



April 1, 2026

Dr. Paula Patterson
Superintendent of Schools Crosby ISD
14670 FM 2100
Crosby, TX 77532

RE: Crosby ISD Red Barn Renovation

Dear Dr. Patterson,

On behalf of my team, thank you for the opportunity to submit this fee proposal for the above-referenced project. The following is a description of the services and scope that are needed for this project.

▪ **PROJECT UNDERSTANDING**

Pfluger understands that this proposal is for initial scoping, planning, schematic design, construction documents, and construction administration for renovations to the Red Barn and renovations to former CTE space at the middle school, in order to create a better student experience. The total project budget is noted as \$4,000,000 dollars, inclusive of testing, inspection, management, design fees, and construction cost.

SCOPE OF SERVICES

Initial Planning and Design through Construction Closeout

The Pfluger team will facilitate all necessary meetings to develop/verify the project program and provide necessary site investigations to develop a recommended "scope of work". Pfluger will conduct a thorough visual inspection of the existing space to be renovated. Documents will be developed to indicate the scope of work and will be reviewed with Crosby ISD. Deliverables for this phase will include drawings, sketches, renderings, scope narratives, quantities, preliminary furniture layouts, and an opinion of cost prior to construction. This fee proposal includes A/E design services for design development, construction documents, bidding, and construction administration. In addition this will also include the creation of digital drawings of the existing building based on site verification of the existing building, and any as-built drawings that can be located.

▪ **CONSULTANTS**

The following consultants are proposed for all phases of work:

1. **Architecture/Programming: Pfluger Architects**
2. **MEPT Engineering: EMA Engineers**
3. **Structural Engineering: Dunaway**
4. **Civil Engineering: TBD**
5. **Landscaping: (not included)**

▪ **COMPENSATION**

The compensation for the work as described above is a lump sum of \$390,000 (Three hundred and ninety thousand dollars).

- **REIMBURSABLES**

This fee proposal does not include costs associated with reimbursable expenses. Reimbursable expenses would include any costs associated with the following:

- **Reproduction**
- **Travel outside of Crosby ISD or the Houston Metroplex**
- **Renderings**
- **TDLR/ADA fees**

Reimbursable expenses are to be billed at cost and without mark-up.

The following is not included in basic services:

- Survey
 - Geotech
 - Commissioning
 - Materials Testing
 - TX Dot Coordination
 - Traffic Impact Analysis
 - Art Coordination
 - Envelope Consulting
 - Offsite Civil Engineering
- **PAYMENT**
- Invoices will be billed monthly in proportion to services performed. Payment shall be made within thirty (30) days of the invoice date. Billing and payment shall follow the following schedule and percentages:

Conceptual Design	5%
Schematic Design	15%
Design Development	25%
Contract Documents	30%
Bid Phase	5%
Construction Administration	20%
<u>TOTAL</u>	<u>100%</u>

- **Additional Services: As the project or program develops, should any other consultants or services be required, or at the Owner's specific request, we respectfully request the ability to negotiate those fees as additional services.**
- **PROJECT SCHEDULE**

We will work with you to provide a detailed schedule. We can begin working on this project immediately upon receiving your authorization to proceed. Assuming that we start in April, we expect the project to be substantially complete in time for the opening of school in fall of 2027.

On behalf of all of us at Pfluger, I want to express my sincere appreciation for your time, and consideration of this proposal. Please let us know if the terms of this proposal are acceptable. We look forward to getting started on this project with Crosby ISD and making it a success. Should you have any further questions, please do not hesitate to call me at (214) 923-7020.

Respectfully submitted,



Raleigh Sullivan, AIA | Managing Principal