

June 10th, 2025

Mr. Jason Olsen
Parks and Recreation Director
City of Norman
201 W. Gray St.
Norman, OK, 73069

Re: Norman Forward 2 – Stakeholder Engagement Package

Dear Mr. Olsen:

Frankfurt-Short-Bruza Associates, P.C. (FSB) is pleased to provide this proposal for architectural and services for the development and compilation of the Norman Forward 2 – Stakeholder Engagement Package in Norman, Oklahoma. Please note that the fees provided are based on the outlined scope provided herein. Fees will need to be discussed further if the scope and/or differ significantly from the information received to date.

I. INTRODUCTION

This proposal outlines architectural services for the preparation of a Stakeholder Engagement Package to support the Norman Forward 2 initiative. The package will be used to publicize and gain consensus for several facility additions that enhance the recreational, wellness, and athletic offerings of the City of Norman.

This scope is focused on conceptual design and visualization services to communicate the project's value to stakeholders and the public.

II. PROJECT UNDERSTANDING

A. 50-Meter Pool Addition at YFAC

- Olympic-size pool with competition lanes
- Spectator seating areas
- Operational support areas only (no new locker rooms)
- Integration into existing aquatic programming and infrastructure

B. Standalone Weight Room Facility at YFAC

- Independent building on the YFAC site
- Layout for cardio, strength, and multipurpose fitness
- Use of existing facility locker/changing amenities (no new locker rooms)
- Exterior design consistent with the campus aesthetic

C. Basketball Court Addition & Viewing Area at YFAC

- Two new full-size basketball courts
- A second-floor mezzanine viewing area connecting new and existing courts
- Support spaces and circulation improvements
- Enhanced connectivity and spectator experience

D. Gymnasium Addition at Adult Wellness Center

- One full-size multisport gymnasium to accommodate basketball, volleyball, and other adult wellness programming
- Location and orientation based on previously submitted Norman Forward plans
- Integration into existing Adult Wellness Center access, systems, and design language

III. SCOPE OF ARCHITECTURAL SERVICES

Our team will provide concept-level architectural services tailored for communication and stakeholder engagement purposes. Specific tasks include:

1. Site & Context Review

- Evaluation of YFAC and Adult Wellness Center sites
- Review of previously submitted Norman Forward plans for continuity
- Coordination of building placement, access, and shared infrastructure

2. Concept Design Development

- Conceptual site plans and floor plans for all proposed additions
- Multi-facility planning to ensure cohesive development and experience

3. Stakeholder Engagement Package

A coordinated and professionally produced engagement package including:

- Illustrative site plans/rendered floor plans for each facility
- Design narrative and program description
- Community benefit overview (health, equity, youth/adult wellness)
- Board(s) and presentation materials for public meetings, council sessions, and media use

4. Stakeholder Meeting Support

- Up to three (3) stakeholder or public engagement sessions
- Presentation of design work and intent
- Collection of input for refinement
- Participation by lead architect and design team representatives

IV. DELIVERABLES

- Stakeholder Engagement Package (PDF + print-ready formats)
- Illustrative site plans and rendered floor plans for: (2 sites)
 - YFAC pool
 - Standalone weight facility
 - YFAC basketball courts & viewing area
 - Adult Wellness Center gymnasium
- Presentation decks and talking point summary
- Printed display boards (if requested)

V. PROJECT TIMELINE

Phase	Duration
Site Analysis & Review	2 weeks
Concept Design Development	3 weeks
Engagement Package Finalization	2 weeks
Stakeholder Presentations	Ongoing as scheduled

Total Duration: 7–8 weeks

VI. FEE PROPOSAL

We propose a fixed fee of \$31,591.00 for the services outlined herein. This includes all concept design, visualization, engagement materials, and meeting support.

Additional services such as schematic design, engineering coordination, cost estimating, or permitting will be considered out of scope and may be contracted separately.

VII. CLOSING STATEMENT

We are excited to continue supporting the vision of Norman Forward 2 with this multi-facility engagement effort. These proposed enhancements to YFAC and the Adult Wellness Center will provide inclusive, modern spaces that foster health, recreation, and lifelong wellness for the Norman community. Our team is committed to delivering a compelling design and communication package that inspires and unites stakeholders around this transformational opportunity.

Sincerely,

FRANKFURT-SHORT-BRUZA ASSOCIATES, P.C.



Ryan Dawson, AIA, NCARB, MBA
Principal

Professional Fee Proposal

	Project Manager	Architect, Senior	Architect Designer	TOTALS
SECTION 1: Young Family Athletic Center (YFAC): 50-Meter Pool Addition				
1.01 Project Management / Administration	2.00	-	-	2
1.02 Concept Development (Program Description)	-	4.00	16.00	20
1.03 Concept Refinement (Design Narrative)	-	2.00	8.00	10
1.04 Code / Material Research (Utility Conflicts/Future Planning)	-	2.00	8.00	10
1.05 Submit Documentation (Illustrative Site/Floor Plan)	1.00	1.00	1.00	3
Subtotal Hours:	3.00	9.00	33.00	45
Subtotal Labor:	\$501	\$1,728	\$3,960	\$6,189
SECTION 1 TOTAL:				\$6,189
SECTION 2: Young Family Athletic Center (YFAC): Standalone Weight Room Facility				
2.01 Graphic Production (Reference Previous Package 09.09.24) Illustrative Site/Floor Plan	1.00	2.00	8.00	11
Subtotal Hours:	1	2	8	11
Subtotal Labor:	\$167	\$384	\$960	\$1,511
SECTION 2 TOTAL:				\$1,511
SECTION 3: Young Family Athletic Center (YFAC): Basketball Court Addition and Viewing Area				
3.01 Project Management / Administration	2.00	-	-	2
3.02 Concept Development (Program Description)	-	4.00	16.00	20
3.03 Concept Refinement (Design Narrative)	-	2.00	8.00	10
3.04 Code / Material Research (Utility Conflicts/Future Planning)	-	2.00	8.00	10
3.05 Submit Documentation (Illustrative Site/ Rendered Floor Plan)	1.00	1.00	1.00	3
Subtotal Hours:	3.00	9.00	33.00	45
Subtotal Labor:	\$501	\$1,728	\$3,960	\$6,189
SECTION 3 TOTAL:				\$6,189
SECTION 4: Adult Wellness Center Gymnasium Addition				
4.01 Graphic Production (Reference Previous Package 01.13.24)	1.00	2.00	8.00	11
Subtotal Hours:	1	2	8	11
Subtotal Labor:	\$167	\$384	\$960	\$1,511
SECTION 4 TOTAL:				\$1,511

City of Norman
 Norman Forward 2 Stakeholder Engagement Package Fee Proposal

	Project Manager	Architect, Senior	Architect Designer	TOTALS
SECTION 5: Stakeholder Meeting Support				
5.01 Presentation Material Development (Community Benefit Overview)	1.00	2.00	8.00	11
5.02 Up to three (3) stakeholder or public engagement sessions	24.00	24.00		
5.03 Reimbursable Expenses				
Four (4) Presentation Boards	-	-	-	\$1,200
Subtotal Reimbursables:				\$1,200

SECTION 5 TOTAL:	\$11,327
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Section 6: General				
6.01 Concept Charette with Owner(Site Selection/Program)	3.00	3.00	3.00	9
6.02 Concept Review Meeting	2.00	2.00	2.00	6
6.03 Final Concept Review Meeting	2.00	2.00	2.00	6
6.04 Presentation Material Development (Graphics)	1.00	2.00	8.00	11
Subtotal Hours:				
	8	9	15	32
Subtotal Labor:				
	\$1,336	\$1,728	\$1,800	\$4,864

SECTION 6 TOTAL:	\$4,864
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TOTAL FSB	\$30,391
TOTAL REIMBURSABLES:	\$1,200
GRAND TOTAL:	\$31,591



wallace
design
collective

October 23, 2025

Jason Olsen
Director of Parks and Recreation
City of Norman
225 North Webster Ave
Norman, Oklahoma 73069

RE: Saxon Park Master Plan
Norman, Oklahoma
Wallace Project No. 2540385

Dear Jason:

At your request, we have assembled a proposed scope of services and fees for landscape architectural services on the project referenced above. The following exhibits are included below for your review:

Exhibit A:	Project Understanding
Exhibit B:	Scope of Services – Landscape Architecture
Exhibit C:	Proposed Fees
Exhibit D:	Terms and Conditions

We appreciate the opportunity to provide this proposal and look forward to working with the City of Norman on this project. If you have any questions or need additional information, please do not hesitate to contact us.

Sincerely,

Jeremy Belitz, PLA
Director of Landscape Architecture

Alan Taylor, PE
Principal in Charge

cc: File

Please sign and return one copy of this page as acceptance of this Proposal and authorization to proceed. Upon Client's authorization to commence the Services, whether in writing or not, the Terms and Conditions below shall govern and control over any prior or ancillary documents or agreements. Payment obligations exist prior to and during the professional services contract negotiation process and survives even if a professional services contract is never negotiated or finalized.

