

**PICKERINGTON PUBLIC LIBRARY  
REQUEST FOR QUALIFICATIONS  
FOR DESIGN PROFESSIONAL SERVICES**

**Issued the week of August 5 , 2024**

**Project Owner:** Pickerington Public Library Board of Trustees

**Project Name:** Facilities Master Planning & New Pavilion Projects

**Project Locations:**

Facilities Master Planning: Various including

- Main Library Expansion - Pickerington Main Library Located at 201 Opportunity Way, Pickerington, Ohio 43147
- New Branch - 4.5-acre lot located on the corner of Refugee Road and Pleasant View Drive – Parcel Nos. 041112220, 0411122230, 0411122240, and 0411122250

New Pavilion: Pickerington Main Library Located at 201 Opportunity Way, Pickerington, Ohio 43147

**Delivery Methods:** General Contractor per the Ohio Revised Code is anticipated to be used for the New Pavilion at the Main Library as well as implementing portions of the Facilities Master Plan. However, in the future, Construction Manager at Risk, pursuant to the Ohio Revised Code is anticipated to be used for the Main Library Expansion and New Branch portions of the Facilities Master Plan.

**Deadline to Submit Qualifications: 12:00 p.m. local time, September 6, 2024**

The Pickerington Public Library Board of Trustees (the “Owner”), is soliciting Statements of Qualifications (“SOQs”) from qualified individuals or firms to provide Design Professional Services for its Facilities Master Planning (to include potential Main Library Expansion and New Branch) & New Pavilion Projects (the “Project”). Multiple design professionals or one design professional may be selected for the Projects pursuant to the RFQ. The Owner reserves the right to add additional scope and services, if further improvements are identified and funds are available. The Owner, in its sole discretion, may use the selected design professional to provide the services for the implementation of all or portions of the master facilities plan or may engage separate design professional(s) for such services. The Owner anticipates that it will use a general contractor and statutory competitive bidding as required by law for the New Pavilion Project and to implement portions of the Facilities Master Planning, as authorized by the Owner. However, the Owner anticipates that Construction Manager at Risk, pursuant to the Ohio Revised Code will be used for the Main Library Expansion and New Branch portions of the Facilities Master Plan.

Qualifications received may be retained in a file maintained by the Owner for design professional qualifications, unless the firm specifically requests not to be included in this

file; each firm is requested to provide annual updates to the qualifications to keep them current. The file may be used for projects or design needs for which design fees are estimated to be less than \$50,000.

**Submittals:**

Interested individuals or firms must submit **5 hard copies and 1 electronic copy in PDF format** on a flash drive, of their SOQs, enclosed in a sealed envelope. The envelope shall be plainly marked on the outside "**PICKERINGTON PUBLIC LIBRARY–DESIGN PROFESSIONAL QUALIFICATIONS**".

SOQs must be delivered to the following address, before the submittal deadline above:

Pickerington Public Library  
ATTN: Tony Howard, Director  
201 Opportunity Way  
Pickerington, Ohio 43147

**Hand deliveries must be made during the Owner’s operating hours. Respondents are responsible for confirming current operating hours.**

The Owner reserves the right to waive any defect or technicality in any SOQ received or to eliminate any firm that submits an incomplete or inadequate SOQ or that is not responsive to the requirements of this RFQ.

**Questions, Clarifications and Addenda:**

All questions concerning this RFQ shall be directed in writing via email to Tony Howard, Director at [thoward@pickeringtonlibrary.org](mailto:thoward@pickeringtonlibrary.org) by **5:00 p.m., August 26, 2024**. Questions will be reviewed, and the Owner will determine whether any addenda should be issued as a result of any pertinent or substantive inquiries. Addenda will be issued to all firms that have requested the RFQ for the Project. Firms shall not rely on any oral instructions or answers.

**Project Description:**

- A. **Background:** The City of Pickerington is experiencing rapid growth in population. The Library would like to expand its Main Library building to continue to better serve the growing community which will soon include three schools within walking distance of the Main Library.

Initially, the Library expects the selected design professional to perform an independent assessment of the existing Main Library building for facilities and maintenance upkeep/improvements and to develop programming recommendations for intelligent future expansion and the New Branch Project. This should include identifying recommended and necessary components for expanding the current Main Library and also constructing a new branch, and the Library will pursue such projects in its sole discretion. The Library has acquired

close to 4.5 acres of land as a potential site for the new branch. However, the Main Library Expansion and New Branch Projects are anticipated to be developed over the next 2-3 years.

More immediately, the Library desires a facilities/maintenance improvements plan for building upkeep and anticipates adding an outdoor pavilion to the Main Library including space for seating and small library programs as well as improvements to landscape and sidewalks adjacent to the new pavilion.

**B. Anticipated Scopes of Services Description:** The scope of services for these Projects are anticipated to include:

#### New Pavilion & Facilities Master Planning

1. For the New Pavilion, the Library anticipates adding an outdoor pavilion to the Main Library including space for seating and small library programs as well as improvements to the adjacent landscape and sidewalks.
  - The Owner anticipates that the total budget (including design fees and construction costs) for the New Pavilion scope of work will be \$130,000.
  - The Owner anticipates that it will use a general contractor for the construction of the New Pavilion scope of work and statutory competitive bidding as required by law.
  - The Owner anticipates that the Design Professional will assist with developing the schedule for the New Pavilion scope of work.
  - The selected design professional must collaborate with Library staff, the Board, and community members and integrate such input into the design to the extent feasible and approved by the Library. The selected design professional will provide cost estimating (for base bid scope and individual alternates), design phase services, bid phase services including assistance with bid tabulation/evaluation and scope review with bidder(s), and construction administration services.
2. The Facilities Master Planning Services are anticipated to include evaluation, planning, cost estimating, and programming recommendations for a plan for upkeep of the Library's existing facilities as well as contemplating future growth.

The selected design professional for this scope of services will conduct an assessment/evaluation of all facilities, recommendations for improvements and maintenance as well as the priority and the sequence of such improvements/maintenance for the most cost-effective and efficient sequence of construction work. The selected design professional must collaborate with Library staff, the Board, and community members for input and integrate such input in the master plan, to the extent feasible. Cost estimates (for base bid scope and individual alternates), recommended prioritization of improvements, as well as recommendations for the most cost-effective and efficient sequence of

construction, and potential schedules for the various improvements must also be provided. Presentations to and collaboration with the Library staff, the Board, and community members may be required as needed.

- The overall goals of the Facilities Master Plan are as follows listed according to priority:
  - 1 – Develop decision-making tool to help the Library plan for the future growth and development of Pickerington’s Library Facilities (existing and future); and
  - 2 – Determine current status of the infrastructure at the Main library as well as a plan for maintaining physical infrastructure into the future.
- The facilities and maintenance improvements (other than the future Main Library Expansion & New Branch improvements) are anticipated to use a General Contractor delivery method and have a budget of approximately \$1,000,000 or less. The Owner, in its sole discretion, may use the Design Professional selected for the Facilities Master Planning to provide the services for the implementation of the master facilities improvement plan or may engage in a separate design professional procurement process for such services. Such scope of services may include further assessments or implementation of improvements and architect of record design and construction administration services, following the master planning services, if authorized by the Owner in writing, in its sole discretion. However, the Owner reserves the right to enter into a separate agreement with a different design professional for such services.
- Main Library Expansion & New Branch (CMR Delivery Model anticipated)

For the Main Library Expansion, the Owner anticipates that the selected design professional will initially perform an independent assessment of the existing Main Library building which will include but not be limited to, recommendations/options to add a recreation center for after school activities, reconfigure the current Library building to optimize utilization of space and increase capacity of the Main Library building. The selected design professional must collaborate with Library staff, the Board, community members, and the CMR (once selected by the Owner.) To the extent feasible, the selected design professional will integrate such community feedback as well as staff and Board input. The selected firm will conduct an assessment/evaluation of the Main Library building, provide written recommendations/options for improvements/expansion as well as recommendations for the most cost-effective and efficient sequence of construction. Cost estimates and potential schedules for the various options must also be provided. The selected design professional may be asked to present its assessment report including recommendations and various options to the Board.

- As part of the Facilities Master Planning, the selected design professional may assist in developing the budget and schedule, subject to the Owner's approval.
- The Owner anticipates that it will use a construction manager at risk delivery model for the Main Library Expansion scope of work. The selected firm will be given access to any blueprints and/or plans of the Main Library in the Owner's records, upon request.

The New Branch, is anticipated to include new construction (at a new location) of a branch library located at the 4.5-acre lot on the corner of Refugee Road and Pleasant View Drive. The new library branch is anticipated to include a new building of at least 30,000 square feet, outdoor programming space, and drive-up services as well as meeting/gathering space. The Owner anticipates that the selected design professional will initially perform an independent assessment of the site for the new branch library which will include but not be limited to, recommendations/options for the best position and location of the new building, site layout, access to utilities, geotechnical impacts, and environmental impacts. The selected design professional must collaborate with Library staff, the Board, community members, and CMR (once selected by the Owner.) To the extent feasible, the selected design professional will integrate such feedback as well as staff and Board input. The selected firm will provide written recommendations/options for improvements, as well as recommendations for the most cost-effective and efficient sequence of construction. Cost estimates and potential schedules for the various options must also be provided. The selected design professional will present its assessment report including recommendations and various options to the Board.

- As part of the Facilities Master Planning, the selected design professional may assist in developing the budget and schedule, subject to the Owner's approval.
- The Owner anticipates that it will use a construction manager at risk delivery model for the New Branch scope of services.

At the Owner's option, the selected design professional's services may include further assessments, programming, design phase services, and construction administration services, if authorized by the Owner in writing, in its sole discretion. However, the Owner reserves the right to enter into a separate agreement with a different design professional for any services relating to the improvements described in this RFQ.

The design professional services pursuant to this RFQ may include architect of record design and construction administration services, following the master planning services, if authorized by the Owner in writing via amendment or separate agreement, in its sole discretion. However, the Owner reserves the right to enter into a separate agreement with different professionals for such services.

