

SERVICES AGREEMENT
ATTACHMENT NO. 1
SCOPE OF WORK
EAST TEXAS A&M UNIVERSITY
CAMPUS PLAN

Project Understanding:

The consultant will prepare a comprehensive Campus Plan for East Texas A&M University for its primary campus in Commerce, TX. The base services to be provided in this Campus Plan will include the following tasks:

PHASE 0: PROJECT MANAGEMENT & COORDINATION

0.1 Project Management

Provide overall consultant team project management for all tasks detailed in this scope of services. Identify client points-of-contact/core team, conduct initial kickoff / coordination call, form rosters for Executive Leadership Committee and key stakeholder groups. Establish target dates for on-campus planning workshops. Identify any key small group meetings based on special topics (e.g., transportation, academic needs, safety/security, etc.). Finally, planning milestones will be confirmed to determine the duration of planning implementation priorities.

- Ongoing management and administration of the contract.
- Coordination of meetings and workshops.
- Oversight of budget, scope, schedule, deliverables, and quality control.
- Preparation and submission of a monthly invoice by task and percentage of completion for the consultant team.

0.2 Client Progress Meetings

Organize and participate in bi-weekly virtual meetings with Client team to coordinate and report on project progress, upcoming events, deliverables and contract matters.

Phase 0 Outcomes

- *Work plan and project schedule*
- *Bi-weekly coordination meetings*
- *Monthly invoices and progress reports*

PHASE 1: INITIATE

This phase is focused on gathering and analyzing relevant project information, building a strong team relationship, and working towards a series of project goals and objectives.

1.1 Project Core Team Kick-off Meeting

- Prepare for, and participate in, a virtual Core Team project coordination meeting to align on Scope of Services and project schedule. During this meeting, the Consultant will meet with Client project management team to establish appropriate project scope parameters and protocols, process for decision-making and project management protocols.

1.2 Initial Information Request

We will request preliminary information for review and consideration in the planning process, including copies of past planning documents, small area plans, upcoming building programs, strategic plan, etc., historic student enrollment, existing faculty and staff counts, strategic & academic plans, physical site plans/surveys, recently completed studies, current building plans in design/construction, and any other relevant documents appropriate to help inform the planning process.

1.3 Review of Existing Plans, Projects, and Studies

The consultant team will review any existing studies, plans, projects underway, in design, or pre-design, that the Client deems relevant to the campus plan. This may include small area plans, department / division plans (housing, athletics, etc.), building programs, strategic plans, space utilization studies, etc.

Phase 1 Outcomes:

- *Core Team Kick-off meeting*
- *Document requests and preliminary review.*
- *Develop plan process, organization, and schedule in more detail.*

PHASE 2: DISCOVER

This phase comprises quantitative and qualitative information analysis utilizing existing data, historical studies, assessments, interviews, and reports to help inform the plan. Information collected during this phase will be synthesized, analyzed, and used to inform the development of the subsequent planning phases.

2.1 Discover Phase On-site Symposium

We will conduct a 2-day immersive on-site symposium. This will involve several number of meetings and site investigation:

- Project kick-off session with the Executive Leadership Committee. In this meeting with client representatives, the Perkins&Will team will review the process, confirm the vision, and prioritize a set of common goals and objectives for the project. We will further discuss the extent of involvement of users and outside stakeholder groups and refine the schedule and establish guiding principles for the project.
- Advisory Group / Joint Stakeholder kick-off session
- Stakeholder Interviews (see 2.2), may be a combination of virtual and in-person
- Site and facility tours

2.2 Programmatic Stakeholder Interviews

Interview and solicit input on programmatic space needs for the following space/user types. We will use these interviews to create a space needs matrix and inform an early holistic understanding of near-, mid-, and long-term needs for the university. Interviews will be conducted virtually, and encompass categories similar to the list below but can be broken down further to suit the needs of the planning effort.

