

## **AGREEMENT FOR PROFESSIONAL SERVICES**

THIS AGREEMENT is entered into between The City of Norman (OWNER) and Atkins North America, Inc. (CONSULTANT) for the following reasons:

1. OWNER intends to construct Pickard Avenue between Kansas Street and Acres Street (the Project); and,
2. OWNER requires certain professional survey, design, analysis and engineering services in connection with the Project; and,
3. CONSULTANT is prepared to provide the Services.

In consideration of the promises contained in this Agreement, OWNER and CONSULTANT agree as follows:

### **ARTICLE 1 - EFFECTIVE DATE**

The effective date of this Agreement shall be \_\_\_th day of \_\_\_\_\_, 200\_\_.

### **ARTICLE 2 - GOVERNING LAW**

This Agreement shall be governed by the laws of the State of Oklahoma .

### **ARTICLE 3 - SCOPE OF SERVICES**

CONSULTANT shall provide the Services described in Attachment A, Scope of Services.

### **ARTICLE 4 - SCHEDULE**

CONSULTANT shall exercise its reasonable efforts to perform the Services described in Attachment A according to the Schedule set forth in Attachment B.

### **ARTICLE 5 -COMPENSATION**

OWNER shall pay CONSULTANT in accordance with Attachment C, Compensation.

Invoices shall be due and payable upon receipt. OWNER shall give prompt written notice of any disputed amount and shall pay the remaining amount.

### **ARTICLE 6 - OWNER'S RESPONSIBILITIES**

OWNER shall be responsible for all matters described in Attachment D, OWNER'S Responsibilities. OWNER hereby represents that it owns the intellectual property rights in any plans, documents or other materials provided by OWNER to CONSULTANT. If OWNER does not own the intellectual property rights in such plans, documents or other materials, prior to providing same to CONSULTANT, OWNER shall obtain a license or right to use, including the right to sublicense to CONSULTANT. OWNER hereby grants CONSULTANT the right to use the intellectual property associated with plans, documents or other materials it owns or has the right to use for the limited purpose of performing the Services. OWNER represents that CONSULTANT'S use of such documents will not infringe upon any third parties' rights.

#### **ARTICLE 7 - STANDARD OF CARE**

The same degree of care, skill, and diligence shall be exercised in the performance of the Services as is ordinarily possessed and exercised by a member of the same profession, currently practicing, under similar circumstances. No other warranty, express or implied, is included in this Agreement or in any drawing, specification, report, opinion, or other instrument of service, in any form or media, produced in connection with the Services.

#### **ARTICLE 8 - INDEMNIFICATION AND LIABILITY**

Indemnification. The CONSULTANT and the OWNER each hereby agree to indemnify and hold harmless the other party, its officers, servants, and employees, from any and all liability, loss, damage, cost, and expense (including reasonable attorneys' fees) caused by an error, omission, or negligent act of the indemnifying party in the performance of services under this Agreement. The CONSULTANT and the OWNER each agree to promptly serve notice on the other party of any liabilities arising hereunder. In any and all liabilities asserted by any employee of the CONSULTANT against any indemnified party, the indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for the CONSULTANT or any of the CONSULTANT'S employees under workers' compensation acts, disability benefit acts, or other employee benefit acts. The acceptance by OWNER or its representatives of any certification of insurance providing for coverage other than as required in this Agreement to be furnished by the CONSULTANT shall in no event be deemed a waiver of any of the provisions of this indemnity provision. None of the foregoing provisions shall deprive the OWNER of any action, right, or remedy otherwise available to the OWNER at common law.

Survival. The terms and conditions of this Article shall survive completion of the Services, or any termination of this Agreement.

#### **ARTICLE 9 - INSURANCE**

During the performance of the Services under this Agreement, CONSULTANT shall maintain the following insurance:

- (a) General Liability Insurance, with a limit of \$1,000,000 per occurrence and \$2,000,000 annual aggregate.
- (b) Automobile Liability Insurance, with a combined single limit of \$1,000,000 for each person and \$1,000,000 for each accident.
- (c) Workers' Compensation Insurance in accordance with statutory requirements and Employers' Liability Insurance, with a limit of \$500,000 for each occurrence.
- (d) Professional Liability Insurance, with a limit of \$1,000,000 per claim and annual aggregate.