## **Qualifications:**

Submittals should include the following:

1. Firm's History– Information about the firm's history (number of years in business, etc.).
2. Education & Technical Training/Experience – Identify your firm's assigned team for the Project. Provide the education, technical training, and experience of the principal in charge of the Project and the Project Manager, as well as any other individuals assigned to the Project, and proposed consultants, if any. Detail the assigned team's experience in providing substantially similar services (i.e., design services for similar facilities, additions to existing buildings, facilities master planning, and specifically for any experience with the construction manager at risk delivery model if applicable) and describe the team's experience working together on similar projects. Describe:
  - a. Experience, planned approach, and specific expertise in assisting with Project planning, Project site assessment/testing, and schedule development. Include the team's experience leading and participating in meetings with the Owner to develop the program for the Project;
  - b. Approach to incorporating practical, tested, energy efficiency and sustainability features into similar projects that will enhance the design, be easy/economic to maintain and contribute to energy conservation and savings for the long-term maintenance and operations of systems for the Project;
  - c. Experience, approach, and specific expertise in planning for the use of space, technology, and systems that support Owner's functions; and
  - d. Experience with similar facilities master planning, renovation/expansion, site development, and projects for libraries and related facilities.
  - e. Experience and approach to obtaining all applicable permits and governmental approvals, from the Authorities Having Jurisdiction, including but not limited to obtaining approval of building plans from the Authorities Having Jurisdiction, obtaining building, electrical, plumbing, and HVAC permits, as applicable.
3. Workload – Describe the current workload and availability of the firm and personnel assigned to the Project team, the available equipment and facilities, and the team's ability to perform the required professional design services competently and expeditiously (i.e., are resources currently available or committed to other projects).
4. Proposed Schedule and Coordination of Design & Construction –
  - a. Proposed design phase milestones for completion of the Architect's services including completion dates or durations in calendar days for

programming, schematic design, design development and construction documents, as well as an anticipated timeline for the construction and close-out phases of the Project. Provide a detailed narrative demonstrating the firm's ability to manage the Project schedule.

- b. Describe the steps the firm will take to coordinate design and construction work on the Project with the Owner and Construction Manager at Risk with respect to scheduling the Project, maintaining the construction schedule, and close-out of each stage of the Project.
5. Past Performance based on References – Past performance as reflected in evaluations of previous and current clients for which the firm has provided or is providing similar services; please include a list of at least five (5) relevant projects involving similar services performed by the firm during the past five years. Include the following information for each project:
  - a. Project owner, name of project and location;
  - b. Brief description of the project, including size of project (e.g., square footage and number of stories) and project delivery model (e.g., general contractor, construction manager at risk, design-build, etc.);
  - c. The initial scheduled completion date and the actual date services were completed or the current anticipated completion date;
  - d. Construction budget, change order amounts, and actual construction cost;
  - e. Your firm's assigned team members for the project;
  - f. Other relevant information about the project and the firm's services; and
  - g. Reference contact person and phone number.
6. Past Performance with Owner – Describe the firm's past experience with the Owner, if any.
7. Proximity to the Site – The firm's location and proximity to the site for purposes of site visits and attending meetings with the Owner.
8. Project Estimates and Budget – The firm's procedures for:
  - a. Project budget development, including but not limited to, procedures for initial budget development with the Owner and the process for reviewing and evaluating the budget in coordination with the Construction Manager at Risk's cost estimates with the CMR and Owner at various stages of the design process; and
  - b. The firm's experience over the past five years with preparing or evaluating project estimates and construction costs, monitoring project costs, and completing a project within the initial budget with emphasis on any experience with construction manager at risk projects.

9. Unique Qualities and/or Expertise of the Assigned Team – Identify the unique competence, qualities, and/or expertise that set the firm’s assigned team apart from other firms and teams as it relates to the required services for the Project. List a maximum of four specific and unique qualities that set your team apart from others in relation to this Project.
10. Professional Liability Insurance Coverage & Claims History – Include:
- a. The coverage amounts and types of insurance coverage, particularly the firm’s commercial general liability and professional liability limits;
  - b. Specific information about any claims asserted against the firm or its professional liability carrier within the last five years, including the resolution of the claim(s);
  - c. Any statistics kept internally on change order history, project completion, and budget considerations, recognizing that each change order is unique as to its causes. The Owner is interested in information that will show consideration of budget requirements; and
  - d. Specific information about any claims asserted by the firm within the last five (5) years, including the resolution of the claim(s).
11. Construction Phase Services – The firm’s practices with respect to site visits and oversight of the Project. What amount of time is spent on average on site during construction? What is the background of the individuals who would be visiting the Project during construction? What documentation of such site visits is prepared and maintained?
12. Proposed Modification to Agreement Terms– The Architect Agreement, is a modified AIA Document B104-2017 Standard Abbreviated Form of Agreement Between Owner and Architect, attached hereto as **Exhibit A**. If your firm would like to propose any deviation from the terms of the Architect Agreement, you must identify those terms your firm wishes to modify, and submit your proposed modified language in detail in your SOQ in a section clearly titled “Proposed Modification to Agreement Terms”. Failure to do so shall be deemed to be a waiver of the right to negotiate the terms. Modifications may be accepted in the Owner’s sole discretion and may be taken in to account by Owner when ranking the most-qualified firms.

The Owner, in its sole discretion, may enter into a separate agreement with the selected design professional to provide the architect of record services including design phase services and construction administration services for implementation of any or all of the resulting master facilities plan or may engage separate design professional(s) for such services. In the event the Owner wishes to authorize the selected firm for such services and a CMR delivery model will be used, a separate modified AIA Document B133-2019 Agreement Between Owner and Architect,



Construction Manager as Constructor Edition may be executed by the Owner and selected design professional pursuant to this RFQ.

**Pre-Submittal Site Visit:**

A Pre-Submittal Site Visit will be held on **August 26, 2024 at 10 A.M.** located at 201 Opportunity Way, Pickerington, Ohio 43147. Respondents may also visit the sites from the general public's perspective. The Owner reserves the right to have a representative present.

**Evaluation & Selection:**

Firms submitting SOQs for the available contract will be evaluated and the Owner will select and rank at least three firms which it considers to be the most-qualified to provide the required services. However, if the Owner determines that fewer than three qualified firms are available, it will select and rank those firms. Such evaluation and selection is, subject to the Owner's absolute right to stop the process and refrain from entering into any contract. The Owner may require additional information from one or more Respondents to supplement or clarify the SOQs submitted. The individual project teams from select firms may be asked to meet with Owner representatives to present the firm's qualifications and proposed approach for the Project before final ranking and selection is made. The individual team members that will be involved with the Project must attend such meeting.

Upon selection of the firm(s) determined to be most qualified to provide the requested services for the Project, the Owner reserves the right to negotiate the price for services to be provided, with such firm(s). If the Owner and the selected firm(s) agree to a price and scope of services, the form of agreement between the Owner and the selected firm(s) will be an Agreement with modifications proposed in accordance with this RFQ, if accepted by the Owner in its sole discretion. Any modifications to the Architect Agreements will be in the Owner's sole discretion, and the Owner at its option may accept or reject the proposed modifications. The Owner reserves the right to take any action affecting the RFQ process or the Project that it deems to be in its best interest.

Qualifications received may be retained in the file maintained by the Owner for design professional qualifications; each firm is requested to provide annual updates to the qualifications to keep them current.

**Attachments:**

Exhibit A – Architect Agreement



**AIA**<sup>®</sup>

# Document B104<sup>®</sup> – 2017

## Standard Abbreviated Form of Agreement Between Owner and Architect

AGREEMENT made as of the      day of      in the year      **THIS DOCUMENT HAS BEEN MODIFIED FROM ITS ORIGINAL VERSION.**

AGREEMENT made as of the date signed by Owner

*(In words, indicate day, month and year.)*

**BETWEEN** the Architect's client identified as the Owner:  
*(Name, legal status, address and other information)*

Pickerington Public Library Board of Trustees  
201 Opportunity Way  
Pickerington, Ohio 43147

The Owner's Representative in accordance with Section 5.10 is:  
Tony Howard, Director (thoward@pickeringtonlibrary.org )

and ~~the Architect:~~ the Architect (also called the Design Professional):  
*(Name, legal status, address and other information)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Architect's Representative in accordance with Section 2.3 is:

\_\_\_\_\_  
(email: \_\_\_\_\_)

The Architect was selected by the Owner following the qualification-based selection process required by Ohio Revised Code Sections 153.65, et seq. to provide professional design services to the Owner.

for the following Project:  
*(Name, location and detailed description)*

New Pavilion & Facilities Master Planning Project

Various locations anticipated to include:

Pickerington Main Library  
201 Opportunity Way  
Pickerington, Ohio 43147

New Branch

The Owner and Architect agree as follows:  
4.5-acre lot located on the corner of Refugee Road and Pleasant View Drive – Parcel Nos. 041112220, 0411122230, 0411122240, and 0411122250

The Owner reserves the right to add services and improvements to the Project through executed written amendment(s) to this Agreement or to enter into separate agreement(s)

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

with different design professionals, in its sole discretion. Such future improvements will be pursued only if the Owner determines in its sole discretion to do so.

The Owner and Architect agree as follows.



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### ARTICLE 1 INITIAL INFORMATION

§ 1.1 This Agreement is based on the Initial Information set forth below:

*(State below details of the Project's site and program, Owner's contractors and consultants, Architect's consultants, Owner's budget for the Cost of the Work, and other information relevant to the Project.)*

The Owner's initial program for the Project is set forth in the Request for Qualifications (RFQ) issued by the Owner, issued the week of July 29, 2024. The Owner reserves the right to add additional services and improvements to the Project via written amendment(s) supplementing this Agreement or to enter into separate agreement(s) with different architects in its sole discretion.

Throughout this Agreement, the term "Project" and Architect's associated services shall apply to each Scope of Services of the Project pursuant to this Agreement, as authorized by the Owner in its sole discretion. The Architect shall invoice the Owner separately for each separate scope, unless otherwise requested by the Owner.

#### **For the New Pavilion Scope of Services:**

As part of its Basic Services, the Architect will perform an independent evaluation and advise the Owner in finalizing the program for the Project, subject to approval by Owner, based upon Owner's Project criteria and will prepare the design documents per this Agreement. The Architect's Basic Services include cost estimating for various recommended material or design options in developing the program for the Project as well as base bid scope and individual alternates, if any, for the material/design selected by the Owner for contractor bidding or procurement, permitting, bid phase services including assistance with bid tabulation/evaluation and scope review with bidder(s), construction administration, and project closeout.