Name: _____ Date: _____

wallace design collective, pc
structural • civil • landscape • survey
123 north martin luther king jr. boulevard
tulsa, oklahoma 74103
918 584 5858 800 364 5858
wallace.design

EXHIBIT A: PROJECT UNDERSTANDING

Project Name: Saxon Park Master Plan
Location: Norman, Oklahoma
Wallace Project No.: 2540385

Our proposed fees and scope of services are based on our understanding of the project as outlined below. This understanding is based on our discussions of the project.

GENERAL:

- Description: Wallace Design Collective will prepare a master plan report for Saxon Park. The plan report will focus on improvements to the existing park facilities and expanded programs for outdoor activities. Areas of emphasis will be determined through stakeholder engagement meetings.

LANDSCAPE ARCHITECTURAL SCOPE:

- Existing Conditions Plan: Record documents and aerial imagery will be utilized to develop an existing conditions plan diagram. A site visit with representatives from the parks and recreation staff and design team will be organized to review existing park facilities.
- Stakeholder Engagement: Input meetings will be held with representatives from the parks and recreation staff, and user groups for specific park programs.
- Master Plan Report: The final report will include a site plan rendering of proposed improvements with keynote descriptions.
- Cost Estimate and Phasing: Cost estimates will be prepared for proposed improvements. The report will include a phasing diagram with associated costs for future implementation.
- Approximate site size: 67 acres

SURVEY:

- Existing record documents will be utilized for background files to prepare plan diagrams. Survey services are not provided in this scope of work. If surveying is determined to be needed for specific areas during the planning process fees can be provided as an additional service.

EXHIBIT B: SCOPE OF SERVICES – LANDSCAPE ARCHITECTURE

Project Name: Saxon Park Master Plan
Location: Norman, Oklahoma
Wallace Project No.: 2540385

Our proposed landscape architectural services fees are based on the following scope of services. Should additional scope items be desired, please notify us to allow for modifications to our proposed fees.

EXISTING CONDITIONS:

- Kickoff meeting with design team and representatives from the parks and recreation staff
- Utilize record documents to prepare an existing site plan with topography, floodplains, drainage features, utilities, easements, property boundaries, vegetation, pavement, building and structures
- Site visit to inventory existing conditions of park facilities
- Initial list of proposed improvements and cost estimating as required

STAKEHOLDER ENGAGEMENT:

- Site plan diagram of existing park facilities for review and input
- Meeting(s) with user groups for specific park programs (maximum of 2)
- Meeting(s) with representatives from the parks and recreation staff (maximum of 2)
- Provide cost estimate information for proposed improvements

MASTER PLAN REPORT:

- Site plan rendering of proposed improvements with key note descriptions
- Provide cost estimate information for proposed improvements
- Meeting(s) with representatives from the parks and recreation staff (maximum of 1)

COST ESTIMATE AND PHASING:

- Provide cost estimate information for proposed improvements
- Phasing diagram for implementation based on stakeholder priorities and critical path of construction
- Presentation of master plan report at Board of Parks Commissioners Meeting if necessary

SERVICES NOT INCLUDED:

- Site topographic survey
- Review or make any environmental recommendations
- Drainage problems that cannot be solved by surface flow into existing storm system (i.e., the addition of surface drains between buildings or storm sewer extensions)
- Onsite detention or floodplain related issues
- Infrastructure Development Process (IDP) or Privately Funded Public Improvement (PFPI)
- Storm Water Pollution Prevention Plan
- USACE (Corps) coordination and permitting including endangered species presence/absence survey and wetland determination/delineation
- Redesign of city streets
- Alley, easement, and access changes, additions or modifications
- Traffic studies or improvements
- Platting, rezoning or variances
- Locating underground utility lines not indicated by their respective owners
- Utility line extensions to the site
- Review or make any environmental recommendations
- Construction documents
- Construction observations
- IBC-mandated Special Inspections as required by Chapter 17 of the International Building Code
- Geotechnical investigation
- Pavement section design
- Building demolition plans or coordination regarding asbestos and/or lead paint abatement
- Title and easement research

Jason Olsen

Exhibit B: Landscape Architectural Scope of Services – Saxon Park Master Plan

October 23, 2025

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- FEMA information, if applicable
- Private utility locating service
- Fire flow tests
- Electrical circuitry or wiring design
- Pool mechanical or structural design
- Building roof garden waterproofing design
- Structural design of walls or outdoor structures
- Mechanical design of water features

REIMBURSABLE EXPENSES:

- Expenses such as travel and lodging, reproduction, plotting, express delivery and shipping are considered reimbursable expenses and will be billed at 1.0 times cost.

ADDITIONAL SERVICES:

- Services such as revisions, design for unforeseen conditions and items not included in the Scope of Services above will be considered additional services. Please refer to the Terms and Conditions for more information.
- To be provided if approved in advance on an hourly or flat fee basis, to be determined
- Review meetings in addition to those denoted above

EXHIBIT C: PROPOSED FEES

Project Name: Saxon Park Master Plan
Location: Norman, Oklahoma
Wallace Project No.: 2540385

We propose to provide landscape architectural services on a fixed fee basis:

Existing Conditions Plan	\$ 2,000
Stakeholder Engagement	\$ 3,250
Master Plan Report	\$ 9,000
Cost Estimate and Phasing	\$ 3,000
TOTAL	\$ 17,250

Our current hourly rates are:

Principal	\$230	Technical Designer II	\$160
Associate	\$210	Technical Designer I	\$150
Professional Engineer II	\$175	BIM Technician III	\$145
Professional Engineer I	\$160	BIM Technician II	\$135
Intern Engineer	\$150	BIM Technician I	\$125
GIS Specialist	\$150	Engineering Coordinator	\$115
Director, Landscape Architecture	\$210	Landscape Architect II	\$160
Land Planner II	\$175	Landscape Architect I	\$130
Land Planner I	\$160	Intern Landscape Architect	\$110
Professional Land Surveyor II	\$175	Survey Technician II	\$155
Professional Land Surveyor I	\$160	Survey Technician I	\$120
Intern Land Surveyor	\$150	Instrument Person	\$100
Survey Party Chief	\$145		
Information Technologist	\$160	Administrative	\$110

REIMBURSABLE EXPENSES:

Expenses such as travel and lodging, reproduction, plotting, express delivery and shipping are considered reimbursable expenses and will be billed at 1.0 times cost.

Expenses such as subconsultant testing services, geotechnical engineering services or other specialty consulting services will be billed at 1.10 times cost.

ADDITIONAL SERVICES:

Services such as revisions, design for unforeseen conditions and items not included the Scope of Services presented above will be considered additional services. Please refer to the Terms and Conditions for more information.

EXHIBIT D: TERMS AND CONDITIONS

Project Name: Saxon Park Master Plan
Location: Norman, Oklahoma
Wallace Project No.: 2540385

FEE

Wallace Design Collective, PC ("Wallace") shall perform the services outlined in this Agreement for the stated Fee Arrangement.

- Where the Fee Arrangement is to be Fixed Fee, the fees are for the Scope of Services listed in the Agreement.
- Where the Fee Arrangement is to be on an hourly basis, the rates shall be those that prevail at the time services are rendered.
- Where the Fee Arrangement is to be on an hourly basis and a maximum Total Fee is offered, the Total Fee, excluding Reimbursable Expenses, shall not exceed the stated maximum.
- Where the Fee Arrangement is to be on an hourly basis and an estimate of the Total Fee is offered, the Total Fee, excluding Reimbursable Expenses, shall not be exceeded by more than ten percent without written approval of the Client.
- Where the Fee Arrangement is to be a percentage of the construction cost of the project, progress payments for each phase listed in the Scope of Services listed in the Agreement shall be calculated by multiplying the phase's respective percentage of the Total Fee by the most recent budget for the Cost of the Work (Construction Cost). Compensation for completed work shall not be reduced based on subsequent updates to the Owner's budget for the Cost of the Work.

If the Scope of Services covered by this Agreement has not been completed within twelve (12) months of the Contract Date, through no fault of Wallace, fees for Services beyond that time shall be equitably adjusted, or they shall be determined on an hourly basis at Wallace's prevailing hourly rates.

REIMBURSABLE EXPENSES

Reimbursable Expenses are expenses incurred in connection with the project including, but not limited to, transportation, meals and lodging for travel, overnight deliveries, courier services, professional services, sales taxes, and the cost of reproductions beyond those normally required for coordination and information purposes.

ADDITIONAL SERVICES

Services such as major revisions, resolving unforeseen conditions and items not included in the Scope of Services listed in the Agreement shall be considered Additional Services. Fees for Additional Services shall be determined on an hourly basis at Wallace's prevailing rates unless otherwise agreed in writing by Client and Wallace. Additional Services must be requested in writing and will not proceed without written authorization.

