

**AGREEMENT  
FOR  
PROFESSIONAL CONSULTANT SERVICES  
BETWEEN  
CITY OF BROKEN ARROW  
AND  
COWAN GROUP ENGINEERING, LLC  
FOR  
OPERATIONS CENTER SITE IMPROVEMENTS  
PROJECT NUMBER: 2217090**

This AGREEMENT, including Attachment A through Attachment E, between the City of Broken Arrow (OWNER) and COWAN GROUP ENGINEERING, LLC, (CONSULTANT);

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

WHEREAS, OWNER intends to provide site improvements at the Operations Center located at 2302 S 1<sup>st</sup> Place (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 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 they:

- 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 (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, 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 - FIREARMS INDUSTRY NONDISCRIMINATION**

CONSULTANT certifies, pursuant to 21 O.S. § 1289.31, that it does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association and that it will not so discriminate during the term of this AGREEMENT. This clause applies only if CONSULTANT is a company with at least ten (10) full-time employees and the AGREEMENT value is at least \$100,000 paid in whole or in part from City funds.

**ARTICLE 26 - 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. Charlie Bright, P.E.  
 Director of Engineering and Construction

CONSULTANT: Cowan Group Engineering, LLC  
 7100 N. Classen, Suite 500  
 Oklahoma City, OK 73116  
 Phone Number  
 Contact Name: Jeff D. Cowan, P.E.  
 CEO

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

**ARTICLE 27 – ELECTRONIC SIGNATURES**

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

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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

By: \_\_\_\_\_  
Michael L. Spurgeon, City Manager

Date: \_\_\_\_\_

**CONSULTANT:**

Cowan Group Engineering, LLC

By: Jeff D. Cowan  
Jeff D. Cowan, P.E. CEO

Date: 2/26/2026

(CORPORATE SEAL, IF APPLICABLE)

Attest: \_\_\_\_\_  
City Clerk [Seal]

Date: \_\_\_\_\_

Attest: Sarah Fink

Date: 2/26/2026

Approved as to form:

Graham Parker  
Assistant City Attorney

**VERIFICATION**

State of Okla )  
County of Okla ) §

Before me, a Notary Public, on this 26<sup>th</sup> day of Feb, 2026, personally appeared Jeff Cowan, known to be to be the (President, Vice-President, Corporate Officer, Member, or Other: \_\_\_\_\_) of Cowan Group Engineering, LLC, 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:

5/20/26

Tonya Alexander  
Notary Public



**ATTACHMENT A  
TO  
PROFESSIONAL CONSULTING SERVICES  
BETWEEN  
CITY OF BROKEN ARROW  
AND  
COWAN GROUP ENGINEERING  
FOR  
OPERATIONS CENTER SITE IMPROVEMENTS  
PROJECT NO. 2217090**

**SCOPE OF SERVICES**

The following scope of services shall be made a part of the AGREEMENT dated the \_\_\_\_ day of March 2026.

**1.0 PROJECT UNDERSTANDING**

- 1.1 CONSULTANT understands that the OWNER has retained their professional services in order to prepare construction documents for the construction of Operations Center Site Improvements at 2302 S. 1<sup>st</sup> Place in Broken Arrow. Services shall include topographic survey and planning documents. Additional services for construction documents will be provided as an amendment to this contract at a later date.
- 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 (\$500,000) budgeted for this PROJECT that includes all professional consultant fees and project construction monies.

**2.0 PROJECT SCOPE**

**2.1 BOUNDARY AND TOPOGRAPHIC LAND SURVEY SERVICES**

- 2.1.1 The project consists of an existing 17.8 acre site with multiple existing buildings and parking lots.
- 2.1.2 CONSULTANT will establish GPS control on site, set benchmarks, locate or set boundary monuments around the parent tract, set aerial targets for drone flight and fly the site with a drone for lidar data and aerial imagery
- 2.1.3 CONSULTANT will shoot vertical checks in the field for tin checks as required, verify location of the creek throughout the property, locate existing drainage structures and systems, sanitary sewer systems, visible above ground utilities, and utilities as identified by an OKIE locate.
- 2.1.4 CONSULTANT will locate buildings with height and dimensions
- 2.1.5 CONSULTANT will create a drawing file with 1-foot contours, all above ground improvements and located utilities.

