

**AGREEMENT SUMMARY  
BROKEN ARROW MUNICIPAL AUTHORITY  
SANITARY SEWER LIFT STATION CONDITION ASSESSMENTS  
PROFESSIONAL CONSULTANT AGREEMENT  
PROJECT NO. N/A**

**1.0 Professional Consulting Firm:**

- 1.1 Name: Holloway, Updike and Bellen, inc.
- 1.2 Telephone No.: 918-251-0717
- 1.3 Address: 2001 N. Willow Ave.  
Broken Arrow, OK 74012

**2.0 Project Name/Location:** Sanitary Sewer Lift Station Condition Assessments at thirty-two (32) locations located throughout the BAMA service area.

**3.0 Statement of Purpose:** Professional Services to perform site visits, inspections, condition assessments and report findings at thirty-two (32) sanitary sewer lift stations located throughout the BAMA service area.

**4.0 Agreement Summary:**

4.1 Sanitary Sewer Lift Station Condition Assessments

|                                    |              |
|------------------------------------|--------------|
| Kickoff Meeting                    | \$6,000.00   |
| Site Visits and Findings Workshop: | \$40,000.00  |
| Electrical Assessments Allowance   | \$15,000.00  |
| Structural Assessments Allowance   | \$5,000.00   |
| Capacity Assessments Allowance     | \$15,000.00  |
| Final Report and Presentation      | \$8,000.00   |
| Subtotal:                          | \$ 89,000.00 |

4.2 Agreement Time: 220 calendar days

4.3 Estimated Construction Cost: \$ N/A

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

**AGREEMENT  
FOR  
PROFESSIONAL CONSULTANT SERVICES  
BETWEEN  
BROKEN ARROW MUNICIPAL AUTHORITY  
AND  
HOLLOWAY, UPDIKE, AND BELLEN, INC.  
FOR  
SANITARY SEWER LIFT STATION CONDITION ASSESSMENTS  
PROJECT NO. N/A**

This AGREEMENT, including Attachment A through Attachment E, between the Broken Arrow Municipal Authority (OWNER) and Holloway, Updike and Bellen, Inc., (CONSULTANT);

**W I T N E S S E T H:**

WHEREAS, OWNER intends to procure Professional Services to perform site visits, inspections, condition assessments and report findings at thirty-two (32) sanitary sewer lift stations located throughout the BAMA service area (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. CONSULTANT and OWNER agree CONSULTANT'S work performed under this AGREEMENT are performed as an independent contractor. 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. OWNER and CONSULTANT agree that the services to be performed under this Agreement by the CONSULTANT shall be as an independent contractor.

**ARTICLE 4 – ORGANIZATION OF SUBMITTAL 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.

## **ARTICLE 6 - OWNER'S RESPONSIBILITIES**

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

## **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 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 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 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 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 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 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.

#### **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 the requirements and obligations imposed by the Immigration Laws and set forth in Paragraph (I), 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 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: Broken Arrow Municipal Authority  
485 N. Poplar Avenue  
Broken Arrow, OK 74012

Contact: Charlie Bright, P.E.,  
Director of Engineering & Construction

CONSULTANT: Holloway, Updike, and Bellen, Inc.  
2001 N Willow Ave.  
Broken Arrow, OK 74012

Contact Name: Stephen Tolar, P.E., S.E.  
President

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

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IN WITNESS WHEREOF, the General Manager of the Broken Arrow Municipal Authority, Oklahoma has hereunto set his hand, for and on behalf of the Broken Arrow Municipal Authority 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:**

Broken Arrow Municipal Authority

By:

Michael L. Spurgeon, General  
Manager

Date:

Attest:

Secretary [Seal]

Date:

Approved as to form:

D. Graham Parker

Assistant City Attorney

**CONSULTANT:**

Holloway, Updike and Bellen, Inc.

By:

S-T

Stephen Tolar, President

Date:

10/10/25

(CORPORATE SEAL IF APPLICABLE)

Attest:

SEAL

Tiffany Hilton, Secretary

Date:

10/10/25

**VERIFICATION**

State of Oklahoma )  
County of Adair ) §

Before me, a Notary Public, on this 10th day of June, 2024, personally appeared Stephen Tolar, known to be to be the (President, Vice-President, Corporate Officer, Member, or Other: \_\_\_\_\_) of Holloway, Updike and Bellen, Inc., 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:

10/10/28

Tiffany Hilton  
Notary Public



**ATTACHMENT A  
TO  
AGREEMENT FOR PROFESSIONAL CONSULTING SERVICES  
BETWEEN  
BROKEN ARROW MUNICIPAL AUTHORITY (OWNER)  
AND  
HOLLOWAY, UPDIKE, AND BELLEN, INC. (CONSULTANT)  
FOR  
SANITARY SEWER LIFT STATION CONDITION ASSESSMENTS  
PROJECT NO. N/A**

**SCOPE OF SERVICES**

The following scope of services shall be made a part of the AGREEMENT dated the \_\_\_\_\_ day of June 2025.

