



Owner's Building
Resource, LP.

January 24, 2005

Dr. John Hardwick
Superintendent
Beeville Independent School District
2400 North St. Mary's
Beeville, Texas 78102

Re: Proposed Scope of Work and Fee Proposal

Dear Dr. Hardwick:

Pursuant to our recent discussions, we have prepared the following scope of work for providing a long-range facility plan for Beeville Independent School District.

Beeville ISD is unique in its rich heritage and it's memorials of various community members and veterans. Accordingly, we have developed an approach that is specific to the individual characteristics of Beeville and the challenges related to the school district's facilities.

In order to give you a clear understanding of our proposed scope and the associated cost, we have provided a detailed description of our services below.

DEVELOPMENT OF A STRATEGIC FACILITIES PLAN

Our planning services will focus on complimenting the efforts made to date to establish a long range **Strategic Facilities Plan**. The process involves multiple tasks that include input from a variety of sources. We couple that input with our technical expertise as educational facility planners to develop a detailed program that includes improvements for each facility as well as an assessment of facility utilization based on enrollment changes within the District.

Task I – Site-Based Input

Beginning with the end users of each facility, OBR will gather input regarding needs and deficiencies for each site. With the district's approval, we will work closely with each site-based management team to identify functional spaces within the respective facilities. The data gathered will include an inventory of physical space within each facility along with its current utilization. Programs particular to each campus will be included as part of the overall building utilization plan.

Task II - Technical Facility Assessments

OBR will perform an independent assessment of each facility. Building layouts and space inventories will be validated. Additionally, we will consider the spaces within each facility based on specific educational concerns. Efficient use of spaces and overall facility utilization will be considered. Curriculum and capacity, as well as district-wide comparability will be addressed as part of the assessment.

OBR will also perform a technical assessment of the architectural and engineering systems within each building. Classrooms, administrative and support spaces will be evaluated for adequacy. Safety, security and life safety issues will be identified along with code compliance related items. Mechanical, electrical, plumbing, structural, site and civil conditions, etc., will also be included as part of the assessment.

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Task III – Ongoing Site-Based Input

On-going interaction with the site-based teams throughout the planning process will ensure that, as the programs for improvements are developed, campus level support is maintained. Each campus will have an opportunity to review the draft documents for accuracy. Schematic layouts of proposed improvements could be provided, if requested, for critique and input.

Task IV - Administrative Input

OBR will work closely with each administrative discipline to establish base line needs. Food services, elementary education, secondary education, fine arts, athletics, special ed., maintenance and operations, etc., will have an opportunity to review the space inventory and recommended improvements for accuracy and completeness.

Task V – Demographic Analysis

OBR will work closely with the District and the consultant providing demographic services to ensure effective facility utilization and develop means to address enrollment changes. We will provide an analysis of grade tier structures along with enrollment projections to develop a program that provides for the most effective utilization of facilities.

Task VI – Historical Research

It is clear from visiting the campuses in BISD that the community is proud of its heritage and those that have made contributions. From Veterans Memorial Stadium to the campuses named, not for the District, but in memory of individuals, *it is clear that the history of Beeville should continue to be a part of Beeville's future.* Accordingly, OBR proposes to engage each campus in researching its history and namesake for which it is identified. This activity will give the students in each campus some level of ownership in the plan that develops for their respective campus. As we look at facility utilization and develop plans for the future, we believe we must consider the history behind each building. Who better to participate in that research than the students who attend each campus?

Task VII – Stakeholder Input

At the appropriate time, OBR will look to the Board and Administration to enlist various stakeholders in the community to participate in the planning process. OBR will present the data gathered along with any options that have taken shape and solicit input. We will use input from the stakeholder to formulate final recommendations for each facility.

Task VIII – Financial Analysis

It is extremely important that any program for improvements carefully balance the needs with the capacity of the District to effectively fund the improvements. OBR will work with the District and the District's financial advisor to develop a true facility master plan that provides for cost-effective implementation of improvements while mitigating the tax burden on the citizens of the District. A carefully laid plan will enable the District to manage capital expenditures efficiently and effectively.

Task IX - Compilation of Efforts

We will compile our efforts into a detailed report that includes building layouts and site plans that identify all functional spaces within each campus and illustrate the schematic design for proposed improvements. Detailed budgets and implementation schedules will evolve into a growth management plan that will enable the District to effectively implement improvements to existing facilities while addressing enrollment growth in the District.

PROPOSAL

We are pleased to submit our proposal for the provision of these services as described above. For developing a Long-Range Strategic Facilities Plan, OBR proposes a fixed, lump-sum fee of \$23,890.00, plus reimbursable expenses. OBR will bill monthly based on work completed. Reimbursable expenses include travel, per diem, printing, copying, etc.

ADDITIONAL SERVICES

If requested, OBR can provide additional services such as CADD documentation and demographics. With in-house resources and alliances with other professionals in the industry, OBR can enhance our planning efforts with services beyond those described above.

We appreciate the opportunity to provide this proposal to you. We believe that our **team-oriented approach** will provide you with the means to develop a strategic facilities plan and the mechanism for successful implementation. If you have any questions or comments, please do not hesitate to contact me. I look forward to working with you in shaping the future for Beeville Independent School District.

Kindest regards,

Robert Gadbois, P.E.
Senior Consultant

Accepted this _____ day of _____, 2005,

Signed

Printed Name