BILLINGS / PAYMENT

Invoices submitted for services and reimbursable expenses shall be considered past due if not paid within 30 days after the invoice date, and Wallace may, without waiving any claim or right against Client, and without liability whatsoever to Wallace, terminate the performance of the service. Retainers shall be credited on the final invoice. A service charge will be charged at 1.5% (or the maximum interest rate allowed by law) per month on the unpaid balance. Upon acceptance of this Proposal and authorization to start work, Client agrees to submit payment pursuant to the terms of this Proposal. This payment obligation exists in the event that professional services contract negotiations commence after authorization to proceed, and survives even if a professional services contract is never negotiated or finalized.

STANDARD OF CARE

The standard of care for all professional services performed or furnished by Wallace under this Agreement will be the care and skill ordinarily used by members of Wallace's profession practicing under similar circumstances at the same time and in the same locality. Wallace makes no warranty, express or implied, under this Agreement or otherwise, in connection with Wallace's services.

INDEMNIFICATION

Wallace shall indemnify and hold harmless Client and all of its personnel from and against third party claims, damages, losses, and expenses, including reasonable attorney fees recoverable under applicable law, ("Claims") to the extent caused by the negligent act, error, or omission of Wallace, anyone employed by Wallace, or anyone for whose acts Wallace may be liable in the performance of professional services. Wallace shall not indemnify, hold harmless, nor assume any liability for Client's own negligence or intentional wrongdoing. Wallace shall have no up-front duty to defend Client against Claims nor shall any duty to defend be inferred or interpreted in construction of this Agreement. Wallace will reimburse Client for its reasonable defense costs and expenses awarded to Client under applicable law for awards to a prevailing party in proportion to Wallace's adjudicated liability for negligent acts, errors, or omissions.

The Client shall indemnify and hold harmless Wallace and all of its personnel from and against third party Claims to the extent caused by the negligent act or omission and/or strict liability of Client, anyone employed by the Client, or anyone for whose acts the Client may be liable. Client shall not indemnify, hold harmless, nor assume any liability for Wallace's own negligence or intentional wrongdoing.

CONSEQUENTIAL DAMAGES

Neither party shall be liable to the other for loss of profits or revenue; loss of use or opportunity; loss of good will; cost of substitute facilities, goods, or services; cost of capital; or for any special, consequential, indirect, punitive or exemplary damages.

FORCE MAJEURE

In the event either party is unable to perform its obligations under the terms of this Agreement because of strikes, work stoppages, accidents, acts of war or terrorism, civil or military disturbances, nuclear or natural catastrophes or acts of God, and interruptions, loss or malfunctions of utilities, communications or computer (software and hardware) services, epidemics, pandemics or outbreak of communicable disease; quarantines; national or regional emergencies or other causes reasonably beyond its reasonable control, such party shall not be liable for damages to the other for any damages resulting from such failure to perform or otherwise from such causes.

TERMINATION OF SERVICES

This agreement may be terminated upon 10 days written notice by either party should the other fail to perform its obligations hereunder. In the event of termination, Client shall pay Wallace for all services and reimbursable expenses to the date of termination. Termination expenses are in addition to compensation for the services of the Agreement and include expenses directly attributable to termination for which Wallace is not otherwise compensated.

ACCESS TO SITE

Unless otherwise stated, Wallace will have access to the site for activities necessary for the performance of the services. Wallace will take precautions to minimize damage due to these activities but has not included in the fee the cost of restoration of any resulting damage.

HAZARDOUS MATERIALS

Wallace shall have no responsibility for the discovery, presence, handling, removal or disposal of or exposure of persons to hazardous materials or toxic materials in any form at the Project site.

OWNERSHIP OF DOCUMENTS

All documents, technical reports, letters, photos, calculations, designs, plans, specifications, reports, or similar documents of any kind furnished by Wallace are "Instruments of Services." Ownership of all Instruments of Services shall remain with Wallace.

MEANS AND METHODS

Wallace shall not be responsible for the construction means, methods, techniques, sequencing or procedures or for safety precautions and programs in connection with the Work, nor shall Wallace be responsible for the Construction Contractor's failure to carry out the work in accordance with the Drawings and Specifications.

MAINTENANCE OF INSURANCE

Until the services covered by this Agreement are completed plus for a period of twelve (12) months after completion of services, Wallace shall maintain (a) workers compensation insurance in accordance with state law and (b) liability insurance covering the type and variety of services Wallace provides under this agreement.

APPLICABLE LAW

Unless otherwise specified, this agreement shall be governed by the laws of the state in which the project is located.



EXHIBIT A

Mr. Jason Olsen
Director of Parks and Recreation
225 N Webster Ave.
Norman, Oklahoma 73069

Attn: Mr. Jason Olsen

Re: **Landscape Architecture Services – AVO: 63097.001**
Reaves Park Phase 2 – Norman, Oklahoma

Dear Mr. Olsen:

At Halff we improve lives and communities by turning ideas into reality. We do that by working with great clients on meaningful projects. As such, we are pleased to submit the following Scope of Services for the Reaves Park Phase 2 for the City of Norman, Oklahoma. The scope includes an updated master plan for the central green space and surrounding areas, improved uses underway (restroom and splash pad), and additional proposed amenities. We will also include this master plan update in the overall park master plan, based on the master plan layout as shown on Exhibit E.

The proposed services to be performed are described in the Scope of Services (Exhibit B). Proposed services that are not included as part of the Scope of Service are listed in the Exclusions/Available Additional Services (Exhibit C); however, these services can be provided by Halff upon request.

Unless otherwise modified, please note that the Scope of Services described herein shall remain valid and continue in effect for a period of 90 calendar days, after which it will require renewal in writing by the Consultant and the Client.

We are excited about this project and feel that we can develop a plan that your city can enjoy for years to come. We appreciate the opportunity to be of service. Please feel free to contact us if you have any questions or comments concerning this matter.

Yours very truly,
Halff

A handwritten signature in black ink, appearing to read "Sally Horsey", written over a horizontal line.

Sally Horsey, PLA, CLARB (Signing Authority)
Director,
Planning and Landscape Architecture
501.801.2672

EXHIBIT B

SCOPE OF SERVICE

PROJECT UNDERSTANDING

This proposal is to provide the deliverables and services described below. This proposal will issue the plans to the owner or architect for permitting and respond to permit comments from the municipality as needed. It is assumed that the client will provide cad files of the engineered site plan and relevant surveys. An additional services letter would be required if these items were not provided.

I. BASIC LANDSCAPE ARCHITECTURE SERVICES

- 1. Project Kickoff Meeting (1 Virtual meeting – 1 hour duration)**
- 2. Halff attendance at 2 stakeholder level public meetings**
- 3. Provide a Conceptual Master Plan depicting the overall layout of the phase 2 park area incorporating updated uses and amenities.**
- 4. Graphically update the overall park masterplan with the new phase 2 park concept.**
- 5. Character imagery depicting design and material concepts.**
- 6. Presentation Meeting (1 Virtual meeting – 1 hour duration)**
- 7. Opinion of Construction Cost.**

EXHIBIT C

ASSUMPTIONS AND EXCLUSIONS

ASSUMPTIONS

1. The PROJECT will follow ADA design requirements as applicable.
2. The CLIENT will provide available existing information and base-map data, including, but not limited to: Utility record drawings, and/or condition assessments for existing utilities located within the proximity or adjacent to the PROJECT area, Current property and easement information, Previous park master plan. (Attachment C)
3. The CLIENT will be responsible for distributing, coordinating, and facilitating all submittal milestones/packages to necessary stakeholders, including correspondence during the submittal review period(s) and providing CONSULTANT with organized reviews and/or comments and/or feedback from reviewing entities.
4. In addition to any base map data provided by the CLIENT (as described above), CONSULTANT will utilize publicly available and CLIENT-provided data (aerial ortho imagery, GIS contours, record drawings, etc.) to supplement PROJECT development outside the limits of survey. Supplemental information will be used in the assessment, review, and design of the proposed improvements.
5. Internal project meetings described herein will be held at the CONSULTANT's office or virtually unless on-site meeting is specified. CONSULTANT shall notify CLIENT and request additional compensation if additional meetings are necessary for ongoing coordination and/or the completion of the PROJECT.
6. CLIENT will provide all project criteria and program elements prior to commencing.

EXCLUSIONS

HALFF's Scope of Services does NOT include any services which are not expressly described above. It is the obligation of the CLIENT or Owner to comply with all local, state, and federal law, codes, and requirements. If required, excluded services can be provided by HALFF as Additional Services when so authorized in writing by the CLIENT. The Design Professional shall not be required to execute any documents subsequent to the signing of this Agreement that in any way might in the sole judgment of the Design Professional, increase the Design Professional's risk or the availability or cost of his or her professional or general liability insurance.

