



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

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

**SERVICE ORDER** number 31R1 made as of the fourteenth day of April 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 Richmond Elementary Security, Safety and Finish Improvements Construction Documents, Bidding and Construction Administration Phases for the interior renovation to provide a secure entry, wall finish improvements, gymnasium floor surface improvements, and a seclusion room based on SPS District standards within the existing SPS Richmond Elementary located at 201 West Richmond Road, Stillwater, Oklahoma.

SPS Skyline Elementary Security, Safety and Finish Improvements. Construction Documents, Bidding and Construction Administration Phases for the interior renovation to provide a secure entry, and gymnasium floor surface improvements based on SPS District standards within the existing SPS Skyline Elementary located at 1402 East Sunrise Avenue, 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<sup>™</sup>–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 interior security, safety, and finish improvements as follows:
  - 1.1.2 SPS Richmond Elementary
    - 1.1.2.1 Interior renovation to provide a secure entry lobby within main entrance lobby.
    - 1.1.2.2 Interior wall painting at vestibules, lobby, corridors, classrooms, and media center. Excludes painting of gymnasium, cafeteria, mechanical rooms, storage and closet rooms spaces.
    - 1.1.2.3 Replacement of existing gymnasium floor surface with athletic flooring system based on the SPS District standards utilized at the Westwood gymnasium.
    - 1.1.2.4 Renovation of existing NE vestibule to maintain code required egress from the building and incorporation of a seclusion room based on the SPS District standards utilized at the Westwood Seclusion Room.
  - 1.1.3 SPS Skyline Elementary
    - 1.1.3.1 Interior renovation to provide a secure entry vestibule within main entrance lobby.
    - 1.1.3.2 Replacement of existing gymnasium floor surface with athletic flooring system based on the SPS District standards utilized at the Westwood gymnasium
- 1.1.2 Owners budget for the cost of the Work is unknown.
- 1.1.3 Architect's Consultants for Basic and Additional Services include:
  - None
- 1.1.4 The Owner shall be responsible for obtaining hazardous material studies, geotechnical testing and surveys.

§ 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 services for the portions of the Project relative to the scope of Work. No civil engineering, landscape architecture, structural engineering, mechanical engineering, electrical engineering, plumbing engineering, fire protection design, or food service equipment design services are anticipated based on the current scope of Work but can be provided as an Additional Service.

Mechanical, electrical, plumbing, and low-voltage system design will be delegated design utilizing same products as the new High School.

Scope of services include to review and analyze Owner provided existing design and/or as-built documents, review for ADA and code compliance and prepare Construction Documents suitable for bidding, permitting and construction of the Scope of Work.

Construction Administration includes one (1) site visit by Architect to each site.

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.)*

Phase 701 Vestibule Mechanical Modification

Mechanical engineering services to engineer and document additional modifications to the existing mechanical system serving the new secure entry vestibules beyond was is shown in the basic Scope of Work.

**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:

May 2026

- .2 Substantial Completion date:

August 2026

**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	\$12,000.00 plus reimbursable expenses per Section 4.3
Phase 500 Bidding and Permitting Services	Fixed	\$1,000.00 plus reimbursable expenses per Section 4.3
Phase 600 Construction Phase	Fixed	\$3,000.00 plus reimbursable expenses per Section 4.3
Phase 701 Vestibule Mechanical Modifications	Hourly	\$3,000.00 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.)*

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	\$200.00	Architect	\$185.00
Project Manager	\$195.00	Architectural Intern	\$140.00
Interior Designer	\$175.00	Administrative	\$90.00
Green Acorn, LLC (Mechanical Engineering)			
Officer / Principal	\$225.00	Engineer Coordinator II	\$155.00
Senior Design Engineer	\$185.00	Engineer Coordinator I	\$145.00
Engineer	\$165.00	Mechanical/Electrical Designer	\$120.00

**§ 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 \$2,500.00.

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: Roberta Douglas; School Board  
President

\_\_\_\_\_  
*(Printed name and title)*



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

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

\_\_\_\_\_  
*(Printed name, title, and license number if required)*