The Owner's current total budget for the New Pavilion including the design professional fees and the Cost of the Work as defined in Section 6.1 (including cost of construction, contractor fees, site improvements, and appropriate contingencies) is \$130,000.

As part of its Basic Services, the Architect will assist with budget development for the Project, as requested by the Owner and subject to Owner's approval in its sole discretion. Throughout the term of this Agreement the Architect will perform its services based upon the Owner's then-current budget.

**For the Facilities Master Planning Scope of Services:** As part of its Basic Services, the Architect will evaluate and assess the existing facilities at the Main Library including but not limited to mechanical, electrical, plumbing and structural evaluations (with limited interior design programming as requested by Owner), and recommending maintenance/improvements and options for maintenance/improvements for the Main Library (taking into account the Owner's long term goals for expansion of the Main Library and a new branch,) the priority of the recommended maintenance/improvements, the sequence of phases for the most cost-effective and efficient construction work for the maintenance/improvements, and other recommendations for implementation of the maintenance/improvements as well as planning and programming services for the potential future Main Library Expansion and New Branch Project, including but not limited site assessment services for the New Branch. The Architect's Basic Services include cost estimating for various recommended material and design options.

As part of its Basic Services, the Architect will assist with budget development for the maintenance/improvements, future Main Library Expansion, and New Branch as requested by the Owner and subject to Owner's approval in its sole discretion. Throughout the term of this Agreement the Architect will perform its services based upon the Owner's then-current budget.

The Architect will assist with schedule development for the maintenance/improvements, future Main Library Expansion, and New Branch, as requested by the Owner, as part of Architect's Basic Services.

As part of the Architect's Basic Services the Architect will prepare the following deliverables; all documents shall be provided as hard copies and in both PDF and "native" file formats:

- Written Facilities Assessment Report of the current facilities as well as the program/plan for all maintenance/improvements, as well as program/assessment for future Main Library Expansion, and New Branch, as requested by the Owner
- Cost Estimate for each improvement broken down to align with various discreet phases or scopes of work including potential base bid and alternates for general contractor competitive bidding
- Anticipated design and construction schedule for each improvement
- Other deliverables recommended by the Architect
- The Architect may be asked to present its assessment report including recommendations and various options to the Library's Board at one or more meetings of the Board.

As part of its Basic Services for the Facilities Master Planning related to the Main Library Expansion, and New Branch, Architect will advise the Owner on various furniture, fixtures, and equipment ("FFE") options, optimizing the reuse of existing FFE. As part of its Basic Services, the Architect will review and inventory existing FFE, plan new furnishings and fixtures to be selected, coordinate with staff to plan for audio-visual and computer equipment/infrastructure. However, FFE services will not be part of the Architect's Basic Services for the New Pavilion Scope of Services.

Design and construction administration, for the implementation of the master facilities improvement plan is not initially authorized by this Agreement. The Owner, in its sole discretion, may use the Architect to provide the services including design and construction administration, for the implementation of the master facilities improvement plan if authorized via an amendment to this Agreement or via a separate agreement with the Architect or may engage in a separate design professional procurement process for such services. The Owner anticipates that it will procure more than one General Contractor for the new pavilion scope of work and implementation of the various scopes of work for the facilities master plan improvements.

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Services not set forth in this Agreement are Additional Services and must be authorized by the Owner in writing, per this Agreement before such services are performed. No Additional Services shall be performed without a prior written, signed agreement between the Owner and Architect, with compensation based upon a lump sum amount mutually agreed upon between the Owner and Architect unless the parties agree that such compensation will be on the basis of hourly billing rates as set forth in **Exhibit B**.

The Architect will retain the following consultants per the Architect’s Statement of Qualifications, dated

\_\_\_\_\_.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Design phase milestone dates, if any:

New Pavilion:

<b>Task</b>	<b>Durations (from execution of this Agreement)</b>
Design Phase Services per Section 3.2. completed by Architect	_____ calendar days
Construction Documents Phase Services per Section 3.3 completed by Architect	_____ calendar days
Begin General Contractor Bidding or Issue Request for Proposals	_____ calendar days

The Architect shall complete its Design Phase and Construction Documents Phase services including review and approval by the Owner, so that procurement of the general contractor will begin by the date set forth above. As part of its Basic Services, the Architect will assist with schedule development for the Project, as requested by the Owner. The Design milestone and completion dates stated herein shall only be changed by written, signed agreement between the Owner and Architect.

Facilities Master Plan:

<b>Task</b>	<b>Durations (from execution of this Agreement)</b>
Design Phase Services per Section 3.2. completed by Architect	_____ calendar days
Construction Documents Phase Services per Section 3.3 completed by Architect	_____ calendar days
Begin General Contractor Bidding or Issue Request for Proposals	_____ calendar days

If the Architect has performed or performs any services on the Project (including services by Architect’s subconsultants) authorized in writing by Owner including but not limited to, through a separate purchase order, proposal, or similar instrument, such services are deemed to be provided pursuant to the Agreement and are governed by the terms of the Agreement. Separate terms and conditions are expressly rejected. The Architect shall track the fees for such services separately, if requested by the Owner or if fees for such services are also included in this Agreement, then such fees paid by the Owner shall be credited against the fees set forth herein.

§ 1.2 The Owner and Architect may rely on the Initial Information. Both parties, however, recognize that such information may materially change and, in that event, the Owner and the Architect shall parties may appropriately

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~~adjust the schedule, the Architect's services and the Architect's compensation. The Owner shall adjust the Owner's budget for the Cost of the Work and the Owner's anticipated design and construction milestones, as necessary, to accommodate material changes in the Initial Information compensation in accordance with the terms of this Agreement. The Architect shall not deviate from Owner's preliminary design documents, Initial Information, or other design criteria without prior written authorization from the Owner for such deviation.~~

~~§ 1.3 The parties shall agree upon written protocols governing the transmission and use of, and reliance on, Instruments of Service or any other information or documentation in digital form. [Not Used.]~~

~~§ 1.3.1 Any use of, or reliance on, all or a portion of a building information model without agreement to written protocols governing the use of, and reliance on, the information contained in the model shall be at the using or relying party's sole risk and without liability to the other party and its contractors or consultants, the authors of, or contributors to, the building information model, and each of their agents and employees. [Not Used.]~~

## ARTICLE 2 ARCHITECT'S RESPONSIBILITIES

~~§ 2.1 **Standard of Care.** The Architect shall provide the professional services set forth in this Agreement consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances. The Architect shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project. The Architect's failure to comply with the Standard of Care shall be a material breach of the Agreement.~~

~~§ 2.2 The Architect shall maintain the following insurance until termination of this Agreement. If any of the requirements set forth below are in addition to the types and limits the Architect normally maintains, the Owner shall pay the Architect as set forth in Section 11.8: Agreement and for a period of five (5) years following final completion of the Project. However, if professional liability and/or commercial general liability coverage is claims-made coverage, coverage must be maintained in effect for ten (10) years after Final Completion of Work. (Identify types and limits of insurance coverage, and other insurance requirements applicable to the Agreement, if any.)~~

~~.1 General Liability~~

~~Comprehensive General Liability with policy limits of not less than One Million (\$1,000,000.00) for each occurrence and Two Million (\$2,000,000.00) in the aggregate for bodily injury and property damage. A per project aggregate endorsement shall be included in the General Liability and shall provide that the general aggregate limit applies separately to the Project. This endorsement shall be Insurance Services Office, Inc. (ISO) endorsement CG 25 03, or equivalent~~

~~.2 Automobile Liability~~

~~Automobile Liability covering owned and non-owned vehicles operated by the Architect with policy limits of not less than One Million Dollars (\$ 1,000,000.00 ) per accident for bodily injury, death of any person, and property damage arising out of the ownership, maintenance and use of those motor vehicles, along with any other statutorily required automobile coverage~~

~~.3 Workers' Compensation~~

~~Workers' Compensation at statutory limits and Employers Liability with a policy limit as required by Ohio law~~

~~.4 Professional Liability~~

~~Professional Liability covering the Architect's negligent acts, errors and omissions in its performance of professional services with policy limits of not less than One Million Dollars (\$1,000,000.00) per claim and Two Million Dollars and Zero Cents (\$2,000,000.00) in the aggregate.~~

~~.5 Umbrella Liability~~

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Umbrella Liability providing coverage in excess of the Architect's primary Commercial General Liability, Automobile Liability and if possible, Professional Liability in an amount of not less than One Million Dollars (\$ 1,000,000.00 ) per occurrence.

§ 2.2.6 The Architect may use umbrella or excess liability insurance to achieve the required coverage for Comprehensive General Liability and Automobile Liability, provided that such umbrella or excess insurance results in the same type of coverage as required for the individual policies.

§ 2.2.7 The Architect shall provide to the Owner certificates of insurance evidencing compliance with the requirements in this Agreement. The certificates will name the Owner as the holder of the certificate of insurance listing the required coverages and as an additional insured with a waiver of subrogation and hold the Owner harmless on the Comprehensive General Liability, Automobile Liability, umbrella or excess policies.

§ 2.3 The Architect shall identify a representative authorized to act on behalf of the Architect with respect to the Project. Such representative shall be subject to the approval of the Owner.

### **ARTICLE 3 SCOPE OF ARCHITECT'S BASIC SERVICES**

§ 3.1 The Architect's Basic Services consist of those described in this Article 3 and include usual and customary structural, mechanical, and electrical engineering services. Agreement, Article 3, and Exhibit A and include usual and customary civil, structural, mechanical, plumbing, and electrical engineering services as applicable to the Project. Services not set forth in this Article 3 are Supplemental or Agreement are Additional Services.

§ 3.1.1 The Architect shall coordinate its services with those services provided by the Owner and the Owner's consultants. If Owner performs work on the Project or other projects with separate consultants, equipment suppliers, or other vendors, Architect shall cooperate with and coordinate its design and activities with those of such separate consultants, equipment suppliers, or other vendors so that the Project and other projects can be completed in an orderly and coordinated manner without disruption. As applicable, the Architect shall review the reports and shop drawings from Owner's consultants, equipment suppliers, or other vendors and coordinate its design accordingly. The Architect shall be entitled to rely on (1) the accuracy and completeness of the services and information furnished by the Owner and (2) the Owner's approvals. The Architect shall provide prompt written notice to the Owner if the Architect becomes aware of any error, omission, or inconsistency in such services or information.

