



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

**PREPARED BY:** Bo Gamble, Assistant Superintendent of Operations  
**APPROVED BY:** Dr. Janet Vinson, Acting Superintendent  
**DATE:** April 8, 2025

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**AGENDA ITEM: 4Q**

Consider and Vote to Approve or Not Approve Service Order No. 26 for the SPS Baseball and Softball Complex Feasibility Study

**BOARD ACTION REQUESTED:**

Vote to Approve or Not Approve Service Order No. 26 for the SPS Baseball and Softball Complex Feasibility Study

**BACKGROUND INFORMATION:**

The Architect will provide pre-planning professional services to assist the Owner with the evaluation, planning, and preliminary concept site plan and floor plan design for a new baseball and softball complex located adjacent to the new Stillwater Public Schools High School building on the High School Campus.



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

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

**SERVICE ORDER** number 26 made as of the eighth day of April in the year two-thousand and twenty-five  
(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 Baseball and Softball Complex Feasibility Study  
Pre-Planning professional services to assist the Owner with the evaluation, planning, and preliminary concept site plan and floor plan design for a new baseball and softball complex located adjacent to the new Stillwater Public Schools High School building on the High School campus in 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 Pre-Planning professional services to assist the Owner with the evaluation, planning, and preliminary concept site plan and floor plan design for a new baseball and softball complex located adjacent to the new Stillwater Public Schools High School building on the High School campus in Stillwater Oklahoma.

1.1.2 Owners Budget for the cost of the Work is unknown at the time of this Agreement.

1.1.3 Architect's Consultants for Basic and Additional Services include:  
Civil Engineers: Gose & Associates, Stillwater, OK

1.1.4 The Owner shall be responsible for:

- Owner Project program, requirements, and information.
- If available, PDF and electronic files of existing site plan, floor plan and reflected ceiling plan in AutoCAD .dwg or Revit format.
- 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, 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.
- Architect or Architect's 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.

§ 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 will work closely with the Owner for the development of a Feasibility Study for a new High School baseball and softball complex located adjacent to the new Stillwater Public Schools High School building on the High School campus in Stillwater Oklahoma. Based on the tours and discussions the Architect understands the major program components for this proposed Project to include additional parking, trash dumpster, complex signage, baseball field, softball field, digital scoreboards, field lighting, dugouts, covered spectator/bleacher seating, baseball press box, softball press box, tickets booth, concessions, baseball team/locker room, softball team/locker room varsity baseball head coach office, varsity baseball assistant coach office, varsity softball head coach office, varsity softball assistant coach office, coach toilet, uniform storage, baseball athletic equipment storage, baseball outdoor equipment storage, softball athletic equipment storage, softball outdoor equipment storage, baseball/softball indoor practice facility (5 retractable pitching and batting tunnels), lawn equipment and storage, IT IDF, janitor, and utility rooms.

The Architect will utilize existing drawings provided by the Owner as a basis for development of an overall existing facility plan for the scope of this Project. The Architect will utilize this drawing as the basis to prepare the feasibility study.

The Architect will meet with the Owner and key users or stakeholders to review current and proposed activities, potential future needs and other facility-related issues. The Architect will conduct up to two (2) meetings to discuss and review the development of the Feasibility Study. As the Architect collects and documents input received from these meetings, the Architect will incorporate into the Feasibility Study deliverable.

The Architect anticipates the proposed scope of Services to take approximately six (6) weeks to complete depending on the Owner’s availability.

Based on the preliminary feasibility concept, the Architect will prepare a Preliminary Opinion of Project Costs, to include preliminary estimated soft costs, construction costs, FF&E, A/E Professional Fees, reimbursable expenses, and a 15% project contingency.

We will prepare a Feasibility Study suitable for presentation and fundraising purposes containing the following items provided to you in digital format (PDF).

- Preliminary Concept Diagrammatic Site and Diagrammatic Floor Plans
- Preliminary Opinion of Project Costs and Preliminary Project Schedule

Provision of supplemental brochures or other presentation materials beyond those described above may be provided by Architect as an Additional Service upon written request from the Owner.

The Architect has included limited preliminary conceptual consultation with structural, mechanical, and electrical engineering consultants if deemed necessary as the feasibility study is developed.

**§ 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.)*

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:

N/A

- .2 Substantial Completion date:

N/A

**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 stipulated sum (fixed fee) plus reimbursable expenses. Basic Services fees will be billed monthly based on percentage of completion plus reimbursable expenses as follows:

Phase 101 Feasibility Study Fixed \$5,000 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

Gose & Associates

Engineer 7-9	\$180 - \$190	CAD Tech	\$100-\$140
Engineer 1-4	\$135 - \$155	Administrative	\$50
Designer	\$145 - \$155		

§ 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 \$1,000.00.

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.)*

§ 5.2 In addition to insurance requirements in the Master Agreement, the Architect shall carry the following types

of insurance.

(List below any other insurance coverage to be provided by the Architect, not otherwise set forth in the Master Agreement, and any applicable limits.)

**Coverage**

**Limits**

**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.

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**OWNER** (Signature)

BY: Dr. Marshall Baker, School Board  
President

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



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

BY: Brian Thomas, AIA, RID, LEED AP,  
Principal

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