



KILLEEN INDEPENDENT SCHOOL DISTRICT

P.O. BOX 967 • 200 NORTH W.S. YOUNG DRIVE • KILLEEN, TEXAS 76540-0967
(254) 336-0074

Dr. King Davis
Superintendent

TASK REQUEST

Agreement made on November 18, 2025

Owner:

Killeen Independent School District
200 N WS Young Drive
Killeen, Texas 76543 and

Architect:

Engineered Exteriors
13740 Research Blvd., Suite C2
Austin, Texas 78750

Project:

Killeen ISD Facilities & Transportation/Property Management Buildings Roof Repairs

****For purposes of this Task Request, the term “Architect” shall mean “Engineer” with all required licenses in the State of Texas.***

Solely with regard to the Project defined herein, this Task Request modifies the existing Standard Form of Agreement Between Owner and Architect for Architectural Services on a Task Request Basis, AIA Document B101-2017, as modified by Owner, dated November 3, 2025 (the “Agreement”). Except as modified in this Task Request, all terms and provisions of the Agreement shall remain in effect. As stated, the modifications noted in this Task Request shall only be applicable to the specific Project described herein.

SCOPE OF SERVICES AND SCHEDULE

§1.1 Section 1.1, including subsections 1.1.1 and 1.1.2, is hereby amended to include the following:

The project consists of professional roof consulting services associated with the subject project. Services will include but are not limited to those described in Exhibit 1, which is attached for reference purposes only. To the extent that any elements of Exhibit 1 conflicts with the Agreement and this Task Request, the Agreement and Task Request Control.

§1.1.4 Section 1.1.4 is hereby amended as follows:

The Project schedule shall be as follows unless modified by agreement of the Owner:

01/19/2026	Design Site Visit and Report
03/06/2026	Issue Bid Documents
04/06/2026	Proposals Due
06/22/2026	Start Construction

§1.1.10 Section 1.1.10 is amended to state Architect's Representative is:

Alonso Caro Jr., RRC, RRO, CDT
Principal
Tel: (512) 571-3530
Email: alonso@engexteriors.com

§11.1 Section 11.1 is hereby amended as follows:

For the scope of work described in this Task Request, Architect shall be paid a lump sum of \$55,426.00, as more specifically detailed in Exhibit 1. No additional fees shall be incurred or owed without the express written agreement of Owner.

The services provided under this Task Request shall commence upon approval of the Board of Trustees.

OWNER:
KILLEEN INDEPENDENT SCHOOL
DISTRICT

ARCHITECT:
ENGINEERED EXTERIORS, LLC

Kallen Vaden
Chief Financial Officer



Jennifer Doyle, P.E., RRC, REWC, LEED AP
Principal Engineer

Exhibit 1



ENGINEERED EXTERIORS, LLC
ARCHITECTURAL ENGINEERING & CONSULTING
TBPE Firm Registration No. F-12811

13740 Research Blvd., Suite C2
Austin, Texas 78750
Office (512) 571-3530
www.engexteriors.com

November 7, 2025

Mr. Adam Rich, Executive Director
Killeen Independent School District
Facilities Services
110 N WS Young Dr
Killeen, TX 76543-4025

Re: Proposal for Professional Roof Consulting Services
Facilities and Transportation
110 North WS Young Drive
Killeen, TX 76543

Property Management
406,410 and 412 Commerce Drive
Killeen, TX 76543

Dear Mr. Rich:

Engineered Exteriors, LLC (EE) is pleased to submit this proposal to provide roof consulting services for the subject properties. This proposal is based on project information provided by KISD, subsequent conversations, as well as our experience with similar projects.

PROJECT DESCRIPTION

EE understands that KISD is requesting design and construction services at the Facilities and Transportation building as well as the Property Management building for the repair scope described in the report provided by Unified Building Sciences dated August 20, 2024, and our subsequent discussions.



Figure 1, Aerial view of Facilities and Transportation
(110 N SW Young Drive)



Figure 2, Aerial view of Property Management
(406, 410, 412 Commerce Drive)

Total Construction Budget

Facilities / Transportation	\$ 597,433.25
Property Management.....	\$ 194,370.27
Total	\$ 791,803.52

Facilities and Transportation:**Membrane Roof Replacement Scope:**

- Remove and replace existing single ply PVC membrane roof system to existing pre-engineered metal roof panel system as designated at the main building.
- Analyze the existing structure using our structural engineer subconsultant, Force Engineering, to determine if the weight of the new roof system can be accommodated by the existing structure. If repairs are required to meet current Code for the weight of the new roof system, these will be incorporated into the construction cost.
- Install new rigid insulation flute fillers and flat stock, coverboard, and fully adhered roof membrane, minimum 20 year warranty. Alternately a metal roof retrofit system may be considered if equivalent in cost to the membrane retrofit system described above and would potentially provide additional rigidity to the existing structure if needed to comply with Code.
- Replace all existing gutters and sheet metal.