- Academics / Research
- Student Housing
- Student Life & Recreation

- Athletics
- Auxiliary & Support Facilities

2.3 Campus Character & Observations

Using information provided by the university, as well as on-site observation and documentation, the consultant team will assess existing land use, transportation/circulation, and environmental conditions on and immediately neighboring the site, and prepare plans to form a baseline to inform proposed changes. Opportunities and constraints will be identified, and the following topics will be analyzed, diagrammed, and/or mapped:

- Campus Character/Community/Heritage. Photographic documentation of the qualities of spaces on the campus, landscape character, buildings, and context.
- Transportation/Circulation/Mobility. Including vehicular transportation (private automobiles, buses, etc.), bicycle access, pedestrian access, roadway hierarchy, and site wayfinding
- Environmental / Open Space/Landscape Plans. Includes documentation of on-site vegetation, tree locations, flood plain, and water bodies.
- Resiliency & Sustainability, including emergency / safety / security.

2.4 Campus Modeling

Incorporate base data collected to build 3D digital campus model and 2D base maps, including building massing (existing buildings and buildings already in design/construction), roads, parking lots, open spaces, sidewalks, topography, etc. Scope of work presumes the existence of accurate campus CAD / GIS base map data. The consultant team will coordinate, integrate, and make reasonable updates to existing base map information or building plans as a part of this effort but do not anticipate the mapping or creation of new base.

2.5 Existing Facilities Evaluation

This exercise will look to understand the quantity, quality, suitability, and alignment of existing space on campus, to its current use or purpose. We will conduct a series of building-by-building facility “overview” tours with client representatives to assess these factors. The assessment will result in a summary building scorecard or “dashboard” documenting these factors to inform development of planning scenarios. This is not intended as a detailed facility condition assessment, but rather a functional suitability assessment that considers building condition at a high level as one factor.

Our work will rely upon the client’s existing facility space inventory, use categorization and utilization, building floor plans, etc. and presumes the availability of this data to be integrated into a space model created by Perkins&Will. While coordination and cleanup of data is anticipated, this scope does not include the development of new datasets, plans, etc. We will evaluate the current utilization of classrooms and teaching labs using the course schedule. Evaluations at the room level will include hours per week, seat fill rate, and square footage per station. We will identify campus-wide trends, such as how many rooms are in use at various times of the week. We will make recommendations for right-sizing rooms, converting rooms to different typologies, and scheduling practices to maximize the use of available instructional space.

2.6 Space Needs Assessment & Space Scenarios

Our team will identify and quantify facility space needs based on the existing space inventory database, stakeholder input and review of existing/proposed projects, as well as input regarding overall enrollment and staffing projections. Our work will rely upon the client's existing facility space inventory and provide information that informs net change in area (gross square feet and net assignable square feet) for each of the space/user types identified in 2.2.

Academic, departmental and administrative space needs will be presented at the department level. Non-academic, auxiliary space needs will be developed based on best practices and national standards.

Based on the Space Needs Assessment and Existing Facilities Evaluation, the planning team will develop a set of space scenarios that look at different approaches to potential new construction, renovation, unpacking, repurposing, and demolition to meet ETAMU's needs. These scenarios will inform physical planning concepts to be developed in the "Ideate" phase.

2.7 Assessment Briefing & Work Session

The team will conduct a virtual briefing with members of the Client Core Team (and Executive Leadership as needed). This briefing will focus on reviewing existing conditions observations, topic related interviews, assessment of academic programs, and programmatic space projections and space scenarios.

Phase 2 Outcomes:

- *Preparation of existing conditions / site analysis diagrams for multiple topics*
- *Conduct Discover Phase workshop*
- *Conduct up to eight (8) programmatic stakeholder interview sessions*
- *Draft Main Campus 3D Model and 2D Base Map*
- *Preparation of opportunities and constraints diagrams for each topic*
- *Documentation of enrollment and staffing projections*
- *Existing Facilities Evaluation*
- *Assessment Briefing*
- *Space Needs Assessment & Space Scenario Development*

PHASE 3: IDEATE

This phase focuses on the development of ideas that holistically integrate priorities into an initial campus plan concept or alternative scenarios. Our efforts will be inspired by the unique aspects of East Texas A&M University history and traditions, campus buildings and grounds, and its community and environmental context, while being aware of the realities of building condition, infrastructure, transportation, and related issues. We embrace the previous planning and design efforts undertaken for the campus and align this with goals initiated in the earlier phases of work to seek creative and innovative ways to link disparate parts of the campus and community, while at the same time respecting the need to maintain unique features of the ETAMU campus.

