

## AGREEMENT FOR ON-CALL SURVEY / PROPERTY SERVICES

This AGREEMENT between the City of Norman/Norman Utilities Authority/Norman Municipal Authority (OWNER) and Lemke Land Surveying, LLC (SURVEYOR)

### WITNESSETH

WHEREAS, the OWNER requires a registered SURVEYOR to perform SERVICES in connection with miscellaneous City PROJECT(S); and

WHEREAS, the OWNER intends to engage a SURVEYOR to provide professional surveying and property-related SERVICES; and

WHEREAS, the SURVEYOR will provide said SERVICES for these PROJECT(S) in accordance with this AGREEMENT;

NOW THEREFORE, in consideration of the promises contained in this AGREEMENT, OWNER and SURVEYOR, on the date last executed below, agree as follows:

### ARTICLE 1 - TERM OF AGREEMENT

The parties desire to enter into a three-year AGREEMENT to secure certain benefits to the contract that would not otherwise be attainable if a multi-year AGREEMENT were not available. Accordingly, it is the expressed intent of the OWNER, upon completion of the initial three-year term, to renew the obligations of this contract for two additional one-year terms (maximum contract length of five years), subject to an annual appropriation of funds by the OWNER to fund its obligations under this AGREEMENT and subject to Article 11 herein. However, it is also recognized that the OWNER can only contract for obligations that occur during a particular fiscal year. To the extent the OWNER'S obligations are not funded for any fiscal year during the term of this AGREEMENT, then the portion of the AGREEMENT covering the fiscal year where the OWNER'S obligations are unfunded shall be void and unenforceable as to both parties.

### ARTICLE 2 – GENERAL CONDITIONS AND SURVEYOR'S RESPONSIBILITIES

- 2.1 The parties mutually agree and acknowledge that this is an Oklahoma AGREEMENT and any dispute shall be resolved in accordance with the Laws of the State of Oklahoma and actions if necessary shall be brought in the District Court of Cleveland County. In the event of ambiguity in any of the terms of this AGREEMENT, it shall not be construed for or against any party on the basis that such party did or did not author the same.
- 2.2 The standard of care for all professional surveying and related SERVICES under this AGREEMENT will be the care and skill ordinarily used by members of SURVEYOR's profession practicing under similar circumstances at the same time and in the same locality. SURVEYOR shall correct the SERVICES that fail to satisfy this standard of care. No warranty, expressed or implied is included in this AGREEMENT or in any drawing, specifications, report or opinion produced pursuant to this AGREEMENT.
- 2.3 A waiver by either OWNER or SURVEYOR 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.
- 2.4 The City of Norman is an Equal Opportunity Employer.
- 2.5 The SURVEYOR shall comply with all existing federal, state and local laws, rules and regulations including, but not limited to those pertaining to Collusion and Equal Employment Opportunity.
- 2.6 Liability, Indemnification and Insurance shall survive completion, suspension, or termination, for any reason, of this AGREEMENT.
- 2.7 The SURVEYOR, through execution of this AGREEMENT, agrees to abide by the requirements of the following non-discrimination clauses:
  - 2.7.1 The SURVEYOR agrees not to discriminate against any employee or applicant for employment because of race, color, religion, ancestry, national origin, age, place of birth, disability, sex, sexual orientation, gender identity or expression, familial status, or marital status, including marriage to a person of the same sex. The SURVEYOR shall take affirmative action to ensure that employees are treated without regard to their race, color, religion, ancestry, national origin, age, place of birth, disability, sex, sexual orientation, gender identity or expression, familial status, or

marital status, including marriage to a person of the same sex. Such actions shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruiting or recruitment, advertising, lay-off, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The SURVEYOR and Subcontractor shall agree to post in a conspicuous place, available to employees and applicants for employment, notices setting forth the provisions in this section.

- 2.7.2 In the event of the SURVEYOR's noncompliance with this nondiscrimination clause, the contract may be canceled or terminated by the City Council. The SURVEYOR may be declared by the City Council ineligible for further contracts with the said agency until satisfactory proof of intent to comply shall be made by the SURVEYOR.
- 2.7.3 The SURVEYOR agrees to include this nondiscrimination clause in any subcontracts connected with the performance of this agreement.

