



POE&amp;ASS-01

KSTEBBINS

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/1/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|                                                                                                               |                                                                       |                                             |                                      |
|---------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|---------------------------------------------|--------------------------------------|
| <b>PRODUCER</b><br>Messer-Bowers Company<br>6701 N Broadway<br>Suite 201<br>Oklahoma City, OK 73116           | <b>CONTACT NAME:</b>                                                  | <b>PHONE (A/C, No, Ext):</b> (405) 840-4351 | <b>FAX (A/C, No):</b> (405) 842-1009 |
|                                                                                                               | <b>E-MAIL ADDRESS:</b> kstebbins@messerbowers.com                     |                                             |                                      |
| <b>INSURED</b><br><br>Poe & Associates, Inc.<br>1601 Northwest Expressway, Ste 515<br>Oklahoma City, OK 73118 | <b>INSURER(S) AFFORDING COVERAGE</b>                                  |                                             | <b>NAIC #</b>                        |
|                                                                                                               | <b>INSURER A : The Charter Oak Fire Ins Co</b>                        |                                             | <b>25615</b>                         |
|                                                                                                               | <b>INSURER B : Travelers Property Casualty Company of America</b>     |                                             | <b>25674</b>                         |
|                                                                                                               | <b>INSURER C : Travelers Ind Co of Conn</b>                           |                                             | <b>25682</b>                         |
|                                                                                                               | <b>INSURER D : Travelers Casualty &amp; Surety Company of America</b> |                                             | <b>31194</b>                         |
|                                                                                                               | <b>INSURER E :</b>                                                    |                                             |                                      |
| <b>INSURER F :</b>                                                                                            |                                                                       |                                             |                                      |

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE                                                                                                                                                                                                                                                                                                   | ADDL INSD | SUBR WVD | POLICY NUMBER        | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS                                                                                                                                                                                                                                           |
|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------|----------------------|-------------------------|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A        | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC<br>OTHER: |           | X        | 680 00H770068 25 47  | 8/1/2025                | 8/1/2026                | EACH OCCURRENCE \$ 1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000<br>MED EXP (Any one person) \$ 5,000<br>PERSONAL & ADV INJURY \$ 1,000,000<br>GENERAL AGGREGATE \$ 2,000,000<br>PRODUCTS - COMP/OP AGG \$ 2,000,000<br>\$ |
| A        | <input checked="" type="checkbox"/> AUTOMOBILE LIABILITY<br><input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS<br><input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY                                 |           | X        | BA 7P642421 25 47 G  | 8/1/2025                | 8/1/2026                | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$                                                                                  |
| B        | <input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR<br><input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE<br>DED <input checked="" type="checkbox"/> RETENTION \$ 10,000                                                                             |           |          | CUP 004A030120 25 47 | 8/1/2025                | 8/1/2026                | EACH OCCURRENCE \$ 5,000,000<br>AGGREGATE \$ 5,000,000<br>\$                                                                                                                                                                                     |
| C        | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY<br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input checked="" type="checkbox"/> Y/N <input checked="" type="checkbox"/> N<br>If yes, describe under DESCRIPTION OF OPERATIONS below                                                |           | X        | UB 008K158882 25 47  | 8/1/2025                | 8/1/2026                | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER<br>E.L. EACH ACCIDENT \$ 1,000,000<br>E.L. DISEASE - EA EMPLOYEE \$ 1,000,000<br>E.L. DISEASE - POLICY LIMIT \$ 1,000,000                                        |
| A        | Valuable Papers                                                                                                                                                                                                                                                                                                     |           |          | 680 00H770068 25 47  | 8/1/2025                | 8/1/2026                | Limit 1,000,000                                                                                                                                                                                                                                  |
| D        | Professional Liab                                                                                                                                                                                                                                                                                                   |           |          | 105841819            | 8/1/2025                | 8/1/2026                | Per Claim 2,000,000                                                                                                                                                                                                                              |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Job K-2526-82

Engineering services. General Liability Incl's: Automatic Additional Insd on a primary and non contributory basis, Automatic Waiver of Subrogation and 30dnoc (except 10 for non pay) in favor of the holder. General Liability is subject to a total aggregate limit of \$6,000,000 / Auto Liability Incl's: Automatic Additional Insd, Automatic Waiver of Subrogation, 30dnoc (except 10 for non pay) in favor of the holder / Work Comp Incl's: Automatic Waiver of Subrogation, 30dnoc (except 10 for non pay) in favor of the holder, all when req'd by written contract. Professional Liability Aggregate \$5,000,000. Excess Liab is follow form to: General liability, Auto liability and Employer's liability.

