

**AGREEMENT
FOR
PROFESSIONAL CONSULTANT SERVICES
BETWEEN
CITY OF BROKEN ARROW
AND
MARQUARDT ENGINEERING, PLLC
FOR
ROSE DISTRICT ALLEYWAY EAST
PROJECT ST25190**

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

WITNESSETH:

WHEREAS, OWNER intends to improve the alleyways between Main Street and 1st Street and selectively from El Paso Street to Freeport Street 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 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.

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 CONSULTANT s 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, 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. Zach Smith, P.E., S.E.
 Transportation Division Manager

CONSULTANT: Marquardt Engineering, PLLC
 7020 S. Yale Avenue, Suite 225
 Tulsa, Oklahoma 74146
 918.704.8781

 Contact Name: Keith Marquardt, PE
 Managing Member

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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**ATTACHMENT A
TO
AGREEMENT FOR PROFESSIONAL CONSULTING SERVICES
BETWEEN
CITY OF BROKEN ARROW (OWNER)
AND
MARQUARDT ENGINEERING, PLLC (CONSULTANT)
FOR
ROSE DISTRICT ALLEYWAY EAST
PROJECT ST25190**

SCOPE OF SERVICES

The following scope of services shall be made a part of the AGREEMENT dated the _____ day of July, 2024.

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 reconstruction of select alleyways between Main Street and 1st Street from El Paso Street to Freeport Street. The documents shall include, but not be limited to, the following: construction plans detailing the intent of the project and quantities; 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 The project consists of a reconstruction of select alleyways between Main Street and 1st Street from El Paso Street to Freeport Street, approximately 1,300 linear feet of paving reconstruction. This project is anticipated to have no horizontal alignment adjustments, and minor vertical profile adjustments to assist with drainage. Existing sanitary sewer lines and manholes will be assessed for condition and replaced where necessary.
- 2.2 Drainage will be designed per OWNER Standards.
- 2.3 The sanitary sewer will be designed per OWNER requirements.

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. All designs shall meet current City of Broken Arrow codes, regulations and design criteria as found in the latest versions of the Engineering Design Criteria Manual, Land Subdivision Code, Zoning Code, Traffic Control Manual, Standard Construction Specifications, City Ordinances and Comprehensive Plan.
 - 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 LAND SURVEY: Topography survey will be provided to CONSULTANT by the OWNER.
- 3.3 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:
- 3.3.1 Perform preliminary drainage analysis and design in accordance with City of Broken Arrow Engineering Design Criteria Manual and Stormwater Management Ordinance Chapter 25. Summarize storm sewer drainage on design summary included in plans. Storm sewer calculations will not be provided.
 - 3.3.2 Perform preliminary roadway geometric layout and design.
 - 3.3.3 Prepare preliminary construction plans and details as necessary for proposed project.
 - 3.3.4 Prepare preliminary quantity estimate.
 - 3.3.5 The Preliminary Design Phase submittal shall include:
 - Title Sheet
 - Pay Quantities and Pay Item/General Notes
 - Typical Sections
 - Storm Water Management Plan (SWP3)
 - Project Drainage Area Map
 - Right-of-Way Map & Data
 - Survey Data Sheet
 - Plan and Profile Sheets
 - Sanitary Sewer Relocation Sheets, as necessary
 - OWNER Fiber Optic Replacement Sheets, as necessary
 - Special Detail Sheets, as necessary
 - Cross Section Sheets
 - 3.3.6 Perform Quality Control Review.
 - 3.3.7 Submit one (1) set of drawings on electronic media (AutoCAD 2018 or newer preferred), one (1) PDF file of the Preliminary plans.
 - 3.3.8 Preliminary Design Review.
 - 3.3.9 Attend a meeting with the OWNER to review the Preliminary Design Phase submittal and provide meeting minutes.

