



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

AGENDA ITEM: 4R

Consider and Vote to Approve or Not Approve Service Order No. 27 for SPS High School City Gym Structural Assessment

BOARD ACTION REQUESTED:

Vote to Approve or Not Approve Service Order No. 27 for SPS High School City Gym Structural Assessment

BACKGROUND INFORMATION:

The Architect will provide the Owner with a structural assessment of the existing High School City Gym building located on the Stillwater High School campus.



AIA[®] Document B221[™] – 2018

Service Order for use with Master Agreement Between Owner and Architect

SERVICE ORDER number 27 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 High School City Gym Structural Assessment
A structural assessment of the existing High School City Gym building located 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[™]–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 A structural assessment of the existing High School City Gym building located on the High School campus in Stillwater Oklahoma. Structural design shall be in general conformance with the appropriate building code. Structural services include one (1) site visit by the structural engineer to inspect and review the condition of the existing structural systems. Issue a report outlining overall structural assessment to be provided by structural engineer to Stillwater Public Schools on or before April 30, 2025. Report will document any structural concerns or deficiencies if any and provide broad recommendations and approximate cost for structural rehabilitation if required, specifically at ends of glulam arches.
- 1.1.2 Items to be provided by Owner include removal of flashing surrounding exterior (2) two glulam's, without damaging existing glulam or channels attached via through bolts through the glulam. The glulam's to be exposed are first the column one to the north of the most southwestern corner of the building. The second column is one of the three middle glulam's on the east side of the building, the "best looking" of the three should be chosen. Refer to Exhibit A. If the "best looking" one has considerable damage, a third location might be recommended to be uncovered as well.
- 1.1.3 Owners Budget for the cost of the Work is unknown at the time of this Agreement.
- 1.1.4 Architect's Consultants for Basic and Additional Services include
Structural Engineers: 360 Engineering Group, PLLC, Tulsa, OK
- 1.1.5 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.)

Architect shall engage 360 Engineering Group, PLLC to provide structural engineering services for a structural assessment of the existing High School City Gym building located on the High School campus in Stillwater Oklahoma. Structural design shall be in general conformance with the appropriate building code. Structural services include one (1) site visit by the structural engineer to inspect and review the condition of the existing structural systems. Issue a report outlining overall structural assessment to be provided by structural engineer to Stillwater Public Schools on or before April 30, 2025. Report will document any structural concerns or deficiencies if any and provide broad recommendations and approximate cost for structural rehabilitation if required, specifically at ends of glulam arches

§ 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 706 City Gym Structural Assessment 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	\$200.00	Architect	\$185.00
Project Manager	\$195.00	Architectural Intern	\$140.00
Interior Designer	\$175.00	Administrative	\$90.00

360 Engineering Group, PLLC (Structural Engineering)

Principals	\$210.00	Project Lead II	\$180.00
Associate Principals	\$200.00	Structural Engineer Intern II	\$160.00
Associates	\$195.00	Structural Engineer Intern I	\$150.00
Structural Engineer II	\$180.00	Structural Designer	\$150.00
Structural Engineer I	\$170.00	Administrative	\$115.00

§ 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 \$1,500.00.

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.)

§ 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;
- .2 Other Exhibits incorporated into this Agreement:
(Clearly identify any other exhibits incorporated into this Agreement.)

Exhibit A – Flashing removal locations.