SEE ATTACHED ACORD 101

## CERTIFICATE HOLDER

## CANCELLATION

The City of Norman / Norman Utilities Authority /  
Norman Municipal Authority  
City Attorney's Office  
201 West Gray Street, PO Box 370  
Norman, OK 73070

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*John Louzast*



AGENCY CUSTOMER ID: POE&amp;ASS-01

KSTEBBINS

LOC #: 1

**ADDITIONAL REMARKS SCHEDULE**

Page 1 of 1

|                                        |                             |                                                                                                                       |  |
|----------------------------------------|-----------------------------|-----------------------------------------------------------------------------------------------------------------------|--|
| AGENCY<br><b>Messer-Bowers Company</b> |                             | NAMED INSURED<br><b>Poe &amp; Associates, Inc.<br/>1601 Northwest Expressway, Ste 515<br/>Oklahoma City, OK 73118</b> |  |
| POLICY NUMBER<br><b>SEE PAGE 1</b>     |                             |                                                                                                                       |  |
| CARRIER<br><b>SEE PAGE 1</b>           | NAIC CODE<br><b>SEE P 1</b> | EFFECTIVE DATE: <b>SEE PAGE 1</b>                                                                                     |  |

**ADDITIONAL REMARKS**

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,  
FORM NUMBER: ACORD 25 FORM TITLE: Certificate of Liability Insurance

**Description of Operations/Locations/Vehicles:****Re: Contract K-2526-82, On-Call Services****General Liability, Auto Liability and Employer's Liability include a waiver of subrogation in favor of the certificate holder when required by written contract.****30dnoc (except 10 days for non pay) applies in favor of the holder per the attached as respects General Liability, Auto Liability, Employer's Liability, Umbrella Liability and Professional Liability.**

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **DESIGNATED PERSON OR ORGANIZATION – NOTICE OF CANCELLATION OR NONRENEWAL PROVIDED BY US**

This endorsement modifies insurance provided under the following:

ALL COVERAGE PARTS INCLUDED IN THIS POLICY

### **SCHEDULE**

**CANCELLATION:** Number of Days Notice: 30

**WHEN WE DO NOT RENEW (Nonrenewal):** Number of Days Notice: 30

### **PERSON OR ORGANIZATION:**

ANY PERSON OR ORGANIZATION TO WHOM YOU HAVE AGREED IN A WRITTEN CONTRACT THAT NOTICE OF CANCELLATION OR NONRENEWAL OF THIS POLICY WILL BE GIVEN, BUT ONLY IF:

1. YOU SEND US A WRITTEN REQUEST TO PROVIDE SUCH NOTICE, INCLUDING THE NAME AND ADDRESS OF SUCH PERSON OR ORGANIZATION, AFTER THE FIRST NAMED INSURED RECEIVES NOTICE FROM US OF THE CANCELLATION OR NONRENEWAL OF THIS POLICY; AND
2. WE RECEIVE SUCH WRITTEN REQUEST AT LEAST 14 DAYS BEFORE THE BEGINNING OF THE APPLICABLE NUMBER OF DAYS SHOWN IN THIS SCHEDULE.

### **ADDRESS:**

THE ADDRESS FOR THAT PERSON OR ORGANIZATION INCLUDED IN SUCH WRITTEN REQUEST FROM YOU TO US.

### **PROVISIONS**

- A.** If we cancel this policy for any legally permitted reason other than nonpayment of premium, and a number of days is shown for Cancellation in the Schedule above, we will mail notice of cancellation to the person or organization shown in such Schedule. We will mail such notice to the address shown in the Schedule above at least the number of days shown for Cancellation in such Schedule before the effective date of cancellation.
- B.** If we do not renew this policy for any legally permitted reason other than nonpayment of premium, and a number of days is shown for When We Do Not Renew (Nonrenewal) in the Schedule above, we will mail notice of nonrenewal to the person or organization shown in such Schedule. We will mail such notice to the address shown in the Schedule above at least the number of days shown for When We Do Not Renew (Nonrenewal) in such Schedule before the effective date of nonrenewal.

