

EXHIBIT A BASIC SERVICES

Task 1: Information Gathering

Following issuance of a Notice to Proceed (NTP) from the City of Norman (City), ADG will coordinate kick-off meetings with departmental leadership. Departments included in these initial meetings will include Public Works and Utilities. Additional kick-off meetings with other departments including Fire and the City Clerk (related to Facility Maintenance) shall be added based on guidance from Public Works. The focus of these kick-off meetings will be to discuss and document current departmental characteristics, activities, and initiatives, as well as both short-term (0 to 5-years), mid-term (10 to 20-years) and long-term (20 to 30-year) departmental plans and goals. These initial information gathering sessions will serve to inform and guide later phases of the project and will be critical in developing an early understanding of current operational challenges as well as areas where opportunities may exist to improve operational efficiency.

Concurrent with this effort, ADG will also work with the City to assemble surveys, site plans, floor plans, and other documents pertinent to the master planning effort. ADG anticipates documents will likely include those which serve to describe existing conditions, as well as those which may describe projects or initiatives currently in process. As current operational expenses associated with both sites will likely become pertinent during the master planning process, ADG will also work with the City to assemble any readily available financial data which may serve to better describe current operational expenses at both sites.

Task 2: Programmatic Inventories

Following collection of the information described above, ADG will work with each department to coordinate site visits with divisional leadership at both the North Base Site and the Lindsey Yard. The over-arching goal of these site visits will be to properly document current conditions at each location as it relates to programmatic uses across each site and facility. In addition, the site visits will be used to assess, inventory, and document how departmental and divisional operations are organized across all interior and exterior spaces.

Following the collection of the above-described information, ADG will develop graphic depictions of current conditions at both the North Base Site and the Lindsey Yard. In addition to these graphic depictions, ADG will also prepare tabular summaries communicating the quantity of interior and exterior space dedicated to each department and division. Additional information will also be included communicating programmatic uses and/or activities occurring within each area. The subject deliverables shall be submitted to Public Works for review, comment, and further distribution. Comments received from Public Works and other departments shall be addressed as appropriate and a final programmatic inventory of each site shall be prepared for use in subsequent phases of work.

Task 3: Operations Interviews

Following completion of Task 2, ADG will coordinate and arrange interviews with divisional leadership (based on departmental guidance) to further discuss and document issues and challenges associated with the current conditions at the North Base Site and the Lindsey Yard. While some of these conversations may occur during ADG's initial site visits, the goal of the follow-up meetings will be to have a more deliberate and purposeful conversation which will be informed by the work completed under prior tasks. In addition to identifying issues and challenges, the interviews will also aim at assessing what works well at each site/facility, as well as where divisional leadership anticipates opportunities may exist to improve

efficiencies and/or operations. Information collected during these interviews shall be fully documented for review and consideration by departmental leadership during the master planning effort.

based on the departmental guidance. to gather and document information previously identified as pertinent during development of the Assessment Standards. Where schedules allow, interviews with divisional leadership may be able to be completed during the initial assessment field work.

Task 4: Program Projections and Space Allocations

Following completion of all Operations Interviews, the ADG Team will develop a recommended program for the North Base Site at 10, 20, and 30-years. Operational efficiency and reduction in operating expenses will be a central theme of the developed recommendations. Projections will identify interior space needs, as well as exterior site needs for each division based on all information collected by the ADG Team. Program projections will be presented in tabular fashion with itemized allocations for offices, support, mechanical/electrical, circulation, and other similar items. Support spaces will be further divided into standard categories including conference rooms, bid rooms, file storage, office supplies, mail, copy, toilets, locker rooms, janitorial, library, warehouse, and other similar uses. Exterior spaces will be projected and allocated in similar fashion with specific uses identified including employee parking, fleet parking, and material storage.

Deliverables from the above-described effort shall be submitted to Public Works for review, comment, and further distribution. Comments received from Public Works and other departments shall be addressed as appropriate and a final 10, 20, and 30-year program for the North Base Site shall be prepared for use in subsequent phases of work.

Task 5: Concept Development

Following completion of Program Projections and Space Allocations, the ADG Team will prepare preliminary site sketches and floor plans communicating the recommended program for the North Base Site at 10, 20, and 30-years. Concepts developed will communicate recommended building locations and massing as well as the configuration and extent of recommended site infrastructure and other improvements. Preliminary floor plans for all proposed structures will also be developed to communicate the general location and configuration of all spaces as well as how this space will be allocated to each division and department. Concepts developed by the team shall be submitted in DRAFT form to Public Works for review, comment, and further distribution. Comments received from Public Works and other departments shall be addressed as appropriate and a final concept shall be prepared for use in subsequent phases of work.

