



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

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

**SERVICE ORDER** number 21 made as of the thirteenth day of August 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)*

OES Building Phase 2 Transportation Relocation.

Design, Construction Documents, Bidding and Construction Administration Phases for the interior renovation of the existing OES Building 2 and new bus/vehicle parking area for use by the SPS Transportation Department located at 5021 North Perkins 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:

1.1.1 The Project consist of the interior renovation of the existing OES Building 2 and new bus/vehicle parking area for use by the SPS Transportation Department located at 5021 North Perkins Road in Stillwater, Oklahoma as follows:

**OES Building 2**

Transportation Renovation to include offices, conference room, storage, and breakroom. Mechanical and Fire Protection improvements will be limited to those required to accommodate new space usage.

The existing HVAC, RTU and AHU’s equipment information is unknown. If required, Test and balancing information shall be provided by the Owner to determine the AHU’s capacity and airflows to each zone. Mechanical Engineer will provide procedures for Owner’s use by the test and balancing (TAB) company.

Site improvements on the eastern portion of existing site include a paved entry approach drive, concrete stair and ramp to parking, gravel parking lot with concrete curb, perimeter security fencing, lighting, and bus power. Concurrently under a separate contract the Owners Civil Engineer is preparing construction documentation for a new retaining wall between Buildings 1 and 2, and widening of traffic lane "pinch point" east of Building 1.

The project delivery method is to be publicly bid per District and State requirements.

1.1.2 Owners budget for the cost of the Work is \$2,232,225.00.

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

- Civil Engineers: Gose & Associates, Stillwater, OK
- Structural Engineers: 360 Engineering Group, PLLC , Tulsa, OK
- Mechanical and Electrical Engineers: Phillips+Gomez Consulting Engineers, Tulsa, OK

§ 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

The Architect shall provide civil, architectural, structural, mechanical, and electrical engineering services for the portions of the Project relative to the scope of Work.

Scope of services include to review and analyze Owner provided existing design and/or as-built documents and mechanical equipment information, visit the site to document existing DOAS, RTU's and related equipment, visual observations of the existing roof system, visual observe the grading at the southeast corner of the building, and prepare design-build construction documentation narrative suitable for bidding, permitting and construction.

Architectural services include during the Design Phase one (1) site visit to observe the existing conditions related to scope of Work.

Civil engineering services include during the Design Phase one (1) site visit to observe existing site conditions related to the scope of Work.

Structural engineering services include during the Design Phase one (1) site visit to observe existing structural conditions related to the scope of Work.

Mechanical and electrical engineering services include during the Design Phase one (1) site visit to observe and collect existing HVAC and electrical systems information related to the scope of Work. Fire Protection will be delegated design performance Specification.

Construction Site Visits and/or construction meetings include: four (4) architectural, zero (0) structural, and three (3) mechanical/electrical engineer with associated field observation reports.

## § 2.1.2 Additional Services

Additional Services required to complete the scope of services of this project and part of the total fee for this project include the following:

### 2.1.2.1 Civil Engineering

Civil Engineering includes design and documentation of on-site parking, grading, drainage, and utilities. The scope of services includes preparation of necessary drawings and specifications, responding to bidder requests for information, and construction administration services.

Civil Engineer will prepare a stormwater report and the design and documentation of up to one (1) detention facility located within the site.

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: two (2) civil engineer site visits with associated field observation reports in addition to those visits and reports made by the Architect.

## 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:

January 2025

- .2 Substantial Completion date:

July 2025

**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:

Phase 200 Design Phase	Fixed	\$37,980 plus reimbursable expenses per Section 4.3
Phase 400 Construction Documents Phase	Fixed	\$63,300 plus reimbursable expenses per Section 4.3
Phase 500 Bidding and Permitting Services (Paragraphs deleted)	Fixed	\$6,330 plus reimbursable expenses per Section 4.3
Phase 600 Construction Phase	Fixed	\$18,990 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.)*

Compensation for the following Additional Services shall be a fixed fee compensation and will be billed monthly based on percentage of completion plus reimbursable expenses as follows:

Phase 701 Civil Engineering	Fixed	\$59,000 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	\$180 - \$190	CAD Tech	\$100-\$140
Engineer 1-4	\$135 - \$155	Administrative	\$50
Designer	\$145 - \$155		

**360 Engineering Group, PLLC (Structural Engineering)**

Principals	\$205	Project Lead II	\$175
Associate Principals	\$195	Project Lead I	\$165
Associates	\$190	Structural Engineer Intern II	\$155
Structural Engineer II	\$175	Structural Engineer Intern I	\$145
Structural Engineer I	\$165	Structural Designer	\$145
Structural Drafter	\$120	Administrative	\$110

**Phillips+Gomez Consulting Engineers (Mechanical, Electrical and Plumbing Engineering)**

Senior Principal/Engineer	\$225	Engineer/Designer II	\$150
Principal/Engineer	\$200	Engineer/Designer I	\$135
Director/Engineer	\$185	CAD Technician II	\$110
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 \$5,000.00.

§ 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)*