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The Woodlands, Texas 77381  
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PBK.com

September 20, 2024



Dr. Myles Shelton, Ed.D.  
President  
Galveston College  
4015 Ave Q  
Galveston, Texas 77550

**RE: Galveston College – Campus Master Plan Development**

Dear Dr. Shelton,

Thank you for the opportunity to submit this fee proposal to provide design services for the above referenced project. The following is a description of how the PBK team can offer services on this project.

**PROJECT UNDERSTANDING AND SCOPE OF WORK**

PBK understands that this proposal is to provide professional design services to assist Galveston College in further development of and updates to the college's proposed campus facility master plan. It is our understanding that a campus facility master plan had been developed previously and that information contained within that plan, as well as supplemental information already gathered by the college, can be utilized in this effort. As a result, we understand the scope of work for this project would include the following:

1. Basic master planning, including development of campus site plan(s) to include existing buildings, proposed new buildings, proposed parking areas, and other support elements. These plans will be primarily conceptual in nature and may include the following elements:
  - a. Student Housing
  - b. Student Center (Student Services and Student Activities Facility)
  - c. Parking (including a Parking Garage Structure with Possible Storefront)
  - d. Culinary Dining Facility (Renovation to Existing Tutoring Center)
  - e. Renovation, Replacement, or Expansion of Fitness Center
  - f. Development or Expansion of Athletic Facilities
  - g. Assessment of Potential Building Sites for new Instructional Facility
2. Approximate calculations and conceptual layouts for anticipated detention required for proposed new buildings and parking structures.
3. Conceptual planning associated with the anticipated widening of I-45 and its impact to the existing Applied Technology Center (ATC) and surrounding site. This scope of work may include building and parking modifications, new facilities on site (including but not limited to a Law Enforcement Training Facility), and on-site signage elements.
4. Formalizing any deferred maintenance items not already included in the Galveston College Deferred Maintenance Plan (dated 9/1/2023), including building envelope elements and MEP infrastructure elements, taking into account any recent projects where some of these scopes of work have already been addressed.

The scope of work for this project will not include the following:

1. Parking studies associated with existing parking capacities and anticipated growth. It is our understanding that Galveston College already has this information, and it may be utilized in development of this master plan.
2. Demographics studies associated with local population, anticipated student enrollment projections and faculty growth, and related information. It is our understanding that

Galveston College already has this information, and it may be utilized in development of this master plan.

3. Utilization studies associated with classroom and building sizes based on anticipated enrollment, projections for program changes and growth in the coming years, and related information. It is our understanding that Galveston College already has this information, and it may be utilized in development of this master plan.
4. Site surveying or other extensive documentation of existing campus layout or infrastructure. It is our understanding that Galveston College already has this information, and it may be utilized in development of this master plan.

### **SCOPE OF SERVICES AND DELIVERABLES**

Our scope of services shall include all programming efforts as needed, included attendance at meetings with key Galveston College stakeholders, limited field investigation and documentation as needed to supplement information obtained from Galveston College, and development of questionnaires or other documents needed for gathering information from appropriate Galveston College stakeholders and representatives.

Additionally, the scope of services shall include development of master plan documentation in the form of one or more reports, including narratives, diagrams, plans, budgetary cost estimates, and conceptual renderings as appropriate for the various scopes of work described above. We anticipate that these documents will be delivered electronically and may also be presented to the Galveston College Board of Regents.

### **PROJECT TEAM**

Jason Mooney will ultimately be responsible for the project as the Project Manager and will be hands-on and apply his overall knowledge and expertise to the project. Jason will be responsible for schedules, documentation and for the day-to-day coordination of the project team. In addition to PBK in the role of Architect, the following consultants are anticipated to be needed on the design team: LEAF Engineers (MEP/T Engineering Consultants), BEAM (Building Envelope Consultants), and DIG Engineers (Civil Engineering and Sports Consultants).

At this time, it is our understanding that no other professional services, such as site surveying or geotechnical engineering are required for this project. If it is determined later that these or other services not listed above are in fact required, and would be incorporated into PBK's scope of work, those scopes would be considered additional services.

### **SCHEDULE**

We anticipate that the overall process, from programming through completion of master planning documentation, will take approximately 3-4 months, but we will work with Galveston College to establish an overall schedule that will meet the college's needs.

### **COMPENSATION**

Our proposed compensation for this project shall be a lump sum of **One Hundred Eleven Thousand and Four Hundred Dollars (\$111,400.00)**.

Architectural Services	\$ 56,850.00
Cost Estimating	\$ 12,800.00
MEP/T Engineering Services	\$ 19,250.00
Civil Engineering Services	\$ 20,500.00
Building Envelope Services	\$ 2,000.00
<b>TOTAL</b>	<b>\$111,400.00</b>

### **REIMBURSABLES**

Reimbursables will be limited to travel expenses and cost of reproduction of documents. There would be no mark-up on reimbursed items. All services and reimbursables will be billed monthly

based upon the percentage complete. We do not anticipate the need for any regulatory fees or other associated expenses for this project.

PBK estimates the reimbursable expenses on this project to be **\$7,600.00**.

**PAYMENT**

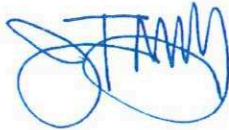
Invoices will be billed monthly, per individual project scopes of work, in proportion to services performed and reimbursable expenses incurred. Payment shall be made within thirty (30) days of the invoice date.

**ADDITIONAL SERVICE FEES**

Additional services are not anticipated for this project but should the scope of work expand beyond what is indicated within this proposal, there may be a need to re-evaluate the original fee. No additional services will be performed without prior written authorization of Galveston College.

We thank you for this incredible opportunity to serve Galveston College on this important project. Please let us know if the terms of this proposal are acceptable. Should you have any questions or additional requests, please do not hesitate to contact me at 281-528-1697.

Sincerely,



Jason Mooney, AIA  
Senior Principal

Cc: Betty Chapman, PBK  
File 1A

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Agreed to and Accepted this 20 day of September 2024.

**Galveston College**

**PBK Architects, Inc.**

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Signature

  
\_\_\_\_\_  
Signature

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

**Jason Mooney, AIA**  
**Senior Principal**

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

\_\_\_\_\_  
Date

**9/20/2024**  
\_\_\_\_\_  
Date