



# Gregory-Portland Independent School District

---

## BOARD MEMORANDUM

TO: DR. MICHELLE CAVAZOS

FROM: DR. ISMAEL GONZALEZ III

CC: BOARD OF TRUSTEES  
BRITTNEY SOLIZ SANDOVAL  
DEBORAH GARZA  
MICHAEL THIEME  
DR. MICHAEL NORRIS  
PENNY ARMSTRONG

DATE: Monday, March 30, 2026

SUBJECT: Discuss and Take Possible Action on RFQ# 2526-02 for Architectural and Project Management Services

### PRIORITIES

PRIORITY 1: EXCEPTIONAL STUDENT PERFORMANCE

N/A

PRIORITY 2: HIGH PERFORMING AND ENGAGED WORKFORCE

N/A

PRIORITY 3: QUALITY SERVICE AND IMPACTFUL COMMUNITY ENGAGEMENT

N/A

PRIORITY 4: EFFICIENT AND EFFECTIVE DISTRICT AND CAMPUS OPERATIONS

4.1 Annually improve operational processes

4.2 Maintain fiscal viability; stewardship; and improve staff knowledge of sustainable budgeting processes

4.3 Ensure strategic alignment of resources

## BACKGROUND INFORMATION:

Type: Action

On November 1, 2025, a significant hailstorm impacted the City of Portland, resulting in damage to multiple facilities across the district. In accordance with established risk management and insurance protocols, the district promptly initiated the claims process under its property insurance coverage. This included formal notification to the carrier, site inspections conducted by the insurance adjuster, and independent assessments by construction consultants to validate scope and cost. Based on these evaluations, the district's estimated damages currently total approximately **\$6.82 million**, with the majority attributed to roof system failures and related building envelope impacts.

Pursuant to **Texas Insurance Code requirements** and standard public entity risk management practices, the district is proceeding in a manner that ensures proper documentation, scope validation, and alignment with insurance reimbursement eligibility. Additionally, to comply with **Texas Education Code §44.031 (Purchasing Contracts)** and applicable procurement standards for professional services, the district has initiated a qualifications-based selection process for architectural and engineering services necessary to support the repair and restoration efforts.

Accordingly, the district issued a **Request for Qualifications (RFQ)** to solicit architectural services, including design, engineering coordination, and project management for hail-related damage repairs. RFQ submissions were due on **March 19, 2026**, in alignment with the district's adopted procurement procedures. A district evaluation committee is scheduled to review and rank submissions on **March 27, 2026**, based on demonstrated competence, qualifications, and experience, consistent with the **Professional Services Procurement Act (Texas Government Code Chapter 2254)**, which requires selection based on qualifications rather than price for professional services.

A recommendation for the most qualified provider is anticipated to be presented to the Board of Trustees at the **March 30, 2026 regular board meeting** for consideration and approval.

The district received six (6) RFQ submissions from the following architectural service providers:

- Amtech Solutions
- Armko
- Bonesteel + PBK
- Gignac
- Huckabee
- RMA

The selected provider will be responsible for delivering comprehensive architectural and project management services for projects associated with the hailstorm damage. This includes, but is not limited to, condition verification, design development, construction documentation,

coordination with engineers and insurance representatives, and oversight throughout project implementation to ensure compliance with applicable codes, insurance requirements, and district standards.

This approach ensures the district remains compliant with state procurement laws, maximizes potential insurance recovery, and positions the district to efficiently and effectively restore facilities impacted by the storm.

**RECOMMENDATION:**

Administration recommends to the Board of Trustees the selection and approval of the **highest-ranked architectural services provider**, as determined through the district’s Request for Qualifications (RFQ) evaluation process, in full compliance with **Texas Education Code §44.031 (Purchasing Contracts)** and the **Professional Services Procurement Act (Texas Government Code Chapter 2254)**.

**FINANCIAL IMPACT AMOUNT AND FUNDING SOURCE (IF APPLICABLE):**

The financial impact for architectural and related professional services is expected to range between 7% and 10% of total construction costs, which is consistent with industry standards and necessary for proper project design, coordination, and oversight. In compliance with the Professional Services Procurement Act (Texas Government Code Chapter 2254), pricing is not considered during the RFQ selection process; therefore, upon Board approval, the district will enter into contract negotiations to establish fair and reasonable terms. The funding source for these services and associated repairs will be insurance proceeds received from the district’s property insurance claim, to the extent costs are deemed eligible and reimbursable for damages caused by the November 1, 2025 hailstorm, thereby minimizing the impact on local district funds.

**BOARD RELATED POLICY:**

CH (LEGAL) (LOCAL)

CV (LEGAL) (LOCAL)

**ACTION ITEM SUGGESTED MOTION (if applicable):**

That the board make a motion to approve the selection of the highest-ranked architectural services provider, \_\_\_\_\_, as determined through the district’s Request for Qualifications (RFQ) process, in compliance with Texas Education Code §44.031 and the Professional Services Procurement Act (Texas Government Code Chapter 2254), and authorize the Superintendent to negotiate and execute a contract for architectural and related services necessary to support the repair and restoration of district facilities impacted by the November 1, 2025 hailstorm.