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October 10, 2019



VIA EMAIL DELIVERY

Ector County Independent School District
802 No. Sam Houston Avenue
Odessa, TX 79761

Attention: Patrick Young, Chief Operating Officer

RE: Professional Letter for 2019/2020 Comprehensive Facilities Assessment Services Update/Bond Planning Services & Community Engagement Services/Long Range Facilities Master Plan

Dear Mr. Young:

PBK is pleased to submit this proposal for Comprehensive Facilities Assessment Update Services/Bond Planning & Community Engagement Services/Long Range Facilities Master Planning, for an anticipated November 2020 bond referendum for Ector County Independent School District. At PBK, we are very mindful of the need to properly connect the delivery of curriculum, as well as the goals set by the Board of Trustees as a critical part of this process. To that end, we propose to perform the following scope of services.

BOND PLANNING

Working together with the Ector County Independent School District staff, PBK will assist the school district's committee-based planning process with the objective of arriving at the most responsive and cost-effective bond plan possible for the Ector County Independent School District.

We understand this process is being initiated by Ector County ISD in anticipation of a possible November 2020 bond referendum. Based on Ector County ISD's prior efforts we also anticipate that a Bond Steering Committee (BSC), composed of invited citizens from the school district at large, would likely be organized as part of this process. The anticipated term of the bond planning will be approximately six (6) months.

In our experience, bond planning efforts typically follow an intensive and iterative, process. Planning documents will be initiated and reviewed in bi-weekly (or more frequent, as required) meetings with BSC and administrative staff, then periodically updated, re-reviewed, and edited for each succeeding meeting. Concluding planning documents, from which we anticipate the Bond Steering Committee would offer a recommendation to the school board, will integrate all planning tools used in the process. These typically include planning and voter surveys, demographic projections, enrollment trends and capacity analysis, maps, and supporting cost estimates for anticipated facility needs.

The goal will be to reach a planning conclusion that meets the needs of Ector County ISD and has the support and consensus of the school district and all Facility Planning Committee members.

PBK is prepared to support Ector County ISD in all bond planning activities, including facilitation of committee meetings, preparation and distribution of planning information, and documentation of all decisions reached in the committee meetings. Furthermore, PBK will schedule consistent "check point" meetings with Ector County ISD administrative staff throughout the entire planning effort.

UPDATED ANALYSIS OF EXISTING FACILITIES

A comprehensive Facility Condition Assessment was prepared in 2017 for Ector County ISD, addressing all existing facilities. A “refresh” of that facility assessment will be developed to update that planning data, and that updated assessment will be a foundational piece of information for the bond planning. The updated Facility Condition Assessment will yield a prioritized summary of facility needs, including anticipated repairs and replacements, together with anticipated costs.

In the bond planning process, all existing facilities will also be analyzed in terms of ultimate and practical student/instructional capacity. Utilizing the school district’s demographic projections, a plan will be generated showing dates that new instructional and support facilities will be needed. Comprehensive costs for each of the new facilities will be updated and presented with critical start dates for design and construction. Additionally, PBK will analyze all existing Ector County ISD owned property for possible future use and provide recommendations for future land purchases. A time-phased assessment of the proposed bond costs will also be developed so that bond sale dates and dates for receipt of funding can be projected, together with a forecast of potential tax rate implications.

UPDATED LONG RANGE FACILITIES PLAN (LRFP) for 2020 BOND REFERRENDUM

PBK will update the Long Range Facility Plan meetings with Ector County ISD staff and/or LRFP Committee utilizing data gathered during facilities assessments and other appropriate data supplied by the District. Long Range Facility Plan meetings will consist of review findings, review of estimated cost, developing priorities for all work items, and determining campus renovation or replacement plans as required for each individual campus. PBK will develop campus schematic plan graphics to represent final options as determined by the LRFP meetings. PBK will document all findings and directions as determined by the LRFP meetings. After the Long Range Facilities Plan Update is complete, PBK will prepare all required presentation materials necessary to properly communicate the findings of the LRFMP.

SPECIALIZED CONSULTANTS

All costs for PBK’s internal consultants are included in PBK’s proposed compensation and will be paid directly by PBK at no additional cost to the Ector County Independent School District.

At the school district’s direction, specific external consultants and studies may be required. Should these be required, PBK would only bill Ector County Independent School District only for the direct costs associated with the requested consultants or studies with no mark up

COMPENSATION

PBK values highly its relationship with Ector County Independent School District. PBK is pleased to offer its services to undertake the Comprehensive Facilities Assessment Update Services/Bond Planning & Community Engagement Services/Long Range Facilities Master Planning Services for Ector County ISD for the lump sum fee of \$182,000.00. We propose to bill this fee in equal amounts for each of the anticipated six months duration of the planning process.

The only other charges for which PBK would bill Ector County ISD are for the printing and reproduction costs of presentation documents and materials distributed at the BSC and Board of Trustee meetings. The number of interim and final document copies required by Ector County ISD will affect the extent of printing and reproduction costs for the Comprehensive 2020 Bond Planning. Based on our previous experience we would recommend that a budget of \$25,000.00 - \$35,000.00 be established for printing and reproduction costs.

Thank you again for allowing PBK to submit this proposal; all of us at PBK are very grateful for this opportunity. We look forward to the same highly successful bond planning process that Ector County

Independent School District has come to expect from PBK. As always, please do not hesitate to call if you have any questions.

If this proposal is acceptable, you may execute this agreement by signing where designated below, retain one original for your records and return an original to PBK.

Thank you again for allowing PBK to submit this proposal for facilities assessments services. We look forward to working with you, your staff and everyone at Ector County ISD.

AGREED TO AND ACCEPTED THIS _____ Day of October, 2019.

Patrick Young
Ector County Independent School District
Chief Operating Officer



Darrell Pearson
PBK Architects, Inc.
Partner, LEEP AP BD+C

Cc: Betty Chapman, PBK
Chris Cunico, PBK