

**AMENDMENT NO. 2
TO
AGREEMENT FOR PROFESSIONAL CONSULTING SERVICES
BETWEEN
CITY OF BROKEN ARROW
AND
SELSER SCHAEFER ARCHITECTS (NARRATE)
PROJECT NAME: OPERATIONS CENTER ADMINISTRATION BUILDING
PROJECT NO. 2317210**

THIS **AMENDMENT NO. 2**, made and entered into this ____ day of _____ 20__, by and between the CITY OF BROKEN ARROW, OKLAHOMA, a municipal corporation of the State of Oklahoma, hereinafter referred to as "CITY", and SELSER SCHAEFER ARCHITECTS (NARRATE), hereinafter referred to as "ENGINEER";

WITNESSETH:

WHEREAS, CITY and ENGINEER entered into an Agreement dated December 18, 2024 "ORIGINAL AGREEMENT" for services as set forth in said Agreement; and

WHEREAS, said ORIGINAL AGREEMENT requires ENGINEER to prepare full architectural, interior design, structural, mechanical, and electrical and plumbing construction documents for bidding purposes for the Operations Facility Renovations to renovate the 14,000 SF office portion of the building.

WHEREAS, CITY and ENGINEER propose to amend said ORIGINAL AGREEMENT to expand the project scope and compensation to include the exterior entry canopy design and documentation.

WHEREAS, the ORIGINAL AGREEMENT and Amendments No. 1 through No. 2 shall hereinafter collectively be referred to as the "Agreement"; and

WHEREAS, funding is now available for said additional services; and

WHEREAS, ENGINEER is prepared to provide said additional services identified in this Amendment.

NOW THEREFORE, in consideration of the promises contained herein, the parties hereto agree to amend the Agreement as follows:

1. PROJECT SCOPE.

This Amendment requires CONSULTANT to select furniture, fixture and equipment (FF&E); create documents for FF&E bidding; and provide construction administration services for FF&E installation.

2. CHANGE IN CONTRACT AMOUNT.

As compensation for the additional work, CITY shall pay ENGINEER in accordance with the terms as a change in the contract amount;

Original Contract Amount executed December 18, 2024	\$ 243,100.00
Amendment No. 1	\$ 27,350.00
<u>Amendment No. 2</u>	<u>\$ 25,300.00</u>

Revised Total Contract Amount	\$ 295,750.00
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3. AMENDED PROJECT SCHEDULE

The schedule for Amendment No. 2 is to extend the original contract schedule by 0 work days from Notice to Proceed.

4. EFFECTIVE DATE AND AUTHORIZATION TO PROCEED.

This Amendment No. 2 is effective upon signature of both parties.

Except as amended hereby, all terms of the Agreement shall remain in full force and effect without modification or change.

IN WITNESS WHEREOF, the parties have executed this AMENDMENT, in multiple copies on the respective dates herein below reflected.

OWNER:

City of Broken Arrow, a Municipal Corporation

By: _____
Michael L. Spurgeon, City Manager

Date: _____

CONSULTANT:

SELSE SCHAEFER ARCHITECTS
(NARRATE)

By: Hank Spier
Hank Spier, Partner

Date: 10 NOVEMBER 2025

(CORPORATE SEAL, IF APPLICABLE)

Attest: _____
City Clerk [Seal]

Date: _____

Attest: Britton Howerton
Britton Howerton, Associate Principal

Date: 11-10-25

Approved as to form:

D. Graham Parker 11/12/2025
Assistant City Attorney

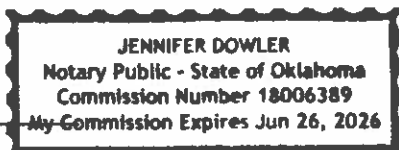
VERIFICATION

State of Oklahoma)
) §
County of Tulsa)

Before me, a Notary Public, on this 11 day of November, 2025 personally appeared Hank Spier, known to be to be the (President, Vice-President, Corporate Officer, Member, or Other: _____) of SELSE SCHAEFER ARCHITECTS (NARRATE), 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:

June 26, 2026



Notary Public:

J Dowler

**ATTACHMENT A
TO
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SCOPE OF SERVICES

1.0 AMENDMENT SCOPE

- 1.1 Furniture Selection:
 - 1.1.1 Facilitate one (1) review meeting with CITY to program specific furniture requirements.
 - 1.1.2 Evaluate and record existing furniture that is intended to be salvaged and reused in the new office spaces.
 - 1.1.3 Prepare Phase I Preliminary Furniture Budget and Phase II Preliminary Furniture Budget for CITY review and approval.
 - 1.1.4 Select Basis-of-Design product for all new furniture and review with CITY
 - 1.1.5 Coordinate with furniture vendors, finish selections and produce bid documents for Phase I and Phase II including drawings and specifications.
 - 1.1.6 Construction administration services for Phase I and Phase II including:
 - 1.1.6.1 Review the submittals and shop drawings
 - 1.1.6.2 Coordinate with vendors and end users to produce substitutions/revisions.
 - 1.1.6.3 Review Furniture bids and make recommendations to the CITY
 - 1.1.7 Conduct one (1) final furniture punch upon completion of installation for each of the Phase I and Phase II furniture packages

**ATTACHMENT B
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ORGANIZATION OF SUBMITTAL DOCUMENTS

- 1.0 The CONSULTANT shall submit bid documents for the FF&E of Phase I. It can be submitted via email, data download, or memory stick.
- 2.0 The CONSULTANT shall submit bid documents for the FF&E of Phase II. It can be submitted via email, data download, or memory stick.

**ATTACHMENT C
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COMPENSATION AND ADDITIONAL SERVICES

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 Furniture, Fixtures and Equipment: The OWNER shall pay the CONSULTANT a lump sum amount of \$25,300.00 for the completion of the Furniture, Fixtures and Equipment. This amount includes all labor, material, overhead and profit associated with the Scope of Services.

**ATTACHMENT D
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Furniture Programming and Evaluation of Existing Furniture	2 weeks
Selection, Review and Approval of Basis-of-Design Product	6 weeks
Preparation of Keyed Furniture Plans and Specifications	4 weeks
Bidding Assistance and Evaluation of Bids (Phase 1)	6 weeks
Final Furniture Punch and Punch List Preparation (Phase 1)	1 week
Bidding Assistance and Evaluation of Bids (Phase 2)	6 weeks
Final Furniture Punch and Punch List Preparation (Phase 2)	1 week