3.1 Concept/Scenario Planning

Based on our campus analysis, examination of previous planning efforts and documents, and insight from Executive Leadership Committee and relevant stakeholder groups, we will prepare an initial campus plan concept or alternative scenarios to guide the future growth of the campus

while addressing both near-term and long-term needs. We will illustrate ideas visually, using hand sketches, drawings, and 2D and 3D digital illustrations. This will include:

- Identification of Opportunity development sites
- Site development concept(s)
- Roadways and Pedestrian connections
- Landscape & Open Space

3.2 Alignment of Space Needs and Vision Concept

Using information gathered in the analysis work, the space needs required for campus programs will be aligned with the planning concept. The following space needs will be considered: academics & research, student life (including auxiliaries and housing), athletics, recreation, support, and infrastructure.

3.3 Ideate Phase On-site Workshop

We will conduct a 1-day on-site workshop that will involve a number of interactive meetings including:

- Review session with the Executive Leadership Committee and select stakeholders to obtain input on the concept or alternative scenarios for the campus plan.
- Physical planning and design charrette time for the project team and Core Client Team
- Campus Community Engagement

Phase 3 Outcomes:

- *Preparation of initial campus plan concept or alternative scenarios*
- *Preparation of space needs table aligned with the planning concept*
- *Conduct on-site “Ideate” workshop*
- *Interim plans and modeling of campus concepts or alternative scenarios*
- *Selection of preferred concept for master plan to proceed forward with into the next phase.*

PHASE 4: DEVELOP

Development involves further study of the preferred concept, iterating, testing, and evaluating the plan in further detail. It is the iterative portion of our process where we strengthen the foundations of the plan and collaborate with ETAMU representatives to ensure alignment of the design principles, program requirements, and vision. We will synthesize and develop the plan overlaying varying layers of detail (e.g., building requirements, campus landscape and open space, etc.). testing and re-testing the preferred scenario or concept design against physical conditions, operational constraints, and high-level financial and phasing impacts.

4.1 Campus Plan Development

In this task we will take the preferred concept to a greater level of detail, aligning the plan with space needs and uses, landscape concepts, mobility and parking needs, and infrastructure availability. Preliminary priorities are identified that reflect the near-term requirements and technical feasibility is tested at a high-level. This includes:

- Developing the preferred concept plan as a 2D and 3D model which will generate a coordinated campus development program containing a square footage summary of the master plan aligned with the model.
- Planning in further detail specific site areas addressing the following topics:

- Future building locations, footprints, and square footages
- Modifications or demolition of existing facilities
- Roadway and circulation concepts.
- Campus landscape components, including gateways and wayfinding, open space, and vegetation.
- Direction and extent of future land use or potential acquisition.

4.2 Develop Phase Virtual Workshop

We will conduct a half day virtual workshop to review the preferred master plan concept. This symposium will consist of a set of meetings likely to include:

- Executive Leadership Committee – Development Plan Presentation and interactive phasing work session
- Joint User / Stakeholder Presentation or Select User Group Meetings as needed (Academics/Research, Student Life, Housing, Athletics, etc.)
- Core Team Debrief

4.3 Priority and Phasing

As an outcome of the on-site symposium, the consultant team will prepare a list of priority improvements and phasing by time milestone (e.g., near, mid, long-term) for all components of the campus plan. This will account for renovations, demolition, and new construction of facilities.

