

AIA® Document B221™ – 2018

Service Order for use with *Master Agreement Between Owner and Architect*

SERVICE ORDER number 33 made as of the fourteenth day of July in the year two-thousand and twenty-six
(In words, indicate day, month, and year.)

BETWEEN the Owner:
(Name, legal status, address, and other information)

Independent School District No. 16 of Payne County , Oklahoma
314 South Lewis Street
Stillwater, Oklahoma 74074

and the Architect:
(Name, legal status, address, and other information)

505 Architects LLC
1631 South Delaware Avenue
Tulsa, Oklahoma 74104

for the following **PROJECT**:
(Name, location, and detailed description)

SPS Couch Park Softball and Baseball Indoor Training Facility
Construction Documents, Bidding and Construction Administration Phases for an approximately 10,800 square foot new pre-engineered metal building (PEMB) indoor training facility for SPS softball and baseball programs located at Couch Park, Stillwater, Oklahoma.

THE SERVICE AGREEMENT

This Service Order, together with the Master Agreement between Owner and Architect dated the thirteenth day of April in the year two-thousand and twenty-one
(In words, indicate day, month, and year.)

form a Service Agreement.

The Owner and Architect agree as follows.

ADDITIONS AND DELETIONS:

The author of this document may have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

This document provides the Architect's scope of services for the Service Order only and is intended to be used with AIA Document B121™–2018, Standard Form of Master Agreement Between Owner and Architect

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ARTICLE 1 INITIAL INFORMATION

§ 1.1 Unless otherwise provided in an exhibit to this Service Order, this Service Order and the Service Agreement are based on the Initial Information set forth below:

(State below details of the Project's site and program, Owner's contractors and consultants, Architect's consultants, Owner's budget and schedule, anticipated procurement method, Owner's Sustainable Objective, and other information relevant to the Project.)

1.1.1 The Project consists of Construction Documents, Bidding and Construction Administration Phases for an approximately 80 foot x 120 foot (9,600 square foot) new pre-engineered metal building indoor training facility with a 20-foot eave height for SPS softball and baseball programs located at Couch Park, Stillwater, Oklahoma. The building will contain an artificial turf indoor space with zones for multi-use fielding and one (1) throwing lane, and five (5) hitting tunnels with retractable netting systems, seating/player "dugout" area, office/first aid, softball storage, baseball storage, and utility room. Capacity of the building will be limited to less than 300 occupants. The Project is not anticipated to require a fire sprinkler system. Mechanical ventilation will be provided as required by code for a naturally ventilated space using roll-up doors with a mini-split system provided for the office/first aid room. No toilet facilities will be provided within the building as existing facilities are located within the code required distance limits. Site work is limited to grading, on-site utilities, and sidewalks to the building, the existing parking lot will be utilized for parking.

1.1.2 Owners budget for the cost of the Work is \$1,440,000.00.

1.1.3 Architect's Consultants for Basic and Additional Services include:

Civil Engineering:	Gose & Associates, Stillwater OK
Structural Engineering:	Gose & Associates, Stillwater OK
Mechanical and Electrical Engineers:	Phillips+Gomez Consulting Engineers, Tulsa, OK

1.1.4 The Owner shall be responsible for obtaining hazardous material studies, geotechnical testing.

§ 1.2 The Owner and Architect may rely on the Initial Information. Both parties, however, recognize that such information may materially change and, in that event, the Owner and the Architect shall appropriately adjust the schedule, the Architect's services, and the Architect's compensation. The Owner shall adjust the Owner's budget for the Cost of the Work and the Owner's anticipated design and construction milestones, as necessary, to accommodate material changes in the Initial Information.

ARTICLE 2 SERVICES UNDER THIS SERVICE ORDER

§ 2.1 The Architect's Services under this Service Order are described below or in an exhibit to this Service Order, such as a Scope of Architect's Services document.