CLIENT'S RESPONSIBILITIES

1. Funding support services, including preparation of graphics and exhibits, are not included in this Scope of Services. This service may be provided but will be considered an Additional Service, billed hourly.
2. Payment of all impact, review, and permitting fees.
3. Provide HALFF with any information, agreements, and/or restrictions that may be in effect on the property and impact the design guidelines or criteria for the project.
4. Provide HALFF with access to the site for activities necessary for the performance of the services. HALFF will take precautions to minimize damage due to these activities but have not included in the fee the cost of restoration of any resulting damage.
5. If HALFF is providing surveying services under this agreement, the CLIENT shall provide HALFF with a current title commitment and all previous surveys and other related documents in CLIENT'S possession.

EXHIBIT D

LANDSCAPE ARCHITECTURE FEE

PROJECT TASKS	FEE
I. LANDSCAPE ARCHITECTURE SERVICES	
Conceptual Master Plan, Update Master Plan, Character Imagery, Project Kickoff Meeting, Public Meetings, Presentation Meeting Cost Estimate	\$ 18,763.00
Landscape Architectural Services Total	\$ 18,763.00

NOTES ON FEE SCHEDULE

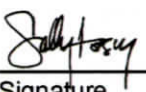
- Fees depicted as "Hourly" or "Hourly Estimated" with a listed value indicate tasks with undeterminable scopes. The values indicated are budgetary estimates only and are subject to change. These tasks will be billed on a time and materials basis.
- Additional meetings beyond those described above will be invoiced at an hourly rate based upon the rate schedule described below.
- Items indicated as "If Necessary" or "If Requested" are phases that are omitted from the project total, however the value provided will apply based upon the CLIENT and/or agency requirements.
- "Phases" above represent line items that will be provided on the invoice. "Tasks" are provided for explanation purposes only. Billing by Task will be provided at our discretion, unless specifically requested by the CLIENT prior to the first invoice.
- Reimbursable expenses are separate from the total fee outlined above and will be charged at 1.1 times the direct cost.
- Lump Sum fees will be invoiced monthly based on the status of each task (percent complete).
- Hourly Services will also be invoiced monthly based on the table below:

Landscape Designer	\$105.00
Landscape Architect	\$169.00
Senior Landscape Architect	\$222.00
Director	\$289.00
Engineer	\$300.00

ADDITIONAL SERVICES

Services authorized by the CLIENT, other than those specifically listed in the Scope of Services, and which are agreed to be performed by HALFF by written addenda to this Agreement, shall be considered Additional Services. The CLIENT shall compensate HALFF at current hourly rates for the actual personnel involved in the tasks (Hourly Services).

HALFF ASSOCIATES, INC.

By: 
Signature

Sally Horsey
Printed Name

PLA, Director
Title

10/17/2025
Date

CLIENT SIGNATURE

By: _____
Signature

Printed Name

Title

Date

EXHIBIT D**LANDSCAPE ARCHITECTURE FEE**

PROJECT TASKS	FEE
I. LANDSCAPE ARCHITECTURE SERVICES	
Conceptual Master Plan, Update Master Plan, Character Imagery, Project Kickoff Meeting, Public Meetings, Presentation Meeting Cost Estimate	\$ 18,763.00
Landscape Architectural Services Total	\$ 18,763.00

NOTES ON FEE SCHEDULE


- Fees depicted as "Hourly" or "Hourly Estimated" with a listed value indicate tasks with undeterminable scopes. The values indicated are budgetary estimates only and are subject to change. These tasks will be billed on a time and materials basis.
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- Items indicated as "If Necessary" or "If Requested" are phases that are omitted from the project total, however the value provided will apply based upon the CLIENT and/or agency requirements.
- "Phases" above represent line items that will be provided on the invoice. "Tasks" are provided for explanation purposes only. Billing by Task will be provided at our discretion, unless specifically requested by the CLIENT prior to the first invoice.
- Reimbursable expenses are separate from the total fee outlined above and will be charged at 1.1 times the direct cost.
- Lump Sum fees will be invoiced monthly based on the status of each task (percent complete).
- Hourly Services will also be invoiced monthly based on the table below:

Landscape Designer	\$105.00
Landscape Architect	\$169.00
Senior Landscape Architect	\$222.00
Director	\$289.00
Engineer	\$300.00

ADDITIONAL SERVICES

Services authorized by the CLIENT, other than those specifically listed in the Scope of Services, and which are agreed to be performed by HALFF by written addenda to this Agreement, shall be considered Additional Services. The CLIENT shall compensate HALFF at current hourly rates for the actual personnel involved in the tasks (Hourly Services).

HALFF ASSOCIATES, INC.

By: 
Signature

Sally Horsey
Printed Name

PLA, Director
Title

10/17/2025
Date

CLIENT SIGNATURE

By: _____
Signature

Printed Name

Title

Date

EXHIBIT C

ASSUMPTIONS AND EXCLUSIONS

ASSUMPTIONS

1. The PROJECT will follow ADA design requirements as applicable.
2. The CLIENT will provide available existing information and base-map data, including, but not limited to: Utility record drawings, and/or condition assessments for existing utilities located within the proximity or adjacent to the PROJECT area, Current property and easement information, Previous park master plan. (Attachment C)
3. The CLIENT will be responsible for distributing, coordinating, and facilitating all submittal milestones/packages to necessary stakeholders, including correspondence during the submittal review period(s) and providing CONSULTANT with organized reviews and/or comments and/or feedback from reviewing entities.
4. In addition to any base map data provided by the CLIENT (as described above), CONSULTANT will utilize publicly available and CLIENT-provided data (aerial ortho imagery, GIS contours, record drawings, etc.) to supplement PROJECT development outside the limits of survey. Supplemental information will be used in the assessment, review, and design of the proposed improvements.
5. Internal project meetings described herein will be held at the CONSULTANT's office or virtually unless on-site meeting is specified. CONSULTANT shall notify CLIENT and request additional compensation if additional meetings are necessary for ongoing coordination and/or the completion of the PROJECT.
6. CLIENT will provide all project criteria and program elements prior to commencing.

EXCLUSIONS

HALFF's Scope of Services does NOT include any services which are not expressly described above. It is the obligation of the CLIENT or Owner to comply with all local, state, and federal law, codes, and requirements. If required, excluded services can be provided by HALFF as Additional Services when so authorized in writing by the CLIENT. The Design Professional shall not be required to execute any documents subsequent to the signing of this Agreement that in any way might in the sole judgment of the Design Professional, increase the Design Professional's risk or the availability or cost of his or her professional or general liability insurance.

CLIENT'S RESPONSIBILITIES

1. Funding support services, including preparation of graphics and exhibits, are not included in this Scope of Services. This service may be provided but will be considered an Additional Service, billed hourly.
2. Payment of all impact, review, and permitting fees.
3. Provide HALFF with any information, agreements, and/or restrictions that may be in effect on the property and impact the design guidelines or criteria for the project.
4. Provide HALFF with access to the site for activities necessary for the performance of the services. HALFF will take precautions to minimize damage due to these activities but have not included in the fee the cost of restoration of any resulting damage.
5. If HALFF is providing surveying services under this agreement, the CLIENT shall provide HALFF with a current title commitment and all previous surveys and other related documents in CLIENT'S possession.

EXHIBIT B

SCOPE OF SERVICE

PROJECT UNDERSTANDING

This proposal is to provide the deliverables and services described below. This proposal will issue the plans to the owner or architect for permitting and respond to permit comments from the municipality as needed. It is assumed that the client will provide cad files of the engineered site plan and relevant surveys. An additional services letter would be required if these items were not provided.

I. BASIC LANDSCAPE ARCHITECTURE SERVICES

- 1. Project Kickoff Meeting (1 Virtual meeting – 1 hour duration)**
- 2. Halff attendance at 2 stakeholder level public meetings**
- 3. Provide a Conceptual Master Plan depicting the overall layout of the phase 2 park area incorporating updated uses and amenities.**
- 4. Graphically update the overall park masterplan with the new phase 2 park concept.**
- 5. Character imagery depicting design and material concepts.**
- 6. Presentation Meeting (1 Virtual meeting – 1 hour duration)**
- 7. Opinion of Construction Cost.**



EXHIBIT A

Mr. Jason Olsen
Director of Parks and Recreation
225 N Webster Ave.
Norman, Oklahoma 73069

Attn: Mr. Jason Olsen

Re: **Landscape Architecture Services – AVO: 63097.001**
Reaves Park Phase 2 – Norman, Oklahoma

Dear Mr. Olsen:

At Halff we improve lives and communities by turning ideas into reality. We do that by working with great clients on meaningful projects. As such, we are pleased to submit the following Scope of Services for the Reaves Park Phase 2 for the City of Norman, Oklahoma. The scope includes an updated master plan for the central green space and surrounding areas, improved uses underway (restroom and splash pad), and additional proposed amenities. We will also include this master plan update in the overall park master plan, based on the master plan layout as shown on Exhibit E.