§ 3.1.2 As soon as practicable after the date of this Agreement, the Architect shall submit for the Owner's approval a schedule for the performance of the Architect's services. Once approved by the Owner, time limits established by the schedule shall not, except for reasonable cause, be exceeded by the Architect or Owner. With the Owner's approval, the Architect shall adjust the schedule, if necessary, as the Project proceeds until the commencement of construction.

§ 3.1.3 The Architect shall, at appropriate times, contact the governmental authorities required to approve the Construction Documents and the entities providing utility services to the Project. In designing the Project, the Architect shall respond to applicable design requirements imposed by such governmental authorities and by such entities providing utility services. The Architect shall advise the Owner in writing of the results of these contacts and any impacts on Project requirements. The Architect shall assist the Owner in connection with the Owner's responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project.

§ 3.1.4 To the extent needed to provide its Basic Services and to the extent existing conditions are reasonably visible and accessible, the Architect shall provide services to investigate existing conditions or facilities.

§ 3.1.5 In providing services under this Agreement, the Architect shall, in accordance with the Standard of Care, comply with all applicable federal, state, and local laws, regulations, and orders in effect at the time of submission of the Contract Documents to the governing building authority. The Architect shall respond in the design of the Project to requirements imposed by governmental authorities having jurisdiction over the project. The Plans and Specifications and the improvements, if built in accordance with them, shall conform to all currently applicable statutes, regulations, ordinances, and orders, except to the extent that the Architect has advised the Owner in writing that there is an ambiguity or an interpretation by a code official contrary to that by the Architect or that a variance shall be necessary.



The Architect shall not be responsible for compliance of any contractor with currently applicable statutes, regulations, ordinances, and orders but shall report any known deviation therefrom to Owner in writing.

### **§ 3.2 Design Phase Services**

**§ 3.2.1** The Architect shall review the program and other information furnished by the Owner, consult with the Owner to develop the program for the Project, and shall review laws, codes, and regulations applicable to the Architect's services.

**§ 3.2.2** The Architect shall discuss with the Owner the Owner's program, schedule, budget for the Cost of the Work, Project site, and alternative approaches to design and construction of the Project. The Architect shall reach an understanding with the Owner regarding the Project requirements.

**§ 3.2.3** The Architect shall consider the relative value of and impact on alternative materials, building systems and equipment, together with other considerations based on program, aesthetics, and any sustainable objectives, in developing a design for the Project that is consistent with the Owner's schedule and budget for the Cost of the Work.

**§ 3.2.4** Based on the Project requirements, the Architect shall prepare Design Documents for the Owner's approval consisting of drawings and other documents appropriate for the Project and the Architect shall prepare and submit to the Owner an estimate of the Cost of the Work prepared in accordance with Section 6.3.

**§ 3.2.5** The Architect shall submit the Design Documents to the ~~Owner~~, and request Owner for the Owner's approval.

### **§ 3.3 Construction Documents Phase Services**

**§ 3.3.1** Based on the Owner's approval of the Design Documents, the Architect shall prepare for the Owner's approval Construction Documents consisting of Drawings and Specifications setting forth in detail the requirements for the construction of the Work. The Owner and Architect acknowledge that in order to construct the Work the Contractor will provide additional information, including Shop Drawings, Product Data, Samples and other similar submittals, which the Architect shall review in accordance with Section 3.4.4.

**§ 3.3.2** The Architect shall incorporate the design requirements of governmental authorities having jurisdiction over the Project into the Construction Documents.

**§ 3.3.3** The Architect shall submit the Construction Documents to the Owner, update the estimate for the Cost of the Work and advise the Owner of any adjustments to the estimate of the Cost of the Work, take any action required under Section 6.5, and request the Owner's approval.

**§ 3.3.4** The Architect, following the Owner's approval of the Construction Documents and of the latest estimate of the Cost of the Work, shall work with Owner's legal counsel to assist the Owner in obtaining bids or proposals and awarding and preparing contracts for construction.

### **§ 3.4 Construction Phase Services**

#### **§ 3.4.1 General**

**§ 3.4.1.1** The Architect shall provide administration of the Contract between the Owner and the Contractor including, but not limited to, site visits and review and processing of submittals, requests for information, change orders and applications for payment, as set forth below and in AIA Document A104™ 2017, Standard Abbreviated Form of Agreement Between Owner and Contractor. ~~If the Owner and Contractor modify AIA Document A104-2017, those modifications shall not affect the Architect's services under this Agreement unless the Owner and the Architect amend this Agreement.~~ the agreement between the Owner and Contractor for the Project, including the General Conditions of Contract. The Architect shall provide a weekly status update in writing by email to the Owner, including but not limited to, site visit photographs, schedule/document tracking, and Project progress details, and any other information as requested by the Owner.

**§ 3.4.1.2** The Architect shall advise and consult with the Owner during the Construction Phase ~~Services~~. Services including, but not limited to, advising the Owner's prevailing wage coordinator. The Architect shall have authority to act on behalf of the Owner only to the extent provided in this Agreement. The Architect shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety

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precautions and programs in connection with the Work, nor shall the Architect be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect shall be responsible for the Architect's negligent acts or omissions, but shall not have control over or charge of and shall not be responsible for, acts or omissions of the Contractor or of any other persons or entities performing portions of the Work. Nothing in this section relieves Architect of its duty to use reasonable care to endeavor to protect Owner from defective and non-conforming Work in accordance with its Standard of Care.

**§ 3.4.1.3** Subject to Section 4.2, the Architect's responsibility to provide Construction Phase Services commences with the award of the Contract for Construction and terminates on the date the Architect issues the final Certificate for Payment. Notwithstanding the foregoing, Architect will coordinate a meeting with the Contractor(s) prior to the expiration of the one-year period for correction of Work as a Basic Service and will participate in the meeting and work with Owner to address any issues identified during the meeting.

**§ 3.4.1.4** Unless otherwise provided in the agreement between the Owner and the Contractor, the Architect shall coordinate and lead progress meetings to be attended by the Owner, Contractor, Architect and any necessary subcontractors and subconsultants. The Architect shall provide an agenda in advance of each meeting and shall be responsible for memorializing all Project meetings. Meeting minutes shall be distributed by the Architect no later than 24 hours after any meeting. To the extent the Contractor is responsible for preparing the meeting minutes, the Architect will review the meeting minutes and report any inconsistencies in writing to the Owner.

### **§ 3.4.2 Evaluations of the Work**

**§ 3.4.2.1** ~~The Architect~~ Architect, and the Architect's subconsultants, as necessary, shall visit the site at intervals appropriate to the stage of construction, or as otherwise required in Section 4.2.2, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. Architect's observations must include observing final testing and start-up of equipment. However, the Architect shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of the site visits, the Architect shall keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and promptly report to the Owner (1) known deviations from the Contract Documents, (2) known deviations from the most recent construction schedule submitted by the Contractor, and (3) defects and deficiencies observed in the Work. Nothing in this section relieves Architect of its duty to use reasonable care to endeavor to protect Owner from defective and non-conforming Work in accordance with its Standard of Care.

**§ 3.4.2.2** The Architect has the authority to reject Work that does not conform to the Contract Documents and has the authority to require inspection or testing of the Work. The Architect shall reject Work that it knows or within the Standard of Care should have known does not conform to the Contract Documents and shall notify the Owner and Contractor of the rejection of such Work.

**§ 3.4.2.3** The Architect shall interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of either the Owner or Contractor. The Architect's response to such requests shall be made in writing within any time limits agreed upon or otherwise with reasonable promptness. Architect will keep a record of all such interpretations that includes information such as the date of each request for interpretation, the person making the request, the date of Architect's response, and a summary of the response. Architect will keep all correspondence and documentation related to such requests organized in a systematic manner and will make such documentation available to Owner upon Owner's request.

**§ 3.4.2.4** When making such interpretations and decisions, the Architect shall endeavor to secure faithful performance by both Owner and Contractor, shall not show partiality to either, and shall not be liable for results of interpretations or decisions rendered in good faith.

**§ 3.4.2.5** ~~The~~ Unless Owner and Contractor designate another person to do so, the Architect shall render initial decisions on Claims between the Owner and Contractor as provided in the Contract Documents. Architect's initial decision on claims, disputes or other matters in question between Owner and Contractor, except for those relating to aesthetic effect, is subject to mediation and further dispute resolution as provided in this Agreement and in the Contract Documents.

### § 3.4.3 Certificates for Payment to Contractor

§ 3.4.3.1 The Architect shall review and certify the amounts due the Contractor and shall issue certificates in such amounts. The Architect's certification for payment shall constitute a representation to the Owner, based on the Architect's evaluation of the Work as provided in Section 3.4.2 and on the data comprising the Contractor's Application for Payment, that, to the best of the Architect's knowledge, information and belief, the Work has progressed to the point indicated, the quality of the Work is in accordance with the Contract Documents, and that the Contractor is entitled to payment in the amount certified. Architect will not certify the final payment application to the extent Contractor has not submitted appropriate lien waivers or other documents required by the Contract Documents. Notwithstanding the foregoing, Architect has discretion to adjust the amount certified when missing documentation is deemed by Architect, in consultation with Owner, to be relatively inconsequential or beyond the control of Contractor, such that holding all payment for those items would be detrimental to the Project or unfair to Contractor.

§ 3.4.3.2 The issuance of a Certificate for Payment shall not be a representation that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and suppliers and other data requested by the Owner to substantiate the Contractor's right to payment, or (4) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

§ 3.4.3.3 Consistent with its Standard of Care, Architect will advise Owner in writing at the time of the delivery of each certification for payment of any defects or problems with respect to the Work, which can be reasonably observed in the course of Architect's observations, given the stage of completion of the Work.

### § 3.4.4 Submittals

§ 3.4.4.1 The Architect shall review and approve, or take other appropriate action, upon the Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the Contractor's responsibility. The Architect's review shall not constitute approval of safety precautions or unless otherwise specifically stated by the Architect, of any construction means, methods, techniques, sequences or procedures.