3.4 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:

- 3.4.1 Conduct all necessary design functions required to complete the final design phase of the project.
- 3.4.2 Finalize utility relocation coordination as necessary.
- 3.4.3 Prepare and complete final design.
- 3.4.4 Prepare detailed construction plans in conformance with appropriate drafting standards.
- 3.4.5 Prepare final quantity estimates.
- 3.4.6 Prepare final estimate of construction costs with a 10% contingency.
- 3.4.7 The Final Design Phase submittal shall include.
 - Title Sheet
 - Pay Quantities and Pay Item/General Notes
 - Typical Sections
 - Quantity & Miscellaneous Summaries
 - Summary of Hydraulic Design and Drainage Structures, as necessary
 - Storm Water Management Plan (SWP3)
 - Project Drainage Area Map
 - Right-of-Way Map & Data
 - Survey Data Sheet
 - Plan and Profiles
 - Sanitary Sewer Relocation Sheets, as necessary
 - OWNER Fiber Optic Replacement Sheets, as necessary
 - Miscellaneous Details Sheet
 - Special Details, as necessary
 - Signing & Striping
 - Erosion Control Plan
 - Construction Sequencing/Traffic Control
 - Cross Sections
 - Standard Construction Drawings
- 3.4.8 Perform Quality Control review.
- 3.4.9 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.
- 3.4.10 Prepare Contract proposals in units compatible with Broken Arrow specifications.
- 3.4.11 Submit one (1) set of drawings on electronic media (AutoCAD 2018 or newer preferred), one (1) PDF file of the Preliminary plans.
- 3.4.12 Final Design Review.
- 3.4.13 Attend a meeting with the OWNER to review the Final Design Phase submittal and provide meeting minutes.
- 3.4.14 Provide final design plans to all utility companies electronically (i.e. pdf or CADD files as required).
- 3.4.15 Perform Quality Control review.
- 3.4.16 Incorporate final review comments and furnish one (1) set of final drawings in pdf format and electronic media (AutoCAD 2018 or newer preferred) and one (1) master set of final specifications on electronic media, in both Microsoft Word and pdf formats.

3.5 ASSISTANCE DURING BIDDING AND PROJECT CLOSE-OUT PHASE: Upon receiving the written Notice to Proceed, the CONSULTANT shall perform the following tasks in accordance with the schedule provided in Attachment E:

- 3.5.1 Provide the OWNER services during advertisement of the Project for bid (i.e. providing plans in pdf format along with one hard copy, specifications, written project description and electronic bid proposal).
 - 3.5.2 Attend and conduct a pre-bid conference as required by OWNER.
 - 3.5.3 Serve as the technical question point of contact to answer requests.
 - 3.5.4 Assist in preparing addenda and addenda plan sheets as required.
- 3.6 PROJECT CLOSE-OUT PHASE: Upon receiving the written Notice to Proceed, the CONSULTANT shall perform the following tasks in accordance with the schedule provided in Attachment E:
- 3.6.1 Incorporate changes into the drawings and produce Record Drawings.
 - 3.6.2 Submit record drawings on electronic media (AutoCAD 2018 or newer preferred and pdf)
 - 3.6.3 Submit any revisions to the Design Manual caused by construction changes.
- 3.6 CONSTRUCTION ASSISTANCE PHASE (ADDITIONAL SERVICES): Construction Assistance is considered an additional service not included in the Scope of Services and will be negotiated with the CONSULTANT as necessary.
- 3.7 EXTRA WORK: Extra Work will be directed by the OWNER in writing for an additional fee as agreed upon by the OWNER and CONSULTANT. The following items are not included under this agreement, but will be considered as extra work:
- 3.7.1 Submittals or deliverables in addition to those listed herein.
 - 3.7.2 Public Meetings
 - 3.7.3 Topographic Survey
 - 3.7.4 Permit fees for City, County or State
 - 3.7.5 Construction material testing

**ATTACHMENT B
TO
AGREEMENT FOR PROFESSIONAL CONSULTING SERVICES
BETWEEN
CITY OF BROKEN ARROW (OWNER)
AND
MARQUARDT ENGINEERING, PLLC (CONSULTANT)
FOR
ROSE DISTRICT ALLEYWAY EAST
PROJECT ST25190**

ORGANIZATION OF SUBMITTAL DOCUMENTS

The CONSULTANT shall prepare the following documents as described as a part of the AGREEMENT dated the _____ day of July, 2024.

