

**AGREEMENT  
FOR  
PROFESSIONAL CONSULTANT SERVICES  
BETWEEN  
CITY OF BROKEN ARROW  
AND  
NARRATE DESIGN  
FOR  
BROKEN ARROW CITY HALL  
PROJECT 2417170**

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

**WITNESSETH:**

WHEREAS, OWNER intends to develop a Schematic Design for a new Broken Arrow City Hall (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 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 General Indemnification. CONSULTANT agrees to defend, indemnify, and hold harmless OWNER, and its agents and employees, from and against legal liability for third party 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, including OWNER, on extensions of the PROJECT or on any other project. Any reuse or adaptation by CONSULTANT 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 CONSULTANT'S reuse not authorized by Article 13.

## **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 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 nonperforming 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 subcontractor 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: City of Broken Arrow  
485 N. Poplar Avenue  
Broken Arrow, OK 74012  
Contact: Mr. Ethan Edwards, P.E.  
Engineering Division Manager

CONSULTANT: narrate design  
2 West 6th Street, Suite 100, Tulsa, OK 74119  
918.587.2282

Contact Name: Hank Spieker  
Partner

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 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

Bv:

Michael L. Spurgeon, City Manager

Date:

**CONSULTANT:**

narrate design

Bv:

Hank Spieker, AIA, Partner

Date:

08 December 2023

(CORPORATE SEAL, IF APPLICABLE)

Attest:

City Clerk [Seal]

Date:

Attest:

Name:

Office:

Date:

Approved as to form:

Assistant City Attorney

**VERIFICATION**

State of Oklahoma )

) \$

County of Tulsa )

Before me, a Notary Public, on this 8 day of December, 2023, personally appeared Hank Spieker, known to be to be the (President, Vice-President, Corporate Officer, Member, or Other: \_\_\_\_\_) of narrate design, 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:

08/06/26

Notary Public



**ATTACHMENT A**  
**TO**  
**AGREEMENT FOR PROFESSIONAL CONSULTING SERVICES**  
**BETWEEN**  
**CITY OF BROKEN ARROW (OWNER)**  
**AND**  
**COMPANY NAME**  
**FOR**  
**BROKEN ARROW CITY HALL**  
**PROJECT 2417170**

**SCOPE OF SERVICES**

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

**1.0 PROJECT UNDERSTANDING**

- 1.1 CONSULTANT understands that the OWNER has retained their professional services to perform programming, site due diligence, investigation, and conceptual Design for an approximate 50,000 to 60,000 square foot City Hall building located in Broken Arrow, Oklahoma. The site due diligence, investigation and conceptual design will include multiple sites for OWNER to evaluate for final site selection.
- 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 Programming: Discuss the project goals which include the required spaces and how spaces relate to each other, the desired architectural aesthetics, the project budget, and the project schedule.
- 2.2 Investigation and Site Due Diligence: Perform a civil due diligence and site investigation for up to three (3) sites.
- 2.3 Concept Design: Using the information gathered from Programming, Investigation and Site Due Diligence prepare basic block/stacking studies for up to three (3) sites based on approved program information and zoning based parking requirements.
- 2.4 Site Selection: Refine concepts based on the OWNER's input and prepare presentation package for City Council review and site selection.
- 2.5 The OWNER will be responsible for providing the following information:

- 2.5.1 Testing for hazardous materials as required.
- 2.5.2 ALTA and Topographical Survey for all evaluated sites
- 2.5.3 As Built/Existing Drawings for the current City Hall facility.
- 2.5.4 Access to all potential site locations and existing facilities requiring investigation.