§ 3.4.4.2 If the Contract Documents specifically require the Contractor to provide professional design services or certifications by a design professional related to systems, materials or equipment, the Architect shall specify the appropriate performance and design criteria that such services must satisfy. The Architect shall review and take appropriate action on Shop Drawings and other submittals related to the Work designed or certified by the Contractor's design professional, provided the submittals bear such professional's seal and signature when submitted to the Architect. The review shall be for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Architect shall be entitled to rely upon, and shall not be responsible for, the adequacy and accuracy of the services, certifications, and approvals performed or provided by such design professionals.

§ 3.4.4.3 The Architect shall review and respond to written requests for information about the Contract Documents. The Architect's response to such requests shall be made in writing within any time limits agreed upon, or otherwise with reasonable promptness. If appropriate, the Architect shall prepare and issue supplemental Drawings and Specifications in response to requests for information.

### § 3.4.5 Changes in the Work

The Architect may order minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. Subject to Section 4.2.3, the Architect shall prepare Change Orders and Construction Change Directives for the Owner's approval and execution in accordance with the Contract Documents. Architect will review costs proposed by Contractor(s) for changes to the Work and negotiate a reasonable cost for the change, which will be documented by written change order and approved by Owner.

§ 3.4.5.1 Architect will maintain a record of all change orders for the Project. Such record shall show the status of each change order, identify potential change orders and include the name of the contractor, the subject of the change order, the dates of approval, the estimated cost of the change order (if not approved), the number of days additional time requested by the contractor for the Work, and the number of days approved by Architect and Owner to accomplish the Work. Architect will furnish an updated copy of the change order record to Owner upon request.

#### **§ 3.4.6 Project Completion**

The Architect shall conduct inspections to determine the date or dates of Substantial Completion and the date of final completion; issue Certificates of Substantial Completion; prepare a list of incomplete or unsatisfactory items and a schedule for their completion for each Contractor; conduct a final review of the Work; evaluate completion of the Work included on the punch list; forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract Documents and received from the Contractor; and issue a final Certificate for Payment based upon a final inspection indicating that, to the best of the Architect's knowledge, information, and belief, that the Work complies with the requirements of the Contract Documents. To the extent a Contractor has not completed its Work or there are defects or non-conforming Work following the date for Substantial Completion, Architect, in its role as design professional, will communicate with Contractor and monitor its progress to complete its Work and correct any such defective or non-conforming Work.

§ 3.4.6.1 Prior to the expiration of one year from the date of Substantial Completion, Architect will, without additional compensation, conduct a meeting with Owner to review the Project operations and performance. The Architect shall document deficiencies and notify the Contractor in writing with a copy to Owner, that corrective work is required, prior to the 1 year anniversary of Substantial Completion unless agreed upon otherwise.

#### **ARTICLE 4 SUPPLEMENTAL AND ADDITIONAL SERVICES**

§ 4.1 Supplemental Services are not included in Basic Services but may be required for the Project. The Architect shall provide the Supplemental Services indicated below, and the Owner shall compensate the Architect as provided in Section 11.2. Supplemental Services may include programming, site evaluation and planning, environmental studies, civil engineering, landscape design, telecommunications/data, security, measured drawings of existing conditions, coordination of separate contractors or independent consultants, detailed cost estimates, on-site project representation beyond requirements of Section 4.2.2, value analysis, interior architectural design, tenant related services, preparation of record drawings, commissioning, sustainable project services, and any other services not otherwise included in this Agreement. [Not Used.]

*(Identify below the Supplemental Services that the Architect is required to provide and insert a description of each Supplemental Service, if not further described in an exhibit attached to this document.)*

§ 4.2 The Architect may provide Additional Services after execution of this Agreement without invalidating the Agreement. Upon recognizing the need to perform Additional Services, the Architect shall notify the ~~Owner~~ Owner in writing, in accordance with the Agreement. The Architect shall not provide the Additional Services until the Architect receives the Owner's written authorization. Except for services required due to the fault of the Architect, any Additional Services provided in accordance with this Section 4.2 shall ~~may~~ entitle the Architect to compensation pursuant to Section 11.3. Nothing in this Agreement shall relieve the Architect of its professional duties related to this Project. Should the Architect believe that proposed Additional Services are essential for the performance of the Architect's professional responsibilities, the Architect shall clearly notify the Owner of that fact in writing, stating the objective basis for that belief.

§ 4.2.1 ~~The Subject to the limitations of Sections 6.5, 6.6, and 6.7, the Architect shall provide services necessitated by a material change in the Initial Information, material changes in previous instructions or approvals given by the Owner, or a material change in the Project including increased size; quality; complexity; the Owner's schedule or budget for Cost of the Work; or procurement or delivery method~~ method, with Owner's prior written authorization, as an Additional Service.

§ 4.2.2 The Architect has included in Basic Services (—) visits to the site by the Architect during construction not less than once per week or other intervals appropriate to the stage of construction. The Architect shall conduct site visits in excess of that amount with Owner's prior written authorization, as an Additional Service.

~~§ 4.2.3~~ The Architect shall, ~~as an Additional Service, provide review and evaluate Contractor's proposals, and if necessary, prepare Drawings, Specifications and other documentation and data, and provide any other services made necessary by a Contractor's proposed change in the Work. The Architect shall prepare revisions to the Architect's Instruments of Service necessitated by Change Orders and Construction Change Directives as an Additional Service.~~ Service except when due to changes initiated by the Architect or as a result of the Architect's error or omission. However, prior written and signed consent from the Owner is required before performing any Additional Service(s) that will require additional compensation or an increase to Architect's Compensation.

~~§ 4.2.4~~ If the services covered by this Agreement have not been completed within ~~— (—) months of the date of this Agreement, through no fault of the Architect, extension of the Architect's services beyond that time shall be compensated as Additional Services.~~ Architect's services may be authorized in various phases over multiple years.

## ARTICLE 5 OWNER'S RESPONSIBILITIES

**§ 5.1** Unless otherwise provided for under this Agreement, the Owner shall provide information in a timely manner regarding requirements for and limitations on the Project, including a written program which shall set forth the Owner's objectives, schedule, constraints and criteria, including space requirements and relationships, flexibility, expandability, special equipment, systems and site requirements.

**§ 5.2** The Owner shall ~~establish and may periodically update,~~ the Owner's budget for the Project, including (1) the budget for the Cost of the Work as defined in Section 6.1; (2) the Owner's other costs; and, (3) reasonable contingencies related to all of these costs. ~~The Owner shall update the Owner's budget for the Project as necessary throughout the duration of the Project until final completion.~~ If the Owner significantly increases or decreases the Owner's budget for the Cost of the Work, the Owner shall notify the Architect. The Owner and the Architect shall thereafter agree to a corresponding change in the Project's scope and quality.

**§ 5.3** ~~The Owner~~ As necessary, the Architect shall furnish surveys to describe physical characteristics, legal limitations and utility locations for the site of the Project; a written legal description of the site; and services of geotechnical engineers or other consultants, when the Architect requests such services and demonstrates that they determines that such services are reasonably required by the scope of the Project. If the Architect determines that geotechnical engineering services are necessary to properly complete its Basic Services and for construction of the Project, the Architect will notify the Owner in writing and if prior written authorization is received by Owner, the Architect shall furnish services of geotechnical engineers as an Additional Service, which may include but are not limited to test borings, test pits, determinations of soil bearing values, percolation tests, evaluations of hazardous materials, seismic evaluation, ground corrosion tests and resistivity tests, including necessary operations for anticipating subsoil conditions, with written reports and appropriate recommendations. The Architect shall collaborate with the geotechnical engineer on the number and locations of such tests and borings.

**§ 5.4** The Owner shall coordinate the services of its own consultants with those services provided by the Architect. Upon the Architect's request, the Owner shall furnish copies of the scope of services in the contracts between the Owner and the Owner's consultants. The Owner shall require that its consultants and contractors maintain insurance, including professional liability insurance, as appropriate to the services or work ~~provided~~ provided as determined by Owner.

**§ 5.5** ~~The~~ To the extent available, the Owner shall furnish tests, inspections and reports required by law or the Contract Documents, such as soils, structural, mechanical, and chemical tests; tests for air and water pollution; and tests for hazardous materials.

**§ 5.6** The Owner shall furnish all legal, insurance and accounting services, including auditing services, that may be reasonably necessary at any time for the Project to meet the Owner's needs and interests.

**§ 5.7** The Owner shall provide prompt written notice to the Architect if the Owner becomes aware of any fault or defect in the Project, including errors, omissions or inconsistencies in the Architect's Instruments of ~~Service.~~ Service, it being understood that the Owner has no duty to search for the same, nor is the Owner a professional skilled in finding such faults or defects.

§ 5.8 The Owner shall endeavor to communicate with the Contractor through the Architect about matters arising out of or relating to the Contract Documents.

§ 5.9 The Owner shall provide the Architect access to the Project site prior to commencement of the Work and shall obligate the Contractor to provide the Architect access to the Work wherever it is in preparation or progress.

