

**AGREEMENT SUMMARY  
CITY OF BROKEN ARROW  
INDIAN SPRINGS SPORTS COMPLEX BASEBALL AND SOCCER IMPROVEMENTS  
PROFESSIONAL CONSULTANT AGREEMENT  
PROJECT NO. 166028**

**1.0 Professional Consulting Firm:**

- 1.1 Name: PDG, L.L.C. dba PLANNING DESIGN GROUP
- 1.2 Telephone No.: 918-628-1255
- 1.3 Address: 5314 South Yale Ave., Suite 710  
Tulsa, OK 74135

**2.0 Project Name/Location:** Indian Springs Sports Complex Baseball and Soccer Improvements, Broken Arrow, OK

**3.0 Statement of Purpose:** Prepare detailed construction documents for the improvements to the east side soccer and baseball complex. The improvements should include parking lot improvements, chain-link fencing, irrigation and new main entrance gateway signage.

**4.0 Agreement Summary:**

- |     |                               |                     |
|-----|-------------------------------|---------------------|
| 4.1 | Agreement Amount: Design Fees | \$ 65,000.00        |
|     | Agreement Amount: NTE Survey  | <u>\$ 11,000.00</u> |
|     | <b>TOTAL AGREEMENT AMOUNT</b> | <b>\$ 76,000.00</b> |
- 4.2 Agreement Time: 140 calendar days
- 4.3 Estimated Construction Cost: \$1,035,000.00

**5.0 Contract Documents and Priority:** The City of Broken Arrow (OWNER), represented by the City Manager, and the Professional Consulting firm, (CONSULTANT), identified in paragraph 1.0 agree to perform this AGREEMENT in strict accordance with the clauses, provisions, and the documents identified as below, all of which are made part of this Contract. In the event of conflict, these documents shall be interpreted in the following order:

- 5.1 AGREEMENT with corresponding Attachments;
- 5.2 Duly authorized Amendments to the AGREEMENT;
- 5.3 AGREEMENT Summary;
- 5.4 Specific project written correspondence mutually recognized; and
- 5.5 Specific project verbal instructions mutually recognized.

**6.0 Agreement Approved by the Owner on:** \_\_\_\_\_

**AGREEMENT  
FOR  
PROFESSIONAL CONSULTANT SERVICES  
BETWEEN  
CITY OF BROKEN ARROW  
AND  
PDG, L.L.C. dba PLANNING DESIGN GROUP  
FOR  
INDIAN SPRINGS SPORTS COMPLEX BASEBALL AND SOCCER IMPROVEMENTS  
PROJECT NO. 166028**

This AGREEMENT, including Attachment A through Attachment E, between the City of Broken Arrow (OWNER) and **PDG, L.L.C. dba PLANNING DESIGN GROUP** (CONSULTANT);

**WITNESSETH:**

WHEREAS, OWNER intends to construct **INDIAN SPRINGS SPORTS COMPLEX (ISSC) BASEBALL AND SOCCER IMPROVEMENTS** including the replacement of field fencing, sports field irrigation and parking lot repair and up-grades in which, OWNER has requested that CONSULTANT provide certain professional services as required and,

WHEREAS, CONSULTANT is qualified and capable to provide the professional services required;

NOW, therefore, in consideration of the promises contained in this AGREEMENT, OWNER and CONSULTANT agree as follows:

**ARTICLE 1 - EFFECTIVE DATE**

The effective date of this AGREEMENT shall be the \_\_\_\_\_ day of \_\_\_\_\_, 2016

**ARTICLE 2 - GOVERNING LAW**

This AGREEMENT shall be governed by the laws of the State of Oklahoma and venue for any action concerning this Agreement shall be in the District Court of Tulsa County, Oklahoma.

**ARTICLE 3 - SERVICES TO BE PERFORMED BY CONSULTANT**

CONSULTANT shall perform the SERVICES described in Attachment A, Scope of Services. If construction phase services are included, the CONSULTANT shall be the OWNER'S agent and representative to observe, record and report with respect to all services that are required or authorized by the construction documents.

