



505 ARCHITECTS LLC
1631 South Delaware Avenue
Tulsa, Oklahoma 74104
(918) 605-5303

Date: 12 August 2025
Project: SPS District Lighting Retrofit
Number: 25011
Prepared By: Brian Thomas, AIA, RID, LEED AP
Re: Architectural and Engineering Design Assistance Professional Services

Dear Mr. Lamecker,
Per your request, 505 Architects LLC is pleased to present Stillwater Public Schools (SPS) the following proposed Scope of Services for architectural and engineering design assistance professional services for the preparation of the development of documentation for lighting retrofit across the SPS District in Stillwater, Oklahoma. We are very excited about the opportunity to assist you with this important project.

PROJECT SCOPE OF BASIC SERVICES

505 Architects will work closely with SPS to assist you with the development of documentation suitable for complete bidding and construction, and assistance during bidding and construction administration. Based on our discussions with you we understand the Scope of Work is a LED retrofit initiative across the district's existing facilities listed below. This initiative includes converting outdated interior fluorescent, incandescent, and metal-halide lighting to energy-efficient LED systems, upgrading the emergency lighting infrastructure.

All Interior Lights, Emergency and Exit Lighting Retrofits

Skyline Elementary
Richmond Elementary

Emergency Lighting and Exit Lighting Retrofits

Junior High School
Middle School
Sangre Ridge Elementary
Agriculture Building
Field House
HS Stadium Buildings
HS Performing Arts Center
Lincoln Academy
Central Office (Administration Building)
HS Wrestling Building
HS Football Locker Room
Highland Park Elementary
Will Rogers Elementary
Operations of Education Services – North
Operations of Education Services - South

We will utilize the Master LED Lighting Excel file, which contains detailed fixture counts by location, type and spaces, and new product specifications, and existing floor plans or lighting plans drawings provided by the SPS, along with visual observations of existing conditions, as a basis for development for the scope of this Project. We anticipate one (1) day visit to visually observe related existing equipment and conditions, if necessary.

We will meet with you and key users or stakeholders to review current and proposed activities, potential future needs, and other facility-related issues. We will conduct up to two (2) virtual meetings to discuss and review the development of the narrative documentation. As we collect and document input received from these meetings, we will incorporate into the deliverable.

At the Owner's request the electrical design/build narrative scope may include the following:

- Review and analyze existing lighting as-built documents (if available).
- Review and analyze existing lighting by traveling on site and collecting information.
- Review and provide guidance for proposed light fixture selection.
- Document areas that will be included in the scope of the Project.
- Assisting the Owner with filing documents required for the approval of governmental authorities having jurisdiction over the Project. It our understanding this project is within the City of Stillwater jurisdiction.
- Assisting the Owner with RFI responses, requests for substitutions, Pre-bid conference, Addenda, and review of bids.
- Based on the scope of Work, we can assist the Owner will preparation of a Preliminary Opinion of Project Costs, to include preliminary estimated soft costs, construction costs, FF&E, A/E Professional Fees, reimbursable expenses, and a 10% project contingency.

We shall engage Phillips+Gomez Consulting Engineers for electrical engineering services.

From the date of execution of this proposal by SPS, we anticipate the proposed scope of services to take approximately eight (8) weeks to complete depending on your availability.

The Owners construction Budget is \$500,000.00 at the time of this Proposal.

OWNERS RESPONSIBILITIES

Owner shall provide the following:

- Owner project program, requirements, and information.
- PDF and electronic files of existing site plan, floor plan and reflected ceiling plan in AutoCAD .dwg or Revit format. If not available, As-built verification services can be provided as an Additional Service.
- If available, a site survey or existing site plan information of the proposed project sites, particularly confirming all site boundaries, topography, existing site utilities, zoning constraints, adjacent facilities and any other legal land use restrictions such as permanent easements, and any special site features.
- Services of geotechnical engineers, civil, structural engineers, and other consultants if required by the scope of the Project.
- Tests, inspections and reports required by law, such as structural, mechanical, and chemical tests, tests for air and water pollution, and tests for hazardous materials.
- 505 Architects or our consultants shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.
- Access to all project areas including providing equipment such as scaffolds, ladders or lifts to access areas requiring observation.
- Destructive observations and repair as required.

COMPENSATION

Compensation shall be on an hourly basis plus reimbursable expenses and will be billed monthly on percentage of completion. The compensation for each phase of services shall be as follows:

Phase 400 – Documentation and Construction Administration Services	Hourly Allowance \$12,500.00 plus Reimbursable Expenses
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Reimbursable Expenses are estimated to not exceed \$2,500.00.

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

Invoices for services will be prepared monthly based upon a percentage of work completed. Payment is due within 30 days of the Architect's Invoice. Amounts unpaid thirty (30) days after the invoice date shall bear interest at the rate of 1.5% monthly.

Services extending beyond the proposed scope of services will be considered Additional Services. We will review any Additional Services and the associated fees with you in advance, and we will not proceed without your written approval.

REIMBURSABLE EXPENSES

Reimbursable expenses incurred by 505 Architects LLC and our consultants will include a multiple of one and one-fifteen (1.15) times the expense. Typical reimbursable expenses include the following:

- Transportation and authorized out-of-town travel and subsistence in connection with the Project;
- Fees paid for securing approval of authorities having jurisdiction over the Project;
- Reproductions, plots, courier and shipping fees, handling and delivery of Instruments of Service;
- Renderings, models and mock-ups, professional photography, and presentation materials prepared for and requested by the Owner;
- Expense of professional liability insurance dedicated exclusively to this Project, or the expense of additional insurance coverage or limits if the Owner requests such insurance in excess of that normally carried by the Architect's consultants;
- Other similar Project-related expenditures.

ADDITIONAL SERVICES

If Additional Services are necessary and a scope of work can be clearly defined, a fixed fee will be submitted for approval. In the event a scope of Work is undefined, following your approval, the work will be billed on an hourly basis.

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

Phillips+Gomez Consulting Engineers (Electrical Engineering)

Senior Principal/Engineer	\$200	Engineer/Designer II	\$135
Principal/Engineer	\$185	Engineer/Designer I	\$120
Director/Engineer	\$175	CAD Technician II	\$100
Engineer/Designer IV	\$165	CAD Technician I	\$90
Engineer/Designer III	\$150	Clerical	\$75

Records of Reimbursable Expenses, expenses pertaining to Additional Services, and services performed on the basis of hourly rates shall be available to the Owner at mutually convenient times.

We stand ready to provide these services. If you are in agreement with this proposal, please sign one copy and return to our office. We look forward to working with you in the development of this exciting new project. Please do not hesitate to contact me if you have any questions regarding this proposal.

Sincerely,



Brian Thomas, AIA, RID, LEED AP
Principal | 505 ARCHITECTS LLC

Approved By: _____
Stillwater Public Schools

Date: _____

cc: Project File