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## **AGREEMENT FOR ON-CALL PROFESSIONAL SERVICES**

This Agreement is made between the City of Norman/Norman Utilities Authority/Norman Municipal Authority ("Owner") and Poe & Associates, Inc. ("Contractor") (Owner and Contractor each individually a "Party" and collectively the "Parties").

### **WITNESSETH**

WHEREAS, the Owner requires qualified consultants to perform professional right of way acquisition services ("Services") in connection with miscellaneous City projects from time to time; and

WHEREAS, the Owner and Contractor wish to enter into an agreement governing the terms and conditions under which Contractor may supply Services, to the extent mutually agreed by the Parties from time to time; and

NOW THEREFORE, in consideration of the promises contained in this Agreement, the Parties, on the date last executed below (the "Effective Date"), agree as follows:

### **ARTICLE 1 - TERM OF AGREEMENT**

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

### **ARTICLE 2 - CONTRACTOR'S RESPONSIBILITIES**

- 2.1 The standard of care for all Contractor's Services under this Agreement will be the care and skill ordinarily used by members of Contractor's profession practicing under similar circumstances at the same time and in the same locality. Contractor shall correct the Services that fail to satisfy this standard of care.
- 2.2 The Contractor shall comply with all existing and future federal, state and local laws, rules and regulations including, but not limited to, those pertaining to collusion and equal employment opportunity.
- 2.3 The Contractor's duties and assurances pursuant to Articles 6 and 7 shall survive completion, suspension, or termination, for any reason, of this Agreement.

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

- 3.1. Work Orders: The Parties may mutually agree to engage the Services of Contractor for individual Projects by executing one or more Work Orders in the form of EXHIBIT A, pursuant to which project-by-project contract amounts and project timelines will be identified and expressly agreed to. The Work Order shall contain the scope, schedule, and estimate of cost of Contractor's Services for each project. The Work Order shall also identify the applicable City of Norman Department for which Services are being rendered with each Party's respective project manager, phone, and email.

- 3.2. Compensation for Services: Contractor's rates for Services for each Work Order shall not exceed those attached hereto as EXHIBIT B, for completion of Services for each Project. Subject to mutual agreement of the Parties, rates contained in EXHIBIT B may be adjusted, no more often than annually, by amendment of this Agreement, in an amount not to exceed that reported for The Consumer Price Index for All Urban Consumers (CPI-U) for the South by the Bureau of Labor Statistics, U.S. Department of Labor.
- 3.3. Method of Payment: Unless otherwise provided in a Work Order, Contractor shall submit separate, detailed monthly invoices for Services provided pursuant to each Work Order. Owner shall pay invoices within thirty (30) days of receipt.

#### ARTICLE 4 - OWNER'S RESPONSIBILITIES

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

#### ARTICLE 5 – ASSIGNMENT

As this Agreement is professional service agreement which relies upon the personal and professional integrity, financial standing and unique ability and expertise of the Contractor to provide professional services to the Owner, the parties agree that the Contractor may not assign its obligations, rights or interest in this Agreement.

#### ARTICLE 6 - LIABILITY AND INDEMNIFICATION

- 6.1. General. Having considered the potential liabilities that may exist during the performance of the Services and in consideration of the promises contained in this Agreement, Owner and Contractor agree to allocate and limit such liabilities in accordance with this Article.
- 6.2. Indemnification. To the extent permitted by applicable law including the Constitution of the State of Oklahoma, Contractor and Owner each agree to defend, indemnify, and hold harmless the other, its officers, assigns, predecessors, agents, and employees from and against legal liability for all claims, losses, damages, and expenses to the extent such claims, losses, damages, or expenses are caused by its own negligent acts, errors, or omissions, or those of its authorized employees or agents. In the event such claims, losses, damages, or expenses are caused by the joint or concurrent negligence of Contractor and Owner, such liability shall be borne by each party in proportion to its own negligence.