CONSULTANT shall, upon written request, 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. OWNER shall require all Project contractors to include OWNER, CONSULTANT, and its parent company, affiliated and subsidiary entities, directors, officers and employees, as additional insureds on their General and Automobile Liability insurance policies, and to indemnify both OWNER and CONSULTANT, each to the same extent



#### **ARTICLE 10 - LIMITATIONS OF RESPONSIBILITY**

CONSULTANT shall not be responsible for (a) construction means, methods, techniques, sequences, procedures, or safety precautions and programs in connection with the Project; (b) the failure of any contractor, subcontractor, vendor, or other Project participant, not under contract to CONSULTANT, to fulfill contractual responsibilities to OWNER or to comply with federal, state, or local laws, regulations, and codes; or (c) procuring permits, certificates, and licenses required for any construction unless such procurement responsibilities are specifically assigned to CONSULTANT in Attachment A, Scope of Services. In the event the OWNER requests CONSULTANT to execute any certificates or other documents, the proposed language of such certificates or documents shall be submitted to CONSULTANT for review at least 15 days prior to the requested date of execution. CONSULTANT shall not be required to execute any certificates or documents that in any way would, in CONSULTANT's sole judgment, (a) increase CONSULTANT'S legal or contractual obligations or risks; (b) require knowledge, services or responsibilities beyond the scope of this Agreement; or (c) result in CONSULTANT having to certify, guarantee or warrant the existence of conditions whose existence CONSULTANT cannot ascertain.

#### **ARTICLE 11 - OPINIONS OF COST AND SCHEDULE**

Because 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 practitioner of its profession. CONSULTANT does not guarantee that proposals, bids, or actual Project costs will not vary from CONSULTANT'S cost estimates or that actual schedules will not vary from CONSULTANT'S projected schedules.

#### **ARTICLE 12 - REUSE OF DOCUMENTS**

All documents, including, but not limited to, plans, drawings, and specifications prepared by CONSULTANT as deliverables pursuant to the Scope of Services are instruments of service in respect to the Project. They are not intended or represented to be suitable for reuse by OWNER or others on modifications or extensions of the Project or on any other project. Any reuse without prior written verification or adaptation by CONSULTANT for the specific purpose intended will be at OWNER'S sole risk and without liability or legal exposure to CONSULTANT. OWNER shall indemnify and hold harmless CONSULTANT and its subconsultants against all judgments, losses, damages, injuries, and expenses, including reasonable attorneys' fees, arising out of or resulting from such reuse. Any verification or adaptation of documents will entitle CONSULTANT to additional compensation at rates to be agreed upon by OWNER and CONSULTANT.

#### **ARTICLE 13 - OWNERSHIP OF DOCUMENTS AND INTELLECTUAL PROPERTY**

Except as otherwise provided herein, documents, drawings, and specifications prepared by CONSULTANT and furnished to OWNER as part of the Services shall become the property of OWNER; provided, however, that CONSULTANT shall have the unrestricted right to their use. CONSULTANT shall retain its copyright and Ownership rights in its design, drawing details, specifications, data bases, computer software, and other proprietary property. Intellectual property developed, utilized, or modified in the performance of the Services shall remain the property of CONSULTANT.

#### **ARTICLE 14 - TERMINATION AND SUSPENSION**

This Agreement may be terminated by either party upon written notice in the event of substantial failure by the other party to perform in accordance with the terms of this Agreement; provided, however, the nonperforming party shall have 14 calendar days from the receipt of the termination notice to cure or to submit a plan for cure acceptable to the other party. OWNER may terminate or suspend performance of this Agreement for OWNER'S convenience upon written notice to CONSULTANT. CONSULTANT shall terminate or suspend performance of the Services on a schedule acceptable to OWNER, and OWNER shall pay CONSULTANT for all the Services performed. Upon restart of suspended Services, an equitable adjustment shall be made to CONSULTANT'S compensation and the Project schedule.

#### **ARTICLE 15 - 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; floods; earthquakes; fire; epidemics; war, riots, and other civil disturbances; strikes, lockouts, work slowdowns, and other labor disturbances; sabotage; judicial restraint; and delay in or 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. CONSULTANT shall be granted a reasonable extension of time for any delay in its performance caused by any such circumstances.

Should such circumstances occur, the nonperforming 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 16 - NOTICES**

Any notice required by this Agreement shall be made in writing to the address specified below:  
OWNER:

Masoud Pajoh, P.E.  
Capital Projects Engineer  
City of Norman  
P.O. Box 370  
Norman, OK 73070

Atkins North America, Inc.  
Daniel Q. Humphrey, PE  
Senior Division Manager  
350 David L Boren Blvd, Ste 1510  
Norman, OK 73072

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



#### **ARTICLE 17 - DISPUTES**

In the event of a dispute between OWNER and CONSULTANT arising out of or related to this Agreement, the aggrieved party shall notify the other party of the dispute within a reasonable time after such dispute arises. If the parties cannot thereafter resolve the dispute, each party shall nominate a senior officer of its management to meet to resolve the dispute by direct negotiation or mediation.

