

August 22, 2025

Dr. Michelle Cavazos, Superintendent
Gregory-Portland Independent School District
1200 Broadway Blvd.
Portland, TX 78374

**Regarding: Gregory-Portland ISD New Performing Arts Center Project & CTE Building
Architectural & Engineering Services**

Dear Dr Cavazos:

We are excited to partner with Gregory-Portland ISD on the new Performing Arts Center and CTE Building projects. The following proposal consists of a general description of our design services and compensation per phase from programming and visioning through construction.

Scope of Work

Studio RED and its consultants will provide architectural and engineering services for the vertical construction of a new Performing Arts Center and CTE Building for Gregory-Portland ISD in Portland, Texas. The project consists of a a 3,000 to 5,000 seat multifunctional performing arts space and CTE Building additions and renovation. Studio Red understands the anticipated project budget for both projects combined will be \$80,000,000 with approximately \$65,000,000 of it being for construction. The exact program of spaces will be determined during Programming and Visioning Sessions.

Basic Services

The following describes the proposed phases of design and construction for this project:

Programming and Visioning:

Description of activities and deliverables:

- Preparation for visioning sessions to include contextual and cultural research, site and community analysis, and development of visioning materials.
- (3) 2 Day In-Person Workshops. Session 1 to be a High-Level Value and Aesthetic Visioning, Session 2 to be Site and Space Strategy, and Session 3 to be Program Consolidation.
- 2 virtual program development meetings with stakeholders
- The primary deliverable will be an excel matrix of district/administration approved square footages by space type and function.

Schematic Design Phase:

Description of activities and deliverables:

- Confirm the owner's space program and design requirements for the scope of work as described above.
- Develop a conceptual plan and massing for the building.

- Deliverables to include site plan, overall building floor plans, roof plan, building elevations, interior design sketches, building sections, outline specifications.
- Plans will be of a level of information sufficient for preliminary pricing.

Design Development Phase:

Description of activities and deliverables:

- Design Development phase will start upon written approval of Schematic Design.
- Develop in greater detail the floor plans elevations, and sections of all components of the project.
- Develop in greater detail exterior elevations and material selections.
- Finishes will be presented for Owner approval.
- Deliverables to include building floor plans, roof plan, demolition documents, building elevations, sections, preliminary structural and systems engineering plans.
- Develop preliminary reports, diagrams, and drawings for Structural, and MEP engineering.
- Plans will be of a level of information sufficient for initial pricing.

Construction Document Phase:

Description of activities and deliverables:

- Construction Document phase will start upon written approval of the Conceptual Design Phase.
- Documents will be completed for the construction of this project.
- Assist the Owner in updating the overall project budget
- Coordinate with the owner to procuring furniture, fixtures and equipment for the project.
- Prepare final Engineering drawings.
- Deliverables to include permit-ready architectural and engineering construction documents.
- Documents will be sufficient for pricing by Contractors.
- Assist the Owner in reviewing a contract for construction and price prepared by the Contractor

Permitting and Proposal Phase:

Description of activities and deliverables:

- Assist the Owner in submitting drawings to the Authority Having Jurisdiction for the approval of a building permit.
- Assist the owner bidding out the project if a CMAR has not previously been brought on board.

Construction Administration Phase:

Description of activities and deliverables:

- Provide Construction Administration Services during this phase of the project.
- Review and process the following items from the Owner's Contractor:
 - Requests For Information (RFI's) regarding the Construction Documents
 - Submittals of materials and systems to be used during construction
 - Proposed Change Requests and Change Orders
 - Review and certify progress payments
- Make regular site visits to oversee the progress of construction.
- Assist the Owner in preparing a punch list and reviewing project close out documents.

Consultants:

The Studio RED design team is composed of the following consultants:

Architect	Studio RED Architects
Programming and Visioning	Root Architects
Interior Designer	Bennett Design Group
Specifications	NEM Spec Consulting
Hardware	Allegion
Code Consulting	Coffman Engineers
Structural Engineer	IMEG Corp.
Civil Engineer	H2B Engineers
Code Required Landscape	H2B Engineers
Theater and AV	Schuler Shook Theater Planners
Acoustics	Jaffe Holden Acoustics
Furniture	Bennett Design Group
IT	Jaffe Holden
Security	Jaffe Holden
Graphics and Signage	DG Studios

Compensation:

Compensation for this project shall be **\$5,585,855** (Five Million, Five Hundred Eighty-Five Thousand, Eight Hundred Fifty-Five dollars). The project will be billed monthly on a percent complete basis. The earned fee per phase is as follows:

<u>Phase</u>	
Schematic Design Phase	\$ 837,878
Design Development Phase	\$ 1,117,171
Construction Document Phase	\$ 1,955,049
Bidding/Permitting Phase	\$ 279,293
<u>Construction Administration Phase</u>	<u>\$ 1,396,464</u>
Total:	\$ 5,585,855

Additional Services

Any other services not outlined above or elsewhere in this proposal will be considered Additional Services. Additional Services, should they be required and approved by the Owner, will be billed at an hourly rate per the attached Schedule A. Additional Services incurred by consultants will be billed at 0% over cost.

Reimbursable Expenses

Reimbursable expenses are included in the proposed fees above. Reimbursable expenses per agreed and executed AIA document B101-2017 (contract) for this project will not be provided without prior written consent of the owner.

Schedule

Studio RED anticipates the schedule will be as follows:

Programming and Visioning	4-6 Weeks
Schematic Design Phase	3 months
Design Development Phase	4 months
Construction Document Phase	5 months
Permitting	3 months*
<u>CA Phase</u>	<u>30 months*</u>
Total:	46.5 months

* The timeframe for these items is estimated and are subject to timeframes influenced by the General Contractor and by the Authority Having Jurisdiction.

Qualifications

1. A final agreement will be established using the AIA Standard Form of Agreement between Architect and Owner; reference the AIA contract for a more complete definition of the services described above.
2. Geotechnical engineering and surveying for boundary, utilities and topography are considered Owner provided items and are not included in this proposal.
3. If any work to the existing building is required, an asbestos survey may be required. This survey is not included in the Architect or Engineer's Fees.
4. Costs for ADA reviews are considered reimbursables are not included in this proposal. SRA will submit the project for the required ADA plan review and assist the owner in calling for the required ADA inspection at the conclusion of the project.
5. Fees related to exhaustive pursuit of platting or variances for relaxation of any Regulatory Ordinance would be Additional Services.
6. This proposal does not include the services of extensive multiple construction alternate bid packages.
7. Cost for pursuing Leadership in Energy and Efficient Design (LEED) Certification are not included in this proposal. Fees for pursuing LEED certification would be Additional Services.

8. Increases to the construction budget or extension of the project schedule may result in an increase in fee unless it is outside of the owner's control such as permitting, weather, or disasters.
9. Mechanical, electrical, plumbing and fire protection engineering services will be a direct contract with the owner. Studio Red will coordinate with the owner's engineers.
10. Windstorm reviews and inspections will be a direct contract with the owner.
11. Final commissioning will be a direct contract with the owner.

Thank you for selecting Studio RED.

Sincerely,



Jared Wood, AIA
Studio RED Architects, LP