**ARTICLE 4 - COMPENSATION**

OWNER shall pay CONSULTANT in accordance with Attachment D, Compensation and Additional Services.

**ARTICLE 5 - OWNER'S RESPONSIBILITIES**

OWNER shall be responsible for all matters described in Attachment C, OWNER'S Responsibilities and Special Conditions.

**ARTICLE 6 - STANDARD OF CARE**

CONSULTANT shall perform the SERVICES undertaken in a manner consistent with the prevailing accepted standard for similar services with respect to projects of comparable function and complexity, and with the applicable state laws, as well as the specific codes, regulations, design criteria and construction specifications adopted by the owner and other governing policies published and generally considered authoritative by CONSULTANT'S profession that

are in effect at the time of performance of these SERVICES. CONSULTANT is obligated to perform professional services in accordance with the foregoing standard with respect to the laws, codes, regulations, design criteria and construction specifications that are applicable pursuant to this AGREEMENT.

#### **ARTICLE 7 - LIABILITY**

7.1 General. Having considered the potential liabilities that may exist during the performance of these SERVICES, the benefits of the PROJECT, and CONSULTANT'S fee for the SERVICES; and in consideration of the promises contained in this AGREEMENT, OWNER and CONSULTANT agree to allocate and limit such liabilities in accordance with Article 8.

7.2 Indemnification. CONSULTANT agrees to defend, indemnify, and hold harmless OWNER's agents and employees, from and against legal liability for all claims, losses, damages, and expenses to the extent such claims, losses, damages, or expenses are caused by the CONSULTANT's negligent or intentional acts, errors, or omissions. In the event claims, losses, damages, or expenses are caused by the joint or concurrent negligence of OWNER and CONSULTANT, then they shall be borne by each party in proportion to each entity's own negligence.

7.3 Consequential Damages. OWNER shall not be liable to CONSULTANT for any special, indirect, or consequential damages resulting in any way from the performance of the SERVICES such as, but not limited to, loss of use, loss of revenue, or loss of anticipated profits.

7.4 Survival. Upon completion of all SERVICES, obligations, and duties provided for in this AGREEMENT, or if this AGREEMENT is terminated for any reason, the terms and conditions of this Article 7 shall survive.

#### **ARTICLE 8 - INSURANCE**

During the performance of the SERVICES under this AGREEMENT, CONSULTANT shall maintain the following insurance:

- (1) General Liability Insurance, with a combined single limit of \$1,000,000 for each occurrence and \$1,000,000 in the aggregate;
- (2) Automobile Liability Insurance, with a combined single limit of not less than \$1,000,000 for each person, not less than \$1,000,000 for each accident and not less than \$1,000,000 for property damage; and
- (3) Professional Liability Insurance, with a limit of \$1,000,000 annual aggregate.

CONSULTANT shall furnish OWNER certificates of insurance, which shall include a provision that such insurance shall not be canceled without at least thirty (30) days written notice to OWNER. All PROJECT sub-consultants shall be required to name OWNER and CONSULTANT as certificate holders on their certificate of insurance for the PROJECT, and shall be required to indemnify OWNER and CONSULTANT to the same extent. CONSULTANT shall be held responsible to submit certificates of insurance for sub-consultants to OWNER prior to the sub-consultant's release to commence work.

#### **ARTICLE 9 - LIMITATIONS OF RESPONSIBILITY**

CONSULTANT shall not be responsible for: (1) construction means, methods, techniques, sequences, procedures, or safety precautions and programs in connection with the construction of the PROJECT; or (2) procuring permits, certificates, and licenses required for any construction unless such responsibilities are specifically assigned to CONSULTANT in Attachment A, Scope of Services.

