



Gregory-Portland Independent School District

BOARD MEMORANDUM

TO: DR. MICHELLE CAVAZOS

FROM: DR. ISMAEL GONZALEZ III

CC: BOARD OF TRUSTEES
BRITTNEY SOLIZ SANDOVAL
DEBORAH GARZA
MICHAEL THIEME
DR. MICHAEL NORRIS
PENNY ARMSTRONG

DATE: Monday, December 15, 2025

SUBJECT: DISCUSS AND TAKE POSSIBLE ACTION REGARDING CSP# 2526-01
CONSTRUCTION OF EMERGENCY ACCESS ROAD RELATING TO T.M. CLARK
ELEMENTARY SCHOOL

PRIORITIES

PRIORITY 4: EFFICIENT AND EFFECTIVE DISTRICT AND CAMPUS OPERATIONS

4.2 Maintain fiscal viability; stewardship; and improve staff knowledge of sustainable budgeting processes

BACKGROUND INFORMATION:

Type: Action

Background and Project Funding

In May 2025, G-PISD voters approved a \$205 million bond program, which included funding for the construction of an Emergency Access Road related to the new T.M. Clark Elementary School. This project was allocated **\$500,000** within Proposition A of the Bond 2025 program.

This item stems from the construction of the new T.M. Clark Elementary School, funded through Bond 2023. During the City of Portland’s review of the school’s Traffic Impact Analysis (TIA)—completed by licensed professional engineers in March 2024—the City issued formal comments requiring additional infrastructure improvements tied to emergency response access.

City of Portland Requirements

On April 4, 2024, Gregory-Portland ISD received an official letter from the City of Portland outlining the results of their TIA review for the T.M. Clark Elementary project on Billy G. Webb Drive, directly across from the City Hall and Police Department.

Under the City’s **Review Comments, Section 2.b**, the following directive was issued:

- **“Since the proposed improvements impact emergency response, the report and subsequent civil plans must propose the construction of a secondary access point from the rear of the Police Department property to Cedar Drive.”**

On April 24, 2024, district and city administrators met to review the requirement and evaluate potential access road locations. The City indicated that the district’s final **Certificate of Occupancy** could be at risk of delay or denial if the required emergency access road was not constructed. In summation, the City is requesting that G-P ISD board of trustees approve to construct an emergency access road as required in their feedback from the TIA referencing the [Unified Development Ordinance, Section 311 – Site Plan for Nonresidential Uses](#)

Following this, the district requested schematic design services and an Opinion of Probable Cost from its architectural and civil engineering teams to evaluate the financial impact and design feasibility.

Interlocal Agreement Request

To formalize shared responsibilities, the district drafted an **Interlocal Cooperation Agreement**, which was approved by the G-PISD Board of Trustees on September 23, 2024. The agreement proposed a cost-sharing structure under which G-PISD would fund **54%** of all project costs (hard and soft), with the City covering **46%**.

However, the City of Portland declined to approve the interlocal agreement. As a result, district leadership proactively included this project in **Bond 2025** to ensure the necessary funding was secured. Proposition A passed, fully funding the Emergency Access Road project at the estimated \$500,000.

Procurement Delivery Method: Competitive Sealed Proposals (CSP)

The district is now prepared to procure a general contractor to construct the required emergency access road utilizing the **Competitive Sealed Proposal (CSP)** delivery method, authorized under **Texas Government Code Chapter 2269, Subchapter D**, and **Texas Education Code §44.031**.

Under the CSP method:

- Contractors submit sealed proposals that include both **pricing** and **qualifications**.
- Proposals are evaluated on **best value**, not lowest price alone.
- The district may consider experience, past performance, project approach, schedule, safety record, and other criteria allowed by statute.
- The highest-ranked proposer is recommended for award following a formal scoring process.

This method provides the district with flexibility and ensures a qualified contractor is selected for a critical public safety–related infrastructure project.

CSP Solicitation and Evaluation Process

G-PISD advertised the CSP solicitation in the district’s local newspaper of record on **November 20, 2025**, and **November 27, 2025**, in accordance with statutory public notice requirements.

- **Proposal Due Date:** December 11, 2025, at 2:00 p.m.
- **Evaluation Committee Meeting:** December 12, 2025

The district’s evaluation committee—composed of district leadership, board members, program leaders, and supported by advisors including Pfluger Architects and the district’s civil engineering consultants—will review and score all responsive submissions using board-approved evaluation criteria consistent with state law.

Based on the committee’s scoring and best-value determination, a recommended contractor will be presented to the **Board of Trustees for consideration and possible approval on December 15, 2025**.

RECOMMENDATION:

Administration recommends that the Board approve the selection and award of a contract to the top-ranked general contractor for the Emergency Access Road project, as determined through the Competitive Sealed Proposal (CSP) process conducted in accordance with Texas Government Code Chapter 2269, Texas Education Code §44.031, and all applicable local board policies. Approval of the highest-ranked proposer will allow the district to proceed with the construction of the required emergency access road to support the opening and occupancy of the new T.M. Clark Elementary School.

FINANCIAL IMPACT AMOUNT AND FUNDING SOURCE (IF APPLICABLE):

The total project budget is \$500,000, with an estimated construction cost of \$400,000, and all funding will be provided through the voter-approved Bond 2025 program.

BOARD RELATED POLICY:

CH (LEGAL) (LOCAL)

CV (LEGAL) (LOCAL)

ACTION ITEM SUGGESTED MOTION (if applicable):

That the Board accept Administration's recommendation and make a motion to approve and award a contract to _____, the top-ranked proposer for the Emergency Access Road project, selected through the Competitive Sealed Proposal (CSP) process and evaluated in accordance with Texas Government Code Chapter 2269, Texas Education Code §44.031, and all applicable local board policies.