



# The City of **NORMAN**

201 West Gray, Bldg. C • P.O. Box 370  
Norman, Oklahoma • 73069 • 73070

UTILITIES ENGINEERING  
Phone: 405-366-5443  
Fax: 405-366-5447

October 23, 2019

Mr. Richard S. McKinney, Jr., AIA  
The McKinney Partnership Architects, P.C.  
3600 W Main, Suite 200  
Norman, OK 73072

**RE: Executed Contract K-1920-63 – Architectural Services**

Dear Mr. McKinney:

On October 22, 2019, the above referenced contract was approved and executed by the City of Norman, the Norman Municipal Authority, and the Norman Utilities Authority. An original, executed contract is attached to this letter. Work will only be authorized by Task Order but this can be through various City of Norman Departments.

We look forward to working your firm under this contract. If there are questions, please call me at (405) 366-5426 or email me at [Nathan.Madenwald@NormanOK.gov](mailto:Nathan.Madenwald@NormanOK.gov).

Sincerely,

Nathan Madenwald, P.E.  
Capital Projects Engineer

cc: Mark Daniels, P.E.  
Scott Sturtz, P.E.  
Chris Mattingly, P.E.  
Paul D'Andrea, P.E.

## AGREEMENT FOR ON-CALL ARCHITECTURAL SERVICES

This AGREEMENT between the City of Norman/Norman Utilities Authority/Norman Municipal Authority (OWNER) and The McKinney Partnership Architects, P.C. (ARCHITECT)

### WITNESSETH

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

WHEREAS, the OWNER intends to engage an ARCHITECT to provide professional architectural SERVICES; and

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

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

### ARTICLE 1 - TERM OF AGREEMENT

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

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

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

following: employment, upgrading, demotion or transfer, recruiting or recruitment, advertising, lay-off, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The ARCHITECT and Subcontractor shall agree to post in a conspicuous place, available to employees and applicants for employment, notices setting forth the provisions in this section.

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

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

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

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

- 4.1. OWNER-Furnished Data: OWNER will provide to ARCHITECT all available, requested electronic data in OWNER's possession relating to ARCHITECT'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. ARCHITECT 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 ARCHITECT as required for ARCHITECT's performance of its SERVICES.
- 4.3. Timely Review: OWNER will examine ARCHITECT's studies, reports, sketches, drawings, specifications, proposals, and other documents; and transmit OWNER comments or other decisions to ARCHITECT in a timely manner.
- 4.4. Advertisements, Permits, and Access: Unless otherwise agreed to in the Scope of Services, OWNER will obtain, arrange, and pay for all advertisements for bids; permits and licenses required by local, state, or federal authorities; and land, easements, rights-of-way, and access necessary for ARCHITECT's SERVICES or PROJECT construction.

### **ARTICLE 5 – ASSIGNMENT**

Inasmuch as this AGREEMENT is a personal and professional service agreement which relies upon the personal and professional integrity, financial standing and unique ability and expertise of the ARCHITECT to provide professional and personal services to the OWNER, the parties agree that the ARCHITECT 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 ARCHITECT agree to allocate and limit such liabilities in accordance with this Article.
- 6.2. Indemnification. ARCHITECT and OWNER each agrees to defend, indemnify and hold harmless each other, its agents and employees, from and against legal liability for all claims, losses, damages and expenses to the extent such claims, losses, damages, or expenses are caused by its negligent acts, errors or omissions. In the event such claims, losses, damages or expenses are caused by the joint or concurrent negligence of ARCHITECT and OWNER, such liability shall be borne by each party in proportion to its own negligence.

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

## **ARTICLE 7 - INSURANCE**

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

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

ARCHITECT 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.

ARCHITECT 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 ARCHITECT to the same extent.

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

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

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

At OWNER's request, ARCHITECT 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 ARCHITECT 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 ARCHITECT, or



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

#### ARTICLE 10 - RECORDS AND ACCOUNTS

- 10.1. The ARCHITECT 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 ARCHITECT must maintain its accounting records in accordance with generally accepted accounting principles applied on a consistent basis. The ARCHITECT 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 ARCHITECT. Agreement as to the time and place for audits may not be unreasonably withheld.

#### ARTICLE 11 - TERMINATION

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

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

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

- 11.2. For cause: This AGREEMENT may be terminated by either party upon written notice in the event of substantial failure by the other party to perform in accordance with the terms of this AGREEMENT through no fault of the party initiating the termination. The non-performing party shall have fifteen (15) calendar days from the date of the termination notice to cure or to submit a plan for cure acceptable to the initiating party.

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

#### ARTICLE 12 - COMMUNICATIONS

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

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

ARCHITECT:	The McKinney Partnership Architects, P.C.	OWNER:	Norman Utilities Authority
	3600 W Main, Suite 200		201-C West Gray
	Norman, OK 73072		Norman, OK 73070

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

### ARTICLE 13 - SEVERABILITY

If any provision, clause, portion or section of this AGREEMENT is unenforceable, illegal or invalid for any reason, or if any event renders any portion or provision of this AGREEMENT void, such shall in no way affect the validity or enforceability of any other portion or provision of this AGREEMENT. Any void provision shall be deemed severed from this AGREEMENT. The parties further agree to amend this AGREEMENT to replace any stricken provision with a valid provision that comes as close as possible to the intent of the stricken provision. The provisions of this Article shall not prevent this entire AGREEMENT from being void should a provision, which is of the essence of this AGREEMENT, be determined void.

### ARTICLE 14 - ENTIRE AGREEMENT

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

### ARTICLE 15 - SUCCESSORS AND ASSIGNS

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

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

DATED this 4th day of October, 2019.

#### The McKinney Partnership Architects, P.C. (ARCHITECT)

By: Richard S. McKinney, Jr.  
Title: President

ATTEST:

Angela Lowe  
Angela Lowe  
Business Manager

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

APPROVED as to form and legality this 15 day of October, 2019.

[Signature]  
City Attorney

APPROVED & Executed by the City of Norman/Trustees of the Norman Utilities Authority/Trustees of the Norman Municipal Authority this 22nd day of OCTOBER, 2019.

By: [Signature]  
Title: Mayor  
Chairman - Norman Utilities Authority  
Chairman - Norman Municipal Authority



Brenda Hall  
City Clerk  
Secretary - Norman Utilities Authority  
Secretary - Norman Municipal Authority

**THE MCKINNEY PARTNERSHIP ARCHITECTS**

**HOURLY BILLING RATES**

<b>Principal</b>	<b>\$175.00</b>
<b>Senior Architect</b>	<b>\$120.00- 150.00</b>
<b>Project Architects</b>	<b>\$ 90.00 - 110.00</b>
<b>Project Managers</b>	<b>\$ 80.00 - 100.00</b>
<b>Project Staff</b>	<b>\$ 60.00 - 80.00</b>
<b>Project Support Staff</b>	<b>\$ 40.00 - 60.00</b>
<b>Administrative Staff</b>	<b>\$ 50.00 - 75.00</b>
<b>Clerical</b>	<b>\$ 30.00 - 50.00</b>