

**AGREEMENT SUMMARY  
CITY OF BROKEN ARROW  
RESIDENTIAL STREETS ASPHALT REPAIR AND RESURFACING  
PROFESSIONAL CONSULTANT AGREEMENT  
PROJECT NO. ST24160 AND ST24170**

**1.0 Professional Consulting Firm:**

1.1 Name: Keithline Engineering Group, PLLC  
1.2 Telephone No.: 918-364-7700  
1.3 Address: 8556 East 101<sup>st</sup> Street, Suite C  
Tulsa, OK 74133

**2.0 Project Name/Location:** Residential Streets Asphalt Repair and Resurfacing,  
Broken Arrow, OK

**3.0 Statement of Purpose:** CONSULTANT understands that the OWNER has retained their professional services in order to prepare Construction Documents for construction of Residential Streets Asphalt Repair and Resurfacing in Broken Arrow, OK, at the specified locations within this agreement. These documents shall include, but not be limited to, the following: provide the 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.

**4.0 Agreement Summary:**

4.1	Agreement Amount:	
	Construction Document Phase	\$ 103,701.00
	Assistance During Bidding Phase	\$ 5,100.00
	<b>TOTAL AGREEMENT AMOUNT</b>	<b>\$ 108,801.00</b>
4.2	Agreement Time:	120 calendar days
4.3	Estimated Construction Cost:	\$ 1,358,532.00

**5.0 Agreement Approved by the Owner on:** \_\_\_\_\_ 2023

**AGREEMENT  
FOR  
PROFESSIONAL CONSULTANT SERVICES  
BETWEEN  
CITY OF BROKEN ARROW  
AND  
KEITHLINE ENGINEERING GROUP, PLLC  
FOR  
RESIDENTIAL STREETS ASPHALT REPAIR AND RESURFACING  
PROJECT ST24160 AND ST24170**

This AGREEMENT, including Attachment A through Attachment E, between the City of Broken Arrow (OWNER) and Keithline Engineering Group, PLLC, (CONSULTANT);

**WITNESSETH:**

WHEREAS, OWNER intends to repair various residential streets within the City of Broken Arrow (PROJECT) for 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**

This AGREEMENT shall be effective upon signature of both parties.

**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 representative to observe, record and report with respect to all services that are required or authorized by the construction documents.

**ARTICLE 4 – ORGANIZATION OF SUBMITAL DOCUMENTS**

CONSULTANT shall prepare the documents as described in Attachment B as part of this Agreement.

**ARTICLE 5 - COMPENSATION**

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

**ARTICLE 6 - OWNER'S RESPONSIBILITIES**

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

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## **ARTICLE 7 - 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 8 - LIABILITY**

8.1 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 10.

8.2 Indemnification. CONSULTANT agrees to defend, indemnify, and hold harmless OWNER, and its 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 negligent or intentional wrongful acts, errors, or omissions of CONSULTANT, its agents or employees. In the event claims, losses, damages, or expenses are caused by the joint or concurrent negligence of OWNER and CONSULTANT, or their agents or employees, then they, along with OWNER's cost of defense, shall be borne by each party in proportion to each entity's own negligence.

8.3 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.

8.4 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 8 shall survive.

## **ARTICLE 9 - 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 as an Additional Insured and certificate holder on their certificates 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.

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#### **ARTICLE 10 - 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 11 - LIMITATIONS OF RESPONSIBILITIES FOR ACTS OF OTHERS**

CONSULTANT shall not at any time supervise, direct, control or have authority over any work performed by any employee, contractor or other agent of OWNER. CONSULTANT shall not be responsible for the acts or omissions of any employee, contractor or other agent associated with the PROJECT except for its own employees, subcontractors and other agents.

#### **ARTICLE 12 - 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 13 - 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 OWNER or others on extensions of the PROJECT or on any other project. Any reuse or adaptation without prior written verification by the CONSULTANT for the specific purpose intended will be at OWNER'S sole risk and without liability or legal exposure to the CONSULTANT. OWNER shall defend, indemnify, and hold harmless the CONSULTANT against all claims, losses, damages, injuries, and expenses, including attorney's fees, arising out of or resulting from such reuse to the extent allowed by law.