§ 5.10 ~~Within 15 days after receipt of a written request from the Architect, the Owner shall furnish the requested information as necessary and relevant for the Architect to evaluate, give notice of, or enforce lien rights. The Owner shall identify a representative authorized to act on the Owner's behalf with respect to the Project.~~

§ 5.10.1 ~~Other persons in addition to the Owner's representative, who must review the Architect's submittals include, but are not limited to, Chuck Ressler – [cressley@pickeringtonlibrary.org](mailto:cressley@pickeringtonlibrary.org), Cristie Hammond, Todd Stanley, and Ashley Hughes.~~

## ARTICLE 6 COST OF THE WORK

§ 6.1 For purposes of this Agreement, the Cost of the Work shall be the total cost to the Owner to construct all elements of the Project designed or specified by the Architect and shall include contractors' general conditions costs, overhead and profit. ~~The Cost of the Work also includes the reasonable value of labor, materials, and equipment, donated to, or otherwise furnished by, the Owner. The Cost of the Work does not include the compensation of the Architect; the costs of the land, rights-of-way, financing, or contingencies for changes in the Work; or other costs that are the responsibility of the Owner.~~

§ 6.2 ~~The Owner's budget for the Cost of the Work is provided in Initial Information, and shall as provided in Initial Information, or otherwise provided by the Owner in writing, and may be adjusted throughout the Project as required under Sections 5.2, 6.4 and 6.5. Evaluations of the Owner's budget for the Cost of the Work, and the preliminary estimate of the Cost of the Work and updated estimates of the Cost of the Work prepared by the Architect, represent the Architect's judgment as a design professional. It is recognized, however, that neither the Architect nor the Owner has control over the cost of labor, materials or equipment; the Contractor's methods of determining bid prices; or competitive bidding, procurement/bidding, market or negotiating conditions. Accordingly, the Architect cannot and does not warrant or represent that bids or negotiated prices will not vary from the Owner's budget for the Cost of the Work, or from any estimate of the Cost of the Work, or evaluation, prepared or agreed to by the Architect.~~

§ 6.3 ~~In preparing estimates of the Cost of Work, the Architect shall be permitted to include contingencies for design, bidding-contractor quotes/bidding and price escalation; to determine what materials, equipment, component systems and types of construction are to be included in the Contract Documents; to recommend reasonable adjustments in the program and scope of the Project; and to include design alternates as may be necessary to adjust the estimated Cost of the Work to meet the Owner's budget. The Architect's estimate of the Cost of the Work shall be based on current area, volume or similar conceptual estimating techniques. If the Owner requires a detailed estimate of the Cost of the Work, the Architect shall provide such an estimate, if identified as the Architect's responsibility in Section 4.1, as a Supplemental Service. techniques in order to provide an estimate pursuant to the requirements of the Owner and the Ohio Revised Code, whether or not competitive statutory bidding is implemented. If the Owner requests detailed cost estimating services, the Architect shall provide such services as an Additional Service, in accordance with this Agreement.~~

§ 6.4 ~~If, through no fault of the Architect, construction procurement activities have not commenced within 90 days after the Architect submits the Construction Documents to the Owner the Owner's budget for the Cost of the Work shall be adjusted to reflect changes in the general level of prices in the applicable construction market. market, subject to Owner's approval.~~

§ 6.5 ~~If at any time the Architect's estimate of the Cost of the Work exceeds the Owner's budget for the Cost of the Work, the Architect shall make appropriate recommendations to the Owner to adjust the Project's size, quality or budget for the Cost of the Work, and the Owner shall cooperate with the Architect in making such adjustments. The Architect shall provide these services and update the design documents accordingly, at no additional cost to the Owner.~~

~~§ 6.6 If the Owner's current budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services Architect's estimate(s) for the Work for the Project is exceeded by the lowest bona fide bid or negotiated proposal, the Owner shall contractor price quote/proposal or bid, the Owner may, at its option:~~

- ~~.1 give written approval of an increase in the budget for the Cost of the Work;~~
- ~~.2 authorize rebidding or renegotiating of solicitation of additional quotes/proposals for the Project within a reasonable time;~~
- ~~.3 terminate in accordance with Section 9.5;~~
- ~~.4 in consultation with the Architect, revise the Project program, scope, or quality as required to reduce the Cost of the Work; orand/or~~
- ~~.5 implement any other mutually acceptable alternative.~~

~~§ 6.7 If Notwithstanding anything to the contrary, if the Owner chooses to proceed under Section 6.6.4, the Architect 6.6.1, 6.6.2, 6.6.4, or 6.6.5, the Architect, without additional compensation, shall modify the Construction Documents as necessary to comply with the Owner's revised budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services, or the budget as adjusted under Section 6.6.1. If the Owner requires the Architect to modify the Construction Documents because the lowest bona fide bid or negotiated proposal exceeds the Owner's budget for the Cost of the Work due to market conditions the Architect could not reasonably anticipate, the Owner shall compensate the Architect for the modifications as an Additional Service pursuant to Section 11.3; otherwise the Architect's services shall be without additional compensation. In any event, the or other adjustments authorized by the Owner. The Architect's modification of the Construction Documents shall be the limit of the Architect's responsibility under this Article 6.~~

## ARTICLE 7 COPYRIGHTS AND LICENSES

~~§ 7.1 The Architect and the Owner warrant agree that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use on the Project.~~

~~§ 7.2 The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and shall retain all common law, statutory and other reserved rights, including copyrights. Submission or distribution of Instruments of Service to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the reserved rights of the Architect and the Architect's consultants.~~

~~§ 7.3 The Architect grants to the Owner a nonexclusive license to use the Architect's Instruments of Service solely and exclusively for purposes of constructing, using, maintaining, altering and adding to the Project, provided that the Owner substantially performs its obligations under this Agreement, including prompt payment of all sums when due pursuant to Article 9 and Article 11. The Architect shall obtain similar nonexclusive licenses from the Architect's consultants consistent with this Agreement. The license granted under this section permits the Owner to authorize the Contractor, Subcontractors, Sub-subcontractors, and suppliers, as well as the Owner's consultants and separate contractors, to reproduce (including electronically) applicable published or issues portions of the Instruments of Service, subject to any protocols established pursuant to Section 1.3, solely and exclusively for use in performing services or construction for the Project. If the Architect rightfully terminates this Agreement for cause as provided in Section 9.4, the license granted in this Section 7.3 shall terminate.In the event this Agreement is terminated for whatever reason, Architect grants Owner a nonexclusive license permitting Owner to authorize other similarly credentialed design professionals to reproduce and, as permitted by law, to make changes, corrections or additions to the Instruments of Service solely for purposes of completing, using and maintaining the Project.~~

~~§ 7.3.1 In the event the Owner uses the Instruments of Service without retaining the authors of the Instruments of Service, the Owner releases the Architect and Architect's consultant(s) from all claims and causes of action arising from such uses. The Owner, to the extent permitted by law, further agrees to indemnify and hold harmless the Architect and its consultants from all costs and expenses, including the cost of defense, related to claims and causes of action asserted by any third person or entity to the extent such costs and expenses arise from the Owner's use of the Instruments of Service under this Section 7.3.1. The terms of this Section 7.3.1 shall not apply if the Owner rightfully terminates this Agreement for cause under Section 9.4.~~

~~§ 7.4 Except for the licenses granted in this Article 7, no other license or right shall be deemed granted or implied under this Agreement. The Owner shall not assign, delegate, sublicense, pledge or otherwise transfer any license~~

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granted herein to another party without the prior written agreement of the Architect. Any unauthorized use of the Instruments of Service shall be at the Owner's sole risk and without liability to the Architect and the Architect's consultants.

~~§ 7.5 Except as otherwise stated in Section 7.3, the~~ The provisions of this Article 7 shall survive the termination of this Agreement.

## **ARTICLE 8 CLAIMS AND DISPUTES**

### **§ 8.1 General**

~~§ 8.1.1 The Owner and Architect shall commence all claims and causes of action against the other and arising out of or related to this Agreement, whether in contract, tort, or otherwise, in accordance with the requirements of the binding dispute resolution method selected in this Agreement and within the period specified by applicable law, but in any case not more than 10 years after the date of Substantial Completion of the Work.~~ law. The Owner and Architect waive all claims and causes of action not commenced in accordance with this Section 8.1.1.

~~§ 8.1.2 To the extent damages are covered by~~ Subject to the agreement of any applicable property insurer, to the extent damages are actually recovered from property insurance, the Owner and Architect waive all rights against each other and against the contractors, consultants, agents, and employees of the other, for damages, except such rights as they may have to the proceeds of such insurance as set forth in AIA Document A104-2017, Standard Abbreviated Form of Agreement Between Owner and Contractor. the agreement between Owner and Contractor, as executed for the Project. The Owner or the Architect, as appropriate, shall require of the contractors, consultants, agents, and employees of any of them, similar waivers in favor of the other parties enumerated herein.

~~§ 8.1.3 The Architect and Owner waive~~ waives consequential damages for claims, disputes or other matters in question, arising out of or relating to this Agreement. This mutual-waiver is applicable, without limitation, to all consequential damages due to either party's termination of this Agreement, except as specifically provided in Section 9.6.

### **§ 8.1.4 Indemnification**

Notwithstanding any other provision in this Agreement to the contrary, the Architect shall indemnify, defend, and hold the Owner and the Owner's officers and employees harmless from and against liabilities arising from claims by third parties for death or injury, including reasonable attorneys' fees and expenses recoverable under applicable law, but only to the extent they are caused by the negligent acts or omissions of the Architect, its employees and its consultants in the performance of professional services under this Agreement. Such indemnification shall be in accordance with Ohio Revised Code Section 153.81 and shall only be for the liabilities incurred from the proportionate share of the tortious conduct, as determined pursuant to section 2307.23 of the Revised Code, of the professional design firm or any consultant, subcontractor, or other entity used by the professional design firm, in performing services under this Agreement. Nothing in this provision prohibits the Owner from commencing a civil action for damages against the Architect for the breach of this Agreement or for the breach of the Standard of Care.

### **§ 8.2 Mediation**

~~§ 8.2.1 Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to binding dispute resolution. If such matter relates to or is the subject of a lien arising out of the Architect's services, the Architect may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or by binding dispute resolution.~~ may be subject to mediation if both parties agree in writing, and will be conducted pursuant to mutually agreed-upon procedures.

~~§ 8.2.2 Mediation, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of this Agreement.~~ The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

**§ 8.2.3** If the parties do not resolve a dispute through mediation pursuant to this Section 8.2, the method of binding dispute resolution shall be the following:

*(Check the appropriate box.)*

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User Notes:

(1802393675)



- Arbitration pursuant to Section 8.3 of this Agreement
- Litigation in a court of competent jurisdiction as set forth in Section 10.1
- Other: *(Specify)*

If the Owner and Architect do not select a method of binding dispute resolution, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, the dispute will be resolved in a court of competent jurisdiction.

**§ 8.3 Arbitration [Not Used.]**

~~§ 8.3.1 If the parties have selected arbitration as the method for binding dispute resolution in this Agreement, any claim, dispute or other matter in question arising out of or related to this Agreement subject to, but not resolved by, mediation shall be subject to arbitration which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Arbitration Rules in effect on the date of the Agreement.~~[Not Used.]