### **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.
  - 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 PROGRAMMING, INVESTIGATION AND SITE DUE DILIGENCE 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 Visit the existing facilities to evaluate functionality and conditions of City of Broken Arrow departments to help facilitate the programming efforts.
  - 3.2.2 Visit and investigate up to three (3) OWNER identified potential site locations.
  - 3.2.3 Facilitate up to three (3) programming meetings with the OWNER or representative to discuss the project goals with includes the required spaces and how those spaces relate to each other, the desired aesthetic, the project budget, and the project schedule.
  - 3.2.4 Prepare a space tabulation and relationship diagram that documents the identification of spaces, sizes and adjacencies of each space.
  - 3.2.5 Present the space tabulations and relationship diagram to the OWNER for review and approval.
  - 3.2.6 Submit a PDF copy of the Program Space Tabulation, and Relationship Diagram.
  - 3.2.7 Prepare civil due diligence information for up to three (3) sites including:
    - 3.2.7.1 Identifying jurisdiction contacts
    - 3.2.7.2 Reviewing zoning land use requirements
    - 3.2.7.3 Utility availability and capacity, connection and/or extensions required.
    - 3.2.7.4 Drainage characteristics, requirements, approval processes
    - 3.2.7.5 Traffic/transportation requirements
    - 3.2.7.6 Review available boundary and topographic survey information.
    - 3.2.7.7 Review available geotechnical investigation and report. If not available, due diligence does not require further geotechnical investigation of the potential sites.
    - 3.2.7.8 Review available environmental investigation and report. If not available, due diligence does not require further environmental

investigation under of the potential sites.

3.2.8 Provide a letter report of all findings

3.2.9 Prepare site analysis for up to three (3) sites documenting opportunities and constraints of each site including views, access, connections, vegetation and all other notable features of each site and surrounding context.

3.2.10 Present the site analysis and due diligence information to the OWNER for review and approval.

3.2.11 Submit a PDF copy of the Due Diligence Report of up to three (3) sites.

3.2.12 Submit a PDF copy of the Site Analysis Diagrams for up to three (3) sites.

3.3 CONCEPT DESIGN AND SITE SELECTION 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 Using information from Programming, Investigation and Site Due Diligence CONSULTANT will prepare basic block/stacking studies for up to three (3) sites based on approved program information and zoning based parking requirements.

3.3.2 Present site studies to the Owner for review and selection of two (2) sites to evaluate further.

3.3.3 Prepare up to two (2) site plan concepts and basic exterior building massing studies for each of the two (2) sites selected by the OWNER.

3.3.4 Present initial site plan concepts and building massing to OWNER for review and selection of basic planning concepts for each of the two (2) sites.

3.3.5 Further develop one (1) site plan concept and refined exterior massing for each of the two (2) sites selected by the OWNER.

3.3.6 Prepare order-of-magnitude cost for each site plan concept

3.3.7 Present site plan concepts, exterior refinement and cost information to the OWNER for review.

3.3.8 Refine concepts based on OWNER input and prepare presentation package for City Council review and site selection.

3.3.9 Submit the following Deliverables:

- 3.3.9.1 Concept Site Plans for two (2) sites
- 3.3.9.2 Concept Floor Plans for two (2) sites
- 3.3.9.3 Concept Exterior 3D Building Massing Studies with Architectural Character for Two (2) sites
- 3.3.9.4 Cost Opinion based on square footage cost for similar construction types

3.4 SITE SURVEY WITH TOPOGRAPHY : Upon receiving the written Notice to Proceed, the Consultant shall perform the following tasks:

3.4.1 Perform a site survey with topography. The survey will be conducted in accordance with the latest ALTA/NSPS Land Title Survey Standards, and will include

- 3.4.1.1 Topography with one foot intervals
- 3.4.1.2 Existing Buildings
- 3.4.1.3 Building finished floor elevations at accessible doorways
- 3.4.1.4 Utilities (water, storm water, sanitary sewer, gas, electric and communication) as marked by Oklahoma One-Call (OKI E) and features/appurtenances located at ground level

- 3.4.1.5 Parking lots and access drives
- 3.4.1.6 Fences
- 3.4.1.7 Trees having a diameter equal to or greater than 12"
- 3.4.1.8 Tree "dripline" to be shown for heavily wooded area
- 3.4.1.9 Benchmarks

**ATTACHMENT B**  
**TO**  
**AGREEMENT FOR PROFESSIONAL CONSULTING SERVICES**  
**BETWEEN**  
**CITY OF BROKEN ARROW (OWNER)**  
**AND**  
**NARRATE DESIGN**  
**FOR**  
**BROKEN ARROW CITY HALL**  
**PROJECT 2417170**

**ORGANIZATION OF SUBMITTAL DOCUMENTS**

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

- 1.0 PROGRAMMING, INVESTIGATION AND SITE DUE DILIGENCE:** The CONSULTANT shall submit in-full program space tabulations, relationship diagram, site plan due diligence report for up to three (3) sites, site analysis diagram for up to three (3) sites.
- 2.0 CONCEPT DESIGN AND SITE SELECTION:** The CONSULTANT shall submit in-full, concept site plans for two (2) sites, concept floor plans for two (2) sites, concept exterior 3D building massing studies with architectural character for two (2) sites, and cost options.
- 3.0 SITE SURVEY WITH TOPOGRAPHY:** The CONSULTANT shall submit in-full, all site survey and topographic reports.