#### **ARTICLE 14 - 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 15 - 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.

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#### **ARTICLE 16 - 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 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 22, 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 9.

#### **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 with the requirements and obligations imposed by the Immigration Laws and set forth in Paragraphs 24.1.1, 24.1.2, and 24.1.3, above, with regards to each of the sub-contractor's employees.

24.2 CONSULTANT will indemnify, defend and hold harmless OWNER 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, CONSULTANT'S 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 CONSULTANT as set forth more fully in Paragraph 24.1 above.

## **ARTICLE 25 - 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 Avenue  
Broken Arrow, OK 74012  
Contact: Mr. Zachary Smith, P.E.  
Transportation Division Manager

CONSULTANT: Keithline Engineering Group, PLLC  
8556 East 101<sup>st</sup> Street, Suite C  
Tulsa, OK 74133  
(918) 364-7700  
Contact Name: Daniel A. Keithline, P.E., S.E.  
Principal

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

**ARTICLE 26 – ELECTRONIC SIGNATURES**

The Parties agree this transaction may be completed by electronic means and an electronic signature on this AGREEMENT will be given the same legal effect as a handwritten signature and cannot be denied enforceability solely because is it in electronic form. If CONSULTANT signs this AGREEMENT electronically and/or submits documents electronically, CONSULTANT agrees to comply with OWNER'S requirements for submission of electronically signed and/or submitted documents.

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IN WITNESS WHEREOF, the City Manager of the City of Broken Arrow, Oklahoma has hereunto set his hand, for and on behalf of the City of Broken Arrow and the CONSULTANT has signed, or caused his name to be signed, and seal affixed by proper authority, the day and year first above written and these presents have been executed in triplicate counterparts.

**OWNER:**

City of Broken Arrow, a Municipal Corporation

By: \_\_\_\_\_  
Michael L. Spurgeon, City Manager

Date: \_\_\_\_\_

**CONSULTANT:**

Keithline Engineering Group, PLLC

By: *Daniel A. Keithline*  
Daniel A. Keithline, P.E., Principal

Date: 10-31-23



(CORPORATE SEAL, IF APPLICABLE)

Attest: \_\_\_\_\_  
City Clerk [Seal]

Date: \_\_\_\_\_

Attest: *Teri H. Keithline*  
Notary Public

Date: 10-31-23

Approved as to form:

*Graham Parker*  
Assistant City Attorney

**VERIFICATION**

State of OKLAHOMA )  
County of TULSA ) §

Before me, a Notary Public, on this 31<sup>ST</sup> day of OCTOBER, 2023, personally appeared Daniel A. Keithline, known to be to be the Principal of Keithline Engineering Group, PLLC, and to be the identical person who executed the within and foregoing instrument, and acknowledged to me that he/she executed the same as his/her free and voluntary act and deed for the uses and purposes therein set forth.

My Commission Expires:

06-27-27

*Teri H. Keithline*  
Notary Public





**ATTACHMENT A  
TO  
AGREEMENT FOR PROFESSIONAL CONSULTANT SERVICES  
BETWEEN  
CITY OF BROKEN ARROW  
AND  
KEITHLINE ENGINEERING GROUP, PLLC  
FOR  
RESIDENTIAL STREETS ASPHALT REPAIR AND RESURFACING  
PROJECT ST24160 AND ST24170**

**SCOPE OF SERVICES**

The following scope of services shall be made a part of the AGREEMENT dated the \_\_\_\_ day of \_\_\_\_\_ 2023.

**1.0 PROJECT UNDERSTANDING**

- 1.1 CONSULTANT understands that the OWNER has retained their professional services in order to prepare Construction Documents for repairs to various residential streets within the City of Broken Arrow. Work shall consist of the following: preparation of AutoCAD base map/drawing from aerial imagery; identification of all elements (i.e. asphalt pavement limits, curb, curb and gutter, sidewalk, curb ramps, inlets, and adjusting manholes and valve boxes to grade) requiring resurfacing, replacement, and/or rehabilitation; and preparation of construction documents. The construction documents shall consist of the following: title sheet; paving repair plan sheets; pay item and general notes; standard details and standard drawings associated with the project specifics; and special construction specifications, if needed.