~~§ 8.3.1.1 A demand for arbitration shall be made no earlier than concurrently with the filing of a request for mediation, but in no event shall it be made after the date when the institution of legal or equitable proceedings based on the claim, dispute or other matter in question would be barred by the applicable statute of limitations. For statute of limitations purposes, receipt of a written demand for arbitration by the person or entity administering the arbitration shall constitute the institution of legal or equitable proceedings based on the claim, dispute or other matter in question.~~[Not Used.]

~~§ 8.3.2 The foregoing agreement to arbitrate, and other agreements to arbitrate with an additional person or entity duly consented to by parties to this Agreement, shall be specifically enforceable in accordance with applicable law in any court having jurisdiction thereof.~~[Not Used.]

~~§ 8.3.3 The award rendered by the arbitrator(s) shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.~~[Not Used.]

**§ 8.3.4 Consolidation or Joinder [Not Used.]**

~~§ 8.3.4.1 Either party, at its sole discretion, may consolidate an arbitration conducted under this Agreement with any other arbitration to which it is a party provided that (1) the arbitration agreement governing the other arbitration permits consolidation; (2) the arbitrations to be consolidated substantially involve common questions of law or fact; and (3) the arbitrations employ materially similar procedural rules and methods for selecting arbitrator(s).~~[Not Used.]

~~§ 8.3.4.2 Either party, at its sole discretion, may include by joinder persons or entities substantially involved in a common question of law or fact whose presence is required if complete relief is to be accorded in arbitration, provided that the party sought to be joined consents in writing to such joinder. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of any claim, dispute or other matter in question not described in the written consent.~~[Not Used.]

~~§ 8.3.4.3 The Owner and Architect grant to any person or entity made a party to an arbitration conducted under this Section 8.3, whether by joinder or consolidation, the same rights of joinder and consolidation as the Owner and Architect under this Agreement.~~[Not Used.]

~~§ 8.4 The provisions of this Article 8 shall survive the termination of this Agreement.~~[Not Used.]

**ARTICLE 9 TERMINATION OR SUSPENSION**

**§ 9.1** If the Owner fails to make payments to the Architect in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the Architect’s option, cause for suspension of performance of services under this Agreement. If the Architect elects to suspend services, the Architect shall give

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seven days' written notice to the Owner before suspending services. In the event of a suspension of services, the Architect shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Before resuming services, the Owner shall pay the Architect all sums due prior to suspension and any expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.2 If the Owner suspends the Project, the Architect shall be compensated for services performed prior to notice of such suspension. When the Project is resumed, the Architect shall be compensated for expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.3 If the Owner suspends the Project for more than 90 cumulative days for reasons other than the fault of the Architect, the Architect may terminate this Agreement by giving not less than seven days' written notice.

§ 9.4 Either party may terminate this Agreement upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

§ 9.5 The Owner may terminate this Agreement upon not less than seven days' written notice to the Architect for the Owner's convenience and without cause.

§ 9.6 In the event of termination not the fault of the Architect, the Architect shall be compensated for services performed prior to termination, ~~Reimbursable Expenses incurred, and all costs attributable to termination, including the costs attributable to the Architect's termination of consultant agreements and Reimbursable Expenses then due.~~

§ 9.7 ~~In addition to any amounts paid under Section 9.6, if the Owner terminates this Agreement for its convenience pursuant to Section 9.5, or the Architect terminates this Agreement pursuant to Section 9.3, the Owner shall pay to the Architect the following fees:~~

~~(Set forth below the amount of any termination or licensing fee, or the method for determining any termination or licensing fee.)~~

~~.1 — Termination Fee:~~

~~.2 — Licensing Fee if the Owner intends to continue using the Architect's Instruments of Service:~~

[Not Used.]

§ 9.8 ~~Except as otherwise expressly provided herein, this Agreement shall terminate one year from the date of Substantial Completion.~~[Not Used.]

## ARTICLE 10 MISCELLANEOUS PROVISIONS

§ 10.1 This Agreement shall be governed by the law of the place where the Project is located ~~excluding that jurisdiction's choice of law rules. If the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 8.3.~~ located. The parties agree that jurisdiction for any disputes that arise in connection with this Agreement that are not settled through mediation will be the Court of Common Pleas for the county in which the Project is located and each party hereby expressly consents to the jurisdiction of such court. The parties expressly waive the right of removal of any litigation arising out of this Agreement to federal court.

§ 10.2 Terms in this Agreement shall have the same meaning as those in ~~AIA Document A104-2017, Standard Abbreviated Form of Agreement Between the~~ modified (as prepared for the Project) agreement between Owner and Contractor.

§ 10.3 The Owner and Architect, respectively, bind themselves, their agents, successors, assigns and legal representatives to this Agreement. Neither the Owner nor the Architect shall assign this Agreement without the written

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consent of the other, except that the Owner may assign this Agreement to a lender providing financing for the Project if the lender agrees to assume the Owner's rights and obligations under this Agreement, ~~including any payments due to the Architect by the Owner prior to the assignment.~~ Agreement

§ 10.4 If the Owner requests the Architect to execute certificates or consents, the proposed language of such certificates or consents shall be submitted to the Architect for review at least 14 days prior to the requested dates of execution. The Architect shall not be required to execute certificates or consents that would require knowledge, services or responsibilities beyond the scope of this Agreement.

§ 10.5 Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Owner or Architect. ~~However, it is understood that the Owner is an intended third-party beneficiary of Architect's agreements with its consultants for design and engineering services. The Architect shall incorporate the obligations of this Agreement into its respective consultant agreements and subcontracts.~~

§ 10.6 The Architect shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project ~~site-site, unless the toxic materials or substances were brought to the Project pursuant to the terms of the Contract Documents. Should Architect become aware of the presence of hazardous materials or toxic substances on the Project Site, Architect agrees to immediately report that presence to Owner in writing.~~

§ 10.7 The Architect shall have the right to include photographic or artistic representations of the design of the Project among the Architect's promotional and professional materials. ~~However, the Architect's materials shall not include information the Owner has identified in writing as confidential or proprietary. The Owner shall provide professional credit for the Architect in the Owner's promotional materials for the Project. This Section 10.7 shall survive the termination of this Agreement unless the Owner terminates this Agreement for cause pursuant to Section 9.4. Architect will not publish other information regarding the Project without the Owner's prior written consent and the Owner agrees not to unreasonably withhold such consent. The Architect agrees to keep confidential and not to disclose to any third-party (without the advance written consent of the Owner or as otherwise permitted under this Agreement) any confidential, proprietary or privileged information or documentation of financial or strategic planning or operational information or documentation or any patron records or information.~~

§ 10.8 The invalidity of any provision of the Agreement shall not invalidate the Agreement or its remaining provisions. If it is determined that any provision of the Agreement violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Agreement shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Agreement.

## ARTICLE 11 COMPENSATION

§ 11.1 For the Architect's Basic Services described under Article 3, the Owner shall compensate the Architect as follows:

- .1 Stipulated Sum  
(Insert amount)

~~For the New Pavilion \$ [REDACTED] plus Reimbursable Expenses subject to 11.1.3 and for the Facilities Master Planning \$ [REDACTED] plus Reimbursable Expenses subject to 11.1.3~~

- .2 Percentage Basis  
~~(Insert percentage value)~~ [Not Used.]

~~( ) % of the Owner's budget for the Cost of the Work, as calculated in accordance with Section 11.6.~~

- .3 Other  
(Describe the method of compensation)

Architect's compensation for Reimbursable Expenses, as defined in paragraph 11.8, shall not exceed \$ [redacted] for the **New Pavilion** and \$ [redacted] for the **Facilities Master Planning**, without written and signed consent from the Owner. If the Architect believes that it will incur an expense that is outside the scope of those Reimbursable Expenses included in the Basic Services compensation, it will notify the Owner and obtain permission to incur the expense before seeking reimbursement.

§ 11.2 For Supplemental Services identified in Section 4.1, the Owner shall compensate the Architect as follows: *(Insert amount of, or basis for, compensation. If necessary, list specific services to which particular methods of compensation apply.)*

[Not Used.]

§ 11.3 For Additional Services that may arise during the course of the Project, including those under Section 4.2, the Owner shall compensate the Architect as follows: *(Insert amount of, or basis for, compensation.)*

Unless otherwise agreed by the parties, Additional Services shall be compensated at the Architect's Hourly Rates set forth in **Exhibit B** and shall be based upon written, signed agreement between the Owner and Architect. No Additional Services shall be performed without written, signed agreement between the Owner and Architect.

§ 11.4 Compensation for Supplemental and Additional Services of the Architect's consultants when not included in Section 11.2 or 11.3, shall be the amount invoiced to the Architect plus zero percent ( ~~%~~, 0%), or as follows:

§ 11.5 Where compensation for Basic Services is based on a stipulated sum or percentage of the Cost of the Work, the compensation for each phase of services shall be as follows:

Design Phase	[redacted]	percent (	[redacted]	%)
Construction Documents Phase	[redacted]	percent (	[redacted]	%)
Construction Phase	[redacted]	percent (	[redacted]	%)
Total Basic Compensation		one hundred	percent (	100
				%)

Architect will submit invoices for its services as they are completed up to the stipulated amounts stated in Section 11.1 above.

§ 11.6 When compensation identified in Section 11.1 is on a percentage basis, progress payments for each phase of Basic Services shall be calculated by multiplying the percentages identified in this Article by the Owner's most recent budget for the Cost of the Work. Compensation paid in previous progress payments shall not be adjusted based on subsequent updates to the Owner's budget for the Cost of the Work.

§ 11.6.1 When compensation is on a percentage basis and any portions of the Project are deleted or otherwise not constructed, compensation for those portions of the Project shall be payable to the extent services are performed on those portions. The Architect shall be entitled to compensation in accordance with this Agreement for all services performed whether or not the Construction Phase is commenced.

§ 11.7 The hourly billing rates for services of the Architect and the Architect's consultants, if any, are set forth ~~below~~ in **Exhibit B**. The rates shall be adjusted in accordance with the Architect's and Architect's consultants' normal review practices.

