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September 20, 2022

**VIA: E-MAIL**

Mr. Cortney Smith  
Executive Director of District Operations  
Ector County Independent School District  
802 N. Sam Houston  
Odessa, TX 79762

Attention: Mr. Cortney Smith, Executive Director of District Operations

**RE: Professional Services Proposal for 2022 Long Range Facilities Master Plan Update/ Facilities Assessment Update/ Bond Planning Support**

Dear Mr. Smith,

Thank you for allowing PBK the opportunity of submitting this proposal to update the 2017 Comprehensive Facilities Assessment, Facilities Master Plan Update, and Bond Planning Support for the Ector County Independent School District. We propose to perform the following scope of services.

**Item I: Scope**

**Update the Current Long-Range Facilities Master Plan (LRFMP):**

- PBK will update the current Facilities Assessment to include the following: updated cost estimates, updated priorities based on current lifecycle and/or to reflect recent scope completed by the district.
- PBK will update the current Major Projects to include the following: updated cost estimates, updated findings as required, and updated proposed renovation / addition plans as required for each individual campus.
- All updates made to the current Long-Range Facilities Master Plan will be in coordination with the district's goals and direction, as well as the outcome of any Committee Meetings.
- PBK will document all findings and directions as determined by the LRFMP meetings.

**Bond Planning**

- PBK will facilitate Bond Planning meetings with ECISD staff and/or Bond Steering Committee (BSC).
- Bond Steering Committee meetings may consist of:
  - o Reviewing findings and recommendations from the Facility Condition Assessment (PBK to supply)
  - o Reviewing the current Long Range Facility Plan (PBK to supply)
  - o Reviewing Demographics (District to supply)
  - o Reviewing Financial Capacity & Tax Impact (District to supply)
  - o Reviewing various proposed Planning Options (i.e., conceptual building diagrams) and associated cost estimates (PBK to supply)
  - o Utilizing all aforementioned documentation and work effort to reach consensus and develop a proposed capital plan (BSC)
- PBK will develop schematic/diagrammatic planning options.
- PBK will develop meeting agendas and supporting presentations for Bond Steering Committee meetings.
- PBK will support ECISD in documenting and distributing information in relation to Bond Steering Committee meetings.

**Bond Promotion Support**

- PBK will provide support to the ECISD Communications team in the development of an information campaign that communicates the facts about the Bond Program.
- PBK will work with ECISD leadership and community volunteers to orchestrate a comprehensive PR and Marketing campaign for a potential November 2023 Bond Program.
- PBK will provide assistance with graphics, desktop publishing and copy writing services for communication assets related to the bond communications program (brochures, flyers).

**Item II: Compensation**

PBK values highly its long-standing relationship with Ector County Independent School District. PBK is pleased to offer its services to undertake the update of the current Facilities Assessment, Facilities Master Plan Update, and Bond Planning Support for ECISD for the lump sum fee of \$194,000.00. We propose to bill this fee in equal amounts for each of the anticipated six months duration of this process.

The only other charges for which PBK would bill Ector County ISD are for the printing and reproduction costs of presentation documents and materials distributed at the Board of Trustee meetings. The number of interim and final document copies required by ECISD will affect the extent of printing and reproduction costs. Based on our previous experience we would recommend that a budget of \$5,000.00 be established for printing and reproduction costs.

Thank you again for allowing PBK to submit this proposal. All of us at PBK are very grateful for this opportunity. We look forward to the same highly successful outcome that Ector County Independent School District has come to expect from PBK. As always, please do not hesitate to call if you have any questions.

If this proposal is acceptable, you may execute this agreement by signing where designated below, retain one original for your records and return an original to PBK.

We look forward to continuing to work with you, your staff and everyone at Ector County Independent School District.

AGREED TO AND ACCEPTED THIS \_\_\_\_\_ Day of November 2022.

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**Ector County Independent School District**



Darrell Pearson  
**PBK Architects, Inc.**  
Partner, LEEP AP BD+C

Cc: Mackenzie Rufrano, PBK  
Bryce Benskin, PBK  
Caroline Harris, PBK