**2.0 PROJECT SCOPE**

- 2.1 The project consists of repairs to the residential streets within the Sun City IV (Project No. ST24160), and College Addition (Project No. ST24170) subdivisions in accordance with all current City of Broken Arrow specifications and MUTCD requirements. Exhibits 1 and 2 shown pavement assessment limits, respectively.
- 2.1.1 The CONSULTANT shall provide a base map drawing, in AutoCAD (version 2020 or newer), on which to show the work that will be necessary, consisting of the following:
- 2.1.1.1 Prepare an AutoCAD base map/drawing from aerial imagery for use in plan preparation.
- 2.1.1.2 Generate and display edge of asphalt pavement lines, back-of-curb and face-of-curb lines, sidewalk and ramps right-of-way and lot lines, driveway linework (where applicable) and street addresses from aerial imagery, hand survey is not included.
- 2.1.2 The CONSULTANT shall provide Geotechnical Services and Coordination. Asphalt core samples shall be taken on every residential street within the project area, and every 600' - 800' where applicable (40 total).

2.1.3 The CONSULTANT shall provide construction documents, consisting of the following:

2.1.3.1 Identification and quantification of all elements (asphalt pavement repair and overlay, curb, curb and gutter, driveways, sidewalk, curb ramps, inlets, and adjusting manholes and valve boxes to grade) requiring resurfacing, replacement and/or rehabilitation. Sidewalk replacement shall be determined by visual inspection for obvious ADA non-compliance issues (i.e. slopes shall not be measured for compliance). Curb ramps shall be added in locations where sidewalk exists.

2.1.3.2 Preparation of construction plans and development of an engineer's estimate of construction cost for bidding purposes along with an Excel spreadsheet for the OWNER to utilize in preparation of the Bidding Documents. Two separate construction plan sets shall be prepared, consisting of two GO Bond funded plan sets (ST24160 and ST24170).

### **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 meetings, conferences, coordination, phone conversations, etc. and send documentation to OWNER within three (3) calendar days, as requested.

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 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 for the Preliminary Phase of the project, and incorporate appropriate comments into the following phase.

3.2 **CONSTRUCTION DOCUMENTS 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 **PRELIMINARY PLANS:**

3.2.1.1 Perform virtual office investigation followed by a field investigation to verify, identify, delineate and quantify all elements (i.e. asphalt pavement repair and overlay, curb, curb and gutter, sidewalk, curb ramps, inlets, and adjusting manholes and valve boxes to grade) perceived by the CONSULTANT to require resurfacing, replacement and/or rehabilitation. No drainage design.

- 3.2.1.2 Prepare preliminary drawings for all proposed construction plan sets.
- Title Sheet
  - Typical Section(s)
  - Pay Items and Notes Sheet
  - Sheet Key Map
  - Stormwater Pollution Prevention Plan
  - Paving Repair Plan Sheets (delineating, and quantifying, elements requiring resurfacing, replacement and/or rehabilitation)
  - Miscellaneous Details
- 3.2.1.3 Submit a half-size (11" x 17") PDF of all sets of preliminary plans for review by the OWNER
- 3.2.1.4 Submit an Engineer's Estimate of construction cost in PDF format for all sets of plans.
- 3.2.1.5 Attend meeting to review preliminary plans. It is understood that only (1) plan review meeting shall be conducted for the project.

