

**CITY OF BROKEN ARROW  
PROFESSIONAL SERVICES AGREEMENT  
DAC DIOCESE BANK STABILIZATION  
Project Number: SW24080**

**1. Professional Service Provider:**

- a. Name: Keithline Engineering Group, PLLC
- b. Telephone No.: 918-369-7911
- c. Address: 8556 E. 101<sup>st</sup> St., Suite C, Tulsa, OK 74133

**2. Project Title and Location:** DAC Diocese Bank Stabilization is located on the south side E. 91<sup>st</sup>. between S. Garnett Rd. and S. Olive Ave. The drainage easement area directly downstream side of Haikey Creek Box Culvert crossing under Washington Street within frontage of Diocese Church of Tulsa.

**3. Contract for:** Providing professional survey services associated with public works projects for the City of Broken Arrow. Professional services to include providing topographic surveying, preliminary plans, construction plans, construction specifications design and related support services. The Professional Service Provider shall perform all duties, responsibilities and requirements set out in Attachment A hereto. The Professional Service Provider agrees that this professional service shall be treated as an important service to the City and also agrees to commit the time necessary to perform the professional services in a professional manner.

**4. Compensation:** Professional Service Provider shall be compensated at the hourly rate in accordance with attached hourly rate schedule and the total compensation under this contract is Not to Exceed Thirty Seven Thousand and No/100 (\$37,000.00) for the entire Scope of the Professional Services rendered. The parties agree that the Professional Service Provider's position is not a traditional City employee position; therefore, the foregoing constitutes all the benefits and other forms of compensation due the Professional Service Provider, acting in the role of an independent contractor, and therefore ineligible for all other benefits paid to regular full-time City employees. The Professional Service Provider shall be responsible for his own vehicle expenses and any other indirect costs incurred in fulfilling the stated contract requirements. The Professional Service Provider agrees to abide by and comply with all of the City's Administrative Policies.

**5. Invoicing and Payment:** The Professional Service Provider shall submit invoices requesting payment for services rendered to the City monthly in accordance with actual progress of the work on each work item. The invoices shall be in a format satisfactory to the City. Payment will be made within 30 days following the first eligible City Council meeting occurring after the date on the invoice.

**6. Time for Performance:** These duties, responsibilities and requirements shall begin upon the execution of this Contract and shall be completed within sixty (60) calendar days after the date the Notice to Proceed is issued. The City will issue a Notice to Proceed for each phase of work (Preliminary and Final) identified under this agreement, following mutual agreement between the Professional Service Provider and the City on the hours required for the work item.

**7. Insurance:** The Professional Service Provider shall acquire all insurance policies required for professional liability insurance, general liability, auto insurance, workers' compensation and/or health insurance. The Professional Service Provider shall provide proof of general liability and professional liability insurance coverage to the City on or before the effective date of this Agreement.

During the performance of the services under this Professional Services Contract, the Professional Service Provider shall maintain the insurance coverage required below and the City shall be named as an Additional Insured on each required policy:

- (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.

**8. Indemnification:** The Professional Services Provider agrees to defend, indemnify, and hold harmless the City, 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 The Professional Services Provider, its agents or employees.

**9. Immigration Compliance:** The Professional Service Provider shall 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”).

**10. Governing Documents:** The parties agree to perform this contract in strict accordance with the clauses, provisions, and the documents identified as follows, all of which are made part of this contract. In the event of conflict, these documents shall be interpreted in the following order:

- a. This Contract
- b. Attachment A to this Contract
- c. Duly Authorized Amendments arising out of this Contract

**11. Electronic Signatures:**

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

**12. 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.

**13. Entirety of Agreement:** The foregoing Professional Services Contract supersedes all previous negotiations and may not be modified except by a written order executed by the parties hereto.

**14. Effective Date:** This Contract is effective shall be effective upon signature of both parties.

REMAINDER OF PAGE INTENTIONALLY BLANK

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be executed by their duly authorized officers or representatives on the dates set forth below.

City of Broken Arrow, a municipal corporation:

Professional Service Provider:  
Keithline Engineering Group, PLLC

By: Kenneth D. Schwal  
Michael Spurgeon, City Manager- ACTING CM  
Date: 06-12-24

By: Daniel Keithline  
Daniel Keithline  
Title: President

Attest: Curtis Green  
City Clerk [Seal]

Date: June 5, 2024

Date: 6/13/2024



Attest: Jim Umdenstock  
By: Jim Umdenstock  
Jim Umdenstock  
Title: Office Manager

Date: June 6, 2024

Approved as to form:

D. Graham Parker

Assistant City Attorney

### VERIFICATIONS

State of Oklahoma )  
                                  ) §  
County of Tulsa )

Before me, a Notary Public, on this 5<sup>th</sup> day of June 2024, personally appeared DANIEL A. KEITHLINE, known to me to be the President, Vice-President, Corporate Officer, Member, Partner or Other: \_\_\_\_\_ (Please circle or specify) of Keithline Engineering Group, PLLC, to be the identical person who executed the within and foregoing instrument, and acknowledged to me that s/he executed the same as his/her free and voluntary act and deed for the uses and purposes therein set forth.

Teri H. Keithline  
Notary Public



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**ATTACHMENT A**

**SP - 1.0 SCOPE OF THE PROJECT:**

- 1.1. Providing Professional Surveying and Related Support Services associated with DAC Diocese Bank Stabilization in the City of Broken Arrow. This project will consist of design drawings for the installation of embankment & ditch erosion control along Haikey Creek located at the frontage of Diocese Church of South Tulsa. Professional services to include providing topographic surveying, preliminary plans, construction plans, construction specifications design and related support services. Work performed under the contract shall be performed on a not to exceed contract as requested by the City.

**SP- 2.0 SERVICES OF THE CITY: THE CITY WILL:**

- 2.1. Furnish to Professional Service Provider all data in its possession and needed engineering guidance as necessary for the service provider to complete the contract requirements.
- 2.2. Designate in writing a person to act as its representative in respect to the work to be performed under this agreement. Such person shall have complete authority to transmit instructions, receive information, interpret and define the City's policies and decisions with respect to materials, equipment, elements and systems pertinent to the services covered by this agreement.

**SP - 3.0 SCOPE OF SERVICES: THE PROFESSIONAL SERVICE PROVIDER SHALL:**

- 3.1 The Professional Service Provider shall provide:
1. Full topographic survey of approximately 108,000 SF (2.5 acres) within the R/W, drainage easement and Reserve 'A' Utility Easement. The Topo will go downstream of the culvert approx. 260 LF and span the entire drainage/utility easement and leading up the Church Access Road. This will include providing two (2) benchmarks, above ground utilities, locating below ground utilities based upon OKIE locates and info provided for utilities.
  2. Does not include property, right-of-way, and easement boundary survey. It is assumed that the City of Broken Arrow will be providing this data.
  3. Preliminary Design Construction Plans (60%)
  4. Final Design Construction Plans & Specifications
  5. Does not include any permitting that may be required. It is assumed the City of Broken Arrow will be handling all permitting action and responsibilities.
- 3.2 Work will be a not to exceed contract all costs associated with the performance of the work, including any support and supervision cost required from the Professional Service Provider.

[END OF ATTACHMENT A]