Should such negotiation or mediation fail to resolve the dispute, either party may pursue resolution of the dispute by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association; provided, however, in the event the parties are unable to reach agreement to arbitrate under terms reasonably acceptable to both parties, either party may pursue resolution in any court having jurisdiction. During the pendency of any dispute, the parties shall continue diligently to fulfill their respective obligations hereunder.

#### **ARTICLE 18 - EQUAL EMPLOYMENT OPPORTUNITY**

CONSULTANT hereby affirms its support of affirmative action and that it abides by the provisions of the "Equal Opportunity Clause" of Section 202 of Executive Order 11246 and other applicable laws and regulations. CONSULTANT affirms its policy to recruit and hire employees without regard to race, age, color, religion, sex, sexual preference/orientation, marital status, citizen status, national origin or ancestry, presence of a disability or status as a Veteran of the Vietnam era or any other legally protected status. It is CONSULTANT'S policy to treat employees equally with respect to compensation, advancement, promotions, transfers and all other terms and conditions of employment. CONSULTANT further affirms completion of applicable governmental employer information reports including the EEO-1 and VETS-1 00 reports, and maintenance of a current Affirmative Action Plan as required by Federal regulations.

#### **ARTICLE 19 - 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 20 - 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 it 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 21 - INTEGRATION**

This Agreement, including Attachments A, B, C, and D incorporated by this reference, 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 22 - SUCCESSORS AND ASSIGNS**

OWNER and CONSULTANT each binds itself and its successors, executors, administrators, permitted assigns, legal representatives and, in the case of a partnership, its partners, to the other party to this Agreement and to the successors, executors, administrators, permitted assigns, legal representatives, and partners of such other party in respect to all provisions of this Agreement.

**ARTICLE 23 - ASSIGNMENT**

Neither OWNER nor CONSULTANT shall assign any rights or duties under this Agreement without the prior written consent of the other party, which consent shall not be unreasonably withheld; provided, however, CONSULTANT may assign its rights to payment without OWNER'S consent. 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 engaging independent CONSULTANTS, associates, and subcontractors to assist in the performance of the Services.



**ARTICLE 24 - NO THIRD PARTY RIGHTS**

The Services provided for in this Agreement are for the sole use and benefit of OWNER and CONSULTANT. Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than OWNER and CONSULTANT.

IN WITNESS WHEREOF, OWNER and Atkins North America, Inc. have executed this Agreement.

DATED this \_\_\_\_th day of \_\_\_\_\_, 2017.

The City of Norman  
(OWNER)

Signature \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Attest:

\_\_\_\_\_  
City Clerk

Atkins North America, Inc.

Signature Michael C. Hogan

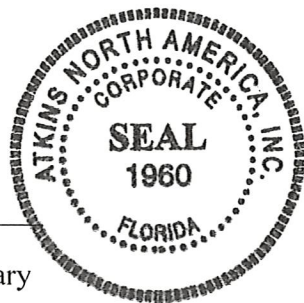
Name Michael C. Hogan

Title Vice President

Date February 22, 2017

Attest:

Rene de los Rios  
Secretary  
Rene de los Rios, Assistant Secretary



Approved as to form and legality this \_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
City Attorney

## **ATTACHMENT A SCOPE OF SERVICES**

ARTICLE 3 of the AGREEMENT is amended and supplemented to include the following agreement of the parties. The CONSULTANT shall, except as otherwise provided for herein, furnish all engineering services, labor, equipment and incidentals (SERVICES) as required for this AGREEMENT.

### **PART 1- DESCRIPTION OF PROJECT**

The CONSULTANT is to provide SERVICES in connection with the development of design, utility coordination and relocations, bidding, and construction documents for the following improvements located within the City of Norman, Oklahoma:

#### **Project Extents:**

The design shall include the reconstruction of Pickard Avenue between Kansas Street and Acres Street. Valley gutter will be constructed through each intersecting road and will be constructed out of concrete.

#### **Project Exceptions:**

Acres Street and Kansas Street intersections.

#### **Incidental Construction:**

The PROJECT shall include grading, drainage, storm sewer and other drainage appurtenances, paving and any other ancillary construction as required to tie the proposed construction to adjacent improvements.

Design criteria and other requirements specific to this PROJECT include:

- A design speed of 25 mph is anticipated. However, the actual design speed will be determined by consultation with City Traffic

Engineer prior to the preparation of construction documents.

- The design shall include one (1) typical pavement section: a 2-lane, asphalt pavement with combined concrete curb & gutter. The width of the mainline typical section is expected to be 24'. Paving recommendations are expected to match City of Norman Standard ST-01 throughout the PROJECT extents.
- The design shall include all associated drainage structures and accompanying design calculations. The CONSULTANT will submit the drainage calculations.
- A complete drainage system will be avoided if at all possible with the exception of tie-ins at Kansas Street and Acres Street.
- Gutter will continue through the intersecting roads where needed to maintain drainage.
- Construction documents developed by the CONSULTANT shall comply with the established requirements of the OWNER.
- Add ADA ramps at the intersecting roads.
- Add retaining wall or curb at the back of the sidewalk to avoid acquiring any rights of way should the grading need to exceed the existing limits.
- Adjust the inlet on the northeast corner of Kansas Street to drain.
- Add a sidewalk ramp on the southeast corner of Kansas Street.