**3.2.2 FINAL PLANS:**

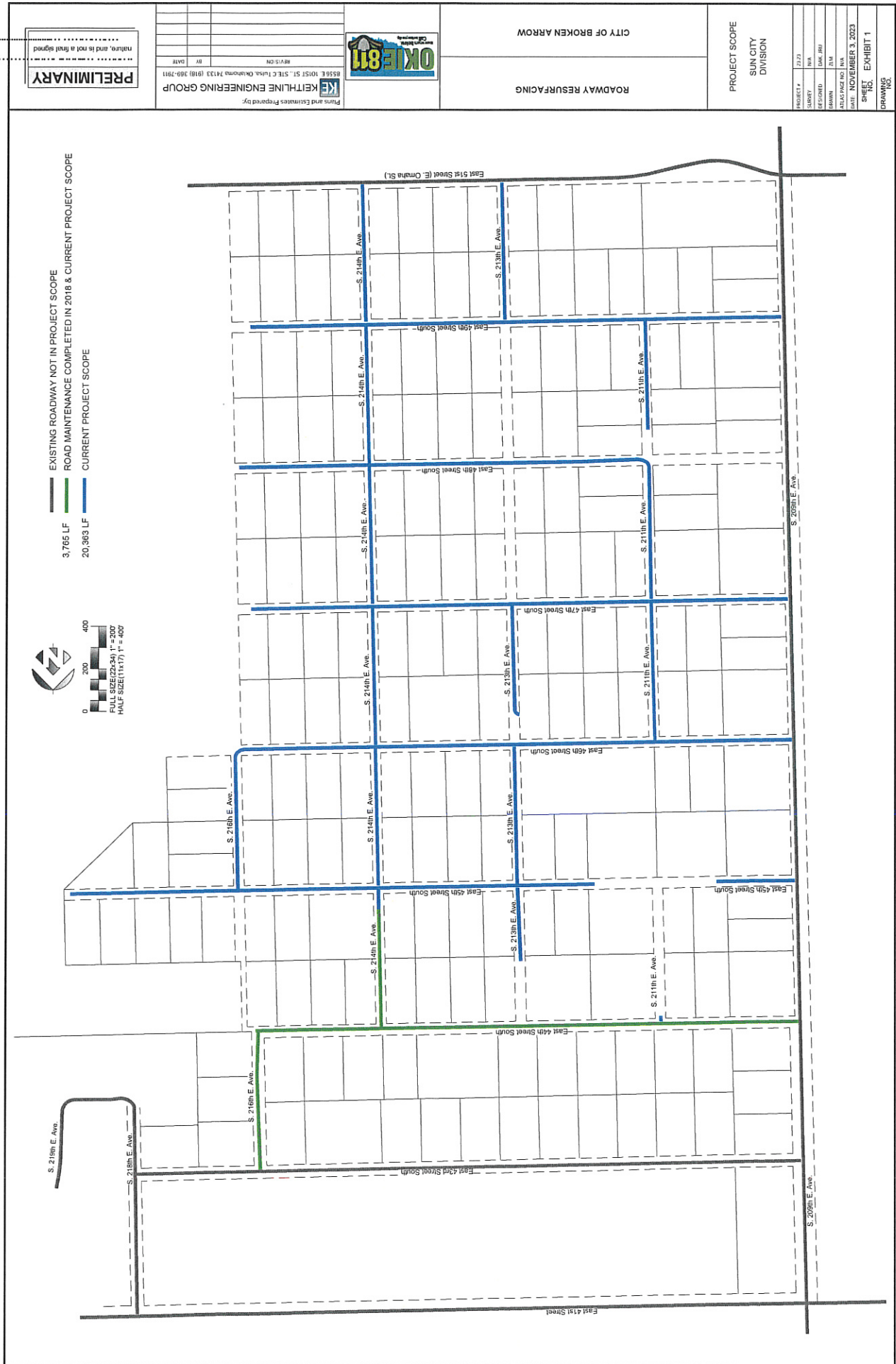
- 3.2.2.1 Incorporate preliminary plan review comments and finalize all necessary design functions required to complete the final design phase of the project.
- 3.2.2.2 Prepare bid document quantities, in Excel format, in units compatible with OWNER requirements.
- 3.2.2.3 For all plan sets, submit one (1) signed/sealed unbound set of half-size (11" x 17") drawings on bond paper, a PDF copy of the plans, and one (1) set of final drawings on electronic media (AutoCAD 2020 or newer), one (1) set of special construction specifications, if needed, in PDF format, and the final Engineer's Estimate of construction cost in PDF format.