The proposed services to be performed are described in the Scope of Services (Exhibit B). Proposed services that are not included as part of the Scope of Service are listed in the Exclusions/Available Additional Services (Exhibit C); however, these services can be provided by Halff upon request.

Unless otherwise modified, please note that the Scope of Services described herein shall remain valid and continue in effect for a period of 90 calendar days, after which it will require renewal in writing by the Consultant and the Client.

We are excited about this project and feel that we can develop a plan that your city can enjoy for years to come. We appreciate the opportunity to be of service. Please feel free to contact us if you have any questions or comments concerning this matter.

Yours very truly,
Halff

A handwritten signature in black ink, appearing to read "Sally Horsey", written over a horizontal line.

Sally Horsey, PLA, CLARB (Signing Authority)
Director,
Planning and Landscape Architecture
501.801.2672



October 31, 2025

Attn: Mr. Jason Olsen
Director of Parks and Recreation
City of Norman, OK
225 North Webster Avenue
Norman, Oklahoma 73069

RE: Griffin Park Master Plan Planning Services

Dear Jason,

We appreciate the opportunity to submit this proposal for your consideration for the Sports and Recreation Master Planning Services for the expansion of Griffin Park in Norman, OK. Our professionals can provide these Master Planning Services of the high quality you would expect. We propose the following scope of services and fee schedule for your consideration.

PROJECT WORK PLAN

TASK 1: Preliminary Master Plan Phase

Working from the existing Master Plan for Griffin Park and all property and topographic information, we will prepare an updated master plan for the project site incorporating the following:

- A) Prepare a revised master plan illustrating the park area with existing facilities, modified park facilities and new amenities that will utilize the limits of the park. This design will include but is not limited to the following:
 - 1. Analyze Existing Facilities
 - 2. Analyze Existing North Parking Area
 - 3. Provide a conceptual design that includes but is not limited to the following:
 - a) Sports Complex Amenities
 - b) Possible Sports Courts
 - c) Playground
 - d) Splash Pad
 - e) Trails
 - f) Site Amenities
 - g) Trees and Landscape
 - h) Etc.
 - 4. Indoor Soccer Facility
- B) Analyze vehicular circulation on the north side of the site, with connections to different functions of the site, and provide additional parking expansion, if necessary.
- C) Analyze pedestrian circulation within and around the site to create a smooth flow between the different functions of the site, provide connection between the various park elements, and accommodate access for the physically limited.
- D) Analyze existing and potential utility extensions/locations, if needed.
- E) The design team will meet with the Park Board and City Council, as directed by the City of Norman. This will include up to three (3) meetings. These meetings will include one (1) meeting with Park Staff, one (1) meeting with the user groups for the site, and one (1) meeting with the Norman Forward organizing group. These meetings can be held anytime within the Master Planning process. Virtual meetings can be utilized at any time for all other necessary meetings.

TASK 2: Final Master Plan Phase

Following the City's review and input of the Preliminary Master Plan Phase, PDG will prepare the Final Master Plan incorporating into the plans any revisions requested by the client. The following outlines activities within this phase:

- A) Refine items in Preliminary Master Plan Phase, incorporating the City's input.
- B) Prepare a color rendering of the Master Plan (Plan View) for presentation
- C) Prepare an image board with specific elements for presentation
- D) Prepare detailed Conceptual Estimate for budgeting and phasing options.

Basic Compensation

To execute the scope of services described in phases 1 through 2 above, the work will be performed for lump sum fee of \$10,000.00 with the following breakdown:

Preliminary Master Plan Phase	50%
Final Master Plan Phase	50%

The billings will be charged to the remaining \$10,000 that remains in PDG's current contract for Griffin Park.

Billings for services are sent out monthly for work in progress or at the completion of the project or a specified phase of work. Terms of payment are "Net 30 Days" from the date of the invoice.

Warranties

We hereby warrant that all work performed hereunder will be performed in a timely, skillful, professional, and workmanlike manner. Each of our employees or contractors assigned to perform such work will have the proper skill, training, and background to perform and will perform the work in a competent and professional manner in all material respects. We further warrant that all work performed hereunder will be performed under the supervision of a licensed Landscape Architect and consistent with generally accepted industry standards and in accordance with this agreement.

Reimbursable Expenses

Reimbursable expenses are in addition to the Basic Compensation as set forth above in this proposal. Reimbursable expenses include actual expenditures made by Planning Design Group required by the project as follows:

- A) Prints, photocopies and reproductions (excluding copies for office use) and all expendable supplies requested by the owner.
- B) Travel expenses directly related to the project.
- C) Fees required for City filings.

Insurance Limits

Planning Design Group meets all state insurance requirements with current limits are as follows:

- A) Comprehensive Business Liability: \$1,000,000. Limit.
- B) Worker's Compensation: \$100,000/500,000/100,000 limit.
- C) Professional Liability: \$2,000,000 limit.

Additional Services

Any services requested which are not included in the basic scope of service in this proposal will be based on hourly rates or can be quoted as a lump sum upon request. All additional fees will be approved in advance by the owner.

Hourly Rates

Principal.....	\$165.00
Associate Principal	\$145.00
Project Manager	\$125.00
Project Designer	\$115.00
Design I/Production	\$105.00
Design II/Production	\$ 95.00

3-Dimensional Presentation Renderings (Not Included in Scope)

3-Dimensional Presentation renderings can be provided, following the completion of the final Master Plan. This would include:

- A) We will build all elements of the project in 3-dimensional format using Sketchup.
- B) Provide preliminary views of the suggested angles/shots before proceeding to the final renderings.
- C) Once the views are approved from item "A" above we will refine and prepare final renderings in Lumion. These final renderings will be populated with activity such as cars, people, and an active site. We will prepare daytime and nighttime views.
- D) This can be provided at a cost not to exceed \$7,500.

We look forward to the opportunity of working with you and the City of Norman on creating a quality project which all parties will be proud of.

Sincerely,



Geoffery Evans, PLA, ASLA
Principal

The above is an acceptable procedure and Planning Design Group is hereby authorized to proceed as outlined herein.

By _____ Date _____
Signature and Title



wallace
design
collective

October 23, 2025

Jason Olsen
Director of Parks and Recreation
City of Norman
225 North Webster Ave
Norman, Oklahoma 73069

RE: Ruby Grant Park Master Plan
Norman, Oklahoma
Wallace Project No. 2540384

Dear Jason:

At your request, we have assembled a proposed scope of services and fees for landscape architectural services on the project referenced above. The following exhibits are included below for your review:

Exhibit A:	Project Understanding
Exhibit B:	Scope of Services – Landscape Architecture
Exhibit C:	Proposed Fees
Exhibit D:	Terms and Conditions

We appreciate the opportunity to provide this proposal and look forward to working with the City of Norman on this project. If you have any questions or need additional information, please do not hesitate to contact us.

Sincerely,

Jeremy Belitz, PLA
Director of Landscape Architecture

Alan Taylor, PE
Principal in Charge

cc: File

Please sign and return one copy of this page as acceptance of this Proposal and authorization to proceed. Upon Client's authorization to commence the Services, whether in writing or not, the Terms and Conditions below shall govern and control over any prior or ancillary documents or agreements. Payment obligations exist prior to and during the professional services contract negotiation process and survives even if a professional services contract is never negotiated or finalized.

Name: _____ Date: _____

wallace design collective, pc
structural · civil · landscape · survey
123 north martin luther king jr. boulevard
tulsa, oklahoma 74103
918.584.5858 · 800.364.5858
wallace.design

EXHIBIT A: PROJECT UNDERSTANDING

Project Name: Ruby Grant Park Master Plan
Location: Norman, Oklahoma
Wallace Project No.: 2540384

Our proposed fees and scope of services are based on our understanding of the project as outlined below. This understanding is based on our discussions of the project.

GENERAL:

- **Description:** Wallace Design Collective will prepare a master plan report for Ruby Grant Park. The plan report will focus on improvements to the existing park facilities and expanded programs for outdoor activities. Areas of emphasis will be determined through stakeholder engagement meetings.

LANDSCAPE ARCHITECTURAL SCOPE:

- **Existing Conditions Plan:** Record documents and aerial imagery will be utilized to develop an existing conditions plan diagram. A site visit with representatives from the parks and recreation staff and design team will be organized to review existing park facilities.
- **Stakeholder Engagement:** Input meetings will be held with representatives from the parks and recreation staff, and user groups for specific park programs.
- **Master Plan Report:** The final report will include a site plan rendering of proposed improvements with keynote descriptions.
- **Cost Estimate and Phasing:** Cost estimates will be prepared for proposed improvements. The report will include a phasing diagram with associated costs for future implementation.
- **Approximate site size:** 153 acres

SURVEY:

- Existing record documents will be utilized for background files to prepare plan diagrams. Survey services are not provided in this scope of work. If surveying is determined to be needed for specific areas during the planning process fees can be provided as an additional service.

