

**EXHIBIT A  
BASIC SERVICES**

Upon written direction by the City, the Program Manager hereby agrees that it will perform in accordance with the standard of care as identified in the Standard of Care paragraph of the Contract, the following Basic Services required for the development and implementation of the Program.

**A. Norman Forward Projects.** Effective March 1, 2019, the following projects shall be considered within the scope of the Program and BASIC SERVICES as set forth in Exhibit C:

- Central Library
- Reaves Park
- Griffin Park
- Westwood Tennis Enclosure
- Senior Center
- Indoor Multi-Sport Facility
- Indoor Aquatic Facility
- Ruby Grant
- Parks and Recreation Maintenance Facility
- Softball & Football Complex

**B. Program Management Services**

- a. **Weekly Oversight**
- b. **Budget Management** – review the overall program budget items and issues with the City as appropriate or as requested during the program schedule.
- c. **Schedule Management** – review overall program schedule items and issues with the City as appropriate during the program timeline and report findings as necessary or as requested by the City.
- d. **Contract Review, as required**
- e. **Monthly Reporting** – prepare an overall program progress report monthly identifying status, various Project issues, program schedule status and issues, and program budget status and issues for review with the City.

**C. Pre-Design Phase Services**

- a. **Outreach**
  1. **Prepare, Attend and Document Public Meetings:** As the City's Program Manager, ADG will prepare for, attend, and document specific Project meetings with the public so the City's interests are addressed and the City has a record of the Public's feedback. This effort includes developing Action Items to be completed, documenting of information needed to prepare for the next public meeting, and documentation showing how the City has addressed public concerns.
  - b. **Ongoing Outreach Activities:** This effort includes addressing Project specific issues and concerns, working with the City to develop Project specific outreach strategies and implementation, and providing ongoing counsel to the City about Project specific outreach status, schedule and public perception.
  - c. **Report at City Council Meetings:** This effort includes preparing for, attending, presenting, and documenting Project status, issues, and recommendations to the Norman City Council.

**d. Programming**

- i. **Attend and Document Stakeholder Meetings:** As the City's Program Manager, ADG will prepare for, attend, and document meetings with Project Stakeholders so the City's interests are addressed and the City has a record of the Stakeholders' feedback. This effort includes developing Action Items to be completed by all team members including the City's consultants in charge of Project design and construction as necessary.
- ii. **Review Project Requirements:** ADG will assist in the development and or review of the City's Project requirements. The Project Requirements form the basis for the development of the Project and include the needs and criteria the design team is to follow during the development of the Project documents.
- iii. **Review Space Program:** ADG will assist in the development and or review the Space Program for the Project. The space program is a mathematical model outlining each space's intended use and the required square footage necessary to meet the user(s)' needs and the City's Project Requirements.
- iv. **Review Project Schedule and Budget:** ADG will review the design team's development schedule and budget for readily observable errors and omissions. Additionally, ADG will review the schedule and budget based on construction techniques and costs common to the Norman area.
- v. **Review RFQ and RFP:** ADG will assist in the development and or review of RFQs and RFPs for design services as appropriate for each Project. RFQs and RFPs are the basis for complete and quality work provided by qualified consultants.
- vi. **Incorporate into the Overall Implementation Plan:** ADG will analyze, review, and incorporate the Project's specifics into the overall Program Schedule then update this information for the period of performance of the contract.

**D. Construction Document and Cost-Estimate Review**

- a. **Construction Document Review:** ADG will review the City's consultants' submittals on behalf of the City reviewing the consultants' documents for readily observable omissions, code issues, ADA issues, etc. ADG will also review the documents to make sure the consultants are picking up specific items the City wants addressed as discussed in meetings and reviews with the consultants'; Action Item follow up. Additionally, ADG will review the documents for constructability noting issues and concerns from a contractor's point of view.
  - i. **Cost Estimate Reviews:** ADG will review the consultant's cost estimate at each submittal. ADG will apply known current local market cost information to the consultant's quantities as a check to the Project budget.
  - ii. **Other Items:** A value review will be completed at the end of each review, ADG will assemble comments and suggestions from the review team to identify areas where better value may exist by using different manufacturers/materials and/or different construction techniques. LEED Review and Consultant invoice review will also be completed by ADG on an as-needed basis.