#### **ARTICLE 10 - LIMITATIONS OF RESPONSIBILITIES FOR ACTS OF OTHERS**

Provided that the CONSULTANT has acted in good faith and performed his duties in accordance with this AGREEMENT, CONSULTANT shall not be liable to OWNER for breach of contract or for negligent error or omission in failing to detect, prevent, or report the failure of any contractor, subcontractor, vendor, or other PROJECT participant to fulfill contractual or other responsibilities to the OWNER, failure to finish or construct the PROJECT in accordance with the plans and specifications, or failure to comply with federal, state, or local laws, ordinances, regulations, rules, codes, orders, criteria, or standards.

#### **ARTICLE 11 - OPINIONS OF COST AND SCHEDULE**

Since CONSULTANT has no control over the cost of labor, materials, or equipment furnished by others, or over the resources provided by others to meet PROJECT schedules, CONSULTANT'S opinion of probable costs and of PROJECT schedules shall be made on the basis of experience and qualifications as a professional. CONSULTANT does not guarantee that proposals, bids, or actual PROJECT costs will conform to OWNER'S cost estimates or that actual schedules will conform to OWNER'S projected schedules.

#### **ARTICLE 12 - REUSE OF DOCUMENTS**

All documents, including, but not limited to, drawings, specifications, and details, reports, etc. prepared by CONSULTANT pursuant to this AGREEMENT are instruments of service in respect to the PROJECT. They are not intended or represented to be suitable for reuse by CONSULTANT or others on extensions of the PROJECT or on any other project. Any reuse or adaptation without prior written verification by the OWNER for the specific purpose intended will be at CONSULTANT'S sole risk and without liability or legal exposure to the OWNER. CONSULTANT shall defend, indemnify, and hold harmless the OWNER against all claims, losses, damages, injuries, and expenses, including attorney's fees, arising out of or resulting from such reuse.

#### **ARTICLE 13 - OWNERSHIP OF DOCUMENTS AND INTELLECTUAL PROPERTY**

Except as otherwise provided herein, engineering documents, drawings, and specifications prepared by CONSULTANT as part of the SERVICES shall become the property of OWNER. CONSULTANT shall retain its rights in its standard drawing details, specifications, data bases, computer software, and other proprietary property. Rights to intellectual property developed, utilized, or modified in the performance of the SERVICES shall remain the property of CONSULTANT, but shall be provided to the OWNER, at no additional expense to the OWNER.

#### **ARTICLE 14 - TERMINATION**

This AGREEMENT may be terminated by either party upon written notice in the event of substantial failure by the either party to perform in accordance with the terms of this AGREEMENT. The non-performing party shall have fifteen (15) calendar days from the date of the termination notice to cure or to submit a plan for cure acceptable to the other party.

OWNER may suspend performance of this AGREEMENT for OWNER'S convenience upon written notice to CONSULTANT. Upon restart, an equitable adjustment may be made to CONSULTANT'S compensation, if the period of suspension has created an economic hardship for the CONSULTANT.

#### **ARTICLE 15 - DELAY IN PERFORMANCE**

Neither OWNER nor CONSULTANT shall be considered in default of this AGREEMENT for delays in performance caused by circumstances beyond the reasonable control of the non-performing party. For purposes of this AGREEMENT, such circumstances include, but are not limited to, abnormal weather conditions such as floods, earthquakes, fire; civil disturbances such as war, riots, or other civil epidemic; power outages, strikes, lockouts, work slowdowns, or other labor disturbances; sabotage; judicial restraint, and inability to procure permits, licenses, or authorizations from any local, state, or federal agency for any of the supplies, materials,

accesses, or services required to be provided by either OWNER or CONSULTANT under this AGREEMENT.

Should such circumstances occur, the non-performing party shall, within a reasonable time of being prevented from performing, give written notice to the other party describing the circumstances preventing continued performance and the efforts being made to resume performance of this AGREEMENT.