EXHIBIT B: SCOPE OF SERVICES – LANDSCAPE ARCHITECTURE

Project Name: Ruby Grant Park Master Plan
Location: Norman, Oklahoma
Wallace Project No.: 2540384

Our proposed landscape architectural services fees are based on the following scope of services. Should additional scope items be desired, please notify us to allow for modifications to our proposed fees.

EXISTING CONDITIONS:

- Kickoff meeting with design team and representatives from the parks and recreation staff
- Utilize record documents to prepare an existing site plan with topography, floodplains, drainage features, utilities, easements, property boundaries, vegetation, pavement, building and structures
- Site visit to inventory existing conditions of park facilities
- Initial list of proposed improvements and cost estimating as required

STAKEHOLDER ENGAGEMENT:

- Site plan diagram of existing park facilities for review and input
- Meeting(s) with user groups for specific park programs (maximum of 2)
- Meeting(s) with representatives from the parks and recreation staff (maximum of 2)
- Provide cost estimate information for proposed improvements

MASTER PLAN REPORT:

- Site plan rendering of proposed improvements with key note descriptions
- Provide cost estimate information for proposed improvements
- Meeting(s) with representatives from the parks and recreation staff (maximum of 1)

COST ESTIMATE AND PHASING:

- Provide cost estimate information for proposed improvements
- Phasing diagram for implementation based on stakeholder priorities and critical path of construction
- Presentation of master plan report at Board of Parks Commissioners Meeting if necessary

SERVICES NOT INCLUDED:

- Site topographic survey
- Review or make any environmental recommendations
- Drainage problems that cannot be solved by surface flow into existing storm system (i.e., the addition of surface drains between buildings or storm sewer extensions)
- Onsite detention or floodplain related issues
- Infrastructure Development Process (IDP) or Privately Funded Public Improvement (PFPI)
- Storm Water Pollution Prevention Plan
- USACE (Corps) coordination and permitting including endangered species presence/absence survey and wetland determination/delineation
- Redesign of city streets
- Alley, easement, and access changes, additions or modifications
- Traffic studies or improvements
- Platting, rezoning or variances
- Locating underground utility lines not indicated by their respective owners
- Utility line extensions to the site
- Review or make any environmental recommendations
- Construction documents
- Construction observations
- IBC-mandated Special Inspections as required by Chapter 17 of the International Building Code
- Geotechnical investigation
- Pavement section design
- Building demolition plans or coordination regarding asbestos and/or lead paint abatement
- Title and easement research

Jason Olsen

Exhibit B: Landscape Architectural Scope of Services – Ruby Grant Park Master Plan

October 23, 2025

Page B2

- FEMA information, if applicable
- Private utility locating service
- Fire flow tests
- Electrical circuitry or wiring design
- Pool mechanical or structural design
- Building roof garden waterproofing design
- Structural design of walls or outdoor structures
- Mechanical design of water features

REIMBURSABLE EXPENSES:

- Expenses such as travel and lodging, reproduction, plotting, express delivery and shipping are considered reimbursable expenses and will be billed at 1.0 times cost.

ADDITIONAL SERVICES:

- Services such as revisions, design for unforeseen conditions and items not included in the Scope of Services above will be considered additional services. Please refer to the Terms and Conditions for more information.
- To be provided if approved in advance on an hourly or flat fee basis, to be determined
- Review meetings in addition to those denoted above

EXHIBIT C: PROPOSED FEES

Project Name: Ruby Grant Park Master Plan
Location: Norman, Oklahoma
Wallace Project No.: 2540384

We propose to provide landscape architectural services on a fixed fee basis:

Existing Conditions Plan	\$ 2,250
Stakeholder Engagement	\$ 4,250
Master Plan Report	\$ 10,000
Cost Estimate and Phasing	\$ 4,000
TOTAL	\$ 20,500

Our current hourly rates are:

Principal	\$230	Technical Designer II	\$160
Associate	\$210	Technical Designer I	\$150
Professional Engineer II	\$175	BIM Technician III	\$145
Professional Engineer I	\$160	BIM Technician II	\$135
Intern Engineer	\$150	BIM Technician I	\$125
GIS Specialist	\$150	Engineering Coordinator	\$115
Director, Landscape Architecture	\$210	Landscape Architect II	\$160
Land Planner II	\$175	Landscape Architect I	\$130
Land Planner I	\$160	Intern Landscape Architect	\$110
Professional Land Surveyor II	\$175	Survey Technician II	\$155
Professional Land Surveyor I	\$160	Survey Technician I	\$120
Intern Land Surveyor	\$150	Instrument Person	\$100
Survey Party Chief	\$145		
Information Technologist	\$160	Administrative	\$110

REIMBURSABLE EXPENSES:

Expenses such as travel and lodging, reproduction, plotting, express delivery and shipping are considered reimbursable expenses and will be billed at 1.0 times cost.

Expenses such as subconsultant testing services, geotechnical engineering services or other specialty consulting services will be billed at 1.10 times cost.

ADDITIONAL SERVICES:

Services such as revisions, design for unforeseen conditions and items not included the Scope of Services presented above will be considered additional services. Please refer to the Terms and Conditions for more information.

EXHIBIT D: TERMS AND CONDITIONS

Project Name: Ruby Grant Park Master Plan
Location: Norman, Oklahoma
Wallace Project No.: 2540384

FEE

Wallace Design Collective, PC ("Wallace") shall perform the services outlined in this Agreement for the stated Fee Arrangement.

- Where the Fee Arrangement is to be Fixed Fee, the fees are for the Scope of Services listed in the Agreement.
- Where the Fee Arrangement is to be on an hourly basis, the rates shall be those that prevail at the time services are rendered.
- Where the Fee Arrangement is to be on an hourly basis and a maximum Total Fee is offered, the Total Fee, excluding Reimbursable Expenses, shall not exceed the stated maximum.
- Where the Fee Arrangement is to be on an hourly basis and an estimate of the Total Fee is offered, the Total Fee, excluding Reimbursable Expenses, shall not be exceeded by more than ten percent without written approval of the Client.
- Where the Fee Arrangement is to be a percentage of the construction cost of the project, progress payments for each phase listed in the Scope of Services listed in the Agreement shall be calculated by multiplying the phase's respective percentage of the Total Fee by the most recent budget for the Cost of the Work (Construction Cost). Compensation for completed work shall not be reduced based on subsequent updates to the Owner's budget for the Cost of the Work.

If the Scope of Services covered by this Agreement has not been completed within twelve (12) months of the Contract Date, through no fault of Wallace, fees for Services beyond that time shall be equitably adjusted, or they shall be determined on an hourly basis at Wallace's prevailing hourly rates.

REIMBURSABLE EXPENSES

Reimbursable Expenses are expenses incurred in connection with the project including, but not limited to, transportation, meals and lodging for travel, overnight deliveries, courier services, professional services, sales taxes, and the cost of reproductions beyond those normally required for coordination and information purposes.

ADDITIONAL SERVICES

Services such as major revisions, resolving unforeseen conditions and items not included in the Scope of Services listed in the Agreement shall be considered Additional Services. Fees for Additional Services shall be determined on an hourly basis at Wallace's prevailing rates unless otherwise agreed in writing by Client and Wallace. Additional Services must be requested in writing and will not proceed without written authorization.

BILLINGS / PAYMENT

Invoices submitted for services and reimbursable expenses shall be considered past due if not paid within 30 days after the invoice date, and Wallace may, without waiving any claim or right against Client, and without liability whatsoever to Wallace, terminate the performance of the service. Retainers shall be credited on the final invoice. A service charge will be charged at 1.5% (or the maximum interest rate allowed by law) per month on the unpaid balance. Upon acceptance of this Proposal and authorization to start work, Client agrees to submit payment pursuant to the terms of this Proposal. This payment obligation exists in the event that professional services contract negotiations commence after authorization to proceed, and survives even if a professional services contract is never negotiated or finalized.

STANDARD OF CARE

The standard of care for all professional services performed or furnished by Wallace under this Agreement will be the care and skill ordinarily used by members of Wallace's profession practicing under similar circumstances at the same time and in the same locality. Wallace makes no warranty, express or implied, under this Agreement or otherwise, in connection with Wallace's services.