Task 6: Feasibility Study

Following the completion of Concept Development, the ADG Team will prepare a Feasibility Study which will provide a complete financial analysis of concepts presented in conjunction with Task 5. Cost-estimates for all proposed improvements will be developed to communicate the total anticipated investment at the North Base Site at 10, 20, and 30-years. Cost-estimates will be developed by a properly qualified cost-estimator and/or a local Construction Management firm. Estimates prepared by the team will include direct construction costs as well as all anticipated soft costs.

As envisioned, the cost of redevelopment of the North Base Site will likely be offset by multiple sources. In an effort to determine the approximate payback period for the project, the ADG Team will assist the City in estimating the following primary sources:

Sale of the Lindsay Yard: ADG will secure the services of a properly qualified and licensed commercial real estate professional to appraise the current market value of the subject property. The total appraised value of the property, as well as any conditions upon which the appraisal is subject to, shall be identified accordingly in the ADG Feasibility Study.

Reduction in Operational Expenses: Anticipated operational expenses of the new North Base Site will be developed in partnership with the City. ADG's role in this partnership will include estimating savings realized through efficient technical design (e.g., reduced utility expenses), while the City's role will include estimating savings realized via potential organizational changes (e.g., reduced staffing requirements). ADG's analysis shall include a summary of the total annual savings realized in conjunction with the redevelopment of the North Base Site.

Other sources which may offset the cost of redevelopment of the North Base Site shall be included in the Feasibility Study based on guidance from Public Works. The Feasibility Study will be submitted in DRAFT form to Public Works for review, comment, and further distribution. Comments received from Public Works and other departments shall be addressed as appropriate and a final Feasibility Study shall be prepared for use in subsequent phases of work.

Task 7: Final Report

Following completion of the Feasibility Study, the ADG Team will prepare a Final Report. This final deliverable will summarize the work to date and provide an illustrative master plan to guide redevelopment of the North Base Site for the next 30-years. Programmatic inventories, operations interviews, program projections, preliminary concepts, and financial analyses are all anticipated to be included as part of the final deliverable. The Final Report will be submitted in DRAFT form to Public Works for review, comment, and further distribution. Comments received from Public Works and other departments shall be addressed as appropriate and a final submittal shall be prepared for review and consideration by City Council. A final presentation shall also be prepared by the ADG Team to accompany the Final Report at Council.

Fleet Maintenance Renovation

Project Understanding:

Based on site visits and conversations with you, we understand the scope of the project to be:

- Renovate approximately 28,000 square foot existing building that is currently the home for Fleet Maintenance. Renovations will include:
 - Expand into space that will be vacated by Line Maintenance
 - Reconfiguring all spaces to make the current building as efficient as possible
 - Designing the project to be renovated in three distinct phases
- Make accessibility upgrades as required within the existing building and around the perimeter of the building exterior
- We do not anticipate adding any area to the existing building

Project Scope:

A. Existing Facility Assessment and As-Built Modeling:

- Walk through the existing building to document the existing condition (location of rooms, walls, ceilings, millwork, mechanical, plumbing & electrical systems, structural system)

- Engineering walk through and condition assessment of building systems
- Develop BIM (Revit) model of the existing building
- Provide comments on the existing facility and make any recommendations on relocate, upgrades or replacement of systems

B. Schematic Design:

- Meet with you to review and confirm space program for renovation, significant site and building issues, important workflow, storage, safety, staff and vehicle flow issues and any other important information that will influence the design of the project.
- Develop floor plan concepts and overall master plan of the building
- Develop building plans and identify any needed renovations to the exterior of the existing buildings, including any renovations needed at the exterior perimeter of the building.
- Preliminary building code research
- Review Schematic Design for approval with City Staff
- Cost estimation for Schematic Design to determine project budgets

EXHIBIT 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
Information Gathering	October 8, 2021
Programmatic Inventories	November 5, 2021
Operations Interviews	December 17, 2021
Program Projections and Space Allocations	January 28, 2022
Conceptual Development	February 25, 2022
Feasibility Study	March 11, 2022
Final Report	April 22, 2022

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, utility relocations, and other factors beyond direct control of the CONSULTANT.

