

December 9, 2025

**Stephen P. Dorman, P.E.**  
*Vice-President*  
Sledge Engineering, LLC

**Re: Proposal for Professional Architect Services  
Lee College Master Plan**

Dear Stephen,

Pfluger Architects (**PA**) is pleased to present to Lee College (**LC**) this proposal for professional design services for Lee College Master Plan. We greatly appreciate your consideration of the Pfluger Team and believe that our efforts will contribute substantially to the future success of the college.

## **PROJECT UNDERSTANDING**

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Lee College intends to develop a comprehensive understanding of their facilities, conditions, functionality, and suitability to support the college's mission. The Master Plan will serve as a guiding framework for Lee College's growth, ensuring alignment with student success, workforce demands, community partnerships, and long-term institutional priorities.

LC initially engaged another architect to prepare the college master plan. LC has since terminated the services of the previous architect and has requested PA to take over the master planning efforts. LC is desirous to utilize as much of the previous architect's work product as feasible.

The master planning scope is limited to the Baytown Main Campus and McNair Center locations.

## **SCOPE OF SERVICES (BASIC)**

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PA proposes the formation of a multi-disciplined planning team. PA would be the lead consultant responsible for overall project management, area study analysis, planning and implementation strategies, leading and collaborating with a team of highly qualified consultants with a wealth of planning experience.

The Pfluger planning team will include:

- |   |                      |
|---|----------------------|
| ■ Master Planning / Architecture / Project Leadership | Pfluger Architects   |
| ■ Facility Assessment Review / Validation             | Alpha Solutions      |
| ■ Programming   | Facility Programming |
| ■ Cost Estimating                                     | Vermeulens           |
| ■ Technology  | JonesDBR             |

PA will approach the project in a phased manner consisting of multiple stages and tasks. Refer to **Exhibit A – Master Planning Approach** for a detailed description of the stages and tasks.

## **OWNER FURNISHED INFORMATION**

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As a part of our data collection and analysis phase, PA will need LC to provide the following information:

- Strategic Plan
- Academic Master Plan
- Current Topographical Survey(s)
- Previous Master Plan
- Previous Facility Assessments
- Existing Campuses Building Plans (electronic copies when available)
- Traffic & Parking Assessment / Analysis

### **COMPENSATION (BASIC SERVICES)**

Given the scope of work described above, we propose a lump sum of **\$322,000.00\*** (three hundred and twenty-two thousand United States dollars) not including reimbursable expenses, additional services, or specialty consulting fees.

*Note \* - The above proposed lump sum includes a **\$70,000** (seventy-thousand United States dollars) allowance for a Facility Assessment and a Labor Market and Completions Analysis.*

### **REIMBURSABLE EXPENSES**

Typical reimbursable expenses are included within our Basic Services Compensation except for:

- Printing costs associated with the Final Book. Lee College will be responsible for the cost for printing the Final Master Plan Book. Pfluger can manage this process and provide as a reimbursable expense.

### **ADDITIONAL SERVICES (EXCLUDED FROM BASIC SERVICES COMPENSATION & SCOPE)**

As the master plan process evolves, there may be additional services required. PA will collaborate with LC regarding the purpose, deliverables, and cost of these services. Examples of potential additional services include:

- Utilities and Infrastructure Assessment / Analysis
- Detailed Campus Infrastructure Master Plan
- MEP Master Plan
- TAS / ADA Assessment
- Geotechnical Surveys
- Mobility Master Plan
- Civil Engineering
- Structural Engineering
- MEP Engineering
- Landscape Master Plan / Landscape Architecture
- Bond Planning & Community Engagement

**Stephen**, we trust this proposal meets your expectations. We look forward to initiating this exciting project and to establishing a new and long-term working relationship with Sledge Engineering and Lee College. If you have any questions, please do not hesitate to contact me.

Sincerely,



**Christopher Laack, AIA**  
Regional Higher Education Practice Leader  
Pfluger Architects

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**Accepted By Lee College**

**Title**

**Date**