- Alleys will be constructed of 8-inch PC Concrete Pavement with a thickened edge at the gutter line.
  - Sanitary sewer manholes and water valves will be adjusted to grade.

In addition, the PROJECT shall be designed in accordance with the general criteria identified in **PART III - Design Criteria**.

## **PART II - SERVICES PROVIDED BY OTHERS**

Engineering and ancillary services including but not limited to those identified below, shall be the responsibility of others:

Utility Relocation Design - Relocation design for utility systems in conflict with the proposed construction are not included in CONSULTANT's scope of services. Relocation designs shall be the responsibility of each utility owner. Design of the OWNER-owned utilities (such as water and sanitary sewer services), are not anticipated, but may be provided by the CONSULTANT if authorized by the OWNER in writing in the form of an executed Amendment to this AGREEMENT.

Certificates of Title and Right-of-Way Appraisals & Acquisitions - Certificates of Title and Right-of-Way Appraisals & Acquisitions required for the proposed construction and/or utility relocations are not included in the CONSULTANT's scope of work. Certified title information provided by the OWNER to the CONSULTANT prior to the Plan-in-Hand review shall be incorporated into the right-of-way drawings, plats, misery reports and other instruments as required at no additional cost to the OWNER.

## **PART III - DESIGN CRITERIA**

The design and plans shall conform to current State and AASHTO policies and standards (as modified under the direction of OWNER in writing) including:

- Manual on Uniform Traffic Control Devices for Streets and Highways, U.S. Department of Transportation, FHWA, 2009 Edition;
- A Policy on Geometric Design of Highways and Streets, American Association of State Highway and Transportation Officials, 2011 Edition;
- Standard Specifications for Highway Construction, and Supplemental, Oklahoma Department of Transportation, 2009;
- Highway Capacity Manual, Transportation Research Board, 2010 Edition;
- Drainage Design Manual, Oklahoma Department of Transportation, 1988 Edition;
- Roadway Design Manual, Oklahoma Department of Transportation, 1992 Edition;
- Roadway Safety and Convenience Design Guide for Oklahoma Cities, Oklahoma Department of Transportation, 1991 Edition;
- Checklist for Local Government Urban Plans, Oklahoma Department of Transportation, 2001 Edition.
- City of Norman and EDC Standard Specifications and Construction Drawings, (latest revision).

## **PART IV - GENERAL PERFORMANCE REQUIREMENTS**

The CONSULTANT agrees to the following as appropriate and when applicable SERVICES included in this AGREEMENT:

1. To compute and place upon the construction plans, right-of-way ties to the survey line or a construction reference line, whichever is the most feasible, for the purpose of staking the right-of-way line for construction operations.
  2. To prepare and furnish complete detailed final construction plans as called for in "DESCRIPTION OF PROJECT".
  3. To prepare and furnish all field surveys and mapping including topographic survey of the PROJECT area, ties to local coordinate system, horizontal location of existing utilities, and monumentation for construction staking.
  4. To prepare hydrologic and hydraulic design, geometric design, and pay quantity computations. The CONSULTANT shall ensure that these computations are independently checked in detail by competent personnel and shall provide a written statement to that effect when the plans are submitted. Submittal of the computations is not required.
  5. To furnish any additional plan sheets identified in the scope of services and as required by the OWNER.
  6. That all preliminary designs, final plans and reports submitted for review by the OWNER shall be accompanied by a written statement signed and sealed by a professional engineer attesting that a detailed check has been made of the plans and reports.
  7. To be available for such conferences as the OWNER may deem necessary in connection with the work. The OWNER shall have the right to inspect the work at all reasonable times at the CONSULTANT's office.
  8. To coordinate its CONSULTANT's work with other consultants on adjoining projects, if any, and to furnish and share survey and plan data identified in the scope of services in such a manner as to facilitate and expedite the completion of AGREEMENTS for adjacent work.
  9. To prepare and/or update CONSULTANT's Opinion of Probable Cost at each submittal milestone.
  10. To attend meetings with the OWNER after each submittal. In the event of any delay in performing the work and/or increase in anticipated construction costs of the resulting PROJECT provided for in this AGREEMENT, the CONSULTANT shall immediately notify the OWNER and shall fully explain the nature, time and reason for the delay.
- PART V – WORK BREAKDOWN STRUCTURE & WORK PRODUCT REQUIREMENTS**
- The following Work Breakdown Structure (WBS) and Work Product Requirement are an outline and understanding of the scope of services that supports the CONSULTANT's fee and project schedule. The WBS is an expansion on the general requirements presented **PARTS I** through **IV**. All requirements set forth **PARTS I** through **IV** shall be met regardless of whether or not more specific requirements are stipulated herein. A list of the sizes and number of sets of plans included in the AGREEMENT is provided in **PART VI - PLAN REQUIREMENTS**.
- TASK I - PRE-DESIGN SERVICES**



