

October 10, 2025

VIA: Email



Clement Medina
Program Manager, LAN
Goose Creek Consolidated Independent School District
4544 1-10 East, Baytown, TX 77521

Reference: Baytown Junior High School – Roof Replacement and Interior Renovations

Dear Clement,

Thank you for allowing BEAM Professionals the opportunity to assist Goose Creek CISD with roof and architectural consulting services, bidding documents, construction quality assurance and maintenance & operation education for the Roof Replacement and Interior Renovations at Baytown Junior High School. Based on our understanding of your needs, objectives and timing, this proposal will address, but not be limited to the following phases of the project:

Scope of Services

Phase I – Roof and Interiors Inspection / “Scope of Work” Evaluation

Phase II – Construction Document Preparation / Bidding

Phase III – Construction Quality Assurance / Project “Close-Out”

Phase I – Assessment:

BEAM will work in concert with Goose Creek CISD to provide the necessary information required to develop a proper “scope of work” to ensure a cost effective, long-term solution for existing roofing areas to be replaced (estimated at 156,000 square feet) as well as a solution to the Panels/skylights at Baytown Junior High. Moreover, PBK Architects will determine the interior renovations “scope of work” at this phase. During this phase we will identify areas in need of preventative maintenance, repair, replacement or modification.

The general scope of services to be performed under this Phase:

ROOF & INTERIORS

- Review of any existing documents related to areas within the scope of work, performance of on-site field verification and investigation as it relates to exterior envelope areas within the scope of work relevant to production of design documents.
- Exterior, visual examination of all roof-related membrane, sheet metal flashing, penetrations, and projections.
- Measure/dimension/sketch roof plan and locate all penetrations and projections.
- Aerial roof plan with the location of all rooftop penetrations and projections identified.
- Core sampling/cross-section analysis of the existing roof mat, insulation and deck assembly.

Phase II – Construction Document Preparation / Bidding:

This phase BEAM will work in concert with Goose Creek CISD to produce construction documents (drawings and specifications) for bidding. BEAM will assist the Client (at the client’s request) to provide the necessary information and council for advertisement, assist the Client in evaluation of proposals, and provide written letter of recommendation for award.

The general scope of services to be performed under this Phase:

ROOF & INTERIORS

- Production of construction documents required to ensure the proper detailing and design.
- System design, code compliance, system guarantee requirements, maintainability along with anticipated service life, will be the criteria used to determine the most cost-effective, long-term “scope of work”
- Establish final detailed “Scope of Work” (Roof System Selection and Design Nomenclature)
- Prepare specification sections (roofing system, sheet metal, accessories, etc.).
- Prepare and draw required roof plan and roof related details.
- Manage pre-proposal and proposal conference.
- Manage the evaluation and selection of contractor.
- Provide written recommendation letter for Client use.

Phase III – Construction Quality Assurance / Project “Close-Out”:

This phase is intended to provide part-time quality assurance observations during the course of construction. Performance under this phase provides extra insurance for specification compliance, quality workmanship, and long-term performance of specified roof system.

The general scope of services to be performed under this Phase:

ROOF & INTERIORS

- Review and mark-up of submittals and shop drawings
- Manage pre-construction meeting / pre-installation meeting
- Perform periodic quality assurance inspections during roof related applications
- Observe system installation
- Observe roof related sheet metal installation
- Assist at job-site meetings
- Assist in final inspection and project close-out

Compensation:

BEAM Professionals proposes a fee for the scope of work detailed below:

- Roof Replacement & Panels/Skylight coating or repair\$119,951.00
(6% of the estimated construction cost: \$1,999,185.15)
- Architectural Interior Renovations\$50,000.00
Lump sum fee
- **Total Compensation** **\$169,951.00**

Services will be billed monthly and in accordance with the percentage of work completed as follows:

Phase I – Roof Inspection / “Scope of Work” Evaluation	20% of Fee
Phase II – Construction Document Preparation / Bidding	50% of Fee
Phase III – Construction Quality Assurance / Project “Close-Out”	30% of Fee

Reimbursables:

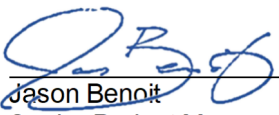
No reimbursables for this project.

There would be no additional services without prior written authorization of the Owner.

On behalf of all of us at BEAM Professionals, we wish to express our sincere appreciation for allowing BEAM to submit this proposal for your consideration. If all meets with your approval, you may execute this agreement by signing where designated below, retaining one original for your records and returning one signed original to BEAM.

AGREED TO AND ACCEPTED THIS _____ DAY
(day)
OF _____, 20 _____.
(month) (year)

Clement Medina
Program Manager \ Lockwood, Andrews & Newnam



Jason Benoit
Senior Project Manager \ BEAM Professionals

cc: Shawn LeCrone, BEAM BD, BEAM Professionals
File 1A