

Board of Trustees

Meeting Date: 09/22/2026

Executive Summary of Board Agenda Item

Subject/Title for Agenda Posting: Approval of Facilities Condition Assessment (FCA) Consulting Services through Procedeo utilizing current awarded contract RFQ 2024-03

Justification Statement: Administration is recommending that Canutillo ISD engage PROCEDEO to conduct a comprehensive Facilities Condition Assessment (FCA) of all District school campuses and support facilities. The purpose of the FCA is to provide the District with a comprehensive, objective assessment of the current condition of its facilities and establish a prioritized, cost-based plan for addressing identified facility needs.

Purpose of Agenda Item: ☐ Information ☒ Discussion ☒ Action
Item Type: ☐ Curriculum & Instruction ☐ Human Resources ☐ Business Services

Staff Responsible: Dr. Oscar Rico

Signature of Requester(s)
Dr. Oscar Rico Dr. Oscar Rico Veronica Campbell

Signature of Presenter(s)
Cristina Pulley 09/08/26
Business Services Approval (Initials) *Date*

Agenda Summary:

Administration recommends approval of consulting services with PROCEDEO to conduct a comprehensive Facilities Condition Assessment (FCA) of all Canutillo ISD school campuses and support facilities. The assessment will include on-site facility evaluations, input from District and campus leadership, identification and prioritization of facility repair and replacement needs, estimated costs to correct identified deficiencies, and recommended replacement and maintenance cycles for major building components. PROCEDEO will compile the findings into a customized facilities database to assist the District with preventive maintenance, capital improvement planning, budgeting, and long-range facility planning. The completed assessment will provide Administration and the Board of Trustees with a data-driven roadmap for prioritizing future investments in District facilities. This will be a revision to our 2020 assessment completed.

Additionally as part of the current awarded contract RFQ 2024-03, PROCEDEO, the awarded vendor, under the contract term Article 4 Additional Services, may provide consulting services for existing facilities analysis with proper compensation for the additional services to PROCEDEO.

RECOMMENDATION: Administration recommends that the Board of Trustees approve Facilities Condition Assessment (FCA) consulting services with PROCEDEO for a fixed fee of \$48,750, plus reimbursable printing costs, to assess all District school campus

PRIOR BOARD ACTION: 3/24/2020 **AWARDED:** ADM **AWARDED AMOUNT:** \$264,000

AMOUNT(S): \$48,750

ACCOUNT NO(S):

PROCUREMENT METHOD TYPE: (3 Quotes, Cooperative Contract Quotes, Sole Source, Formal Bid)
Canutillo ISD awarded contract RFQ 2024-03

REQUESTING DEPARTMENT:

Operations

CONSEQUENCES OF NON-APPROVAL:

Failure to approve the Facilities Condition Assessment would delay the District's ability to comprehensively identify, prioritize, and estimate costs for facility repair and replacement needs and would limit long-range planning for preventive maintenance and future capital improvements.

IMPLEMENTATION TIMELINE:

Immediate upon Board approval and execution of agreement.

ATTACHMENT(S): ✓ FCA quote



PROCEDEO

August 3, 2026

Dr. Josue Borrego
Superintendent of Schools
Canutillo Independent School District
7655 Artcraft Rd.
El Paso, TX 799932

RE: PROPOSAL FOR CONSULTING SERVICES - FACILITIES CONDITION ASSESSMENT

Dear Dr. Borrego,

Thank you for allowing PROCEDEO the opportunity to submit this proposal for Facilities Condition Assessment. We are truly excited to have the opportunity to assist you and the district with this most important process. The following is our proposal for the work.

A. SCOPE OF WORK

1. Conduct a Facilities Assessment for each school campus and all support facilities within the Canutillo Independent School District.

- a. PROCEDEO will host a Facilities Assessment meeting with the appropriate ISD staff to establish the goals and full scope of the facilities assessment, and to review the existing assessment.
- b. PROCEDEO will schedule meetings with key ISD personnel to gain insights on the district's goals, educational plan and vision.
- c. PROCEDEO will generate a customized questionnaire based on the outcomes of the meetings listed above. PROCEDEO will then distribute questionnaires to campus principals, department heads and directors, to collect information regarding facility needs.
- d. PROCEDEO will lead and coordinate all work of all the consulting teams and will be responsible for scheduling the assessment walks and compiling all the data.
- e. PROCEDEO and the consulting team will visit all district facilities in order to generate a detailed list of needs, supported by photographs.
- f. PROCEDEO will work with ISD staff to identify replacement cycles for major building components, as well as required maintenance lifecycles to create a preventive maintenance program.
- g. For every facility assessed, PROCEDEO will generate a prioritized list of corrective repair and/or replacement work items, including cost to correct.
- h. PROCEDEO will conduct milestone meetings with ISD staff to review progress, and to vet items for final inclusion.
- i. PROCEDEO will input all information into a customized Microsoft Excel database. The format of the database will be reviewed with ISD key staff to ensure it includes all information needed by the ISD.
- j. The facility assessment database will be delivered to the ISD in Microsoft Excel format.

B. SCHEDULE

We understand the district is looking to complete this project as timely as possible, allowing administration the opportunity to present the results to the Board of Trustees at the earliest available Board meeting. PROCEDEO is prepared to begin the assessment process in whatever timeline is requested from Canutillo ISD, at the convenience of district leadership, to ensure assessment and reporting is prepared at the appropriate time.

B. COMPENSATION

We propose a fixed fee of **\$48,750** (excluding reimbursable printing cost for all deliverables and presentation materials.). Reimbursable expenses will be billed at our costs without additional mark-up.

We look forward to working with you and the staff at Canutillo Independent School District. Should you have any further questions, please do not hesitate to call.

Sincerely,

A handwritten signature in black ink, appearing to read 'B. Dodson', with a stylized flourish at the end.

Bryan Dodson
Vice President