- 3.3 **ASSISTANCE DURING BIDDING PHASE:** Upon receiving the written Notice to Proceed, the CONSULTANT shall perform the following tasks in accordance with the schedule provided in Attachment E if cost are added to agreement:

- 3.3.1 Assist OWNER in answering technical questions, preparing addenda and addenda plan sheets, as required.

- 3.4 **CONSTRUCTION ASSISTANCE PHASE:** This phase is considered an additional service not included in the Scope of Services and will be negotiated with the CONSULTANT upon the request of the OWNER.

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PRELIMINARY

Plans and Estimates Prepared by:  
**KE KEITHLINE ENGINEERING GROUP**  
8558 E. 101st St., Ste. C, Tulsa, Oklahoma 74133 (918) 369-7811



ROADWAY RESURFACING  
CITY OF BROKEN ARROW

PROJECT SCOPE  
SUN CITY  
DIVISION

PROJECT #	2173
SHEET NO.	1
DATE	NOVEMBER 3, 2023
ATLAS PAGE NO.	N/A
DRAWN	JLM
CHECKED	DAK, JHL
DESIGNED	N/A
REVIEWED	N/A
APPROVED	N/A
EXHIBIT 1	

**PRELIMINARY**

Plats and Estimates Prepared by:

**KE KEITHLINE ENGINEERING GROUP**

8556 E. 101st St., STE C Tulsa, Oklahoma 74133 (918) 268-7971

REVISION

BY

DATE



**ROADWAY RESURFACING**

**CITY OF BROKEN ARROW**

**PROJECT SCOPE**

**COLLEGE ADDITION**

**SUBDIVISION**

PROJECT #	17-23
SURVEY	N/A
DESIGNED	DAK, JHU
DRAWN	PLM
ATLAS PAGE NO.	N/A
DATE	OCTOBER 31, 2023
SHEET	EXHIBIT 2

**DRAWING**



**ATTACHMENT B  
TO  
AGREEMENT FOR PROFESSIONAL CONSULTANT SERVICES  
BETWEEN  
CITY OF BROKEN ARROW  
AND  
KEITHLINE ENGINEERING GROUP, PLLC  
FOR  
RESIDENTIAL STREETS ASPHALT REPAIR AND RESURFACING  
PROJECT ST24160 AND ST24170**

**ORGANIZATION OF SUBMITTAL DOCUMENTS**

The CONSULTANT shall prepare the following documents as described as a part of the AGREEMENT dated the \_\_\_\_ day of \_\_\_\_\_ 2023.

**1.0 CONSTRUCTION PLANS:** The CONSULTANT shall submit in-full, in accordance with this AGREEMENT, the following plan sheets for both plan sets:

- 1.1 Title Sheet
- 1.2 Typical Section(s)
- 1.3 Pay Items and Notes Sheet
- 1.4 Stormwater Pollution Prevention Plan
- 1.5 Paving Repair Plan Sheets
- 1.6 Miscellaneous Details

**2.0 SPECIAL CONSTRUCTION SPECIFICATIONS:** The CONSULTANT shall submit in-full, in accordance with this AGREEMENT, special construction specifications, if needed.

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**ATTACHMENT C  
TO  
AGREEMENT FOR PROFESSIONAL CONSULTANT SERVICES  
BETWEEN  
CITY OF BROKEN ARROW  
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FOR  
RESIDENTIAL STREETS ASPHALT REPAIR AND RESURFACING  
PROJECT ST24160 AND ST24170**

**COMPENSATION AND ADDITIONAL SERVICES**

The following compensation and hourly rates shall apply as described in Attachment C and shall be made a part of the AGREEMENT dated the \_\_\_\_ day of \_\_\_\_\_ 2023.