### **ARTICLE 3 - WORK ORDERS FOR SERVICES TO BE PERFORMED BY SURVEYOR**

Upon receipt of an acceptable proposal from the SURVEYOR for scope, schedule and estimate of cost of SERVICES, the OWNER will issue a written project-specific work order for each PROJECT. Time is of the essence. The OWNER and the SURVEYOR will determine a mutually agreeable schedule and fee, at rates not to exceed those attached hereto, for completion of SERVICES for each PROJECT. If requested by the SURVEYOR and approved in writing by the OWNER's representative, rates may be adjusted annually, in an amount not to exceed that reported for The Consumer Price Index for All Urban Consumers (CPI-U) for the South by the Bureau of Labor Statistics, U.S. Department of Labor.

### **ARTICLE 4 - OWNER'S RESPONSIBILITIES**

- 4.1. OWNER-Furnished Data: OWNER will provide to SURVEYOR all available, requested electronic data in OWNER's possession relating to SURVEYOR's SERVICES on the PROJECT, which may be available from the OWNER's various departments relative to utilities as-builts, operations records, parcels, and any other such data necessary. SURVEYOR may reasonably rely upon the accuracy, timeliness, and completeness of the information provided by OWNER.
- 4.2. Access to Facilities and Property: OWNER will make its facilities accessible to SURVEYOR as required for SURVEYOR's performance of its SERVICES.
- 4.3. Timely Review: OWNER will examine SURVEYOR's studies, reports, sketches, drawings, specifications, proposals, and other documents; and transmit OWNER comments or other decisions to SURVEYOR in a timely manner.
- 4.4. Advertisements, Permits, and Access: Unless otherwise agreed to in the Scope of Services, OWNER will obtain, arrange, and pay for all advertisements for bids; permits and licenses required by local, state, or federal authorities; and land, easements, rights-of-way, and access necessary for SURVEYOR's SERVICES or PROJECT construction.

### **ARTICLE 5 – ASSIGNMENT**

Inasmuch as this AGREEMENT is a personal and professional service agreement which relies upon the personal and professional integrity, financial standing and unique ability and expertise of the SURVEYOR to provide professional and personal services to the OWNER, the parties agree that the SURVEYOR may not assign its obligations, rights or interest in this AGREEMENT.

### **ARTICLE 6 - LIABILITY AND INDEMNIFICATION**

- 6.1. General. Having considered the potential liabilities that may exist during the performance of the SERVICES and in consideration of the promises contained in this AGREEMENT, OWNER and SURVEYOR agree to allocate and limit such liabilities in accordance with this Article.
- 6.2. Indemnification. SURVEYOR and OWNER each agrees to defend, indemnify and hold harmless each other, 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 its negligent acts, errors or omissions. In the event such claims, losses, damages or expenses are caused by the joint or concurrent negligence of SURVEYOR and OWNER, such liability shall be borne by each party in proportion to its own negligence.

- 6.3. Employee Claims. SURVEYOR shall indemnify OWNER against legal liability for damages arising out of claims by SURVEYOR's employees. OWNER shall indemnify SURVEYOR against legal liability for damages arising out of claims by OWNER's employees.
- 6.4. Consequential Damages. To the fullest extent permitted by law, neither party shall be liable for any special, indirect or consequential damages resulting from the SERVICES or this AGREEMENT.
- 6.5. Unanticipated Hazardous Materials. In the event hazardous material or waste is encountered by SURVEYOR during the course of performing its SERVICES, and conditioned upon the fact that OWNER did not previously advise SURVEYOR of the existence thereof, then and in that event:
  - a. OWNER and SURVEYOR agree that the scope of services, schedule, and any cost estimates shall be adjusted and compensation to SURVEYOR may be increased as is reasonably necessary. If the discovery of hazardous substances requires SURVEYOR to take immediate measures to protect health and safety, SURVEYOR agrees to notify OWNER immediately following such discovery. In addition to any required adjustments in the scope of SERVICES and cost estimate, OWNER agrees to reimburse SURVEYOR for the authorized, reasonable costs of implementing measures to protect health and safety.
  - b. OWNER shall indemnify, defend and hold SURVEYOR, its officers, directors, agents, servants and employees, harmless from any claim, demand or action brought by any third party which is based upon injury or damage caused by said hazardous material or waste.

#### **ARTICLE 7 - INSURANCE**

During performance of the SERVICES under this AGREEMENT, SURVEYOR shall maintain the following insurance:

- 7.1. Commercial General Liability (Combined Property Damage, Bodily Injury and Death): \$1,000,000 each occurrence; \$2,000,000 aggregate.
- 7.2. Automobile Liability (Combined Property Damage and Bodily Injury): \$1,000,000.
- 7.3. Workers Compensation: Statutory; plus Employers' Liability (each occurrence): \$500,000.
- 7.4. Professional Liability: \$2,000,000.

