



**STILLWATER PUBLIC SCHOOLS**  
**STILLWATER BOARD OF EDUCATION**

**PREPARED BY:** Bo Gamble, Assistant Superintendent of Operations  
**APPROVED BY:** Uwe Gordon, Superintendent  
**DATE:** June 11, 2024

---

**AGENDA ITEM: 4T**

Consider and Vote to Approve Service Order No. 18 for Richmond Elementary As-Built Floor Plan

**BOARD ACTION REQUESTED:**

Vote to Approve Service Order No. 18 for Richmond Elementary As-Built Floor Plan

**BACKGROUND INFORMATION:**

The Project consists of preliminary design services for the development of an as-built floor plan, in PDF format, of the Richmond Elementary School located at 201 West Richmond Road. The following floor plan elements shall be included: room names/numbers, structural columns, floor level changes, stairs, walls, doors, windows, millwork, major mechanical equipment, location of electrical panels, janitor/mop sinks, sinks, lavatories, toilets, water closets, drinking fountains, and roof overhangs.

# AIA<sup>®</sup> Document B221<sup>™</sup> – 2018

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

**SERVICE ORDER** number 18 made as of the eleventh day of June in the year two thousand and twenty-four.

**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)*

Richmond Elementary As-Built Floor Plan  
Develop an as-built floor plan in PDF format of the Richmond Elementary School located at 201 West Richmond Road in Stillwater, Oklahoma.

### **THE SERVICE AGREEMENT**

This Service Order, together with the Master Agreement between Owner and Architect dated the

*(Paragraphs deleted)*

thirteenth day of April in the year two thousand and twenty-one form a Service Agreement.

The Owner and Architect agree as follows.

### **ADDITIONS AND DELETIONS:**

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as 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 necessary information and 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<sup>™</sup>–2018, Standard Form of Master Agreement Between Owner and Architect

## TABLE OF ARTICLES

- 1 INITIAL INFORMATION
- 2 SERVICES UNDER THIS SERVICE ORDER
- 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION
- 4 COMPENSATION
- 5 INSURANCE
- 6 PARTY REPRESENTATIVES
- 7 ATTACHMENTS AND EXHIBITS

### 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:

*(Paragraph deleted)*

1.1.1 The Project consists to develop an as-built floor plan in PDF format of the Richmond Elementary School located at 201 West Richmond Road in Stillwater, Oklahoma.

§ 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

*(Paragraph deleted)*

The Architect shall provide preliminary design services for the development of an existing floor plan that will be provided in PDF format to the Owner that contains the following floor plan elements: room names / numbers, structural columns (that are visible or can be identified from existing drawings), floor level changes, stairs, walls, doors, windows, millwork, major mechanical equipment, location of electrical panels, janitor/mop sinks, sinks, lavatories, toilets/water closets, drinking fountains and roof overhangs. Elements will be drawn using basic generic geometry indicating approximate size, shape, and locations of elements. Accuracy of the existing floor plan drawing PDF will be +/- one (1) inch.

Included is one (1) visit to the site by the Architect for field observation and measurements of the existing conditions to compare to the existing floor plan drawings provided by the Owner.

The Owner shall provide access for the Architect to all spaces within the existing building on the day of the site visit.

No exploratory demolition will be required for the Project.

The scope of Basic Services is anticipated to be completed within three (3) weeks of the execution of this Service Order.

#### § 2.1.2 Additional Services

None

**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:

NA

.2 Substantial Completion date:

NA

**ARTICLE 4 COMPENSATION**

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

Compensation shall be a fixed fee plus reimbursable expenses billed as follows:

*(Paragraphs deleted)*

Phase 100 As-built Floor Plan Fixed \$7,500 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.)*

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

§ 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 \$500.00.

§ 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.)*

(Table deleted)

(Paragraphs deleted)

**ARTICLE 6 PARTY REPRESENTATIVES**

§ 6.1 The Owner identifies the following representative in accordance with Section 1.4.1 of the Master Agreement:

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:

Brian Thomas, AIA, RID, LEED AP  
Principal  
505 Architects LLC  
1631 South Delaware Avenue  
Tulsa, Oklahoma 741014

**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;

(Paragraphs deleted)

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

\_\_\_\_\_  
**OWNER** (Signature)

Dr. Marshall Baker School Board President  
\_\_\_\_\_  
(Printed name and title)



\_\_\_\_\_  
**ARCHITECT** (Signature)

Brian Thomas, AIA, RID, LEED AP Principal  
\_\_\_\_\_  
(Printed name, title, and license number, if required)