- 6.3. Employee Claims. Contractor shall indemnify Owner against legal liability for damages arising out of claims by Contractor's employees. Owner shall indemnify Contractor against legal liability for damages arising out of claims by Owner's employees.
- 6.4. Unanticipated Hazardous Materials. In the event hazardous material or waste is encountered by Contractor during the course of performing its Services upon the Owner's property, and conditioned upon the fact that Owner did not previously advise Contractor of the existence thereof, then and in that event:
- a. Owner and Contractor acknowledge that the Work Order may be adjusted and compensation to Contractor may be increased as is reasonably necessary for Contractor to complete its Services.
  - b. If the discovery of hazardous substances requires Contractor to take immediate measures to protect health and safety, Contractor agrees to notify Owner immediately following such discovery. Owner agrees, subject to prior written authorization by Owner, to reimburse Contractor for reasonable costs of implementing immediate measures taken to protect health and safety
  - c. Owner shall indemnify, defend, and hold Contractor, its officers, directors, agents, servants, and employees harmless from any claim, demand, or action brought by any third party which is based upon unforeseeable or unavoidable injury or damage caused by said hazardous material or waste.

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

During performance of the Services under this Agreement, Contractor shall maintain the following insurance, at a minimum:

- 7.1. Commercial General Liability (Combined Property Damage, Bodily Injury and Death): \$1,000,000 each occurrence; \$2,000,000 aggregate.
- 7.2. Automobile Liability (Combined Property Damage and Bodily Injury): \$1,000,000.
- 7.3. Workers Compensation for Contractor's employees as required by Oklahoma Statute.
- 7.4. Professional Liability (errors and omissions) insurance: \$2,000,000 aggregate.

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

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

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

Unless specifically provided in a mutually agreed Work Order, Contractor shall not be responsible for: (1) construction means, methods, techniques, sequences, procedures or safety precautions, and programs in connection with any Project; (2) the failure of any contractor, subcontractor, vendor, or other Project participant, not under contract to Contractor, to fulfill contractual responsibilities to the Owner or to comply with Federal, State or local laws, regulations, and codes; or (3) procuring permits, certificates, and licenses required for any construction.

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

At Owner's request, Contractor shall furnish Owner with deliverables and/or other data on electronic media. All documents, including but not limited to, drawings, specifications, and computer software prepared by Contractor pursuant to this Agreement are Instruments of Service in respect to the Project. Any further use or reuse by Owner or others for extension, modification, or expansion of this or any other Project, unless under direction of the Contractor, or specifically assigned to Contractor in a mutually agreeable Work Order, shall be without liability to the Contractor and paragraph 6.2 by the Owner shall be in full force and effect.

## **ARTICLE 10 - RECORDS AND ACCOUNTS**

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

## **ARTICLE 11 - TERMINATION**

11.1 Termination for Owner's convenience: Owner may terminate or suspend this Agreement, and/or any Work Order then in progress, in whole or in part, for Owner's convenience upon written notice to Contractor.

11.2 Payment for partial services rendered: Owner shall pay Contractor for all the Services performed up to date of the notice in the manner and amount set by each affected Work Order.

11.3 Obligation of Contractor upon termination: Upon receipt of the notice of termination or suspension of this Agreement, unless the notice directs otherwise, the Contractor shall (1) immediately discontinue all work and services affected; and (2) deliver to the Owner all documents, data, drawings, specifications, reports, calculations, field notes, tracings, plans, models, computer files, estimates, summaries, and other information and materials accumulated in performing this Agreement, whether complete or incomplete.

## **ARTICLE 12 - COMMUNICATIONS**

Except as otherwise expressly provided herein, any notice herein required or permitted to be given shall be in writing and shall be deemed effective when delivered personally, by certified mail, return receipt requested, or by FedEx or other national overnight courier to the appropriate party at the address set forth below (or at such other address as may be designated by either party in a written notice sent in accordance with this Section):

CONTRACTOR: Poe & Associates, Inc.  
1601 Northwest Expressway,  
Suite 400  
Oklahoma City, OK 73118

OWNER: City Attorney's Office  
201 West Gray Street  
PO BOX 370  
Norman, OK 73070

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

#### **ARTICLE 13 – SCOPE AND CONSTRUCTION OF AGREEMENT**

- 13.1. Scope and conflicts. This Agreement applies to and governs all Services provided under all Work Orders during the Term. This Agreement controls to the extent of any conflict with any Work Order or other document pertaining to Services. Without limitation of the other terms of this Agreement, any provisions in a Work Order or other document pertaining to Work that purport to or would have the effect of overriding, amending, modifying, or negating any terms of this Agreement relating to warranties, releases, indemnification, insurance, liabilities, or allocation of responsibility for risk or loss are null and void.
- 13.2. No obligation to request or accept Services or Work Orders. Nothing in this Agreement obligates Owner to request the Services of Contractor in connection with any Project or for Contractor to agree to perform Services.