INDEMNIFICATION

Wallace shall indemnify and hold harmless Client and all of its personnel from and against third party claims, damages, losses, and expenses, including reasonable attorney fees recoverable under applicable law, ("Claims") to the extent caused by the negligent act, error, or omission of Wallace, anyone employed by Wallace, or anyone for whose acts Wallace may be liable in the performance of professional services. Wallace shall not indemnify, hold harmless, nor assume any liability for Client's own negligence or intentional wrongdoing. Wallace shall have no up-front duty to defend Client against Claims nor shall any duty to defend be inferred or interpreted in construction of this Agreement. Wallace will reimburse Client for its reasonable defense costs and expenses awarded to Client under applicable law for awards to a prevailing party in proportion to Wallace's adjudicated liability for negligent acts, errors, or omissions.

The Client shall indemnify and hold harmless Wallace and all of its personnel from and against third party Claims to the extent caused by the negligent act or omission and/or strict liability of Client, anyone employed by the Client, or anyone for whose acts the Client may be liable. Client shall not indemnify, hold harmless, nor assume any liability for Wallace's own negligence or intentional wrongdoing.

CONSEQUENTIAL DAMAGES

Neither party shall be liable to the other for loss of profits or revenue; loss of use or opportunity; loss of good will; cost of substitute facilities, goods, or services; cost of capital; or for any special, consequential, indirect, punitive or exemplary damages.

FORCE MAJEURE

In the event either party is unable to perform its obligations under the terms of this Agreement because of strikes, work stoppages, accidents, acts of war or terrorism, civil or military disturbances, nuclear or natural catastrophes or acts of God, and interruptions, loss or malfunctions of utilities, communications or computer (software and hardware) services, epidemics, pandemics or outbreak of communicable disease; quarantines; national or regional emergencies or other causes reasonably beyond its reasonable control, such party shall not be liable for damages to the other for any damages resulting from such failure to perform or otherwise from such causes.

TERMINATION OF SERVICES

This agreement may be terminated upon 10 days written notice by either party should the other fail to perform its obligations hereunder. In the event of termination, Client shall pay Wallace for all services and reimbursable expenses to the date of termination. Termination expenses are in addition to compensation for the services of the Agreement and include expenses directly attributable to termination for which Wallace is not otherwise compensated.

ACCESS TO SITE

Unless otherwise stated, Wallace will have access to the site for activities necessary for the performance of the services. Wallace will take precautions to minimize damage due to these activities but has not included in the fee the cost of restoration of any resulting damage.

HAZARDOUS MATERIALS

Wallace shall have no responsibility for the discovery, presence, handling, removal or disposal of or exposure of persons to hazardous materials or toxic materials in any form at the Project site.

OWNERSHIP OF DOCUMENTS

All documents, technical reports, letters, photos, calculations, designs, plans, specifications, reports, or similar documents of any kind furnished by Wallace are "Instruments of Services." Ownership of all Instruments of Services shall remain with Wallace.

MEANS AND METHODS

Wallace shall not be responsible for the construction means, methods, techniques, sequencing or procedures or for safety precautions and programs in connection with the Work, nor shall Wallace be responsible for the Construction Contractor's failure to carry out the work in accordance with the Drawings and Specifications.

MAINTENANCE OF INSURANCE

Until the services covered by this Agreement are completed plus for a period of twelve (12) months after completion of services, Wallace shall maintain (a) workers compensation insurance in accordance with state law and (b) liability insurance covering the type and variety of services Wallace provides under this agreement.

APPLICABLE LAW

Unless otherwise specified, this agreement shall be governed by the laws of the state in which the project is located.



wallace
design
collective

October 23, 2025

Jason Olsen
Director of Parks and Recreation
City of Norman
225 North Webster Ave
Norman, Oklahoma 73069

RE: Multi-Sports Park Master Plan
Norman, Oklahoma
Wallace Project No. 2540386

Dear Jason:

At your request, we have assembled a proposed scope of services and fees for landscape architectural services on the project referenced above. The following exhibits are included below for your review:

Exhibit A:	Project Understanding
Exhibit B:	Scope of Services – Landscape Architecture
Exhibit C:	Proposed Fees
Exhibit D:	Terms and Conditions

We appreciate the opportunity to provide this proposal and look forward to working with the City of Norman on this project. If you have any questions or need additional information, please do not hesitate to contact us.

Sincerely,

Jeremy Belitz, PLA
Director of Landscape Architecture

Alan Taylor, PE
Principal in Charge

cc: File

Please sign and return one copy of this page as acceptance of this Proposal and authorization to proceed. Upon Client's authorization to commence the Services, whether in writing or not, the Terms and Conditions below shall govern and control over any prior or ancillary documents or agreements. Payment obligations exist prior to and during the professional services contract negotiation process and survives even if a professional services contract is never negotiated or finalized.

Name: _____ Date: _____

wallace design collective, pc
structural · civil · landscape · survey
123 north martin luther king jr. boulevard
tulsa, oklahoma 74103
918.584.5858 · 800.364.5858
wallacedesign

EXHIBIT A: PROJECT UNDERSTANDING

Project Name: Multi-Sports Park Master Plan
Location: Norman, Oklahoma
Wallace Project No.: 2540386

Our proposed fees and scope of services are based on our understanding of the project as outlined below. This understanding is based on our discussions of the project.

GENERAL:

- **Description:** Wallace Design Collective will prepare a master plan report for a new Multi-Sports Park. The plan report will focus on proposed improvements and programs for outdoor activities. Areas of emphasis will be determined through stakeholder engagement meetings.

LANDSCAPE ARCHITECTURAL SCOPE:

- **Existing Conditions Plan:** GIS data and aerial imagery will be utilized to develop an existing conditions plan diagram. A site visit with representatives from the parks and recreation staff and design team will be organized to review existing park facilities.
- **Stakeholder Engagement:** Input meetings will be held with representatives from the parks and recreation staff, and user groups for specific park programs
- **Master Plan Report:** The final report will include a site plan rendering of proposed improvements with keynote descriptions.
- **Cost Estimate and Phasing:** Cost estimates will be prepared for proposed improvements. The report will include a phasing diagram with associated costs for future implementation.
- **Approximate site size:** 40 acres

SURVEY:

- Existing record documents will be utilized for background files to prepare plan diagrams. Survey services are not provided in this scope of work. If surveying is determined to be needed for specific areas during the planning process fees can be provided as an additional service.

EXHIBIT B: SCOPE OF SERVICES – LANDSCAPE ARCHITECTURE

Project Name: Multi-Sports Park Master Plan
Location: Norman, Oklahoma
Wallace Project No.: 2540386

Our proposed landscape architectural services fees are based on the following scope of services. Should additional scope items be desired, please notify us to allow for modifications to our proposed fees.

EXISTING CONDITIONS:

- Kickoff meeting with design team and representatives from the parks and recreation staff
- Utilize GIS data to prepare an existing site plan with topography, floodplains, drainage features, utilities, easements, property boundaries, vegetation, pavement, building and structures
- Site visit to inventory existing conditions of park facilities
- Initial list of proposed improvements and cost estimating as required

STAKEHOLDER ENGAGEMENT:

- Site plan diagram of existing park facilities for review and input
- Meeting(s) with user groups for specific park programs (maximum of 2)
- Meeting(s) with representatives from the parks and recreation staff (maximum of 2)
- Provide cost estimate information for proposed improvements

MASTER PLAN REPORT:

- Site plan rendering of proposed improvements with key note descriptions
- Provide cost estimate information for proposed improvements
- Meeting(s) with representatives from the parks and recreation staff (maximum of 1)

COST ESTIMATE AND PHASING:

- Provide cost estimate information for proposed improvements
- Phasing diagram for implementation based on stakeholder priorities and critical path of construction
- Presentation of master plan report at Board of Parks Commissioners Meeting if necessary

SERVICES NOT INCLUDED:

- Site topographic survey
- Review or make any environmental recommendations
- Drainage problems that cannot be solved by surface flow into existing storm system (i.e., the addition of surface drains between buildings or storm sewer extensions)
- Onsite detention or floodplain related issues
- Infrastructure Development Process (IDP) or Privately Funded Public Improvement (PFPI)
- Storm Water Pollution Prevention Plan
- USACE (Corps) coordination and permitting including endangered species presence/absence survey and wetland determination/delineation
- Redesign of city streets
- Alley, easement, and access changes, additions or modifications
- Traffic studies or improvements
- Platting, rezoning or variances
- Locating underground utility lines not indicated by their respective owners
- Utility line extensions to the site
- Review or make any environmental recommendations
- Construction documents
- Construction observations
- IBC-mandated Special Inspections as required by Chapter 17 of the International Building Code
- Geotechnical investigation
- Pavement section design
- Building demolition plans or coordination regarding asbestos and/or lead paint abatement
- Title and easement research

- FEMA information, if applicable
- Private utility locating service
- Fire flow tests
- Electrical circuitry or wiring design
- Pool mechanical or structural design
- Building roof garden waterproofing design
- Structural design of walls or outdoor structures
- Mechanical design of water features

REIMBURSABLE EXPENSES:

- Expenses such as travel and lodging, reproduction, plotting, express delivery and shipping are considered reimbursable expenses and will be billed at 1.0 times cost.