**ARTICLE 16 - COMMUNICATIONS**

Any communication required by this AGREEMENT shall be made in writing to the address specified below:

OWNER: City of Broken Arrow  
485 N. Poplar Street  
Broken Arrow, OK 74012  
Contact: Mr. Thomas D. Hendrix, P.E.  
Engineering Division Manager (City Engineer)

Consultant: PDG, L.L.C. dba PLANNING DESIGN GROUP  
5314 South Yale Ave., Suite 710  
Tulsa, OK 74135  
Contact: Jim Crosby, PLA, ASLA

Nothing contained in this Article shall be construed to restrict the transmission of routine communications between representatives of OWNER and CONSULTANT.

**ARTICLE 17 - WAIVER**

A waiver by either OWNER or CONSULTANT of any breach of this AGREEMENT shall be in writing. Such a waiver shall not affect the waiving party's rights with respect to any other or further breach.

**ARTICLE 18 - SEVERABILITY**

The invalidity, illegality, or unenforceability of any provision of this AGREEMENT or the occurrence of any event rendering any portion or provision of this AGREEMENT void shall in no way affect the validity or enforceability of any other portion or provision of this AGREEMENT. Any void provision shall be deemed severed from this AGREEMENT, and the balance of this AGREEMENT shall be construed and enforced as if this AGREEMENT did not contain the particular portion or provision held to be void. The parties further agree to amend this AGREEMENT to replace any stricken provision with a valid provision that comes as close as possible to the intent of the stricken provision. The provisions of this Article shall not prevent this entire AGREEMENT from being void should a provision which is of the essence of this AGREEMENT be determined void.

**ARTICLE 19 - INTEGRATION**

This AGREEMENT represents the entire and integrated AGREEMENT between OWNER and CONSULTANT. It supersedes all prior and contemporaneous communications, representations, and agreements, whether oral or written, relating to the subject matter of this AGREEMENT.

**ARTICLE 20 - SUCCESSORS AND ASSIGNS**

To the extent permitted by Article 21, OWNER and CONSULTANT each binds itself and its successors and assigns to the other party to this AGREEMENT.

**ARTICLE 21 - ASSIGNMENT**

Neither OWNER nor CONSULTANT shall assign its duties under this AGREEMENT without the prior written consent of the other party. Unless otherwise stated in the written consent to an assignment, no assignment will release or discharge the assignor from any obligation under this AGREEMENT. Nothing contained in this Article shall prevent CONSULTANT from employing independent sub-consultants, associates, and sub-contractors to assist in the performance of the SERVICES. However, third party entities must comply with Article 8.

#### **ARTICLE 22 - THIRD PARTY RIGHTS**

Nothing in this AGREEMENT shall be construed to give any rights or benefits to anyone other than OWNER and CONSULTANT.

#### **ARTICLE 23 - COMPLETION**

CONSULTANT shall complete the services within the time frame outlined on Attachment E, Schedule, subject to conditions which are beyond the control of the CONSULTANT.

#### **ARTICLE 24 - IMMIGRATION COMPLIANCE**

24.1 Consultant shall demonstrate that he:

24.1.1 Has complied, and shall at all times during the term of this Contract, comply in all respects with all immigration-related laws, statutes, ordinances and regulations including without limitation, the Immigration and Nationality Act, as amended, the Immigration Reform and Control Act of 1986, as amended, and the Oklahoma Taxpayer and Citizen Protection Act of 2007 (Oklahoma HB 1804) and any successor laws, ordinances or regulations (collectively, the Immigration Laws”); and

24.1.2 Has properly maintained, and shall at all times during the term of this Contract, maintain any and all employee records required by the U.S. Department of Homeland Security (“DHS”), including, without limitation, properly completed and maintained Form I-9s for each of the Consultants employees; and

24.1.3 Has verified the employment eligibility for all employees hired on or after July 1, 2008 through DHS’s E-Verify system, and shall at all times continue to verify the employment eligibility of all employees hired during the term of this Contract; and

24.1.4 Has required, and will at all times during the term of this Contract, require any sub-contractor utilized, hired or sub-contracted for by Consultant for the completion or undertaking of any duties, tasks or responsibilities under this Contract, to comply the requirements and obligations imposed by the Immigration Laws and set forth in Paragraph (l), parts (a), (b) and (c), above, with regards to each of the sub-contractor’s employees.