#### **ARTICLE 14 – GENERAL PROVISIONS**

- 14.1. Entire agreement. This Agreement, including its Exhibits and any other documents or certificates incorporated herein by reference, expresses the entire understanding of the Owner and the Contractor concerning the Agreement. Neither the Owner nor the Contractor has made or shall be bound by any agreement or any representation to the other concerning this Agreement which is not expressly set forth herein.
- 14.2. Severability. If any provision, clause, portion, or section of this Agreement is unenforceable, illegal, or invalid for any reason, or if any event renders any portion or provision of this Agreement void, such shall in no way affect the validity or enforceability of any other portion or provision of this Agreement. Any void provision shall be deemed severed from this Agreement. The parties further agree to amend this Agreement to replace any stricken provision with a valid provision that comes as close as possible to the intent of the stricken provision. The provisions of this Article shall not prevent this entire Agreement from being void should a provision, which is of the essence of this Agreement, be determined void.
- 14.3. Successors and assigns. Owner and Contractor each binds itself and its directors, officers, partners, successors, executors, administrators, assigns, and legal representatives to the other party to this Agreement and to the directors, officers, partners, successors, executors, administrators, assigns, and legal representatives of such other party in respect to all provisions of this Agreement.

- 14.4. Governing law. The parties mutually agree and acknowledge that this is an Oklahoma Agreement and any dispute shall be resolved in accordance with the Laws of the State of Oklahoma and all actions arising hereunder shall be brought in the District Court of Cleveland County. In the event of ambiguity in any of the terms of this Agreement, it shall not be construed for or against any party on the basis that such party did or did not author the same.
- 14.5. Waiver. A waiver by either Owner or Contractor of any breach of this Agreement shall be in writing. Such a waiver shall not affect the waiving party's rights with respect to any other or further breach.
- 14.6. Counterparts; facsimile signatures. This Agreement may be executed in counterparts, each of which shall be an original and all of which counterparts taken together shall constitute one and the same agreement. For purposes of this Agreement, a telecopy or scan of an executed counterpart shall constitute an original. Any party delivering an executed counterpart of this Agreement by telecopier or email shall also deliver an original executed counterpart of this Agreement, but the failure to deliver an original executed counterpart shall not affect the validity of this Agreement.

[SIGNATURE PAGES FOLLOW]

IN WITNESS WHEREOF, Contractor has caused this Agreement to be duly executed.

**POE & ASSOCIATES, INC.**  
**(CONTRACTOR)**

By: [Signature]

Title: Sr. Vice President / COO

Attest: Amanda C. Howda, cpm  
Corporate Secretary

ACKNOWLEDGEMENT

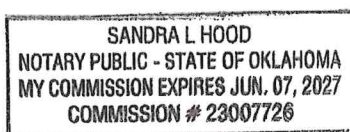
STATE OF OKLAHOMA )  
 ) ss.  
COUNTY OF Oklahoma )

Before me, the undersigned, a Notary Public in and for said County and State, on this 1 day of October, 2025, personally appeared John Bowman, to me known to be the identical person who executed the foregoing instrument as an authorized representative of the Contractor, and acknowledged to me that they executed the same as their free and voluntary act for the uses and purposes therein set forth.

Witness my hand and official seal the day and year above written.