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

- 1.1 Title Sheet;
- 1.2 Pay Quantities and Pay Item/General Notes;
- 1.3 Typical Sections;
- 1.4 Quantity & Miscellaneous Summaries;
- 1.5 Summary of Hydraulic Design and Drainage Structures;
- 1.6 Storm Water Management Plan (SWP3);
- 1.7 Project Drainage Area Map;
- 1.8 Right-of-Way Map & Data;
- 1.9 Survey Data Sheet;
- 1.10 Plan and Profiles (roadway & public utilities as necessary);
- 1.11 Miscellaneous Details;
- 1.12 General Plan and Elevation (as necessary);
- 1.13 Signing & Striping;
- 1.14 Erosion Control;
- 1.15 Construction Sequencing/Traffic Control;
- 1.17 Cross Sections; and
- 1.18 Standard Construction Drawings

2.0 DRAINAGE DESIGN DOCUMENTS: The CONSULTANT shall submit in-full, in accordance with this AGREEMENT, the following documents:

- 2.1 Hydrology and Hydraulic Calculations (Hydraulic Report);
- 2.2 Overall Project Drainage Map;
- 2.3 Drainage Summary Tables;
- 2.4 Stormwater Pollution Prevention Plan (SWP3)
 - 2.4.1 OWNER, Contractor and Engineer's Certifications;
 - 2.4.2 Approved Grading/Erosion Control Construction Plans; and
 - 2.4.3 Standard Erosion Control Details.

3.0 CONTRACT DOCUMENTS: The CONSULTANT shall submit in-full, in accordance with this AGREEMENT, the following documents.

3.1 Bid Documents:

3.1.1 Written description of construction project.

3.1.2 Construction duration in calendar days.

3.2 Project Conditions:

3.2.1 Special Conditions (as necessary).

3.3 Construction Specifications

4.0 RECORD DRAWINGS: The CONSULTANT shall submit in-full, in accordance with this AGREEMENT, the following documents.

4.1 Drawings:

3.1.1 CAD files (AutoCAD Version 18 or newer preferred) for project construction drawings reflecting red-line markups from the construction contractor and the City Contract Administrator.

3.1.2 Adobe Acrobat (pdf) files of CAD drawings.

3.2 Design Manual:

3.2.1 Paper copy of Design Manual (specifications, calculations, etc.) reflecting any changes during construction.

3.2.2 Adobe Acrobat (pdf) file of Design Manual.

**ATTACHMENT C
TO
AGREEMENT FOR PROFESSIONAL CONSULTING SERVICES
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FOR
ROSE DISTRICT ALLEYWAY EAST
PROJECT ST25190**

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 July, 2024.

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 **Task 1. Preliminary Phase Payment:** The OWNER shall pay the CONSULTANT a lump sum amount of **\$ 32,000.00** for the completion of the Preliminary Phase. This amount includes all labor, material, overhead and profit associated with the Scope of Services..
- 1.2 **Task 2. Final Phase Payment:** The OWNER shall pay the CONSULTANT a lump sum amount of **\$10,800.00** for the completion of the Final Phase. This amount includes all labor, material, overhead and profit associated with the Scope of Services.
- 1.3 **Task 3. Construction Services Phase:** The OWNER shall pay the CONSULTANT a **fee not to exceed the amount of \$1,000.00** for the Construction Services Phase. This amount includes all labor, material, overhead and profit associated with the Scope of Services.
- 1.4 Extra Work: The OWNER may negotiate other professional services fees with the CONSULTANT at the OWNER'S discretion.

2.0 ADDITIONAL SERVICES BASED ON TIME

Additional services shall be paid on the basis of Hourly Rates set forth in Appendix 1.

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
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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 July, 2024.

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 furnish to CONSULTANT all available survey data for the extents of the project.

2.0 SPECIAL CONDITIONS

- 2.1 None

**ATTACHMENT E
TO
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CITY OF BROKEN ARROW (OWNER)
AND
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ROSE DISTRICT ALLEYWAY EAST
PROJECT ST25190**

PROJECT SCHEDULE

The following schedule shall be made a part of the AGREEMENT dated the _____ day of July, 2024.

1.0 PRELIMINARY DESIGN PHASE:

- 2.1 Notice to Proceed: July 16, 2024
- 2.2 Prepare Preliminary Plans: October 5, 2024 (100 days)
- 2.3 Submit Preliminary Plans: October 12, 2024 (7 days)
- 2.4 OWNER Review: 7 days

2.0 FINAL DESIGN PHASE:

- 2.1 Notice to Proceed: October 21, 2024
- 2.2 Prepare final plans and specifications (90%): December 5, 2024 (45 days)
- 2.3 Submit final (90%) plans and specifications: December 12, 2024 (7 days)
- 2.4 OWNER Review: 7 days
- 2.5 Prepare Construction documents (plans and specifications): 14 days
- 2.6 Submit Construction documents: 7 days

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