24.2 Consultant will indemnify, defend and hold harmless City against any loss, cost, liability, expense (including, without limitation, costs and expenses of litigation and reasonable attorney’s fees) demands, claims, actions, causes of action, liabilities, suits, damages, including special and consequential damages that arise from or in connection with, directly or indirectly, Consultants failure, deliberate or negligent, to fulfill its obligations and representations regarding verifying the employment eligibility of its employees and the employees of any subcontractor utilized by Contractor as set forth more fully in Paragraph 24.1 above.



**ATTACHMENT A  
TO  
AGREEMENT FOR PROFESSIONAL CONSULTING SERVICES  
BETWEEN  
CITY OF BROKEN ARROW  
AND  
PDG, L.L.C. dba PLANNING DESIGN GROUP  
FOR  
INDIAN SPRINGS SPORTS COMPLEX BASEBALL AND SOCCER IMPROVEMENTS  
PROJECT NO. 166028**

**SCOPE OF SERVICES**

The following scope of services shall be made a part of the AGREEMENT dated the \_\_\_\_ day of \_\_\_\_\_, 2016.

**1.0 PROJECT UNDERSTANDING**

- 1.1 CONSULTANT understands that the OWNER has retained their professional services in order to prepare construction documents for bidding purposes for the construction of **INDIAN SPRINGS SPORTS COMPLEX BASEBALL AND SOCCER IMPROVEMENTS**. These documents shall include, but not be limited to, the following: a design manual including all numerical calculations supporting the intent of the design, as well as providing the basis for bid document quantities; construction plans detailing the intent of the project; standard details and standard drawings associated with the project specifics; construction specifications; general conditions, and special conditions.
- 1.2 The CONSULTANT is required to keep the OWNER apprised of the PROJECT costs and advise the OWNER of necessary cost reduction measures, if required, during the course of the PROJECT.
- 1.3 Furthermore, the CONSULTANT understands that the OWNER has (\$TBD) budgeted for this PROJECT that includes all professional consultant fees and project construction monies.

**2.0 PROJECT SCOPE**

- 2.1 CONSULTANT shall prepare construction documents for the replacement of the field fencing for the east side soccer and baseball complex. The soccer and the baseball fields will have 6 foot fencing and the tee-ball fields will have 5 foot fencing. Note the existing 10 foot fencing and backstops at the baseball and tee-ball fields will remain.
- 2.2 Prepare construction documents for the replacement of the irrigation system at the east side soccer complex utilizing the existing 4 inch water meter.
  - 2.2.1 Design of the irrigation system to accommodate approved field areas including full hydraulically sized piping layout, head layout, zone layout.
  - 2.2.2 Planning for irrigation sleeving and backflow prevention requirements by the project and the city.
  - 2.2.3 Provide construction details illustrating the parts and methods for the proper installation of the irrigation system.
- 2.3 Work with the city on parking lot improvements. The city will make minor repairs and fill pot holes and this project will include seal coating and re-stripping of the parking spaces.



- 2.4 Prepare construction documents for the construction of new entry gateway signage for the complex. Possible sign locations would be at 131<sup>st</sup> and Aspen Avenue and just north of the complex on Aspen Avenue.

### 3.0 SCOPE OF SERVICES

- 3.1 ADMINISTRATIVE/MANAGERIAL DUTIES: CONSULTANT shall be responsible to perform the following tasks throughout the course of the PROJECT:

- 3.1.1 Document all meetings, conferences, coordination, phone conversations, etc. and send documentation to OWNER within three (3) calendar days.
- 3.1.2 Meet with the Owner in a Pre-Design Conference in order to determine design criteria, requirements and codes and other critical design features of the Project such as preferred alignment as well as project schedule and milestone dates.
- 3.1.3 Provide Owner with a list of all proposed sub-consultants and tasks sub-consultants are responsible to perform.
- 3.1.4 Meet with the Owner to discuss review comments on each phase of the project, and incorporate appropriate comments into following phase.

