bidding, and Construction Administration Phases – The scope of these phases shall be per the terms of the agreement as drafted by Crosby ISD and agreed to by Stantec.

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Warranty Phase as referenced in the AIA draft contract: - This service will be provided as noted on the B101 contract to coordinate warranty items with the Program Manager and the owner.

Estimated Cost of Compensation for Professional Services and Reimbursable Costs

For the Professional Services described above, the compensation shall be computed as outlined below:

Basic services excluding fast track and reimbursable expense noted below at 7% of the final cost of construction adjusted at completion of project.

Furniture design/FFE package: Per AIA B101, preliminary layouts will be provided as a basic service. Any detailed furniture layouts, schedules and scope would be an add service.

- a. Reimbursable Costs : **Traffic engineering and mitigation reports** will be furnished as a reimbursable expense. Before any reimbursable cost is incurred, or invoiced, the scope and the estimated cost shall be submitted in writing to Crosby ISD. Stantec shall not proceed without authorization from Crosby ISD.

We would like to thank Crosby ISD for the opportunity to assist you with the architectural services for this very important project. We are truly honored to be able to assist Crosby ISD in this work and believe we can bring value to the process and the outcome. Please feel free to call me with any questions you might have regarding this proposal.

Regards,

Stantec Architecture Inc.



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By signing this proposal, Crosby Independent School District (Owner) authorizes Stantec to proceed with the services herein described. Once signed by the Owner, this document shall become the Notice to Proceed for the project and authorize Stantec to proceed while the Contract is being negotiated:

Per: Crosby Independent School District

Print Name & Title

Signature