[Signature]  
Notary Public

My Commission Expires: June 07, 2027  
My Commission Number: 23007726



IN WITNESS WHEREOF, the City has caused this Agreement to be duly executed this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

**CITY OF NORMAN, OKLAHOMA  
NORMAN UTILITIES AUTHORITY  
NORMAN MUNICIPAL AUTHORITY  
(CITY)**

By: \_\_\_\_\_  
Mayor, City of Norman  
Chairperson – Norman Utilities Authority  
Chairperson – Norman Municipal Authority

Attest: \_\_\_\_\_  
City Clerk – City of Norman  
Secretary – Norman Utilities Authority  
Secretary – Norman Municipal Authority

Reviewed as to form and legality this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

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

EXHIBIT A  
WORK ORDER FORM

WORK ORDER NO. \_\_\_\_\_

This Work Order, dated the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ (the "Effective Date"), between [the City of Norman/the Norman Utilities Authority/Norman Municipal Authority] ("City") and Poe & Associates, Inc. ("Contractor") (City and Contractor, together, the "Parties"), adopts and incorporates by reference the terms and conditions of the Agreement for On-Call Professional Services entered into on \_\_\_\_\_, ("Agreement") by the Parties. Capitalized terms used by not defined in this Work Order shall have the meanings set out in the Agreement.

WHEREAS, pursuant to Section 3.1 of the Agreement, the Parties wish to enter into this Work Order for purposes of setting forth the rights and obligations regarding the provision of Services by Contractor for [description of project] hereinafter described as "Project" for purposes of this specific Work Order).

NOW THEREFORE, for good and valuable consideration contained herein, the exchange, receipt, and sufficiency of which are acknowledged, the parties agree as follows:

1. Scope of Services. Contractor shall perform those services set forth in Exhibit A attached hereto ("Services").
2. Compensation and Payment. In consideration for the performance of Services under this Work Order, City shall pay to Contractor in an amount and manner as set forth in Exhibit B attached hereto.
3. Schedule. Contractor shall perform the Services in accordance with the schedule set forth in Exhibit C attached hereto.
4. Termination. The term of this Work Order shall commence on the "Effective Date" and end upon the completion of the Services unless otherwise terminated in accordance with the Agreement.
5. [Other Work Order-Specific Terms and Conditions]

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, Contractor has caused this Work Order No. \_\_\_\_\_ to be duly executed.

**POE & ASSOCIATES, INC.**  
**(CONTRACTOR)**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Attest: \_\_\_\_\_  
Corporate Secretary

## ACKNOWLEDGEMENT

[illegible]

Before me, the undersigned, a Notary Public in and for said County and State, on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, personally appeared \_\_\_\_\_, to me known to be the identical person who executed the foregoing instrument as an authorized representative of the Contractor, and acknowledged to me that they executed the same as their free and voluntary act for the uses and purposes therein set forth.

Witness my hand and official seal the day and year above written.

Notary Public

My Commission Expires: \_\_\_\_\_  
My Commission Number: \_\_\_\_\_

IN WITNESS WHEREOF, the City has caused this Work Order No. \_\_\_\_\_ to be duly executed this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_.

**[CITY OF NORMAN, OKLAHOMA  
NORMAN UTILITIES AUTHORITY  
NORMAN MUNICIPAL AUTHORITY]  
(CITY)**

By: \_\_\_\_\_  
[Mayor, City of Norman  
Chairperson – Norman Utilities Authority  
Chairperson – Norman Municipal Authority  
City Manager]

Attest: \_\_\_\_\_  
[City Clerk – City of Norman  
Secretary – Norman Utilities Authority  
Secretary – Norman Municipal Authority]

Reviewed as to form and legality this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_.

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

**EXHIBIT B**  
**COMPENSATION**

Poe Associates, Inc.  
 July 2025  
 Hourly and Overhead Rates  
 City of Norman R/W

| Personnel Classification           | Hourly Rate (Even \$\$) |
|------------------------------------|-------------------------|
| Project Manager (Roadway/ Other)   | \$267                   |
| GIS Manager                        | \$247                   |
| GIS Professional                   | \$189                   |
| Survey Party Chief (PLS)           | \$176                   |
| Surveyor                           | \$156                   |
| Right-of-Way Manager               | \$230                   |
| Right-of-Way Professional          | \$214                   |
| Utility Manager                    | \$220                   |
| Utility Professional               | \$170                   |
| Drone Operator                     | \$157                   |
| Financial Manager                  | \$233                   |
| Administrative                     | \$153                   |
| Mileage                            | Current Government Rate |
| Expenses (Lodging, Per Diem, etc.) | At cost                 |
| Miscellaneous Expenses             | At cost                 |
|                                    |                         |
|                                    |                         |