

Board Information Item

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12/10/2025

Subject: Act to Ratify the Letter Agreement with Huckabee

Contact Person: Paula Barbaroux, Chief Operations Officer

Policy/Code: Board Policy CH(LEGAL) and (LOCAL)
Texas Government Code § 2254.002

Priority and Performance Objective: Priority 4: Strong Financial Stewardship and Internal System Efficiency
Objective 4.1: Transparent Financial Stewardship
Objective 4.3: Long Range Facility Management Plan

Summary: As a part of the May 2024 Bond Program, the District contracted with Huckabee Architects to assist in performing facility assessment, long-range planning, architectural, and engineering, services. Board Policy CH(LEGAL) and Texas Government Code § 2254.002 list the exceptions to the general procurement procedures and laws found in the Education Code, and architectural services are a professional service that falls within these definitions. The District hired Huckabee through the Government Code two-step process, which requires firms to submit their qualifications. The District negotiated a contract with Huckabee, and the Board of Trustees approved that contract.

On December 18, 2024, the District entered into a specific Education Master Planning Services Letter Agreement (“Letter Agreement”) with Huckabee. The project was named the Educational Master Planning Committee Process for GCISD with a project number of 01927-00-02. A copy of the Letter Agreement is provided following this summary. Among the professional services that Huckabee was to perform, was collect data and study capacities of existing facilities, assessments, long range plans, and current bond projects, collect data on current educational programs in the

district, research future educational programs for the district, meet regularly with the Educational Master Planning Committee to create a draft roadmap for current and future educational programs with planned use for facilities and campuses, and develop a roadmap for Educational Master Planning Educational Master Plan, and study district facilities, enrollment, programs, and reallocation of facilities.

The timeline for performance of the contract was anticipated to begin winter 2025 and continue through fall 2025, to provide data to the EMPC to develop recommendations for future campuses and programs and make recommendations to the Board.

A lump sum fee of \$94,000.00 was proposed for this project. On December 18, 2024, the GCISD Superintendent executed the contract.

The Letter Agreement with Huckabee, was for professional services rendered as an overall part of the architectural services agreement with Huckabee. The Letter Agreement was to conduct ongoing facility assessments and assist the District with long-range planning of the District's educational programs and facilities, and the Education Master Planning process.

However, Board Policy CH(LOCAL), at Contract Authority, states that the Superintendent shall have authority to do the following: sign any contract on behalf of the District that is the result of procuring good or services through a Board-approved bid and sign any contract that is the result of an amendment to an existing contract, when that amendment does not increase the original cost of the goods and services procured by more than \$25,000. The Letter Agreement may be viewed as an amendment to the existing contract and, therefore, should have been placed on an agenda for the Board to approve.

Attachments:

Letter Agreement

Recommendation:

The recommendation is for the Board of Trustees to ratify the Letter Agreement with Huckabee executed by the Superintendent on December 18, 2024.

Huckabee

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December 16, 2024

Paula Barbaroux, Chief Operations Officer
Grapevine-Colleyville Independent School District
3051 Ira Woods Ave.
Grapevine, Texas 76051

Re: Educational Master Planning Services for GCISD
Project Name: Educational Master Planning Committee Process for GCISD
Project Number: 01927-00-02

Dear Mrs. Barbaroux,

We are pleased that Huckabee & Associates, Inc. has been selected for the Educational Master Planning Services and are excited to submit this proposal to GCISD.

With over 50 years of service to educational clients, Huckabee knows that a strong school system creates a strong community.

Scope of Work

Huckabee will:

- Meet with district leadership to define the scope of the project and help form an Educational Master Planning Committee
- Gather feedback from the existing facilities assessment and input from the district leadership team
- Provide a process to gather input from campuses
- Collect data and study capacities of existing facilities, assessments, long range plans, and current bond projects.
- Collect data on current educational programs in the district
- Research future educational programs for the district
- Meet regularly with the Educational Master Planning Committee to create a draft roadmap for current and future educational programs with planned use for facilities and campuses
- Develop a roadmap for Educational Master Planning Educational Master Plan, and study district facilities, enrollment, programs, and reallocation of facilities
- Prepare committee members to present findings to the Board of Trustees
- Create a communication plan to deploy the new Educational Master Plan.

Huckabee

District Responsibilities

- Provide access and schedule meetings with district leadership
- Develop membership of an Educational Master Planning Committee and schedule meetings
- Participate in the procurement of data needed for the committee's analysis.
- Present necessary information on district staffing, enrollment, and current and future programs to the committee.
- Assist in the development of a process to deploy the Educational Master Plan.
- Meet with other appropriate committees and assist committee members with recommendations to the board.

Timeline

It is anticipated that the presented scope of work will take place in Winter 2024 through Fall of 2025 with the approximate timeline:

- Winter 2025– Receive charge, form committee, and gather campus information
- Spring 2025 – Meet regularly to present reports, study district campuses and programs
- Summer 2025 – Develop recommendations for future campuses and programs
- Fall 2025 – Meet with the Finance committee and make recommendations to Board

Fee Proposal

Huckabee proposes a lump sum fee of \$94,000 for the services outlined above.

Work performed under this contract does not preclude Huckabee from being eligible to provide A/E services for future projects. Any printing services will be billed at cost (no markup) and approved by GCISD in advance.

Huckabee appreciates the opportunity to submit this proposal for Educational Master Planning Services for GCISD.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Brian Green', is written over a horizontal line.

Brian Green, AIA
Director of Fort Worth Office

If the attached proposal is acceptable, please sign and return one executed copy as a notice to proceed.



Signature

DR. BRAD SCHNAUTZ

Printed Name

SUPERINTENDENT

Title

12/18/2024

Date