

**WICHITA FALLS ISD BOARD OF TRUSTEES**  
**February 16, 2026**

<b>Agenda Item:</b>	Purchase of Civil Engineering Services for Parking Lots
<b>Administrator Responsible:</b>	Leah Horton, Chief Financial Officer
<b>Attachments:</b>	Contract
<u>    X    </u> Action Needed	<u>        </u> Future Action <u>        </u> Information <u>        </u> Report

**Administrative Information:**

That the Wichita Falls Independent School District Board of Trustees approve the purchase of Civil Engineering services from Corlett, Probst & Boyd, PLLC (“CPB”), for civil engineering tasks related to the parking lot projects at Memorial Stadium and Ben Milam in the amount not to exceed \$291,320.00 as submitted by Leah Horton, Chief Financial Officer, and as recommended by Dr. Donny Lee, Superintendent of Schools.

**Explanation:**

The recommended Civil Engineering projects include:

Project	CE Project Cost	Services Provided
Preliminary Design and Cost Estimate	\$101,962.00	a. Preliminary topographic survey of proposed improvements b. Preliminary Design and Specifications c. Preliminary Cost Estimate
Final Design	\$93,222.40	a. Final Plans, Specifications, and Engineer’s Estimate for a bid package
Contract Advisement and Bid Phase	\$23,305.00	a. Advertisement plans in the local newspaper and CivCast b. Host a Pre-Bid meeting with perspective bidders c. Attend Bid Opening, complete Bid Tab, verify bidder resources, provide lowest responsible bidder recommendation to the Owner
Construction Phase	\$72,830.00	a. Review all submittals and shop drawings b. Respond to RFIs, perform site inspections as needed (at least once weekly), verify quantities, verify materials testing reports, recommend monthly pay requests from the Contractor to the Owner, review construction schedule c. Perform final inspection and project close-out procedures
Total	\$291,320.00	

**Fiscal Note:**

This expenditure for Parking Lot improvements will be paid with Fund Balance. Purchases over \$100,000 require Board of Trustees approval per Policy CH Local.