**E. Bid/Construction Phase Services**

- a. **Review RFQ and RFP:** ADG will assist in the development and or review RFQ's and RFP's for construction services as appropriate for the Project. RFQ's and RFP's are the basis for complete and quality work provided by qualified contractors.
- b. **RFI and Change Order Assistance:** when requested, ADG will review RFI's and Change Orders requiring assessment by the City.

- i. **Monitor Progress and Pay Application Review:** ADG will attend weekly construction meetings conducted by the Contractor. ADG will review Project progress to determine in general if the Work is being completed in conformance with the Contract Documents. ADG will document field observations at each site visit in order to determine in general if Pay Applications are representative of the Work performed for the specified period.
- ii. **Punchlist Preparation and Review:** ADG will review a Punchlist prepared by the Contractor for Substantial Completion and back-check the Punchlist items as they are completed. Program Manager will add to and supplement the Contractor's Punchlist as required.
- iii. **Prepare Monthly Report:** ADG will prepare a progress report monthly identifying the status of the Project, the Project schedule, and the Project budget for review with the City.

**EXHIBIT B**  
**ADDITIONAL SERVICES**

Additional Services will only be provided upon prior written and clearly detailed direction of The City. The Program Manager may be directed to perform any, all, or none of the following Additional Services:

1. Provide assistance, analysis and coordination of work or services to be performed under separate contracts or to be performed by The City's own forces, which work or services are outside the scope of work of Program Manager's contracted services.
2. Provide analysis and services related to future facilities, systems improvements and equipment, which are not intended to be designed or constructed as a part of the Program.
3. Provide "ground-up" construction cost estimates for Projects, except for conceptual cost estimates required to produce the Program Budget.
4. Provide architectural and engineering design services required for any individual Project that includes but is not limited to building design, selection and procurement of equipment and other related equipment for the individual Projects.
5. Gathering, reviewing or analyzing data not directly related to the physical plant of any Project, such as demographic information, Information Technology, security or transportation.
6. Make revisions due to deficiencies or conflicts in documents prepared by The City, third party architects and/or engineer of record for any Project, if required, in which case the Program Manager agrees to perform the revisions according to reasonable professional standards and accepts responsibility for the work performed.
7. Provide professional services made immediately necessary by the default of the architect and/or engineer of record or contractor for any Project, if required, in which case the Program Manager agrees to perform the revisions according to reasonable professional standards and accepts responsibility for the work performed.
8. Trips requested by The City which require travel of more than 50 miles in one direction.
9. Produce miscellaneous presentation materials not originally anticipated as a part of the Program.
10. Provide extraordinary and continuing alternative dispute resolution services.
11. Prepare to serve or serve as expert witness in connection with any legal proceeding.
12. Provide detailed building surveys and produce existing condition drawings of structures to be remodeled, renovated or removed. These services may include the conversion of existing drawings to electronic media.
13. Provide assistance in public relations or marketing efforts either with Program Manager's employees directly or through a sub-consultant of Program Manager, which sub-consultant will be submitted to Program Coordinator for approval.
14. Prepare a Master Plan focusing on the urban nature of the site.
15. Services required by Program Manager resulting from delays caused in whole or in part by:
  - a. Changes to the Program or to Project(s) directed by The City
  - b. Default of Architect, Contractor or Construction Manager
16. Provision of program management services beyond March 1, 2022.