§ 2.1.1 Basic Services

(Describe below the Basic Services the Architect shall provide pursuant to this Service Order or state whether the services are described in documentation attached to this Service Order.)

The Architect shall provide architectural, interior design, structural, mechanical electrical engineering services for the Project. Landscape architecture, fire protection design, or food service equipment design services are not anticipated based on the current scope of Work but can be provided as an Additional Service.

Interior design services included within Basic Services is limited to the selection and documentation of interior surfaces, materials, finishes and specialty lighting.

Footings, foundation and slab design for the perimeter footings and pier pads associated with the pre-engineered metal building will be based on loads provided by the PEMB manufacturer and a soil bearing pressure of 1,500 psf, unless a geotechnical report is provided by the Owner.

Structured wiring-design will be limited to a box, conduit and pull-string at locations provided by the Owner. Structure wiring-design of structured wiring is not included but can be provided as an Additional Service.

Program Verification, Site and Building Concept: The Architect will meet with the Owner and key users or stakeholders to review the proposed character of the space, current and potential future space needs and other site-related issues. The Architect will conduct up to two (2) meetings to discuss and review the space requirements (Program), and the site and building concept. As the Architect collects and documents input received from these meetings, the Architect will incorporate into the Construction Documents.

Construction Administration services will include construction site visits and/or Owner/Architect/Contractor (OAC) construction meetings will be limited to four (4) visits by the Architect during the construction period. In addition to visits and reports by the Architect; one (1) structural, and two (2) mechanical/electrical site visits with associated field observation reports by the Architect's consultants are included within Basic Services.

Construction Documents, Bidding, Permitting and Construction Administration services are included.

§ 2.1.2 Additional Services

(Describe below the Additional Services the Architect shall provide pursuant to this Service Order or state whether the services are described in documentation attached to this Service Order.)

2.1.2.1 Civil Engineering:

Civil Engineering includes design and documentation of on-site hardscaping, grading, drainage, and utilities. A landscape plan will be prepared showing general conformance with the published requirements by the City of Stillwater and will be limited to a code plan only. If required, irrigation system will be delegated design to the Contractor. The scope of services includes preparation of necessary drawings and specifications, responding to bidder requests for information, and construction administration services.

Modifications and rerouting of existing city on-site utilities and off-site utility extensions, easement and right-of-way acquisition or vacation, and platting or zoning requirements or changes are excluded.

Construction Administration services will include: one (1) civil engineer site visits with associated field observation reports in addition to those visits and reports made by the Architect.

2.1.2.2 Topographic and Improvement Survey:

The Civil Engineer will prepare a topographic and improvement survey of the area of the proposed Project for use in preparation of the required permitting applications and plans. All available Title and Abstracts shall be provided by the Owner.

ARTICLE 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

§ 3.1 Unless otherwise provided in an exhibit to this Service Order, the Owner's anticipated dates for commencement of construction and Substantial Completion of the Work are set forth below:

.1 Commencement of construction date:

October 2026

.2 Substantial Completion date:

July 2027

ARTICLE 4 COMPENSATION

§ 4.1 For Basic Services described under Section 2.1.1, the Owner shall compensate the Architect as follows:

Compensation for Basic Services shall be a fixed Fee plus reimbursable expenses as follows:

Phase 400 Construction Documents Phase	Fixed	\$40,000.00 plus reimbursable expenses per Section 4.3
Phase 500 Bidding and Permitting Services	Fixed	\$2,500.00 plus reimbursable expenses per Section 4.3
Phase 600 Construction Phase	Fixed	\$7,500.00 plus reimbursable expenses per Section 4.3

§ 4.2 For Additional Services described under Section 2.1.2 or in the Master Agreement, the Architect shall be compensated in accordance with the Master Agreement unless otherwise set forth below:

(Insert amount of, or basis for, compensation if other than as set forth in the Master Agreement. Where the basis of compensation is set forth in an exhibit to this Service Order, such as a Scope of Architect's Services document, list the exhibit below.)