ADDITIONAL SERVICES:

- Services such as revisions, design for unforeseen conditions and items not included in the Scope of Services above will be considered additional services. Please refer to the Terms and Conditions for more information.
- To be provided if approved in advance on an hourly or flat fee basis, to be determined
- Review meetings in addition to those denoted above

EXHIBIT C: PROPOSED FEES

Project Name: Multi-Sports Park Master Plan
Location: Norman, Oklahoma
Wallace Project No.: 2540386

We propose to provide landscape architectural services on a fixed fee basis:

Existing Conditions Plan	\$ 4,000
Stakeholder Engagement	\$ 4,750
Master Plan Report	\$ 10,000
Cost Estimate and Phasing	\$ 4,000
TOTAL	\$ 22,750

Our current hourly rates are:

Principal	\$230	Technical Designer II	\$160
Associate	\$210	Technical Designer I	\$150
Professional Engineer II	\$175	BIM Technician III	\$145
Professional Engineer I	\$160	BIM Technician II	\$135
Intern Engineer	\$150	BIM Technician I	\$125
GIS Specialist	\$150	Engineering Coordinator	\$115
Director, Landscape Architecture	\$210	Landscape Architect II	\$160
Land Planner II	\$175	Landscape Architect I	\$130
Land Planner I	\$160	Intern Landscape Architect	\$110
Professional Land Surveyor II	\$175	Survey Technician II	\$155
Professional Land Surveyor I	\$160	Survey Technician I	\$120
Intern Land Surveyor	\$150	Instrument Person	\$100
Survey Party Chief	\$145		
Information Technologist	\$160	Administrative	\$110

REIMBURSABLE EXPENSES:

Expenses such as travel and lodging, reproduction, plotting, express delivery and shipping are considered reimbursable expenses and will be billed at 1.0 times cost.

Expenses such as subconsultant testing services, geotechnical engineering services or other specialty consulting services will be billed at 1.10 times cost.

ADDITIONAL SERVICES:

Services such as revisions, design for unforeseen conditions and items not included the Scope of Services presented above will be considered additional services. Please refer to the Terms and Conditions for more information.

EXHIBIT D: TERMS AND CONDITIONS

Project Name: Multi-Sports Park Master Plan
Location: Norman, Oklahoma
Wallace Project No.: 2540386

FEE

Wallace Design Collective, PC ("Wallace") shall perform the services outlined in this Agreement for the stated Fee Arrangement.

- Where the Fee Arrangement is to be Fixed Fee, the fees are for the Scope of Services listed in the Agreement.
- Where the Fee Arrangement is to be on an hourly basis, the rates shall be those that prevail at the time services are rendered.
- Where the Fee Arrangement is to be on an hourly basis and a maximum Total Fee is offered, the Total Fee, excluding Reimbursable Expenses, shall not exceed the stated maximum.
- Where the Fee Arrangement is to be on an hourly basis and an estimate of the Total Fee is offered, the Total Fee, excluding Reimbursable Expenses, shall not be exceeded by more than ten percent without written approval of the Client.
- Where the Fee Arrangement is to be a percentage of the construction cost of the project, progress payments for each phase listed in the Scope of Services listed in the Agreement shall be calculated by multiplying the phase's respective percentage of the Total Fee by the most recent budget for the Cost of the Work (Construction Cost). Compensation for completed work shall not be reduced based on subsequent updates to the Owner's budget for the Cost of the Work.

If the Scope of Services covered by this Agreement has not been completed within twelve (12) months of the Contract Date, through no fault of Wallace, fees for Services beyond that time shall be equitably adjusted, or they shall be determined on an hourly basis at Wallace's prevailing hourly rates.

REIMBURSABLE EXPENSES

Reimbursable Expenses are expenses incurred in connection with the project including, but not limited to, transportation, meals and lodging for travel, overnight deliveries, courier services, professional services, sales taxes, and the cost of reproductions beyond those normally required for coordination and information purposes.

ADDITIONAL SERVICES

Services such as major revisions, resolving unforeseen conditions and items not included in the Scope of Services listed in the Agreement shall be considered Additional Services. Fees for Additional Services shall be determined on an hourly basis at Wallace's prevailing rates unless otherwise agreed in writing by Client and Wallace. Additional Services must be requested in writing and will not proceed without written authorization.

BILLINGS / PAYMENT

Invoices submitted for services and reimbursable expenses shall be considered past due if not paid within 30 days after the invoice date, and Wallace may, without waiving any claim or right against Client, and without liability whatsoever to Wallace, terminate the performance of the service. Retainers shall be credited on the final invoice. A service charge will be charged at 1.5% (or the maximum interest rate allowed by law) per month on the unpaid balance. Upon acceptance of this Proposal and authorization to start work, Client agrees to submit payment pursuant to the terms of this Proposal. This payment obligation exists in the event that professional services contract negotiations commence after authorization to proceed, and survives even if a professional services contract is never negotiated or finalized.

STANDARD OF CARE

The standard of care for all professional services performed or furnished by Wallace under this Agreement will be the care and skill ordinarily used by members of Wallace's profession practicing under similar circumstances at the same time and in the same locality. Wallace makes no warranty, express or implied, under this Agreement or otherwise, in connection with Wallace's services.

INDEMNIFICATION

Wallace shall indemnify and hold harmless Client and all of its personnel from and against third party claims, damages, losses, and expenses, including reasonable attorney fees recoverable under applicable law, ("Claims") to the extent caused by the negligent act, error, or omission of Wallace, anyone employed by Wallace, or anyone for whose acts Wallace may be liable in the performance of professional services. Wallace shall not indemnify, hold harmless, nor assume any liability for Client's own negligence or intentional wrongdoing. Wallace shall have no up-front duty to defend Client against Claims nor shall any duty to defend be inferred or interpreted in construction of this Agreement. Wallace will reimburse Client for its reasonable defense costs and expenses awarded to Client under applicable law for awards to a prevailing party in proportion to Wallace's adjudicated liability for negligent acts, errors, or omissions.

The Client shall indemnify and hold harmless Wallace and all of its personnel from and against third party Claims to the extent caused by the negligent act or omission and/or strict liability of Client, anyone employed by the Client, or anyone for whose acts the Client may be liable. Client shall not indemnify, hold harmless, nor assume any liability for Wallace's own negligence or intentional wrongdoing.

CONSEQUENTIAL DAMAGES

Neither party shall be liable to the other for loss of profits or revenue; loss of use or opportunity; loss of good will; cost of substitute facilities, goods, or services; cost of capital; or for any special, consequential, indirect, punitive or exemplary damages.

FORCE MAJEURE

In the event either party is unable to perform its obligations under the terms of this Agreement because of strikes, work stoppages, accidents, acts of war or terrorism, civil or military disturbances, nuclear or natural catastrophes or acts of God, and interruptions, loss or malfunctions of utilities, communications or computer (software and hardware) services, epidemics, pandemics or outbreak of communicable disease; quarantines; national or regional emergencies or other causes reasonably beyond its reasonable control, such party shall not be liable for damages to the other for any damages resulting from such failure to perform or otherwise from such causes.

TERMINATION OF SERVICES

This agreement may be terminated upon 10 days written notice by either party should the other fail to perform its obligations hereunder. In the event of termination, Client shall pay Wallace for all services and reimbursable expenses to the date of termination. Termination expenses are in addition to compensation for the services of the Agreement and include expenses directly attributable to termination for which Wallace is not otherwise compensated.

ACCESS TO SITE

Unless otherwise stated, Wallace will have access to the site for activities necessary for the performance of the services. Wallace will take precautions to minimize damage due to these activities but has not included in the fee the cost of restoration of any resulting damage.

HAZARDOUS MATERIALS

Wallace shall have no responsibility for the discovery, presence, handling, removal or disposal of or exposure of persons to hazardous materials or toxic materials in any form at the Project site.

OWNERSHIP OF DOCUMENTS

All documents, technical reports, letters, photos, calculations, designs, plans, specifications, reports, or similar documents of any kind furnished by Wallace are "Instruments of Services." Ownership of all Instruments of Services shall remain with Wallace.

MEANS AND METHODS

Wallace shall not be responsible for the construction means, methods, techniques, sequencing or procedures or for safety precautions and programs in connection with the Work, nor shall Wallace be responsible for the Construction Contractor's failure to carry out the work in accordance with the Drawings and Specifications.

MAINTENANCE OF INSURANCE

Until the services covered by this Agreement are completed plus for a period of twelve (12) months after completion of services, Wallace shall maintain (a) workers compensation insurance in accordance with state law and (b) liability insurance covering the type and variety of services Wallace provides under this agreement.

APPLICABLE LAW

Unless otherwise specified, this agreement shall be governed by the laws of the state in which the project is located.