- 3.2 PRELIMINARY DESIGN PHASE: Upon receiving the written Notice to Proceed, the Consultant shall perform the following tasks in accordance with the schedule provided in Attachment E:

- 3.2.1 Prepare preliminary drawings for proposed construction.
- 3.2.2 Prepare a budgetary cost estimate for the proposed improvements.
- 3.2.3 Submit five (5) 11"x17" paper copies and one (1) PDF copy of the preliminary design, including building plan for review by the OWNER.

- 3.3 FINAL DESIGN PHASE: Upon receiving the written Notice to Proceed, CONSULTANT shall perform the following tasks in accordance with the schedule provided in Attachment E:

- 3.3.1 Conduct all necessary design functions required to complete the final design phase of the project.
- 3.3.2 Prepare and complete final design.
- 3.4.5 Prepare detailed construction plans in conformance with appropriate drafting standards.
- 3.4.6 Prepare final quantity estimates.
- 3.4.7 Prepare final estimate of construction costs with a 10% contingency.
- 3.4.8 Prepare construction specifications; Contract documents other than drawings and estimates on 8-1/2" x 11" plain white bond paper. All documents shall be suitable for original camera-ready copy.
- 3.4.9 Prepare Contract proposals in units compatible with Broken Arrow specifications.
- 3.4.10 Submit five (5) bound sets of 1/2 size prints of final construction plans, one (1) bound set of full-size prints (if required) of final construction plans.

3.4 BID DOCUMENTS.

- 3.4.1 Incorporate final design review comments and furnish sealed one (1) complete set of full-size drawings and contract documents, one (1) unbound set of reduced-size (11" x 17") drawings, and one (1) set of final drawings on electronic media (AutoCAD 2013 or later version), and one (1) master set of final specifications on electronic media and paper.

3.5 BID ASSISTANCE PHASE:

- 3.5.1 Answer questions from prospective bidders that are forwarded to the A/E from the City.
- 3.5.2. Assist in the preparation of addenda to be issued by the City.

3.6 CONSTRUCTION SERVICES PHASE: This phase may be negotiated with the CONSULTANT upon the request of the OWNER.

3.7 RECORD DRAWINGS.

- 3.7.1 Upon completion of construction, the CONSULTANT will incorporate the contractor's red-line markups of the construction drawings and submit one (1) set of record drawings on electronic media (AutoCAD 2013 or later version).

**ATTACHMENT B  
TO  
AGREEMENT FOR PROFESSIONAL CONSULTING SERVICES  
BETWEEN  
CITY OF BROKEN ARROW  
AND  
PDG, L.L.C. dba PLANNING DESIGN GROUP  
FOR  
INDIAN SPRINGS SPORTS COMPLEX BASEBALL AND SOCCER IMPROVEMENTS  
PROJECT NO. 166028**

**ORGANIZATION OF SUBMITTAL DOCUMENTS**

The CONSULTANT shall prepare the following documents as described as a part of the AGREEMENT dated the \_\_\_\_\_ day of \_\_\_\_\_, 2016.

**1.0 CONSTRUCTION PLANS:** The CONSULTANT shall submit in-full, construction plans in accordance with City requirements.

- 1.1 Title Sheet (City of Broken Arrow Standard Title Sheet);
- 1.2 Pay Quantities and Pay Item/General Notes;
- 1.3 General Design Drawings (Architectural, Civil, Mechanical, Electrical, etc., as required);
- 1.4 Standard Construction Details (as required); and
- 1.5 Standard Construction Drawings (as required).

