



STILLWATER PUBLIC SCHOOLS
STILLWATER BOARD OF EDUCATION

PREPARED BY: Bo Gamble, Assistant Superintendent of Operations
APPROVED BY: Uwe Gordon, Superintendent
DATE: November 12, 2024

AGENDA ITEM: 4R

Consider and Vote to Approve Service Order No. 24 for SPS Sangre Ridge Elementary and Middle School Roof Replacement and Mechanical Equipment Improvements and High School PAC and Field House Mechanical Equipment Improvements Structural Analysis.

BOARD ACTION REQUESTED:

Vote to Approve Service Order No. 24 for SPS Sangre Ridge Elementary and Middle School Roof Replacement and Mechanical Equipment Improvements and High School PAC and Field House Mechanical Equipment Improvements Structural Analysis.

BACKGROUND INFORMATION:

The Architect will provide continued pre-planning professional services to assist with the evaluation of existing roof framing to support heavier replacement mechanical units at Sangre Ridge, Middle School, High School Fieldhouse, and High School PAC facilities.



AIA[®] Document B221[™] – 2018

Service Order for use with Master Agreement Between Owner and Architect

SERVICE ORDER number 24 made as of the twelfth day of November 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)

Sangre Ridge Elementary and Middle School Roof Replacement and Mechanical Equipment Improvements and High School PAC and Field House Mechanical Equipment Improvements Structural Analysis

The Project consists of the evaluation of existing roof framing to support heavier replacement mechanical units at Sangre Ridge, Middle School, High School Field House, and High School PAC facilities.

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[™]–2018, Standard Form of Master Agreement Between Owner and Architect

April 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:

(Paragraphs deleted)

Phase 703 HVAC Structural Analysis Fixed \$9,750 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.)

Section 2.1.2.1 and 2.1.2.2 are included within Basic Services compensation.

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

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

§ 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 \$3,000.00.

§ 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:

Init.

(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)