**1.0 PROJECT UNDERSTANDING**

- 1.1 CONSULTANT understands that the OWNER has retained their Professional Services to perform site visits, inspections, condition assessments and report findings at thirty-two (32) sanitary sewer lift stations located throughout the BAMA service area..
- 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.

**2.0 PROJECT SCOPE**

**2.1 Sanitary Sewer Lift Station Condition Assessments**

- 2.1.1 CONSULTANT will perform Sanitary Sewer Lift Station Condition Assessments at thirty-two (32) locations located throughout the BAMA service area. Scope of work Includes:

**2.1.1.1 Kickoff Meeting:**

- Review scope, schedule, purpose of project.
- Present draft condition assessment data form and revise as needed.
- Review of previous studies and reports.
  - Coordinate as necessary with the engineering consultant preparing the BAMA Wastewater master Plan update.
  - Identify any critical lift stations with known condition or capacity issues.
- Schedule lift station site visits and assign CONSULTANT and OWNER Staff for each facility.

- 2.1.1.2 Perform a site visit to each of thirty-two (32) lift stations and with assistance of OWNER Staff evaluate condition for the following categories:

- Site Access and Security
- Worker Safety



- Lift Station Structures
- Building or Support Structures
- Influent Isolation
- Influent Screening
- Gates and Valves
- Pumping Equipment
- Forcemain
- Bypass Pumping Connections
- Controls
  - Pump Controls
  - Telemetry
- Electrical (High-level screening only)
  - Service and Transformers
  - MCC and other Panels
  - ATS and Backup Power

2.1.1.3 While onsite interview OWNER Staff and document known defects and known capacity issues for each lift station.

2.1.1.4 Compile site visit information and conduct a post assessment Findings Workshop:

- Review condition of each lift station
- Identify deficiencies
- Discuss known capacity issues raised by OWNER Staff
- Obtain, review and utilize BAMA Wastewater Master Plan update and discuss lift stations with projected capacity issues.
- Recommend lift stations that require additional condition or capacity evaluations.

2.1.1.5 Perform Additional Condition or Capacity Assessments. Scope and fee for these additional assessments will be determined based on Workshop. These will be paid through the Additional Assessments Allowance with prior authorization by OWNER:

- Additional electrical equipment assessments. In the initial condition assessments, the electrical equipment will be evaluated based on a high-level screening by an Oklahoma Registered Professional Engineer with extensive experience with lift station equipment and operation. Lift Stations identified for additional electrical equipment assessments will have a second site visit performed by an Oklahoma Registered Professional Electrical Engineer.
- Additional structural equipment assessments. In the initial condition assessments, structures will be evaluated based on a high-level screening by an Oklahoma Registered Professional Engineer with extensive experience with lift station structures. Lift Stations identified for additional structural assessments will have a second site visit performed by an Oklahoma Registered Professional Electrical Engineer.
- Additional capacity assessments. In the initial condition assessments, OWNER Staff will comment on any known capacity issues. This information along with review of previous studies and reports will identify lift station that will

require flow testing to determine existing firm capacity. Lift Stations identified for additional assessments will have a second site visit to conduct flow testing by the best available method.

2.1.1.5 Prepare a Final Report including:

- Documentation of Condition Assessment information collected.
- Provide recommendations of improvements needed to address deficiencies.
- Provide cost estimates and proposed phasing for recommended improvements.
- Provide a presentation to OWNER with a brief summary of condition assessments, recommended improvements, phases and costs.

**ATTACHMENT B  
TO  
AGREEMENT FOR PROFESSIONAL CONSULTING SERVICES  
BETWEEN  
BROKEN ARROW MUNICIPAL AUTHORITY (OWNER)  
AND  
HOLLOWAY, UPDIKE, AND BELLEN, INC. (CONSULTANT)  
FOR  
SANITARY SEWER LIFT STATION CONDITION ASSESSMENTS  
PROJECT NO. N/A**

**ORGANIZATION OF SUBMITTAL DOCUMENTS**

The CONSULTANT shall prepare the following documents as described as a part of the AGREEMENT dated the \_\_\_\_ day of June 2025.

