



## JUDSON INDEPENDENT SCHOOL DISTRICT

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**Meeting Date:** July 31, 2025

**Submitted By:** Daniel Brooks  
**Title:** Assistant Superintendent

**Agenda Item:** Consider and take action approving the selection for the design and engineering services for the Districtwide Roof Replacement Phase V project in Bond 2022.

### CONSENT ITEM

#### **RECOMMENDATION:**

It is recommended that the Board approve the selection of Hollon + Cannon Group, LLC. to provide design and engineering services for the Districtwide Roof Replacement Phase V in Bond 2022 and that the Board of Trustees delegate the authority to the Superintendent or their designee to execute all contracts and related documents necessary to complete this project. The scope of work includes but is not limited to providing professional building envelope consulting services related to the roof replacements at five (5) campuses in Bond 2022: Administration Building, Educational Resource Center (ERC), Facilities Planning Department, J-Tech and Salinas ES. Expenditures will be made from Bond 2022 funds at an estimated cost of \$484,884.96.

#### **IMPACT/RATIONALE:**

Allows the district to procure professional services in accordance with Section 44.031 of the Texas Education Code. Expenditures will be made from Bond 2022 funds at an estimated cost of \$484,884.96. The scope of work includes but is not limited to providing professional building envelope consulting services related to the roof replacements at five (5) campuses in Bond 2022: Administration Building, Educational Resource Center (ERC), Facilities Planning Department, J-Tech and Salinas ES. The contract will be for a specific project and will expire upon completion of all related services.

#### **BOARD ACTION REQUESTED:**

**Approval/Disapproval**



## JUDSON INDEPENDENT SCHOOL DISTRICT

### Facilities Planning Department

**Date:** July 31, 2025

**To:** Lynnette Trevino, Director of Purchasing

**From:** Benjamin S. Mora, Executive Director of Facilities Planning

**Project:** Districtwide Roof Replacement Phase V

The Department of Facilities Planning has found Hollon + Cannon Group, LLC. to be a highly qualified firm to provide design and engineering services for the Districtwide Roof Replacement Phase V project in Bond 2022.

- Hollon + Cannon Group, LLC.
- Armko Industries, Inc.
- Salas O'Brien, LLC.

The scope of work includes but is not limited to providing professional building envelope consulting services related to the roof replacements at five (5) campuses in Bond 2022: Administration Building, Educational Resource Center (ERC), Facilities Planning Department, J-Tech and Salinas ES.

Campus	Project Fee
Administration Building	\$40,464.00
Educational Resource Center (ERC)	\$123,518.40
Facilities Planning Department	\$15,600.00
J-Tech	\$44,912.80
Salinas ES	\$237,300.00
Owner Contingency (5%)	\$23,089.76
<b>TOTAL SERVICES FEE</b>	<b>\$484,884.96</b>

The estimated cost to procure these design and engineering services is \$484,884.96 (Basic Services \$461,795.20 + Owner Contingency \$23,089.76).

Expenditures will be made from Bond 2022 funds.

Hollon + Cannon Group, LLC. were selected from a pool of highly qualified engineering firms that submitted to RFQ 24-29 Engineering Consulting for Roofing Professional Services.

The terms of RFQ 24-29 Engineering Consulting for Roofing Professional Services were to commence on or about May 16, 2025, for an initial period of three (3) years with the option, at the district's discretion, for one (1) additional (2) year extension.

The Board of Trustees approved the respondents to RFQ 24-29 Engineering Consulting for Roofing Professional Services, as being highly qualified on May 15, 2025.

**CC:** Cecilia Davis, Deputy Superintendent of Operations  
Daniel Brooks, Assistant Superintendent of Operations

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It is the policy of Judson Independent School District not to discriminate on the basis of age, race, religion, color, national origin, sex, marital or veteran status, disability or other legally protected status in its programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended. The following person has been designated to handle inquiries regarding the non-discrimination policies: Executive Director of Human Resources, 8012 Shin Oak, Live Oak, TX. 78233. (210) 945-5608.