SURVEYOR shall furnish OWNER certificates of insurance with provision that such insurance shall not be canceled, decreased nor fail to be renewed without at least thirty (30) days written notice to OWNER.

SURVEYOR and OWNER shall each require its insurance carriers to waive all rights of subrogation against the other, and its directors, officers, partners, commissioners, officials, agents and employees for damages covered by any applicable General Liability insurance policies during and after the SERVICES. A similar provision shall be incorporated into all contractual arrangements entered into by OWNER and shall protect OWNER and SURVEYOR to the same extent.

#### **ARTICLE 8 - LIMITATIONS OF RESPONSIBILITY**

SURVEYOR shall not be responsible for: (1) construction means, methods, techniques, sequences, procedures or safety precautions and programs in connection with the PROJECT, unless specifically provided in Appendix A, Scope of Services; (2) the failure of any contractor, subcontractor, vendor or other PROJECT participant, not under contract to SURVEYOR, to fulfill contractual responsibilities to the OWNER or to comply with Federal, State or local laws, regulations, and codes unless such responsibilities are specifically assigned to SURVEYOR in a mutually agreeable Work Order; or (3) procuring permits, certificates and licenses required for any construction unless such responsibilities are specifically assigned to SURVEYOR in a mutually agreeable Work Order.

#### **ARTICLE 9 - REUSE OF DOCUMENTS**

At OWNER's request, SURVEYOR shall furnish OWNER with deliverables and/or other data on electronic media. All documents, including but not limited to, drawings, specifications and computer software prepared by SURVEYOR pursuant to this AGREEMENT are Instruments of Service in respect to the PROJECT. Any further use or reuse by OWNER or others for extension, modification or expansion of this or any other PROJECT, unless under direction of the SURVEYOR, or specifically

assigned to SURVEYOR in a mutually agreeable Work Order, shall be without liability to the SURVEYOR or his sub-consultants and paragraph 6.2 by the OWNER shall be in full force and effect.

#### ARTICLE 10 - RECORDS AND ACCOUNTS

- 10.1. The SURVEYOR will retain all pertinent records, documents and files (both electronic and paper) for a period of five (5) years beyond completion of each PROJECT or termination of the AGREEMENT for any reason. Said records shall include, but are not limited to, field notes, photographs and information, survey results and any other materials produced, created or accumulated in performing this AGREEMENT that have not been submitted to the OWNER subsequent to final completion of the PROJECT. OWNER may have access to such records during mutually agreeable normal business hours.
- 10.2. Such records shall also include its internal accounting records, and other supporting documents pertaining to the claims and/or invoices for costs of work and/or services of this AGREEMENT. The SURVEYOR must maintain its accounting records in accordance with generally accepted accounting principles applied on a consistent basis. The SURVEYOR shall permit periodic audits by the OWNER and the OWNER's authorized representative. The periodic audits of the records in support of claims and invoices for the AGREEMENT shall be performed at times and places mutually agreed upon by the OWNER and SURVEYOR. Agreement as to the time and place for audits may not be unreasonably withheld.

#### ARTICLE 11 - TERMINATION

In the event of termination of this AGREEMENT by default, the parties hereto further agree that said termination shall not terminate or suspend any their rights, obligations or duties provided for in this AGREEMENT.

- 11.1. For convenience: OWNER may terminate or suspend this AGREEMENT, in whole or in part, for OWNER's convenience upon written notice to SURVEYOR. OWNER shall pay SURVEYOR for all the SERVICES performed to date at an amount not to exceed the normal fee amount due for the authorized SERVICES rendered. Upon restart, if any, an equitable adjustment shall be made to SURVEYOR's compensation.

Upon receipt of the notice of termination, the SURVEYOR shall (1) immediately discontinue all work and services affected (unless the notice directs otherwise), and (2), upon payment for work performed, deliver to the OWNER all documents, data, drawings, specifications, reports, calculations, field notes, tracings, plans, models, computer files, estimates, summaries and other information and materials accumulated in performing this AGREEMENT, whether complete or incomplete unless the notice directs otherwise.

- 11.2. For cause: 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 through no fault of the party initiating the termination. 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 initiating party.

If this AGREEMENT is terminated by reason of default on the part of the SURVEYOR, upon final determination by a court that the termination was improper, the termination will be deemed converted to a termination for convenience and the SURVEYOR's remedy shall be limited to the recovery of compensation set out in paragraph "Termination for Convenience" of this AGREEMENT.