EXHIBIT C2
COMPENSATION AND SCHEDULE OF VALUES

BASIC SERVICES

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

Task 1	Information Gathering	\$13,000
Task 2	Programmatic Inventories	\$21,600
Task 3	Operations Interviews	\$ 7,500
Task 4	Program Projections and Space Allocations	\$ 9,500
Task 5	Concept Development	\$17,600
Task 6	Feasibility Study	\$19,800
Task 7	Final Report	\$10,600
	Total Fee	\$99,600

Amendment 1 Existing Facility Assessment and As-Built Modeling \$18,000

(Hourly, not-to-exceed)

Amendment 1 Schematic Design for Entire Building Renovation \$25,000

Amendment 1 Reimbursable Expenses, Billed at Cost + 15% \$1,000

Not-to-exceed amount

Amendment 1 Total Fee, Not-to-Exceed \$44,000

All reimbursable expenses, including the travel and reprographic expenses 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:

Group	Description	Billing Rate (\$/hr)
Architecture	Architectural BIM Specialist	\$ 65.00
	Intern Architect I	\$ 90.00
	Intern Architect II	\$ 95.00
	Intern Architect III	\$ 105.00
	BIM Manager	\$ 110.00
	Architect I	\$ 115.00
	Architect II	\$ 125.00
	Architect III	\$ 135.00
	Project Manager	\$ 150.00

Group	Description	Billing Rate (\$/hr)
	Senior Project Manager	\$ 180.00
	Director of Architecture	\$ 225.00
Civil	Civil BIM Specialist	\$ 100.00
	Civil Engineering Manager	\$ 175.00
Construction Administration	Construction Administrator I	\$ 85.00
	Construction Administrator II	\$ 95.00
	Construction Administrator III	\$ 100.00
	Director of Construction Services	\$ 135.00
Design	Building Designer	\$ 115.00
	Director of Design	\$ 280.00
Urban Design / Planning	Landscape Architect	\$ 125.00
	Planner	\$ 160.00
Interiors	Interior Designer I	\$ 70.00
	Interior Designer II	\$ 105.00
	Interior Designer III	\$ 130.00
	Interior Design Manager	\$ 125.00
MEP	Mechanical Designer I	\$ 100.00
	Mechanical Designer II	\$ 125.00
	Mechanical Designer III	\$ 150.00
	Mechanical Engineer I	\$ 125.00
	Mechanical Engineer II	\$ 150.00
	Mechanical Engineer III	\$ 175.00
	Director of MEP	\$ 215.00
Program Management	Project Coordinator	\$ 85.00
	Construction Observer II	\$ 105.00
	Construction Observer III	\$ 130.00
	Project Manager I	\$ 90.00
	Project Manager II	\$ 125.00
	Project Manager III	\$ 160.00
	Project Manager IV	\$ 180.00
	Director of Program Management	\$ 230.00

Group	Description	Billing Rate (\$/hr)
Specifications	Specification Writer I	\$ 100.00
	Specification Writer II	\$ 110.00
Support	Student Intern	\$ 50.00
	Office Coordinator	\$ 60.00
	Graphic Designer	\$ 65.00
	Project Accounting Specialist	\$ 90.00
	Human Resources Manager	\$ 95.00
	Marketing Coordinator	\$ 95.00
	Marketing Manager	\$ 110.00
	Business Development Manager	\$ 130.00
	Director of Finance and Administration	\$ 150.00
	President	\$ 375.00
	Expert Testimony	\$ 360.00

* Rates subject to change at beginning of new calendar year

ADG 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%.

**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 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.
3. 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.
4. 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.

EXHIBIT E
ADDITIONAL SERVICES

Additional Services will only be provided upon prior written and clearly detailed direction of the City. ADG 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 ADG's contracted services.
2. Provide architectural and engineering design services required for any project(s) discussed in conjunction with the proposed Scope of Basic Services.
3. Gathering, reviewing or analyzing data not directly related to the physical plant of any Project, such as demographic information, Information Technology, security or transportation.
4. Make revisions due to deficiencies or conflicts in documents prepared by the City, third party architects and/or engineers.
5. Trips requested by The City which require travel of more than 50 miles in one direction.
6. Produce miscellaneous presentation materials not originally anticipated as a part of Basic Services.
7. Provide extraordinary and continuing alternative dispute resolution services.
8. Prepare to serve or serve as expert witness in connection with any legal proceeding.
9. Provide detailed building surveys of structures to be remodeled, renovated or removed. These services may include the conversion of existing drawings to electronic media.
10. Provide assistance in public relations or marketing efforts.
11. Services required by ADG resulting from delays caused in whole or in part by the City.