Phase 701 Civil Engineering	Fixed	\$9,500.00 plus reimbursable expenses per Section 4.3
Phase 702 Topographic and Improvement Survey	Fixed	\$2,500.00 plus reimbursable expenses per Section 4.3

The Architect shall endeavor to provide a fixed fee for Additional Services when a scope of services can be clearly defined. In all instances, the Architect shall notify the Owner in writing of the need for Additional Services. If a scope of Work cannot be clearly defined, upon written approval from the Owner the Architect shall perform the Work on an hourly basis until such a time as the scope of Work can be defined and a fixed fee can be established.

Hourly billing rates at the time of this Agreement are set forth as follows:

505 Architects LLC			
Principal	\$200	Architect	\$185
Project Manager	\$195	Architectural Intern	\$140
Interior Designer	\$175	Administrative	\$90
Gose & Associates			
Engineer 7-9	\$195 - \$210	CAD Tech	\$110-\$130
Engineer 1-4	\$140 - \$150	Administrative	\$60
Designer	\$140 - \$150		
Phillips+Gomez Consulting Engineers (Mechanical, Electrical and Plumbing Engineering)			
Senior Principal/Engineer	\$225	Engineer/Designer II	\$165
Principal/Engineer	\$200	Engineer/Designer I	\$150
Director/Engineer	\$185	CAD Technician II	\$135
Engineer/Designer IV	\$175	CAD Technician I	\$100
Engineer/Designer III	\$165	Clerical	\$80

§ 4.3 For Reimbursable Expenses described in the Master Agreement, the Architect shall be compensated in accordance with the Master Agreement unless otherwise set forth below:

(Insert amount of, or basis for, compensation if other than as set forth in the Master Agreement. Where the basis of compensation is set forth in an exhibit to this Service Order, such as a Scope of Architect's Services document, list the exhibit below.)

Reimbursable Expenses are estimated to not exceed \$7,500.00.

The Purchase Order should be written for an amount to include Basic Services, Additional Services, and an allowance for Reimbursable Expenses.

§ 4.4 When compensation identified in Section 4.1 is on a percentage basis, progress payments for each phase of Basic

Services shall be calculated by multiplying the percentages identified in this Article by the Owner's most recent budget for the Cost of the Work. Compensation paid in previous progress payments shall not be adjusted based on subsequent updates to the Owner's budget for the Cost of the Work.

ARTICLE 5 INSURANCE

§ 5.1 Insurance shall be in accordance with section 3.3 of the Master Agreement, except as indicated below:
(Insert any insurance requirements that differ from those stated in the Master Agreement, such as coverage types, coverage limits, and durations for professional liability or other coverages.)

ARTICLE 6 PARTY REPRESENTATIVES

§ 6.1 The Owner identifies the following representative in accordance with Section 1.4.1 of the Master Agreement:
(List name, address, and other information.)

Assistant Superintendent of Operations
Bo Gamble
Stillwater Public Schools
314 South Lewis Street
Stillwater, Oklahoma 74074

§ 6.2 The Architect identifies the following representative in accordance with Section 1.5.1 of the Master Agreement:
(List name, address, and other information.)

Brian Thomas, AIA, RID, LEED AP
Principal | Owner
505 Architects LLC
1631 South Delaware Avenue
Tulsa, Oklahoma 74104

ARTICLE 7 ATTACHMENTS AND EXHIBITS

§ 7.1 The following attachments and exhibits, if any, are incorporated herein by reference:

- 1 AIA Document, B121™-2018, Standard Form of Master Agreement Between Owner and Architect for Services provided under multiple Service Orders;

This Service Order entered into as of the day and year first written above.

OWNER (Signature)

BY: Dr. Gay Washington; School Board
President

(Printed name and title)



ARCHITECT (Signature)

BY: Brian Thomas, AIA, RID, LEED AP;
Principal | Owner

(Printed name, title, and license number if required)