**EXHIBIT C**  
**COMPENSATION AND SCHEDULE OF VALUES**  
**CONTRACT FOR PROGRAM MANAGEMENT SERVICES**

**BASIC SERVICES**

Program Manager shall be compensated on each project according to the following schedule:

<b>COMPENSATION SUMMARY</b>		<b>Previous Authorization (2016 -19) City of Norman Contract K-1516-110</b>	<b>Amount Remaining on Contract K-1516-110</b>	<b>Proposed Additional Authorization (2019-2022)</b>	<b>Total Authorization (2019-2022)</b>
1.0	<b>Monthly Program Management</b>	\$ 587,594.14	\$ -	\$ 750,000	\$ 750,000
	<b>Basic Services</b>				
2.0	<b>Central Library</b>	\$ 200,365	\$ 3,938	\$ 105,562	\$ 109,500
2.1	Bid/Construction Phase Services				\$ 109,500
3.0	<b>Reaves Park</b>	\$ 42,000	\$ 21,153	\$ 158,000	\$ 179,153
3.1	Construction Document and Cost-Estimate Review: Phase I (4-months)				\$ 35,830.60
3.2	Bid/Construction Phase Services: Phase I (9-months)				\$ 53,745.90
3.3	Construction Document and Cost-Estimate Review: Phase II (4-months)				\$ 35,830.60
3.4	Bid/Construction Phase Services: Phase II (9-months)				\$ 53,745.90
4.0	<b>Griffin Park</b>	\$ 205,422	\$ 155,490	\$ 14,578	\$ 170,068
4.1	Construction Document and Cost-Estimate Review: Phase II (3-months)				\$ 17,006.80
4.2	Bid/Construction Phase Services: Phase II (6-months)				\$ 34,013.60
4.3	Construction Document and Cost-Estimate Review: Phase III (3-months)				\$ 17,006.80

COMPENSATION SUMMARY		Previous Authorization (2016 -19) City of Norman Contract K-1516-110	Amount Remaining on Contract K-1516-110	Proposed Additional Authorization (2019-2022)	Total Authorization (2019-2022)
4.4	Bid/Construction Phase Services: Phase III (6-months)				\$ 42,517.00
4.5	Construction Document and Cost-Estimate Review: Phase IV (3-months)				\$ 17,006.80
4.6	Bid/Construction Phase Services: Phase IV (6-months)				\$ 42,517.00
5.0	<b>Westwood Tennis Enclosure</b>	\$ 38,100	\$ -	\$ 33,180	\$ 33,180
5.1	Bid/Construction Phase Services (4-months)				\$ 33,180
6.0	<b>Senior Center</b>	\$ 159,296	\$ 144,721	\$ 25,279	\$ 170,000
6.1	Pre-Design Phase Services				\$ 25,500
6.2	Construction Document and Cost-Estimate Review				\$ 59,500
6.3	Bid/Construction Phase Services				\$ 85,000
7.0	<b>Indoor Multi-Sport Facility</b>	\$ 168,649	\$ 153,715	\$ 16,285	\$ 170,000
7.1	Pre-Design Phase Services				\$ 25,500
7.2	Construction Document and Cost-Estimate Review: Master Plan				\$ 25,500
7.3	Construction Document and Cost-Estimate Review: Phase I				\$ 34,000
7.4	Bid/Construction Phase Services				\$ 85,000
8.0	<b>Indoor Aquatic Facility</b>	\$ 182,091	\$ 167,157	\$ 112,843	\$ 280,000
8.1	Pre-Design Phase Services				\$ 42,000
8.2	Construction Document and Cost-Estimate Review: Master				\$ 42,000

