

March 1, 2024



Dr. Marc Puig  
Superintendent of Robstown ISD

**RE: Robstown ISD Stadium Parking Lot Renovation**

Dear Dr. Marc Puig,

Thank you for the opportunity to submit this fee proposal for full architecture and engineering services for a redesign of the stadium parking lot. for Robstown ISD. The following is a description of how our team can offer services on this project.

**PROJECT UNDERSTANDING, SCOPE OF WORK AND SERVICES**

PBK and its consultants will provide full architecture and engineering services for a redesign of the stadium parking lot. This includes:

- Site and Dimensional Control Plan
- Grading Plan
- Paving Plan
- Fire Protection Plan
- Erosion Control Plan and Details
- Utility Plan
- Civil Details
- New Parking Lot Lighting Design
- Landscape Design as Needed
- Full Construction Administration Services

**BASIC SERVICES**

The following consultants will provide the basic services:

1. Survey & Civil Engineering: Rakowitz Engineering
2. Geotechnical Engineering: By Owner
3. Prime Architect: PBK
4. Mechanic/Electric/Plumb Engineering: LEAF
5. Technology Engineering: LEAF
6. Landscape: Edgeland

Services not included:

- Geotechnical Engineering
- Platting services
- Permitting Fees
- Preparation of SWPP books

**COMPENSATION**

Our proposed compensation for basic services for this project shall be seventy thousand (\$70,000).

Topographic Survey \$5,000

Overall Total \$75,000

**PAYMENT**

Invoices will be billed monthly in proportion to services performed and reimbursable expenses incurred. Payment shall be made within thirty (30) days of the invoice date. Billing and payment shall follow the following schedule:

Schematic Design / Design Development	30%
Construction Documents Phase	40%
Bidding Phase	5%
Construction Administration Phase	25%

**REIMBURSABLES / ADDITIONAL SERVICES SCOPE**

A fee for reimbursables and additional services will be provided upon request. They will include but not limited to:

- City permitting fees and other associated fees
- Architectural Barriers Project Registration with the Texas Department of Licensing and Registration Services
- Printing
- Geotechnical Services
- TX Dot Coordination

**PAYMENT**

Invoices will be billed monthly in proportion to services performed and reimbursable expenses incurred. Payment shall be made within thirty (30) days of the invoice date.

**OVERALL PROJECT SCHEDULE**

Schematic Design / Design Development	3 weeks (2/26 – 3/15)
Construction Documents Phase	3 weeks (3/18 – 4/05)
Bidding Phase	3 weeks (4/05 – 4/29)
Board Approval	May Meeting
Construction Administration Phase	2 months (June - July)
Substantial Completion	August 1st

**ADDITIONAL SERVICE FEES**

Any items not listed in this proposal will be considered additional services. There will be no additional services without the prior written authorization.

We thank you for this incredible opportunity to serve Robstown ISD on this important project. Please let us know if the terms of this proposal are acceptable. Should you have any questions or additional requests, please do not hesitate to contact me on my cell at 210-854-0241.

Sincerely,

Cliff Whittingstall, AIA, LEED AP BD+C  
Partner

Cc: Betty Chapman, PBK File 1A

Attachment(s):

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Agreed to and accepted **this** 1st day of March 01, 2024


**Client Name**

**PBK Architects, Inc.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Dr. Marc Puig

  
**Cliff Whittingstall, AIA LEED AP BD+C \\  
Partner**

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Printed Name and Title

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Printed Name and Title

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Date

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3/1/2024  
Date