**2.0 DESIGN ANALYSIS & CALCULATIONS:** The CONSULTANT shall submit in-full, in accordance with this AGREEMENT, the following documents:

- 2.1 A-E Design analysis calculations;
- 2.2 Cut sheets;
- 2.3 Outline specifications as described.

**3.0 TECHNICAL SPECIFICATIONS:** The CONSULTANT shall submit in-full, in accordance with this AGREEMENT, technical specifications to be included in the bidding documents and construction contract.

**4.0 CONTRACT DOCUMENTS:** The CONSULTANT shall submit in-full, all bid documents in accordance with City requirements.

- 4.1 Advertisement Documents:
  - 4.1.1 Advertisement for bids;
  - 4.1.2 Notice to Bidders;
  - 4.1.3 Information to Bidders;
  - 4.1.4 Special CDBG Provisions for Construction Contracts.
- 4.2 Bid Documents:
  - 4.2.1 Bid Proposal;
  - 4.2.2 Bid Affidavit;
  - 4.2.2 Bid Bond.
- 4.3 Agreement Documents:
  - 4.3.1 Agreement;

- 4.3.2 Bonds (Performance, Payment, and Maintenance);
  - 4.3.3 Bond Certification;
  - 4.3.4 Change Order;
  - 4.3.5 Work Directive;
  - 4.3.6 Pay Estimate Form;
  - 4.3.7 Release of Claimant.
- 4.4 Project Conditions:
- 4.4.1 General Conditions;
  - 4.4.2 Special Conditions.
- 4.5 Construction Specifications

**ATTACHMENT C  
TO  
AGREEMENT FOR CONSULTING SERVICES  
BETWEEN  
CITY OF BROKEN ARROW  
AND  
PDG, L.L.C. dba PLANNING DESIGN GROUP  
FOR  
INDIAN SPRINGS SPORTS COMPLEX BASEBALL AND SOCCER IMPROVEMENTS  
PROJECT NO. 166028**

**OWNER'S RESPONSIBILITIES AND SPECIAL CONDITIONS**

The following list of special OWNER'S responsibilities and contract special conditions shall be made a part of this AGREEMENT dated the \_\_\_\_\_ day of \_\_\_\_\_, 2016.

**1.0 OWNER'S RESPONSIBILITIES**

- 1.1 OWNER shall furnish to CONSULTANT all available information pertinent to the PROJECT including previous reports and any other data relative to design and construction of the PROJECT;
- 1.2 OWNER shall furnish to CONSULTANT all public utility information available relative to the design and construction of the PROJECT. Consultant topographical survey shall locate all utilities above and below ground for exact location;
- 1.3 OWNER shall furnish to CONSULTANT list of codes adopted by the municipality as well as subdivision regulations, design criteria and construction standards and specifications that may be pertinent to the design and construction of the PROJECT;
- 1.4 OWNER shall be responsible for all permit fees and for all reproduction costs associated with the bidding of the final approved construction documents required for the construction of this PROJECT;
- 1.5 OWNER shall be responsible for all land/easement acquisition costs and filing of the required legal documents, if necessary; and
- 1.6 OWNER shall examine all studies, reports, sketches, estimates, specifications, plan drawings, proposals, and other documents presented by the CONSULTANT and render in writing decisions pertaining thereto within a reasonable time so as not to delay the SERVICES of the CONSULTANT.

**2.0 SPECIAL CONDITIONS**

- 2.1 None

**ATTACHMENT D  
TO  
AGREEMENT FOR PROFESSIONAL CONSULTING SERVICES  
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**COMPENSATION AND ADDITIONAL SERVICES**

The following compensation and hourly rates shall apply as described in Attachment D and shall be made a part of the AGREEMENT dated the \_\_\_\_\_ day of \_\_\_\_\_, 2016.