## 2.2 PLANNING AND CONCEPTUAL DRAWINGS

- 2.2.1 CONSULTANT will evaluate the condition of the existing pavement and make recommendations of areas in need of repair. One (1) site visit will be required for this task.
- 2.2.2 CONSULTANT will review the survey information and provide field reconnaissance to evaluate existing conditions. One (1) on-site visit will be required for this task.
- 2.2.3 CONSULTANT will develop alternative site improvements to improve site circulation, pedestrian access and parking of both personal vehicles and equipment. Up to four (4) concepts will be developed for review and approval of City staff.
- 2.2.4 CONSULTANT will meet with City staff to review concepts and receive feedback and recommendations. One (1) on-site trip is expected. Two (2) virtual meetings are expected to review concepts and receive feedback and recommendations.
- 2.2.5 CONSULTANT will develop stormwater improvement concepts for site drainage, detention, and possible water quality implementations.
- 2.2.6 CONSULTANT will prepare a conceptual cost estimate for recommended improvements.
- 2.2.7 CONSULTANT shall submit conceptual drawing package for a pre-development meeting with the Authority Having Jurisdiction (AHJ) for review.
- 2.2.8 Construction document preparation will be negotiated at a later date after the planning and conceptual design task.

## 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 order to determine design criteria, requirements and codes and other critical design features and milestone dates.
  - 3.1.3 Provide OWNER with a list of all proposed sub-consultants and tasks sub-consultants are responsible to perform (as required).
  - 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 BOUNDARY AND TOPOGRAPHIC LAND SURVEY 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 Prepare boundary and topographic survey as described in Section 2.1.
  - 3.2.2 Submit one (1) PDF copy and one (1) digital file compatible with

AUTOCAD of the survey for review by the OWNER.

- 3.3 PLANNING AND CONCEPTUAL DRAWINGS 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 Prepare planning/conceptual drawings for proposed construction as described in Section 2.2.
  - 3.3.2 Prepare a budgetary cost estimate for the proposed improvements.
  - 3.3.3 Submit one (1) PDF copy of the planning and conceptual design documents for review by the OWNER.
- 3.4 PRELIMINARY DESIGN PHASE: Not included at this time. This phase to be negotiated with the CONSULTANT upon the request of the OWNER
- 3.5 FINAL DESIGN PHASE: Not included at this time. This phase to be negotiated with the CONSULTANT upon the request of the OWNER
- 3.6 BID DOCUMENTS: Not included at this time. To be negotiated after preliminary design phase is completed
- 3.7 BID ASSISTANCE PHASE: OWNER performed.
- 3.6 CONSTRUCTION SERVICES PHASE: TBD
- 3.7 RECORD DRAWINGS. TBD

**ATTACHMENT B  
TO  
PROFESSIONAL CONSULTING SERVICES  
BETWEEN  
CITY OF BROKEN ARROW  
AND  
COWAN GROUP ENGINEERING, LLC  
FOR  
OPERATIONS CENTER SITE IMPROVEMENTS  
PROJECT NO. 2217090**

**ORGANIZATION OF SUBMITTAL DOCUMENTS**

The CONSULTANT shall prepare the following documents as described as a part of the AGREEMENT dated the \_\_\_\_ day of \_\_\_\_\_, 2026.