# Tabulation

## Districtwide Roof Replacement Phase V

Vendor	Ranking
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### SUMMARY

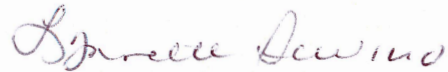
Hollon + Cannon Group, LLC.	1
Armko Industries, Inc.	2
Salas O'Brien, LLC.	3

### DEPARTMENT RECOMMENDATION

I have reviewed the submittals for this offering and recommend the following vendor(s) for award:



Benjamin S. Mora  
Executive Director of Facilities Planning



Lynnette Trevino  
Director of Purchasing

June 3, 2025

Mr. Benjamin S. Mora, CTSBS  
Executive Director, Facilities & Planning Department  
Judson ISD  
7980 Pat Booker Rd.  
Live Oak, TX 78233

RE: District-wide Roofing Phase V  
Building Envelope Consulting Services

Mr. Mora:

Thank you for the opportunity to provide this proposal to provide roof consulting services for the subject project.

We understand that you are requesting professional building envelope consulting services relating to the above referenced project. We would like to provide those services as follows:

**Project:**

1. In general, Judson ISD is requesting building envelope consulting services (Professional Services) related to the roof replacement for the District-wide Roofing Phase V project.
2. For the duration of the Project, Hollon+Cannon Group, LLC, Austin, Texas (Consultant) will perform professional consulting services for Judson ISD (Client).
3. At the request of Judson ISD, building envelope professional services have been segmented and limited to the options below.

**Professional Services:**

1. **Construction Documents Phase**
  - a. Meet with your office and others as directed to determine the scope of work.
  - b. Access each roof area to determine existing conditions and conduct field surveys.
  - c. Develop plans and specifications for bidding and construction purposes. Provide review and final Bid Documents at stages required by Judson ISD.
2. **Bid Phase**
  - a. Conduct a pre-bid conference to familiarize the contractors with the project.
  - b. Provide addenda as required. Answer questions and provide responses to normal inquiries.
  - c. Review bids received by the Owner and provide recommendations for award of contract.
3. **Construction Phase**
  - a. Conduct on-site pre-construction conference.
  - b. Review and take action on submittals.
  - c. Conduct field visits at the site while roofing work is underway. Field visits for purposes of this proposal shall include all travel time, observation of the work at the site, clarification of questions and changes, and preparation and distribution of observation reports. A site visit report will be provided to your office for each week in which a site visit occurs.
  - d. Conduct substantial completion inspection and final inspection site visits to confirm completion of the work.

**Compensation:**

1. HCG proposes to provide the professional services described above for a fee of \$461,795.20. The proposed fee is based on 8.00% of the estimated cost of construction of \$5,772,440.00.
2. This amount shall be invoiced in accordance with the following Compensation Schedule:
  - Design Development 20% of fee
  - Construction Documents 50% of fee
  - Bidding 5% of fee
  - Construction Administration 25% of fee

No amount of retainage or other limitation shall be withheld from any fees due except in the case of failure to perform under the agreement.

**Schedule:** *(from date of executed agreement)*

- Schematic Design Documents 30 calendar days
- 50% Construction Documents Phase 30 calendar days
- 100% Construction Documents Phase 90 calendar days
- Issue Project for Bidding 21 calendar days
- Pre-Proposal Conference 7 calendar days
- Proposal Opening 15 calendar days
- Start Construction 30 calendar days
- Complete Construction 270 calendar days

**Additional Services / Rates**

1. Additional services are any services performed by HCG for the Client beyond those specifically listed in this Agreement and can be provided at the Client's request.
2. Hourly and per site visit rates:
  - Principal / Architect: \$250.00/hr.
  - Senior Consultant / Project Manager: \$225.00/hr.
  - Construction Observer: \$190.00/hr.
  - Admin / Clerical: \$100.00/hr.
3. All other expenses related to additional services will be invoiced to the Client at HCG's cost without markup.

**JUDSON ISD** agrees to the following:

1. Written acceptance of the terms outlined above.
2. Fees shall be due within thirty (30) days of receipt of HCG's invoice. In the event that the project is abandoned all fees due to the last completed phase shall be paid within thirty (30) days of invoicing along with any additional hours expended in any partially completed phase.

Should the above meet with your approval please sign and return a copy of this proposal to our office along with your project schedule.

Thank you for the opportunity to assist you with this project and please let us know if you require anything further.

Yours truly,



Mel Hollon, Assoc. AIA  
Principal  
Hollon+Cannon Group, LLC

Judson Independent School District

(Signature)

(Printed Name / Title)

(Date)

To the maximum extent permitted by law, the Client agrees to limit liability for Hollon+Cannon Group, LLC on any Client's damages to the sum of the fee paid to Hollon+Cannon Group, LLC under the terms of this Agreement. This limitation shall apply regardless of the cause of action or legal theory pled or asserted. This applies for all services stated above.