COMPENSATION SUMMARY		Previous Authorization (2016 -19) City of Norman Contract K-1516-110	Amount Remaining on Contract K-1516-110	Proposed Additional Authorization (2019-2022)	Total Authorization (2019-2022)
	Plan				
8.3	Construction Document and Cost-Estimate Review: Phase I				\$ 56,000
8.4	Bid/Construction Phase Services				\$ 140,000
9.0	<b>Ruby Grant</b>	\$ -	\$ -	\$ 66,000	\$ 66,000
9.1	Pre-Design Phase Services				\$ 9,900
9.2	Construction Document and Cost-Estimate Review: Phase I				\$ 23,100
9.3	Bid/Construction Phase Services: Phase I				\$ 33,000
10.0	<b>Parks &amp; Rec Maintenance Building</b>	\$ -	\$ -	\$ 80,000	\$ 80,000
10.1	Pre-Design Phase Services				\$ 12,000
10.2	Construction Document and Cost-Estimate Review				\$ 28,000
10.3	Bid/Construction Phase Services				\$ 40,000
11.0	<b>Softball &amp; Football Complex</b>	\$ -	\$ -	\$ 50,000	\$ 50,000
11.1	Pre-Design Phase Services				\$ 7,500
11.2	Construction Document and Cost-Estimate Review				\$ 17,500
11.3	Bid/Construction Phase Services				\$ 25,000
12.0	<b>East Branch Library</b>	\$ 135,583	\$ -	\$ -	\$ -
13.0	<b>Westwood Aquatic</b>	\$ 158,576	\$ 3806	\$ -	\$ -

COMPENSATION SUMMARY		Previous Authorization (2016-19) City of Norman Contract K-1516-110	Amount Remaining on Contract K-1516-110	Proposed Additional Authorization (2019-2022)	Total Authorization (2019-2022)
	<b>Total Fee</b>	<b>\$ 1,877,681.14</b>			<b>\$ 2,057,901</b>
	<b>Monthly Program Management Fee</b>	<b>\$ 16,322.06</b>	<b>\$ 646,174</b>	<b>\$ 1,411,727</b>	<b>\$ 20,833.33</b>

All reimbursable expenses, including the cost of sub-consultants shall be billed to the Owner at Cost + 15%. Travel expenses shall be billed at the rate then published by the General Accounting Office of the Federal Government.

#### ADDITIONAL SERVICES

Additional Services shall be billed to the City on an hourly basis according to the following schedule:

##### Administrative Staff

Principal	\$250/hr
Director of Program Management	\$175/hr
Director of Urban Planning	\$150/hr
Director of Landscape Architecture	\$150/hr
Program Management Project Manager	\$125/hr
Office Administrator	\$ 90/hr
Marketing Director	\$ 90/hr
Marketing Assistant	\$ 45/hr
IT Administrator	\$ 75/hr
Administrative Assistant	\$ 45/hr
BIM/CAD Technician Manager	\$ 70/hr
Project Coordinator	\$ 75/hr

##### Construction Administration Staff

Senior Construction Administrator	\$ 90/hr
Construction Administrator	\$ 75/hr

##### Production Staff

Project Manager (Architect III)	\$125/hr
Architect II	\$105/hr
Architect I	\$ 90/hr
Intern Architect III	\$ 80/hr
Intern Architect II	\$ 70/hr
Intern Architect I	\$ 60/hr
Intern Architect Student	\$ 35/hr
Architectural Cadd Tech	\$ 60/hr
Specification Writer	\$ 105/hr

##### Design Staff

Director of Design - Architecture	\$175/hr
Director of Interior Design	\$175/hr
Interior Designer III	\$ 90/hr
Interior Designer II	\$ 75/hr
Interior Designer I	\$ 60/hr

Engineering Staff

Senior MEP & Civil Engineer	\$175/hr
MEP & Civil Engineer	\$110/hr
Senior Mechanical Designer	\$130/hr
Intern Engineer Student	\$ 35/hr
MEP Cadd Tech	\$ 70/hr
Civil Cadd Tech III	\$ 80/hr
Civil Cadd Tech	\$ 60/hr

The Program Manager shall notify the City, and receive a written authorization from the City, prior to providing any services which are outside the scope of BASIC SERVICES. Part of this notification shall include an estimated Not to Exceed cost for provision of the additional services.

Additional Services invoiced to the City shall be grouped by phase, task, or activity as directed by the City. All reimbursable expenses, including the cost of sub-consultants, shall be billed to the City at cost + 15%.