- 1.0 BOUNDARY AND TOPOGRAPHIC LAND SURVEY:** The CONSULTANT shall submit survey documents in accordance with City requirements.
- 2.0 PLANNING AND CONCEPTUAL DRAWINGS:** The CONSULTANT shall submit in-full, a planning and conceptual drawings as described.
- 3.0 PRELIMINARY DESIGN DRAWINGS:** TBD
- 4.0 FINAL CONSTRUCTION DRAWINGS:** TBD
- 5.0 CONTRACT DOCUMENTS:** Not required
- 6.0 CONSTRUCTION SERVICES PHASE:** TBD
- 7.0 RECORD DRAWINGS:** TBD

**ATTACHMENT C  
TO  
PROFESSIONAL CONSULTING SERVICES  
BETWEEN  
CITY OF BROKEN ARROW  
AND  
COWAN GROUP ENGINEERING, LLC  
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**COMPENSATION AND ADDITIONAL SERVICES**

The following compensation and hourly rates shall apply as described in Appendix 1 and shall be made a part of the AGREEMENT dated the \_\_\_\_\_ day of \_\_\_\_\_, 2026.

**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 Boundary and Topographic Land Survey (Survey) Payment: The OWNER shall pay the CONSULTANT a lump sum amount of \$ 13,800.00 for the completion of the Survey Phase. This amount includes all labor, material, overhead and profit associated with the Scope of Services.
- 1.2 Planning and Conceptual Drawings (Planning) Payment: The OWNER shall pay the CONSULTANT a hourly not to exceed amount of \$21,700.00 for the completion of the Planning Phase. This amount includes all labor, material, overhead and profit associated with the Scope of Services.
- 1.3 Design Services Phase: The OWNER may negotiate professional services fee with the CONSULTANT at the OWNER'S discretion
- 1.4 Construction Services Phase: The OWNER may negotiate professional services fee with the CONSULTANT at the OWNER'S discretion.
- 1.5 Project Closeout Phase Payment: The OWNER may negotiate professional services fee with the CONSULTANT at the OWNER'S discretion.
- 1.6 The OWNER may negotiate other professional services fees with the CONSULTANT at the OWNER'S discretion.

**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, 2026.

**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  
AND  
COWAN GROUP ENGINEERING, LLC  
FOR  
OPERATIONS CENTER SITE IMPROVEMENTS  
PROJECT NO. 2217090**

**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 \_\_\_\_\_, 2026.

**1.0 OWNER'S RESPONSIBILITIES**

- 1.1 OWNER shall construct the PROJECT;
- 1.2 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;
- 1.3 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;
- 1.4 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;
- 1.5 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;
- 1.6 OWNER shall be responsible for all land/easement acquisition costs and filing of the required legal documents, if necessary; and
- 1.7 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.
- 1.8 OWNER shall furnish to CONSULTANT a copy of the 2021 Needs Assessment, Vehicle List for each department and civil engineering plans for ongoing adjacent projects;

**2.0 SPECIAL CONDITIONS**

- 2.1 None

**ATTACHMENT E  
TO  
PROFESSIONAL CONSULTING SERVICES  
BETWEEN  
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AND  
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FOR  
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PROJECT NO. 2217090**

**PROJECT SCHEDULE**

The following schedule shall be made a part of the AGREEMENT dated the \_\_\_\_\_ day of \_\_\_\_\_, 2026.

**1.0 BOUNDARY AND TOPOGRAPHIC LAND SURVEY PHASE:**

- 2.1 Notice to Proceed: \_\_\_\_\_
- 2.2 Mobilize for Land Survey: 1 week after Notice to Proceed
- 2.3 Submit Land Survey Documents: 3 weeks after mobilization

**2.0 PLANNING AND CONCEPTUAL DRAWING PHASE:**

- 2.1 Notice to Proceed: Upon completion of land survey
- 2.2 Pavement Condition Assessment: 2 weeks after Notice to Proceed
- 2.3 Initial Site Concept Completion: 4 weeks after Notice to Proceed
- 2.4 Prepare final cost estimate: 4 weeks after Notice to Proceed
- 2.5 Owner Review: 1 week after Initial Concept Completion
- 2.6 Concept Revisions: TBD based on OWNER comments