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PBK.com

December 12, 2022

**VIA: E-MAIL**



Dr. Jerry Gibson  
Superintendent of Schools  
Galveston Independent School District  
3904 Avenue T  
Galveston, Texas 77550

Re: New Press Box Design at Kermit Courville Stadium  
Galveston Independent School District

Dear Dr. Gibson,

Thank you for allowing PBK the opportunity to submit this proposal to provide architectural and engineering services for the new press box at Courville Stadium.

**SCOPE OF WORK**

Design of the new press box at Kermit Courville Stadium

- 1) The project is located at 1429 27<sup>th</sup> Street, Galveston, Texas 77550
- 2) The press box design will work in conjunction with the existing concrete bleacher system.

**PROFESSIONAL SERVICES**

PBK will provide complete professional services, including the following:

- 1) Architectural
- 2) Mechanical
- 3) Electrical
- 4) Plumbing
- 5) Structural
- 6) Civil (if needed)

The following is a description of the phases of design and construction that PBK will provide:

- 1) Schematic Design – It is our understanding that an existing floor plan has been developed, with the approval of the school district. PBK will continue to develop the existing schematic design.
- 2) Design Development – Once the Schematic Design Phase is approved, the design will continue to be developed. This phase is known as Design Development. PBK will develop and show all systems, including mechanical, electrical, and plumbing.
- 3) Construction Documents – Once the Design Development Phase is approved, the construction documents will begin. These documents will be composed of necessary plans, details, and specifications, which will allow interested general contractors to bid on the project.
- 4) Bid Phase – PBK will assist Galveston ISD during the bid phase, answering questions and releasing addenda. PBK will also assist in advertising, receiving bid proposals, and development of the contract between GISD and the successful contractor.

- 5) Construction Administration – PBK will assist Galveston ISD during the construction phase of the project. We will review shop drawings, answer questions and process pay applications. In addition, PBK will follow the project during the 1-year warranty period, making sure that warranty items are repaired by the general contractor.

**COMPENSATION**

Compensation for all services described above will be based on 6.00% of the final construction cost.

The cost of construction budget for this project is \$5,000,000.00.

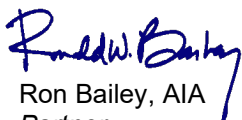
**SCHEDULE**

The project schedule will be determined at a later date.

It is our understanding that a design/build firm was originally under contract for this part of the project. PBK would need, in writing, that this company has been released, and is no longer under contract to perform this work for the new press box.

All of us at PBK would like to thank you for this opportunity. If you have any questions, please do not hesitate to give me a call.

Sincerely,

  
Ron Bailey, AIA  
Partner

Agreed to and Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**Galveston Independent School District**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Date