Pre-Design services include field surveying and geotechnical exploration and analysis necessary to commence the design. The OWNER shall provide standard geotechnical investigation sufficient to satisfy the PROJECT design requirements. The tasks to be performed by CONSULTANT include:

Task 1A - Design Survey

Surveying shall be in accordance with the minimum standards for land surveying as stipulated by the Oklahoma State Board of Professional Engineers and Land Surveyors. Tract ownerships are to be based on observable evidence and reasonable public record research. Ownerships shown will not be conclusive to actual land title certificates.

- a. The CONSULTANT shall establish horizontal and vertical control within the PROJECT limits necessary to collect all topographic and planimetric features, boundaries, right-of-way/easement information, etc. and to serve as survey control for construction staking by the Construction Contractor.
- b. The CONSULTANT shall provide field surveying in order to develop existing roadway cross sections at 50' intervals as well as at intersections and driveways throughout the PROJECT.
- c. The CONSULTANT shall create contours and digital terrain model from the collected data to support the design.
- d. The CONSULTANT shall collect topographic data including, but not limited to, surface features such as utilities, signs, (including type and reference marker, if any), headwalls, retaining walls, curb and grate inlet locations, pipe and box culvert

flowlines, driveway locations and profile, and other pertinent data.

- e. The CONSULTANT shall provide survey in the Oklahoma State Plane Coordinate System, South Zone. The ground/grid combined scale factor shall be computed for the PROJECT and noted on the survey sheets.
- g. The CONSULTANT shall contact the Oklahoma One Call System "CALL OKIE" via the "Web Ticket" system and maintain records of reported utility holders. Information on Utility holders received from OKIE shall be shown on plan sheets. Utility drawings based on surface features, flagging, and record drawings shall be included in the plan sets. Any additional information received directly from the utility companies shall be included in the plan sets and identified.
- h. The OWNER shall provide the Pavement Design to the CONSULTANT. Two (2) typical pavement sections will be developed for Pickard Avenue. It is anticipated that full depth reconstruction will be required the entire length of the project.
  - a. Two (2) lane, curbed asphalt roadway from Kansas Street to Acres Street.
  - b. Two (2) lane, curbed concrete roadway for intersections.

Task 1B – Geotechnical Services

Geotechnical services shall include:

- a. Collect soil borings to determine the soil classification.
- b. Analyze the soil to determine the level of sulfates in the soil.

- c. If sulfate levels need to be reduced to an appropriate level, CONSULTANT shall determine if CKD has enough free lime to reduce the sulfate levels. Should the CDK not be adequate to reduce the sulfate levels, the CONSULTANT will determine the amount of lime required to properly modify the soil.

### **TASK 2 - ADDITIONAL DESIGN SERVICES**

The CONSULTANT services identified in Task 2 are services anticipated to be required. However, the specific required level of effort by the CONSULTANT will be unknown until additional information becomes better defined during the course of the PROJECT. The identified SERVICES and anticipated level of effort are educated estimates only. SERVICES will be provided on an "as needed" and "as requested" basis according to the identified unit cost.

#### **Task 2A – Supplemental Survey Needs**

The OWNER and the CONSULTANT will have several needs for additional survey services after the initial design survey is complete. The level of effort required is unknown. An estimate of required man hours is included in the contract amount to be used "as needed" and "as requested". The anticipated items are listed below:

- a. Survey underground utility locates
- b. Survey previously unmarked utilities
- c. Stake existing right-of-way
- d. Other miscellaneous surveys required by the OWNER or the CONSULTANT

The OWNER will be invoiced on an "as used" basis at Standard Rates plus 5%.

### **TASK 3 - DESIGN SERVICES**

The following Design SERVICES will be provided by the CONSULTANT as necessary to complete the PROJECT as defined above:

#### **Task 3A - Preliminary Design & Report**

The CONSULTANT shall conduct the following preliminary design functions during the Preliminary Design task:

- a. Prepare preliminary horizontal & vertical alignments and associated Plan & Profile Sheets.
- b. Prepare a Preliminary Engineers Estimate of Probable Cost and Budget Review.
- c. Document existing utilities.

No FEMA CLOMR/LOMRs and no COE 404 Applications/Permits are anticipated for PROJECT.