#### ARTICLE 12 - COMMUNICATIONS

**Work order shall name Department for which SERVICES are being rendered with Project Manager, phone and email.**

Any communication required by this AGREEMENT shall be made in writing to the address specified below:

SURVEYOR: Lemke Land Surveying, LLC  
3226 Bart Conner Drive  
Norman, OK 73072

OWNER: Norman Utilities Authority  
201-C West Gray  
Norman, OK 73070

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



**ARTICLE 13 - SEVERABILITY**

If any provision, clause, portion or section of this AGREEMENT is unenforceable, illegal or invalid for any reason, or if any event renders any portion or provision of this AGREEMENT void, such 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. 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 14 – ENTIRE AGREEMENT**

This AGREEMENT, including its Exhibits and any other documents or certificates incorporated herein by reference, expresses the entire understanding of the OWNER and the SURVEYOR concerning the AGREEMENT. Neither the OWNER nor the SURVEYOR has made or shall be bound by any agreement or any representation to the other concerning this AGREEMENT which is not expressly set forth herein.

**ARTICLE 15 - SUCCESSORS AND ASSIGNS**

OWNER and SURVEYOR each binds itself and its directors, officers, partners, successors, executors, administrators, assigns, and legal representatives to the other party to this AGREEMENT and to the directors, officers, partners, successors, executors, administrators, assigns, and legal representatives of such other party in respect to all provisions of this AGREEMENT.

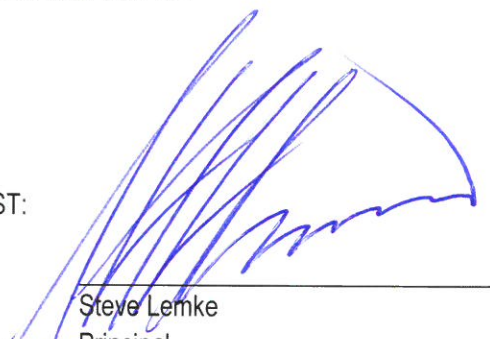
IN WITNESS WHEREOF, OWNER and SURVEYOR have executed this AGREEMENT.

DATED this 3<sup>rd</sup> day of October, 2019.

**Lemke Land Surveying, LLC (SURVEYOR)**

By:   
Title: Principal

ATTEST:

  
Steve Lemke  
Principal

**CITY OF NORMAN/NORMAN UTILITIES AUTHORITY/NORMAN MUNICIPAL AUTHORITY (OWNER)**

APPROVED as to form and legality this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

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

APPROVED & Executed by the City of Norman/Trustees of the Norman Utilities Authority/Trustees of the Norman Municipal Authority this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

ATTEST:

By: \_\_\_\_\_  
Title: Mayor  
Chairman – Norman Utilities Authority  
Chairman – Norman Municipal Authority

\_\_\_\_\_  
City Clerk  
Secretary – Norman Utilities Authority  
Secretary – Norman Municipal Authority



**LEMKE LAND SURVEYING, LLC**

**2019 Hourly Rate Schedule**

**SURVEYING**

**RATE**

Principal _____	\$175
Professional Licensed Land Surveyor _____	\$135
Project Manager _____	\$120
Staff Professional _____	\$100
Two-Man Survey Party _____	\$160
One-Man Survey Party _____	\$100
Certified Abstractor _____	\$100
Office Survey Technician _____	\$100
CADD Draftsman _____	\$85

**GSI --- Geographic Information Systems**

- GIS Developer \_\_\_\_\_ \$135
- GIS Specialist \_\_\_\_\_ \$100
- GIS Analyst \_\_\_\_\_ \$85

**Remote Sensing**

*Quoted on a per project basis*

Commercial Licensed UAV Pilot _____	\$200
Remote Sensing Field Technician _____	\$200
Remote Sensing Technician _____	\$95
• *UAV Mission \$500 Minimum	
Administrative Support _____	\$58
Subcontracted Services _____	Cost + 15%
Mileage _____	\$0.65/mile
ATV (4-Wheel) _____	\$10/half day
Per Diem (overnight stays only) _____	Current GSA Rates
Reimbursables _____	Cost + 1.5%
Aerial Data Processing Fee _____	\$40/hour

L e m k e L a n d S u r v e y i n g , L L C

3226 Bart Conner Dr. Norman, OK 73072 405.366.8541 Fax 405.366.8540  
7060 S. Yale Ave., Suite 603 Tulsa, OK 74136 918.895.9383 Fax 918.895.9768  
200 W. Main, Suite C Ada, OK 74820 580.279.1382 Fax 580.279.1401