**ATTACHMENT C**  
**TO**  
**AGREEMENT FOR PROFESSIONAL CONSULTING SERVICES**  
**BETWEEN**  
**CITY OF BROKEN ARROW (OWNER)**  
**AND**  
**NARRATE DESIGN**  
**FOR**  
**BROKEN ARROW CITY HALL**  
**PROJECT 2417170**

**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 December, 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 Programming, Investigation and Site Plan Payment: The OWNER shall pay the CONSULTANT a lump sum amount of \$ 40,500.00 for the completion of the Programming, Investigation and Site Plan Phase. This amount includes all labor, material, overhead and profit associated with the Scope of Services
- 1.2 Concept Design and Site Selection Payment: The OWNER shall pay the CONSULTANT a lump sum amount of \$74,500.00 for the completion of the Concept Design and Site Selection Phase. This amount includes all labor, material, overhead and profit associated with the Scope of Services.
- 1.3 Site Survey with Topography Payment: The OWNER shall pay the CONSULTANT an amount of \$6,500.00 per site not to exceed \$19,500.00 for the completion of the Site Survey with Topography. This amount includes all labor, material, overhead and profit associated with the Scope of Services
- 1.4 Other Scope: The OWNER shall pay the CONSULTANT a hourly rate in Appendix 1 not to exceed \$40,000.00 for the completion of details, drawings and renderings or other scope as directed, upon written notice from the city of Broken Arrow. 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 in Appendix 1 include all salaries, benefits, overhead and other indirect costs including federal, state, and local taxes, plus profit and effective as of January 1, 2013 for architectural / engineering services.

### **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**  
**CITY OF BROKEN ARROW (OWNER)**  
**AND**  
**NARRATE DESIGN**  
**FOR**  
**BROKEN ARROW CITY HALL**  
**PROJECT 2417170**

**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 December, 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 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.

**2.0 SPECIAL CONDITIONS**

- 2.1 None

**ATTACHMENT E  
TO  
AGREEMENT FOR PROFESSIONAL CONSULTING SERVICES  
BETWEEN  
CITY OF BROKEN ARROW (OWNER)  
AND  
NARRATE DESIGN  
FOR  
BROKEN ARROW CITY HALL  
PROJECT 2417170**

**PROJECT SCHEDULE**

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

**1.0 PROGRAMMING, INVESTIGATIONA AND SITE DUE DILIGENCE PHASE:**

- 1.1 Notice to Proceed: TBD
- 1.2 Prepare and Submit Programming, Investigation and Site Due Diligence reports: 6 weeks
- 1.3 Owner Review: 2 weeks

**2.0 FINAL DESIGN PHASE:**

- 2.1 Notice to Proceed: TBD
- 2.2 Prepare and Submit Concept Designs and Site Selection: 8 weeks
- 2.3 Owner Review: 4 weeks

**APPENDIX 1**  
**TO**  
**AGREEMENT FOR PROFESSIONAL CONSULTING SERVICES**  
**BETWEEN**  
**CITY OF BROKEN ARROW (OWNER)**  
**AND**  
**NARRATE DESIGN**  
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**Narrate Design**

Principal Architect	\$190.00	Architect <b>III</b> / Designer	\$145.00
Associate Principal	\$180.00	Interior Designer	\$135.00
Project Manager	\$180.00	Architect II / Designer II	\$135.00
Project Designer	\$180.00	Architect I / Designer I	\$115.00
Contract Administrator	\$180.00	Administrative	\$80.00
Visualization	\$180.00		

**Wallace Design**

Principal	\$210.00	Technical Designer II	\$150.00
Associate	\$190.00	Intern Engineer	\$140.00
Professional Engineer II	\$165.00	BIM Technician III	\$135.00
Professional Engineer I	\$150.00	BIM Technician II	\$125.00
Intern Engineer	\$165.00	BIM Technician I	\$115.00
Information Technologist	\$150.00	Administrative	\$100.00