Phase 4 Outcomes:

- *Campus Plan Development*
- *Conduct Virtual Symposium*
- *Preparation of priority phasing plan list organized by time milestone*

PHASE 5: FORMULATE

In this phase, we formulate and refine the draft campus plan, adding final detail, graphics, and implementation actions. This will often include both near and long-term plan graphics that illustrate how the campus plan aligns with the guiding principles established early in the process. Within this phase, no major alterations to the plan are expected and work will focus on refinement detail and presentation.

5.1 Illustrative Renderings

We will produce three professional renderings representing the campus plan vision. We expect this to include at least one overall birds-eye aerial of the entire campus, as well as a combination of slightly elevated views and eye-level perspectives. Final selection of views will be done in conjunction with the client. High-resolution images will be provided to the Client for their use and reproduction.

5.2 Preparation of Final Campus Plan Summary Document (25-30 pages in length)

The final plan document will capture the outcomes of all previous phases of work, synthesizing and distilling down the campus vision into a succinct story for the future of the campus. This work will present key findings from campus analysis, describe the campus needs, illuminate the vision, and present a path to achieving it through a series of near-term and long-term implementation recommendations. The document will be highly visual, supplemented by photographs, 2d/3d graphics, illustrative renderings, charts and tables.

The goal of this document is not to catalogue all work done throughout the process, but to present a clear and compelling summary for the campus plan vision. Prior phases will provide summary presentations of analysis and recommendations for the Client's backup and use as described within previous sub-tasks. We will provide an electronic copy of this document as well as a version suitable for printing and reproduction. The process for review and approval is anticipated as follows:

- Submit Draft Campus Plan report for review and comment
- Receive Draft Campus Plan report with comments from the client.
Note: It is anticipated that a single client point-of-contact editor, which internally receive and compile all final comments to submit to the consultant.
- Address edits and submit Final Draft Campus Plan document for client approval.
- Receive final comments from the client.
- Submit Final Campus Plan for final delivery to the client.

Phase 5 Outcomes:

- *Preparation and formulation of draft campus plans (aggregate of data analyzed, conceived, and developed in previous phases).*
- *Preparation of final plan drawing, illustrations, and presentation materials.*
- *Conduct Executive Leadership Committee Final Campus Plan virtual session.*
- *Draft and Final Campus Plan Summary document.*
- *Delivery digital copy of the Campus Plan Summary document.*

SCHEDULE

The campus plan is expected to be completed over the course of approximately 6 months. Project schedule will be developed in more detail upon commencement of the work and take into consideration client availability and academic calendar.

FEE FOR SERVICES

The fee for services is outlined as a lump sum fee, inclusive of expenses, and is anticipated to be invoiced monthly based on percentage complete by phase.

0-Project Management & Coordination	\$ 17,100
1-Initiate	\$ 34,800
2-Discover	\$ 60,500
3-Ideate	\$ 53,600
4-Develop	\$ 68,000
5-Formulate	\$ 54,800
TOTAL	\$ 288,800

Additional items not included in scope but available upon request:

- **Additional Professional Renderings** (est. ~\$5,000 each)
- **Campus Plan Digital Deliverable** (est. \$35,000-45,000)

Digital tool or dashboard capturing facilities assessment (existing uses, functional suitability, etc.) and space needs assessment, and preferred plan concepts regarding future renovation, expansion, relocation, demolition, and new construction. This tool will aim to represent this information in a digital 2d/3d model as well as a spreadsheet or database format, using a format like Power-Bi or similar.

- **Final Presentations** to Executive Leadership, Campus Community Board of Regents or other outside groups (preparation, travel, and expenses est. \$3,000-5,000)
- **Printing and Reproductions** of Summary Document hard copy deliverables (price dependent on quantity and format)

Revised Purchase Order



Sales Tax Exemption

East Texas A&M University is exempt from state and municipal sales taxes under Chapter 20 Title 122A, revised Civil Statutes of Texas, for all purchases made for the exclusive use of East Texas A&M University.

The laws of the State of Texas shall govern this Purchase Order.

Member of the Texas A&M University System.