#### **Task 3B - 65% Complete Design Plans (Right-of-Way and Utility Submittal)**

The CONSULTANT shall complete all design analysis and prepare all design documents necessary to conduct a Plan-in-Hand project review with the OWNER once the design and construction plans reach 65% complete. These tasks are anticipated to include the following:

- a. Confirm horizontal and vertical alignments
- b. Confirm Typical Sections
- c. Field verify survey
- d. Identify drainage issues
- e. Identify utility conflicts
- f. Revise P & P Sheets
- g. Prepare Cross Section Sheets
- h. Revise Drainage Structure Tables
- i. Prepare Summary Tables



- j. Prepare Driveway Schedules
- k. Prepare Pay Items & Notes
- l. Prepare Detail Sheets
- m. Revise Engineer's Estimate of Probable Cost.

#### Task 3C - Final Plans

Upon receiving review meeting comments from the OWNER, the CONSULTANT shall prepare final Construction Plans suitable for bid letting. These tasks are anticipated to include the following:

- a. Finalize P & P Sheets
- b. Finalize Cross Section Sheets
- c. Finalize Drainage Structure Tables
- d. Finalize Summary Tables
- e. Finalize Driveway Schedules
- f. Finalize Pay Items, Bid Quantities & Pay Item Notes
- g. Finalize Detail Sheets
- h. Finalize Engineer's Estimate of Probable Cost

#### **Designs Exclusions:**

- a. Engineering Reports
- b. Design Calculation Submittals
- c. Drainage Calculation Submittals
- d. Public Utility Design/Relocations
- e. Preparation of Right-Of-Way or Easement Documents
- f. Traffic Control
- g. Construction Sequencing
- h. Special Structural Designs
- i. Drainage maps, design data and/or computations for any storm sewer systems and other drainage involved in this project, unless agreed upon in an executed amendment to this AGREEMENT.

#### **TASK 4 – ENVIRONMENTAL CLEARANCE SUPPORT**

Environmental clearance is not anticipated for this project and is not included in the professional services. If it is necessary for these services under this project, the scope of work will be defined by an amendment to this agreement.

#### **TASK 5 – RIGHT-OF-WAY ACQUISITION SUPPORT SERVICES AND RECOUPMENT DISTRICT LEGALS & EXHIBITS**

Additional right of way is not anticipated for this project and services for acquisition are not included as part of this agreement. If additional right of way is necessary, these services will be added to the agreement by written amendment. However, CONSULTANT will provide Temporary Driveway Easements (TDE) descriptions at locations determined during the design phase.

#### **TASK 6 - UTILITY RELOCATIONS**

The CONSULTANT will work with the OWNER's Utility Coordinator to ensure that all required utility relocations are consistent with the PROJECT. Design of the OWNER-owned utilities is not anticipated for this project. If the design or relocation of owner-owned utilities is necessary (such as water and sanitary sewer services), services will be added to the agreement by written amendment.

#### **Task 6A - Utility Relocation Coordination & Relocation Plan Review**

This task is anticipated to include the following:

- a. Work with City Utility Coordinator
- b. Attend one utility meeting to verify existing utilities and relocation plans.

- c. Review utility relocation plans for compatibility with PROJECT design

It is anticipated that the CONSULTANT will serve the OWNER in a support role for this task. The OWNER will be responsible for contacting utility companies, scheduling meetings, ensuring timely relocations and any other necessary tasks to meet the demands of the project.

#### Task 6B – Utility Potholes

The CONSULTANT shall be responsible for pothole services to determine any conflicts with City Utilities and franchise utilities within the project limits. The services will be considered additional tasks and will be paid on an as needed basis.

### **TASK 7 - CONSTRUCTION SERVICES**

#### Task 7A - Bid Administration

The CONSULTANT will serve the OWNER in a support role during the bidding/award process. The CONSULTANT shall also provide the specific SERVICES outlined herein.

- a. The CONSULTANT shall prepare a signed/sealed Engineer's Estimate based on the final construction documents, pay items and quantities. The Engineer's Estimate shall be presented to the OWNER for review prior to bidding.
- b. The CONSULTANT will be responsible for producing and selling plans for potential bidders.
- c. The CONSULTANT shall attend the Pre-Bid Conference conducted by the OWNER to discuss the PROJECT and answer questions from possible contractors. The CONSULTANT shall provide written responses to questions received and submitted to the OWNER.

The CONSULTANT shall provide minutes.

- d. The CONSULTANT will tabulate all submitted bids and provide the OWNER with a bid recommendation letter.

#### Task 7B - Construction Support Services

It is anticipated that the OWNER will assume primary responsibility for the construction administration as is the ordinary practice for locally funded projects of this nature, CONSULTANT will serve the OWNER in a support role during the construction process. The CONSULTANT shall also provide the specific SERVICES outlined herein.

