



AIA[®] Document B221[™] – 2018

Service Order for use with Master Agreement Between Owner and Architect

SERVICE ORDER number 23 made as of the tenth day of September 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)

High School PAC and Field House Mechanical Equipment Improvements
Design, Construction Documents, Bidding and Construction Administration Phases to
replace the existing roof top HVAC equipment and exhaust fans, and site drainage
improvements at the SPS High School Performing Arts Center (PAC) and Field House
buildings located at 1224 North Husband Street, Stillwater, OK 74075

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

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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:

1.1.1 The Project consists of replacement of the existing rooftop HVAC equipment and exhaust fans, and site drainage improvements.

All existing rooftop HVAC equipment not installed in the last Bond 2017 renovation projects shall be replaced with new equipment of a similar size and capacity with non-proprietary controls. Specify bipolar ionization where applicable within the new rooftop HVAC equipment. Equipment shall be specified to connect and integrate within the existing SPS District Controls System.

Rooftop HVAC equipment replacement will be limited to required minor ductwork and piping modifications at the point of equipment connection to accommodate the new HVAC equipment. No ductwork modifications shall be made for any other purpose.

The Owner shall provide to the Architect a list of existing HVAC equipment and a Test and Balancing (TAB) of the existing mechanical system.

The existing HVAC, RTU and AHU's equipment information is unknown. 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.

Add Alternates shall include to replace all existing rooftop gas lines and regulators, and to add roof top hose bibbs.

Site drainage improvements consist of miscellaneous site grading improvements to assist with drainage issues. Investigation of holes around the southwest corner of the PAC. Identify the cause of site drainage water entering the Field House in the southwest corner.

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

1.1.2 Owners budget for the mechanical replacement cost of the Work is \$1,000,000.00 and for the site drainage cost of the Work is \$50,000.00.

1.1.3 Architect's Consultants for Basic and Additional Services include:
Civil Engineer: Gose & Associates, Stillwater, OK
Mechanical and Electrical Engineers: GreenAcorn, LLC, 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 architectural, mechanical, and electrical engineering services for the portions of the project affected by the renovation. No structural engineering services are anticipated based on the current scope of Work but can be provided as an Additional Service.

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 at the buildings, visual observe the grading at the area of the site drainage scope of Work, and prepare design-build construction documentation narrative suitable for bidding, permitting and construction.

Mechanical and electrical engineering services include during the Design Phase one (1) site visit to observe and collect existing HVAC and electrical systems information.

Construction Site Visits and/or construction meetings include: one (1) architectural, and one (1) mechanical/electrical 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 engineer services for the design and documentation of site drainage improvements for miscellaneous site grading improvements to assist with drainage issues that include investigation of holes around the southwest corner of the PAC. Identify the cause of site drainage water entering the Field House in the southwest corner. Civil engineering services include during the Design Phase one (1) site visit to observe existing grading conditions of the area of the scope of Work.

Construction Site Visits and/or construction meetings include: One (1) civil with associated field observation reports.

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:

April 2025

.2 Substantial Completion date:

July 2025

ARTICLE 4 COMPENSATION

§ 4.1.1 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	\$19,500 plus reimbursable expenses per Section 4.3
Phase 400 Construction Documents Phase	Fixed	\$32,500 plus reimbursable expenses per Section 4.3

Phase 500 Bidding and Permitting Services	Fixed	\$3,250 plus reimbursable expenses per Section 4.3
Phase 600 Construction Phase <i>(Paragraphs deleted)</i>	Fixed	\$9,750 plus reimbursable expenses per Section 4.3
Phase 701 Civil Engineering	Fixed	\$5,500 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

Gose & Associates (Civil Engineering)

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

Green Acorn, LLC (Mechanical, Electrical and Plumbing Engineering)

Officer / Principal	\$185	Engineer II	\$155
Senior Design Engineer	\$175	Engineer I	\$145
Commissioning Agent	\$150	BIM Specialist	\$110
Engineer III	\$165		

§ 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:
(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)