



Gregory-Portland Independent School District

BOARD MEMORANDUM

TO: DR. MICHELLE CAVAZOS

FROM: CHRIS CASAREZ

CC: BOARD OF TRUSTEES
DR. ISMAEL GONZALEZ III
DEBORAH GARZA

MICHAEL THIEME

DR. MICHAEL NORRIS

PENNY ARMSTRONG

BRITTANY SOLIZ SANDOVAL

DATE: Monday, November 17, 2025

SUBJECT: Discuss and Take Possible Action to Renew Small Projects Architect
Relating to RFQ #2223-13

PRIORITIES

PRIORITY 1: EXCEPTIONAL STUDENT PERFORMANCE

N/A

PRIORITY 2: HIGH PERFORMING AND ENGAGED WORKFORCE

N/A

PRIORITY 3: QUALITY SERVICE AND IMPACTFUL COMMUNITY ENGAGEMENT

N/A

PRIORITY 4: EFFICIENT AND EFFECTIVE DISTRICT AND CAMPUS OPERATIONS

4.3 Ensure Strategic Alignment of Resources

BACKGROUND INFORMATION:

The District is seeking to renew its architectural services contract with Lamar Womack & Associates for projects that do not exceed \$1,000,000 and do not involve new construction. Projects beyond this scope will continue to be awarded through a separate Request for Qualifications (RFQ) process specific to each project.

Having a pre-selected architect for smaller projects has proven highly beneficial to the District. This approach saves valuable time and resources by eliminating the need to advertise, form a selection committee, review portfolios, and make board recommendations for projects that are not large-scale.

In September 2023, the District conducted an RFQ process to select a Small Project Architect. The selection committee evaluated eight architectural firms based on the following criteria:

- Related experience and capabilities
- Key personnel and resumes
- Reputation and references
- Claims or suits within the past five years
- Past working relationship with the District
- Submission of all required documentation

After careful consideration, the committee selected and recommended Lamar Womack & Associates to the School Board, which approved the recommendation for a two-year term.

The District has been extremely satisfied with the professionalism, expertise, and dedication demonstrated by Lamar Womack & Associates throughout our projects, and we look forward to continuing this successful partnership.

RECOMMENDATION:

District Administration recommends approval of a Two-year renewal of Architectural Services for Small Projects, as defined, with Lamar Womack & Associates with the possibility of one more two-year renewal in 2027.

FINANCIAL IMPACT:

To be Determined by Project. Attached Schedule B displays Architectural Fees based on the Construction cost of the project ranging from: 8.25% for projects under \$200,000 to 6.75% for projects up to \$1,000,000. A separate Work Order will be drafted and approved on a project by project as needed basis determined by GPISD Administration.

BOARD RELATED POLICY:

CH (LEGAL)

CV (LEGAL)

ACTION ITEM SUGGESTED MOTION (if applicable):

That the Board of Trustees make a motion and approve Administration's recommendation to award a contract renewal for Small Projects Architect to Lamar Womack & Associates in accordance to RFQ# 2223-13, as presented.