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

OWNER *(Signature)*

BY: Dr. Marshall Baker, School Board
President

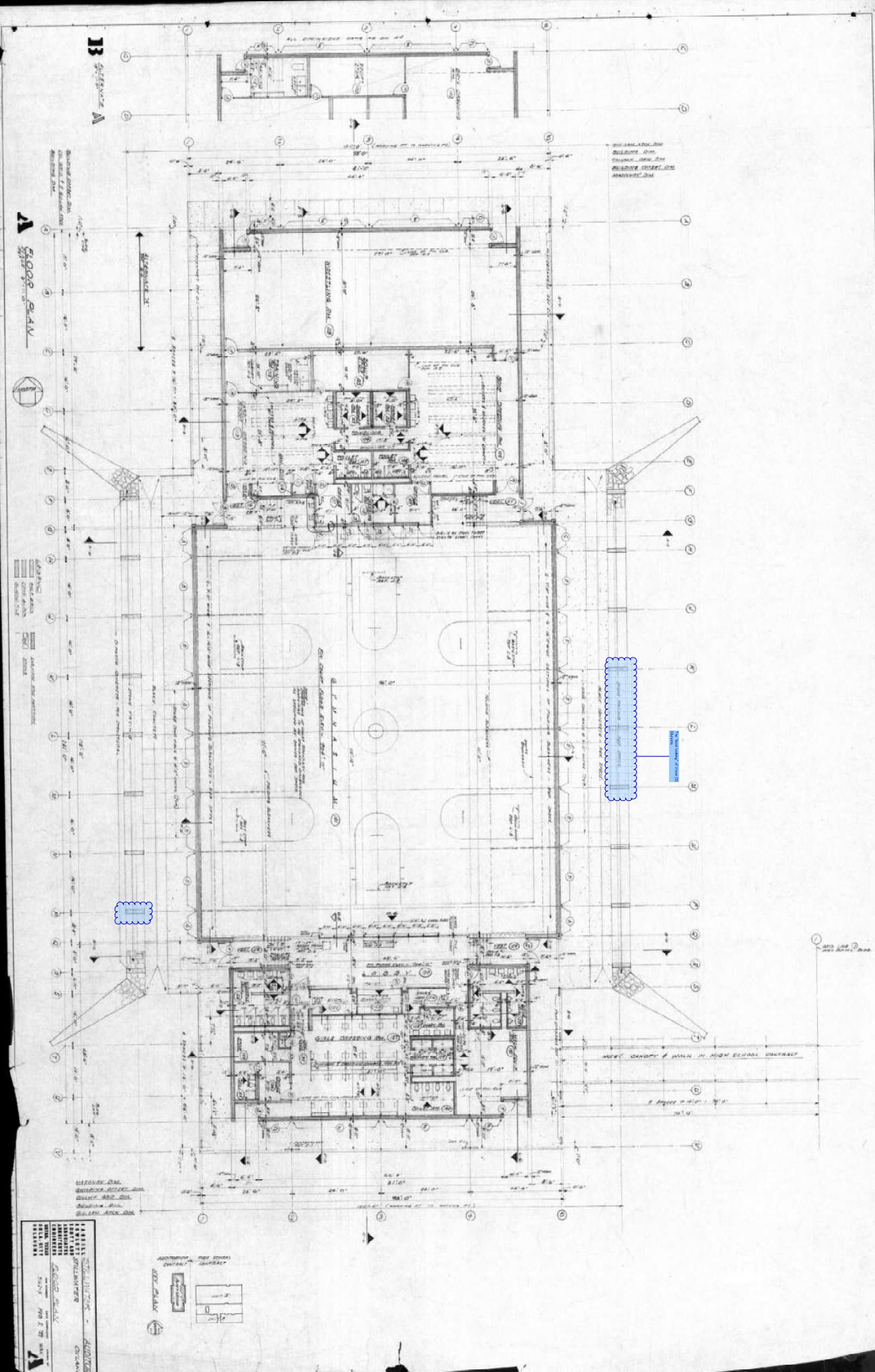
(Printed name and title)



ARCHITECT *(Signature)*

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

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



A FLOOR PLAN

B

- 1. WALL
- 2. DOOR
- 3. WINDOW
- 4. STAIR
- 5. ELEVATOR
- 6. HALL
- 7. CORRIDOR
- 8. OFFICE
- 9. CLASSROOM
- 10. GYMNASIUM
- 11. RESTROOM
- 12. CLOSET

DRAWN BY: [Name]
 CHECKED BY: [Name]
 DATE: [Date]
 PROJECT: [Project Name]
 SHEET NO. [Number] OF [Total]
A

EXHIBIT A