- 1.0 CONSTRUCTION PLANS:** Not Included
- 2.0 DESIGN ANALYSIS:** The CONSULTANT shall submit in-full, any design analysis developed for preliminary and final design.
- 3.0 TECHNICAL SPECIFICATIONS:** Not Included
- 4.0 DESIGN CALCULATIONS:** The CONSULTANT shall submit in-full, any design calculations developed for preliminary and final design.
- 5.0 CONTRACT DOCUMENTS:** Not Included

**ATTACHMENT C  
TO  
AGREEMENT FOR PROFESSIONAL CONSULTING SERVICES  
BETWEEN  
BROKEN ARROW MUNICIPAL AUTHORITY (OWNER)  
AND  
HOLLOWAY, UPDIKE, AND BELLEN, INC. (CONSULTANT)  
FOR  
SANITARY SEWER LIFT STATION CONDITION ASSESSMENTS  
PROJECT NO. N/A**

**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 June, 2025.

**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 Condition Assessment Kickoff Meeting: The OWNER shall pay the CONSULTANT a lump sum amount of \$ 6,000.00 for the completion of the Condition Assessment Kick Off Meeting. This amount includes all labor, material, overhead and profit associated with the Scope of Services.
- 1.2 Condition Assessment Site Visits and Findings Workshop: The OWNER shall pay the CONSULTANT a lump sum amount of \$40,000.00 for the completion of the Condition Assessment and Results Workshop. This amount includes all labor, material, overhead and profit associated with the Scope of Services.
- 1.3 Additional Electrical Condition Assessments Allowance: The OWNER shall pay the CONSULTANT NTE amount of \$15,000.00 for the completion of the Additional Electrical Condition Assessments. This amount includes all labor, material, overhead and profit associated with the Scope of Services.
- 1.4 Additional Structural Condition Assessments Allowance: The OWNER shall pay the CONSULTANT NTE amount of \$5,000.00 for the completion of the Additional Structural Condition Assessments. This amount includes all labor, material, overhead and profit associated with the Scope of Services.
- 1.5 Additional Capacity Condition Assessments Allowance: The OWNER shall pay the CONSULTANT NTE amount of \$15,000.00 for the completion of the Additional Capacity Condition Assessments. This amount includes all labor, material, overhead and profit associated with the Scope of Services.
- 1.6 Final Report and Presentation: The OWNER shall pay the CONSULTANT a lump sum amount of \$8,000.00 for the completion of the Final Report and Presentation. This amount includes all labor, material, overhead and profit associated with the Scope of Services.
- 1.7 The OWNER may negotiate other professional services fees with the CONSULTANT at the OWNER'S discretion.

## **2.0 ADDITIONAL SERVICES BASED ON TIME**

Scope for Additional Assessments will be determined based on recommendations from the Findings Workshop. Scope and fees for work under these allowances will be lump sum fee to be negotiated with OWNER prior to starting any Allowance work.

## **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 D  
TO  
AGREEMENT FOR CONSULTING SERVICES  
BETWEEN  
BROKEN ARROW MUNICIPAL AUTHORITY (OWNER)  
AND  
HOLLOWAY, UPDIKE, AND BELLEN, INC. (CONSULTANT)  
FOR  
SANITARY SEWER LIFT STATION CONDITION ASSESSMENTS  
PROJECT NO. N/A**

**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 June, 2025.

**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.
- 1.7 OWNER shall provide knowledgeable Staff to accompany CONSULTANT during site visits, attend interviews and review all condition assessment information.
- 1.8 OWNER will provide Record Drawings, Maintenance Records, GIS Shape Files, and other information as available for the associated lift stations.

**2.0 SPECIAL CONDITIONS**

- 2.1 None

**ATTACHMENT E  
TO  
AGREEMENT FOR PROFESSIONAL CONSULTING SERVICES  
BETWEEN  
BROKEN ARROW MUNICIPAL AUTHORITY(OWNER)  
AND  
HOLLOWAY, UPDIKE, AND BELLEN, INC.  
FOR  
SANITARY SEWER LIFT STATION CONDITION ASSESSMENTS  
PROJECT NO. N/A**

**PROJECT SCHEDULE**

The following schedule shall be made a part of the AGREEMENT dated the \_\_\_\_\_ day of June, 2025.

**1.0     CONDITION ASSESSMENT KICKOFF MEETING:**

2.1     60 calendar days after notice to proceed.

**2.0     CONDITION ASSESSMENT SITE VISITS AND FINDINGS WORKSHOP:**

2.1     90 calendar days after notice to proceed.

**3.0     ADDITIONAL CONDITION ASSESSMENTS (AS REQUIRED):**

2.1     To be determined.

**4.0     FINAL REPORT AND PRESENTATION:**

2.1     60 calendar days after completion of additional condition assessments.