- a. It is not anticipated that an Addenda will be required for the PROJECT. If required, the CONSULTANT shall revise plans as requested by the OWNER for issuance of Addenda.
- b. The CONSULTANT will support the OWNER as necessary to ensure PROJECT completion.
- c. The CONSULTANT will respond to any Requests for Information (RFI's) as requested by the OWNER. The CONSULTANT shall maintain a log of all RFI's and responses and provide OWNER with an RFI update as requested by the OWNER.

#### Task 7C - Record Drawings

Record Drawings will be prepared and submitted to the OWNER. Record Drawings will be prepared from field documents provided by the CONTRACTOR or OWNER. Full time inspections, periodic site visits or mapping/surveying of as-built conditions are not included in this AGREEMENT. If field survey is required, it will be requested by the OWNER and invoiced, under Task 2B on an "as needed" basis.



## PART VI - PLAN REQUIREMENTS

Drawings shall conform to ordinary drafting standard and shall be 22 x 34-inches (full size) and 11 x 17-inches (half size) prints. CONSULTANT shall provide and submit the required number of plan sets to complete the PROJECT. It is currently unknown the exact number of full size and half size plan sets required, For purposes of this contract, the following numbers of submittal plan sets (Preliminary Plans, 65% Submittal & Final Plans) are included in the base fees:

- Full Size – 3 (minimum 1"=30' scale)
- Half Size - 10

## PART VII - MUTUAL AGREEMENTS

The OWNER and the CONSULTANT mutually agree:

- SERVICES to be performed by the CONSULTANT shall include and encompass those SERVICES identified in **PART V - WORK BREAKDOWN STRUCTURE & WORK PRODUCT REQUIREMENTS**.
- The CONSULTANT shall hold the OWNER as a confidential client. The CONSULTANT shall make no statements or publish any materials regarding any investigations to any party on behalf of the OWNER without prior written authorization from the OWNER. The CONSULTANT shall refer all questions regarding this AGREEMENT and the work defined herein to the OWNER.
- Because the CONSULTANT has no control over the cost of labor, materials, or equipment furnished by others, the CONSULTANT's Opinion of Probable Cost shall be made on the basis of its experience and qualifications as a

professional engineer. The CONSULTANT does not guarantee that proposals, bids, or actual PROJECT construction costs will not vary from the CONSULTANT's construction cost estimates.

- When the plans are completed to the field review stage, representatives of the OWNER will accompany the CONSULTANT on a field review investigation to mutually determine design features to be incorporated in the final plans.
- All tracings, plans, computations, specifications and maps prepared or obtained under the terms of the AGREEMENT shall be delivered to and become the property of the OWNER. All basic survey notes and sketches, charts, computations and other data prepared or obtained under this AGREEMENT shall be made available upon request to the OWNER without restriction or limitation on their use. When an AGREEMENT is for preliminary plans only, no commitment is made or implied that would constitute a limitation on the subsequent use of the plans or the ideas incorporated therein for preparation of construction plans.
- The CONSULTANT shall furnish all engineering services, labor, equipment, and incidentals as may be required to perform this AGREEMENT, except as may be otherwise specifically provided for herein.
- The CONSULTANT shall sign the final product of CONSULTANT's efforts submitted to the OWNER and affix the appropriate Oklahoma seal as proof of Professional Engineer registration in the State of Oklahoma.
- The CONSULTANT and/or surveyor shall place his professional seal of endorsement and signature on all the documents, survey information and



engineering data furnished to the OWNER when such is required by the Level or Type of Service defined by this AGREEMENT and additionally, as may be required by State Law.

- i. The CONSULTANT and its sub-consultants are to maintain all books, documents, papers, accounting records and other evidence pertaining to costs incurred and to make such materials available at its respective offices at all reasonable times, during the AGREEMENT period and for three (3) years from the date of final payment under the AGREEMENT, for inspection by the OWNER and copies thereof shall be furnished to the OWNER.

**ATTACHMENT B  
PROJECT SCHEDULE**

ARTICLE 4 of the AGREEMENT is amended and supplemented to include the following agreement of the parties.