MEP/Access Scope:

- Replace vent hoods, light gauge rooftop appurtenances at the main building.

Property Management:**Membrane Roof Replacement Scope:**

- Remove and replace existing single ply PVC membrane roof system to existing deck as designated at the property management warehouse.
- Install new rigid insulation (tapered insulation where required to address ponding), coverboard, and fully adhered roof membrane, minimum 20 year warranty.

MEP/Access Scope:

- Replace vent hoods, light gauge rooftop appurtenances at the buildings (building not noted).
- Comb HVAC coils where indentations are present on the recycling center building.

BASIC SCOPE OF SERVICES:

EE proposes the following scope of services for consulting services at the subject project:

Construction Documents.

- Review as-built drawings on file with Facilities Services for the subject roofs, and coordinate site visits for visual survey work to identify locations for repair and replacement as designated in the report by Unified Building Sciences.
- Perform one (1) site visit to confirm existing conditions and submit a brief letter style report confirming scope all items noted within the report by Unified Building Sciences are addressed.
- Generate drawings and specifications associated with the approved replacement, repair, and MEP scope. Drawings and specifications will be sealed by engineers registered in the State of Texas.

- Provide one (1) Project Manual and bid forms for the full scope of work, based on the Competitive Sealed Proposal (CSP) procurement process typically used by KISD for this type of project.
- Submit a draft set of Bidding Documents for KISD review. EE will discuss with KISD review comments by phone and/or virtual meeting and incorporate changes as required, prior to issuance of the final set of documents to KISD for bidding.

Bidding.

- EE will conduct one (1) pre-proposal meeting with prospective bidders and KISD personnel.
- EE will respond to bidder questions and as necessary issue clarifications and/or addenda in response to these questions.
- EE will review acceptable bids for the project and will meet with KISD to evaluate bids and provide recommendations for award to KISD for consideration.

Construction.

- EE will conduct one (1) preconstruction meeting with the selected contractor and KISD. We will provide an agenda and minutes of items discussed in this meeting, for KISD review and use.
- EE will review contractor submittals, Requests for Information (RFI's), pay applications, and will provide review comments and/or approval to KISD and the contractor.
- EE will perform up to 10 site visits and/or meetings during construction.
 - For each site visit, EE will provide photographic reports of our observations with any deficiencies noted, within 48 hours of each visit to KISD and the Contractor.
 - EE will generate and maintain meeting minutes for construction progress meetings held on a weekly or bi-weekly basis, and will distribute these to all attendees and any other project team members not present.

Closeout.

- EE will perform one (1) substantial and final completion walk and provide a punchlist documenting items for completion by the Contractor after each walk.
- EE will review and provide closeout submittals, including electronic record documents and an update to the Roof Assessment for the campus to KISD.
- EE will perform one (1) twelve (12) month and one (1) four (4) year warranty walk with the contractor and manufacturer, to review warranty items in need of repair prior to expiration of the installer's warranty term of five (5) years.

SCHEDULE

EE proposes the following schedule for deliverables and construction:

Design Site Visit and Report.....	1/19/2025
Issue Documents for Bidding.....	3/6/2026
Proposals Due.....	4/6/2026
Notice to Proceed.....	April Board Meeting
Start Construction	6/22/2026

PROPOSED FEES AND EXPENSES

Due to the nature of this project, that will require structural analysis and a more intensive site visit review as part of the design process, EE proposes to provide the above services for **\$ 55,426.00 on a lump sum basis**, based on 7% of the total construction cost of **791,803.52**.

CLOSING

We sincerely appreciate your consideration for this project. Please indicate your acceptance of this proposal by issuing a contract for EE review, with this proposal referenced as an attachment.

Sincerely,

ENGINEERED EXTERIORS, LLC



Alonso Caro, Jr., RRC, RRO, CDT
Principal, Vice President



Jennifer Doyle, P.E. (TX), RRC, REWC
Principal Engineer, Founder

Attachments: A - Authorization
B – 2026 Hourly Rates

ATTACHMENT A

AUTHORIZATION

Agreed:

By: _____
Signature *Date*

Name and Title, Typed or Printed

For: Killeen Independent School District
200 N W S Young Dr, Killeen, TX 76543

ATTACHMENT B**DECEMBER 1, 2025 THROUGH DECEMBER 31, 2026 HOURLY RATES***Subject to change January 1 of each calendar year, up to a maximum of 10% increase per year.*

Principal Engineer	\$ 250.00
Principal	\$ 240.00
Associate Principal	\$ 230.00
Senior Engineer	\$ 215.00
Senior Project Manager	\$ 205.00
Project Manager	\$ 170.00
Senior Technician	\$ 120.00
Technician	\$ 105.00
Administrative	\$ 80.00
Expenses	At Cost