**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 Construction Documents Phase Payment: The OWNER shall pay the CONSULTANT a lump sum amount of **\$103,701.00** for the completion of the Construction Documents Phase. This amount includes all labor, material, overhead and profit associated with the Scope of Services.
- 1.2 Assistance During Bidding Phase Payment: The OWNER shall pay the CONSULTANT an hourly not-to-exceed amount of **\$5,100.00** (based upon rates provided in Section 2.0). This amount includes all labor, material, overhead and profit associated with the Scope of Services.

**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 through June 30, 2024.

Analyst	\$150 - \$230
Professional	\$200 - \$275
Senior Professional I	\$240 - \$330
Senior Professional II	\$295 - \$350
Senior Technical Support	\$150 - \$260
Support Staff	\$105 - \$135
Technical Support	\$95 - \$140

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### **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.

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**ATTACHMENT D  
TO  
AGREEMENT FOR PROFESSIONAL CONSULTANT SERVICES  
BETWEEN  
CITY OF BROKEN ARROW  
AND  
KEITHLINE ENGINEERING GROUP, PLLC  
FOR  
RESIDENTIAL STREETS ASPHALT REPAIR AND RESURFACING  
PROJECT ST24160 AND ST24170**

**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 \_\_\_\_\_ 2023.

**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 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 E  
TO  
AGREEMENT FOR PROFESSIONAL CONSULTANT SERVICES  
BETWEEN  
CITY OF BROKEN ARROW  
AND  
KEITHLINE ENGINEERING GROUP, PLLC  
FOR  
RESIDENTIAL STREETS ASPHALT REPAIR AND RESURFACING  
PROJECT ST24160 AND ST24170**

**PROJECT SCHEDULE**

The following schedule shall be made a part of the AGREEMENT dated the \_\_\_\_ day of \_\_\_\_\_ 2023.

**1.0 CONSTRUCTION DOCUMENTS PHASE:**

- 1.1 Notice to Proceed:
- 1.2 Preparation of Preliminary Plans: 90 calendar days;
- 1.3 Owner Review: 14 calendar days;
- 1.4 Preparation of Final Plans (signed/sealed): 16 calendar days;
- 1.5 Total: 120 calendar days.

**2.0 ASSISTANCE DURING BIDDING PHASE:**

- 2.1 Answer technical questions and prepare addenda: To be determined.

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KEITENG-01

TMILLER

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/31/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Rickets Fennell & Associates, LLC 5800 E Skelly Dr. Suite 605 Tulsa, OK 74135	<b>CONTACT NAME:</b> Tishey Miller	
	<b>PHONE (A/C, No, Ext):</b> (918) 632-0136	<b>FAX (A/C, No):</b> (918) 632-0846
	<b>E-MAIL ADDRESS:</b> tmiller@ricketsfennell.com	
	<b>INSURER(S) AFFORDING COVERAGE</b>	<b>NAIC #</b>
	<b>INSURER A :</b> National Fire Insurance of Hartford	20478
<b>INSURED</b>  Kelthline Engineering Group PLLC 8556 E 101st St Ste C Tulsa, OK 74133	<b>INSURER B :</b> Continental Casualty Company	20443
	<b>INSURER C :</b> Continental Insurance Co.	35289
	<b>INSURER D :</b>	
	<b>INSURER E :</b>	
	<b>INSURER F :</b>	

<b>COVERAGES</b>	<b>CERTIFICATE NUMBER:</b>	<b>REVISION NUMBER:</b>
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.		

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			4034677993	9/7/2023	9/7/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 EPLI RETRO DT \$ 10,000
A	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			BUA 6025073500	9/7/2023	9/7/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			B 4034678089	9/7/2023	9/7/2024	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ Aggregate \$ 1,000,000
C	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WC 4034678044	9/7/2023	9/7/2024	PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	<b>Errors and Omission</b>			AEH288310908	9/7/2023	9/7/2024	Occurrence \$ 1,000,000
B	<b>Errors and Omission</b>			AEH288310908	9/7/2023	9/7/2024	Aggregate \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Residential streets asphalt repair and resurfacing. Project ST24160 and ST24170.

<b>CERTIFICATE HOLDER</b>  City of Broken Arrow 485 N Poplar Avenue Broken Arrow, OK 74012	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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