Purchase Order			
Purchase Order Date	PO/Reference No.	Revision No.	Revision Date
Jun 26, 2025	AB1040102	1	Jun 29, 2025
Contact instructions for questions regarding this Purchase Order: If Buyer Contact information is listed below, please contact the Buyer. If not, please contact the Customer.			
Buyer Contact:			
Buyer	Buyer Email	Buyer Phone Number	
sdb - Barnes, Sandy	sandy.barnes@tamuc.edu	903.468.3000	
Customer Contact:			
Name:		Sandy Barnes	
Email:		SANDY.BARNES@TAMUC.EDU	
Phone:		+1 469-644-9351	

Order acceptance instructions:

Vendor guarantees that the products delivered or the services performed as a result of this Purchase Order will meet or exceed all specifications herein. Any exceptions to the pricing or the description contained herein must be approved by East Texas A&M University's Purchasing Department prior to shipping.

Supplier Information		Delivery Information	
Supplier Name	PERKINS & WILL- CRA LP	Delivery Address	
Address	410 N MICHIGAN AVE, SUITE 1600 CHICAGO, Illinois 60611 United States	TAMUS Member:	21-East Texas A&M University (21)
Phone	+1 312-755-4677	Attn:	Travis Ball
FOB / FREIGHT	Destination	Purchasing	
Pre-Pay & Add	No	Room	
Payment Terms	0, Net 30	2600 S Neal St	
Contract Number - Header	no value	Commerce, TX 75428	
Contract Number - Line	no value	United States	
Quote number		Delivery Information	
		Required Delivery Date	
		Ship Via	Best Carrier-Best Way

Notes to Supplier

Shipping Instructions

Attachments for supplier

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PO Clauses

Header	001	No Collect Freight Charges Accepted	Neither COD nor "Collect" freight or handling charges will be accepted.
	508	Changes must be Approved Prior	Any changes to this Contract without the undersigned Purchasing Agent's prior written approval is not authorized and at the expense of the Supplier.
	509	Cancellation due to Funding	This contract is subject to cancellation without penalty, either in whole or in part, if funds are not appropriated by the Texas Legislature, or otherwise not made available to the using Agency.
	522	Governance	Any agreement entered into by East Texas A&M University shall be governed by the laws of the State of Texas.
	525	Best Value Clause	Agency invokes "Best Value" purchase exemption under House Bill 1545.
	536	Terms & Conditions - ETAMU	This purchase shall be in accordance with the East Texas A&M University terms and conditions. To obtain, please go to the following address: https://www.tamuc.edu/vendor-information/?redirect=none

Line No.	Product Description	Catalog No.	Size / Packaging	Unit Price	Quantity	Ext. Price
1 of 6	Project Management & Coordination	n/a	EA	17,100.00 USD	1 EA	17,100.00 USD

2 of 6	Initiate	n/a	EA	34,800.00 USD	1 EA	34,800.00 USD
3 of 6	Discover	n/a	EA	60,500.00 USD	1 EA	60,500.00 USD
4 of 6	Ideate	n/a	EA	53,600.00 USD	1 EA	53,600.00 USD
5 of 6	Develop	n/a	EA	68,000.00 USD	1 EA	68,000.00 USD
6 of 6	Formulate	n/a	EA	54,800.00 USD	1 EA	54,800.00 USD
Total				288,800.00 USD		

Billing Information	Billing Address
<p>To assure timely payment please e-mail invoices to the email provided in the bill to address. If the invoice is sent via email, please do not send a duplicate copy through the mail. Only if email is not an option then submit invoices to the billing address indicated in the “Billing Address” section. To inquire about electronic invoicing via cXML, CSV or PO flip through the supplier portal, e-mail vendorhelp@tamu.edu.</p> <p>Invoice must include the PO/Reference number shown above.</p>	<p>East Texas A&M University</p> <p>***Do Not Mail Invoices***</p> <p>Email invoices to invoices@tamuc.edu</p> <p>PO Box 3011</p> <p>Commerce, TX 75429</p> <p>United States</p>