It is understood and agreed that the date of beginning, rate of progress, and the time of completion of SERVICES under this AGREEMENT are essential provisions of this AGREEMENT. It is further understood and agreed that the SERVICES under this AGREEMENT shall commence upon execution of the AGREEMENT between the OWNER and the CONSULTANT and after receipt of a written Notice to Proceed from the CONSULTANT. The parties mutually agree that time is of the essence in the performance of this AGREEMENT in order for the OWNER to take advantage of existing funding. The CONSULTANT agrees to provide SERVICES for each phase of the PROJECT as stated in **Attachment A - Scope of Services**, in accordance with the time frame as stated below:

TASK MILESTONE	ANTICIPATED COMPLETION DATE
Notice to Proceed	March, 15, 2017
Pre-Design Services	May 1, 2017
Preliminary Design	July 28, 2017
Utility Meeting	August 9, 2017
Final Plans 95% - Not Bid Set	December 1, 2017
Plans, Specifications and Estimate (P,S,& E) Submission	January 5, 2018
Bid Notice	January 18, 2018
Bid Opening	February 9, 2018

The parties further agree that the CONSULTANT will meet this schedule using standards and procedures for their submissions consistent with those currently used by Engineers/Surveyors practicing in Oklahoma. This schedule excludes the governing agency review time (except as provided above) and anytime lost while the CONSULTANT is waiting for direction either by a government agency or the OWNER, and any excusable delays as described in ARTICLE 15 of the AGREEMENT.

Dates indicated are dependent upon timely review by the OWNER, environmental clearance, Right-of-Way acquisitions, utility relocations and other factors beyond direct control of the CONSULTANT.

## ATTACHMENT C COMPENSATION

ARTICLE 5 of the AGREEMENT is amended and supplemented to include the following agreement of the parties.

The CONSULTANT agrees to perform the SERVICES identified in **Attachment A - Scope of Services**, in accordance with the limitations and conditions set forth in the AGREEMENT. The OWNER agrees, in accordance with the limitations and conditions set forth in the AGREEMENT to pay an amount not to exceed \$112,900 unless changed or modified by a mutually executed contact amendment between the OWNER and the CONSULTANT.

The OWNER shall pay the CONSULTANT for completion of the SERVICES of each task identified in **Attachment A - Scope of Services**, in accordance with the amounts stated below:

DESIGN TASK	COMPENSATION
Task 1A – Topographical Survey	\$7,500
Task 1B – Geotechnical Services	\$3,400
Task 3A – Preliminary Design	\$40,000
Task 3B – 65% Complete Design (R/W and Utility Submittal)	\$30,000
Task 3C – Final Construction Plans (P,S & E Submittal)	\$17,000
Task 4 – Environmental Clearance (Not Included)	\$0
Task 5 – Right of Way Support (Temporary Driveway Easements)	\$1,000
Task 6A – Utility Coordination	\$2,500
Task 7A – Bid Administration	\$2,000
Task 7B – Construction Support Services	\$1,000
Task 7C – Record Drawings (As-Built Plans)	\$3,500
<b>TOTAL COMPENSATION</b>	<b>\$107,900</b>

SUPPLEMENTAL TASK	COMPENSATION
Task 2A – Additional Survey	\$5,000
<b>TOTAL COMPENSATION</b>	<b>\$112,900</b>

Payment claims or invoices for incremental work completed on each task may be submitted by the CONSULTANT to the OWNER for prompt payment on a monthly basis.

Final payment shall not be deemed to waive any rights or obligation of the OWNER or the CONSULTANT to this AGREEMENT.



## **ATTACHMENT D OWNER'S RESPONSIBILITIES**

ARTICLE 6 of the AGREEMENT is amended and supplemented to include the following agreement of the parties.

### **OWNER RESPONSIBILITIES**

1. The OWNER shall furnish to the CONSULTANT all available information pertinent to PROJECT including previous reports, construction plans and any other data relative to design and construction of the PROJECT.
2. The OWNER shall be responsible for all permit fees.
3. The OWNER shall examine all studies, reports, sketches, estimates specifications, plan drawings, proposals and any 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.
4. The OWNER shall designate in writing a person to act as its representative in respect to the work to be performed under this AGREEMENT, and such person shall have complete authority to transmit instructions, receive information, interpret, and define the OWNER's policies and decisions with respect to materials, equipment, elements and systems pertinent to the services covered by this AGREEMENT.
5. The OWNER shall furnish legal assistance as required in the preparation, review and approval of construction documents.
6. The OWNER shall furnish assistance in locating existing OWNER-owned underground utilities and expediting their relocation in preparation for construction.
7. The OWNER shall coordinate efforts with non-OWNER-owned utilities to ensure any necessary relocations in preparation for construction.
8. The OWNER shall coordinate any necessary utility potholing.
9. The OWNER shall coordinate all traffic control and construction sequencing.
10. The OWNER shall provide for meeting facilities (or arrange for meeting facilities) for all PROJECT meetings with OWNER or Public Meetings in connection with the PROJECT.

### **SPECIAL RESPONSIBILITIES**

1. The OWNER shall furnish to the CONSULTANT traffic studies as may be required for the design.
2. The OWNER shall furnish Certificates of Title, Appraisals and Right-of-Way Acquisition necessary for utility relocations and/or proposed construction of the PROJECT.