**1.0 BASIC COMPENSATION**

The basic compensation for the Professional Consultant to perform all duties and responsibilities associated with the Scope of Services as described in Attachment A shall be in accordance with the following payment breakdown:

- 1.1 Site Survey Phase Payment: The OWNER shall pay the CONSULTANT a Not to Exceed (NTE) amount of \$11,000 for the completion of the Site Survey. The Consultant shall only bill survey services performed up to this NTE amount. This amount includes all labor, material, overhead and profit associated with the Scope of Services.
- 1.2 Preliminary Phase Payment: The OWNER shall pay the CONSULTANT a lump sum amount of \$19,500 for the completion of the Preliminary Phase. This amount includes all labor, material, overhead and profit associated with the Scope of Services.
- 1.3 Final Phase Payment: The OWNER shall pay the CONSULTANT a lump sum amount of \$42,250 for the completion of the Final Phase. This amount includes all labor, material, overhead and profit associated with the Scope of Services.
- 1.4 Construction Services Phase: The OWNER may negotiate professional services fee with the CONSULTANT at the OWNER'S discretion.
- 1.5 Project Closeout Phase Payment: The OWNER shall pay the CONSULTANT a lump sum amount of \$3,250 for preparation of record drawings in electronic media (AutoCAD 2013 or earlier version) and PDF format.
- 1.6 The OWNER may negotiate other professional services fees with the CONSULTANT at the OWNER'S discretion.

## 2.0 ADDITIONAL SERVICES BASED ON TIME

The hourly rates set forth below include all salaries, benefits, overhead and other indirect costs including federal, state, and local taxes, plus profit and effective as of June 1, 2016:

<u>Professional Services- PDG</u>	
Principal	\$135.00
Project Manager	\$115.00
Senior Designer	\$115.00
Design/Production II	\$90.00
Design/Production I	\$80.00
Clerical/Administrative	\$50.00

## 3.0 REPRODUCTION

All charges for reproduction shall be included in Basic Compensation Fee of the Professional Consultant. No separate payment will be made for these expenses.

## 4.0 MILEAGE

All direct costs shall be included in the Basic Compensation of the Professional Consultant. No separate payment will be made for these expenses.

## 5.0 DIRECT COSTS

All direct costs shall be included in the Basic Compensation of the Professional Consultant. No separate payment will be made for these expenses.

## 6.0 ADJUSTMENT CLAUSE

The rates and costs described in this AGREEMENT shall not be revised annually, unless mutually agreed upon by both parties.

**ATTACHMENT E  
TO  
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**PROJECT SCHEDULE**

The following schedule shall be made a part of the AGREEMENT dated the \_\_\_\_\_ day of \_\_\_\_\_, 2016.

**1.0 PRELIMINARY DESIGN PHASE:**

- 1.1 Notice to Proceed:
- 1.2 Site Survey: Thirty (30) calendar days
- 1.3 Submit Preliminary Plans & Cost Estimate: Thirty (30) calendar days
- 1.4 Owner Review: Fifteen (15) calendar days

**2.0 FINAL DESIGN PHASE:**

- 2.1 Notice to Proceed:
- 2.2 Submit final construction plans (90%), final cost estimate, specifications and Design Analysis Report: Forty-five (45) calendar days
- 2.3 Owner Review: Fifteen (15) calendar days
- 2.4 Submit bid documents: Five (5) calendar days

**3.0 BIDDING PHASE:**

- 3.1 Advertise Construction Plans and Contract Documents: To Be Determined (TBD)
- 3.2 Open Bids: (TBD)

**4.0 CONSTRUCTION OVERSIGHT PHASE: (Future Phase- Not in Base Contract)**

- 4.1 Attend preconstruction conference:
- 4.2 Review contractor submittals:
- 4.3 Attend progress meetings (at the request of Construction Contract Administration):
- 4.4 Respond to Construction Contract Administrator requests, including site visits when necessary:
- 4.5 Attend final walk-through inspection:

**5.0 RECORD DRAWINGS: To be submitted within 30 days after OWNER provides contractor red-lines to CONSULTANT upon completion of construction.**