*(If applicable, attach an exhibit of hourly billing rates or insert them below.)*

<b>Employee or Category</b>	<b>Rate</b>
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## § 11.8 Compensation for Reimbursable Expenses

§ 11.8.1 ~~Reimbursable Expenses are in addition to compensation for Basic, Supplemental, and Additional Services and include Subject to paragraph 11.1, Reimbursable Expenses are normal and reasonable expenses incurred by the Architect and the Architect's consultants directly related to the Project, as follows:~~

- .1 Transportation and authorized out-of-town travel and subsistence;
- .2 Long distance services, dedicated data and communication services, teleconferences, Project web sites, and extranets;
- .3 ~~Permitting and other fees required by authorities having jurisdiction over the Project;~~Project, however, the Owner may pay these amounts directly if requested in sufficient time to process and issue the payment;
- .4 ~~Printing, reproductions, plots, and standard form documents;~~documents except that reproduction for internal coordination between the Architect and Owner and the Architect's consultants shall not be reimbursable; the Owner may pay directly the costs of printing of contract documents for the Competitive Proposal Phase and construction through an account with a reprographer;
- .5 Postage, handling, and delivery;
- .6 Expense of overtime work requiring higher than regular rates if authorized in advance by the ~~Owner;~~ Owner in writing;
- .7 Renderings, physical models, mock-ups, professional photography, and presentation materials requested by the ~~Owner or required for the Project;~~Owner;
- .8 Expense of professional liability insurance dedicated exclusively to this Project or the expense of additional insurance coverage or limits requested by the Owner in excess of that normally maintained by the Architect and the Architect's ~~consultants;~~consultants, with Owner's prior written approval;
- .9 All taxes levied on professional services and on reimbursable expenses;
- .10 Site office expenses; and
- .11 Other similar Project-related ~~expenditures;~~expenditures, with Owner's prior written approval.

§ 11.8.2 For Reimbursable Expenses the compensation shall be the expenses incurred by the Architect and the Architect's consultants plus zero percent ( 0 %) of the expenses incurred.

## § 11.9 Payments to the Architect

### § 11.9.1 Initial Payment

An initial payment of zero (\$ 0 ) shall be made upon execution of this Agreement and is the minimum payment under this Agreement. It shall be credited to the Owner's account in the final invoice.

### § 11.9.2 Progress Payments

§ 11.9.2.1 Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed. As applicable, each invoice shall identify the staff member/number of staff hours billed to the corresponding services and set forth the corresponding hourly rates. Payments are due and payable upon presentation of the Architect's invoice. Amounts due and unpaid thirty ( 30 ) days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Architect. Architect shall give the Owner seven days written notice of late payment before interest shall begin to accrue. The Owner may remit payments electronically.  
*(Insert rate of monthly or annual interest agreed upon.)*

0 % zero

§ 11.9.2.2 ~~The Owner shall not withhold amounts from the Architect's compensation to impose a penalty or liquidated damages on the Architect, or to offset sums requested by or paid to contractors for the cost of changes in the Work unless the Architect agrees or has been found liable for the amounts in a binding dispute resolution proceeding.~~[Not Used.]

§ 11.9.2.3 As applicable, Architect shall submit invoices tracking total Reimbursable Expenses costs against the not-to-exceed amount set forth in 11.1, or as otherwise requested by Owner. Where applicable, Architect's invoices shall show an hourly rate breakdown including time spent by each member of Architect's personnel. Records of

Reimbursable Expenses, expenses pertaining to Additional Services, and services performed on the basis of hourly rates shall be available to the Owner at mutually convenient times.

## **ARTICLE 12 SPECIAL TERMS AND CONDITIONS**

Special terms and conditions that modify this Agreement are as follows:

*(Include other terms and conditions applicable to this Agreement.)*

**§ 12.1 Architect's Duties in General.** The Architect acknowledges that the Owner is entering this Agreement in reliance on the Architect's abilities to perform the Basic Services and any Additional Services requested under this Agreement on a timely basis. To the extent that any service hereunder shall be performed by consultants retained by the Architect, the term "Architect" as used in this Agreement shall be deemed to include any such consultant.

**§ 12.2** The Architect's duties and obligations, as set forth herein, and any liabilities arising hereunder shall at no time be diminished or released by reason of any approval by the Owner of the Drawings and Specifications or any other documents prepared by the Architect.

**§ 12.3** The Architect, consistent with its Standard of Care and professional skills, agrees, based upon the manufacturers' specifications or observations, that materials and equipment specified shall be adequate for the purposes for which they are specified.

**§ 12.4** Consistent with its Standard of Care, the Architect shall endeavor to anticipate problems related to zoning, building permits, building envelope including roofs and walls, availability of utilities, equipment and material shortages, proper balancing of the heating, ventilating, and air conditioning systems, security systems, and supplier delays.

**§ 12.5** The Architect shall endeavor to maintain good working relations with the Owner, Contractor, and subcontractors, shall further endeavor to solve problems and resolve disputes, if reasonably possible, promptly as they occur on the Project, and shall promptly advise the Owner of any action recommended with respect to the problems or disputes.

**§ 12.6 Privileged Communications.** All communications between the Owner's legal counsel and the Architect, while the Architect is acting as the agent for the Owner under the terms of this Agreement and which relate in any way to the administration of the construction of the Project or to the work of any Contractor, Subcontractor, materialman, or any other person rendering services in connection with the Project, is subject to the attorney-client privileged that can be waived only by the Owner. Any such communications and copies thereof that are written including without limitation, correspondence, notes, memoranda, notes of meetings and conversations that are reduced to writing and the like, upon notice from the Owner's legal counsel, shall be placed by the Architect in a separate file folder marked "Privileged and Confidential" and shall not be disclosed to any person other than the Architect's own legal counsel without the express written permission of the Owner. This provision is intended to protect the confidentiality of the Owner's communications with its counsel when the Architect comes into possession of such information in its capacity as agent of the Owner in the performance of its duties under this Agreement in the event of a dispute between the Owner and a third-party. This paragraph is not intended to impede communications between the Architect and the Architect's counsel or between the Architect and any Contractor seeking a decision from the Architect on a claim or dispute related to the Project.

**§ 12.7 Modification.** No modification or waiver of any of the terms of this Agreement or of any other Contract Documents will be effective against a party unless set forth in writing and signed by or on behalf of a party. Under no circumstances will forbearance, including the failure or repeated failure to insist upon compliance with the terms of the Contract Documents, constitute the waiver or modification of any such terms. The parties acknowledge that no person has authority to modify this Agreement or the other Contract Documents or to waive any of its or their terms, except as expressly provided in this Agreement.

**§ 12.8 Partial Invalidity.** If any term or provision of this Agreement is found to be illegal, unenforceable, or in violation of any laws, statutes, ordinances, or regulations of any public authority having jurisdiction, then, notwithstanding such term or provision, this Agreement will remain in full force and effect and such term will be deemed stricken; provided

this Agreement will be interpreted, when possible, so as to reflect the intentions of the parties as indicated by any such stricken term or provision.

**§ 12.9 Counterparts.** This Agreement may be executed in any number of counterparts each of which when so executed and delivered will be an original hereof, and it will not be necessary in making proof of this Agreement to produce or account for more than one counterpart hereof. This Agreement may be executed and delivered by facsimile or via electronic mail.

**§ 12.10 Non-Discrimination.** Architect agrees:

- .1 That in the hiring of employees for the performance of Work under this Agreement or in any subcontract, neither the Architect, subcontractor, nor any person acting on behalf of either of them, shall by reason of race, creed, sex, handicap, or color, discriminate against any citizen of the state in the employment of labor or workers who are qualified and available to perform the Work to which the employment relates.
- .2 That neither the Architect, subcontractor, nor any person acting on behalf of either of them, shall, in any manner, discriminate against or intimidate any employee hired for the performance of Work under this Agreement on account of race, creed, sex, handicap, or color.
- .3 That there shall be deducted from the amount payable to the Architect by the Owner under this Agreement a forfeiture of twenty-five dollars (\$25.00) as required by Ohio Revised Code Section 153.60 for each person who is discriminated against or intimidated in violation of this Agreement.
- .4 That this Agreement may be canceled or terminated by the Owner and all money to become due hereunder may be forfeited for a second or subsequent violation of the terms of this section of this Agreement.

**§ 12.11 Construction.** The parties acknowledge that each party has reviewed this Agreement and voluntarily entered into this Agreement. Accordingly, the normal rule of construction to the effect that any ambiguities are to be resolved against the drafting party will not be employed in the interpretation of this Agreement, or any amendments or exhibits to it.

**§ 12.12 No Findings for Recovery.** The Architect represents that the Architect is not subject to a finding for recovery under Section 9.24, Ohio Revised Code, or that the Architect has taken the appropriate remedial steps required under Section 9.24, Ohio Revised Code, or otherwise qualifies under this section.

**§ 12.13 Notices.** A Notice is any written notice to the Owner or the Architect. Written Notice to the Architect shall be deemed to have been duly served if delivered in person to an officer or any other official of the Architect or if delivered to or sent by registered or certified mail, return receipt requested, to the last known business address of the Architect. Written Notice to the Owner shall be deemed to have been duly served if delivered in person or sent by registered or certified mail, return receipt requested to the Owner's representative identified in the Agreement. When sent by certified mail to either party, any written notice shall be considered properly delivered to the other party three (3) days after the date sent.

**§ 12.14 Assignment.** This Agreement shall not be assigned in whole or in part, including the right to payments, by Architect without Owner's prior written consent. This Agreement may be assigned by Owner to any entity as required by financing, if any, and the Architect agrees to execute whatever assignment documents are required by such entity as are related to the financing as long as Architect's rights and obligations under this Agreement are not affected.

## **ARTICLE 13 SCOPE OF THE AGREEMENT**

**§ 13.1** This Agreement represents the entire and integrated agreement between the Owner and the Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the Owner and Architect.

**§ 13.2** This Agreement is comprised of the following documents identified below:

- .1 AIA Document B104™–2017, Standard Abbreviated Form of Agreement Between Owner and Architect, as modified
- .2 Building Information Modeling Exhibit, if completed: Owner’s RFQ, dated [REDACTED], 2024, to the extent not inconsistent with this Agreement
- .3 Exhibits:  
(Clearly identify any other exhibits incorporated into this Agreement, including any exhibits identified in Section 4.1.)  
  
Exhibit A — Architect’s Proposal, dated [REDACTED], 2024, as modified, to the extent not inconsistent with this Agreement. Any terms and conditions are expressly rejected.  
Exhibit B – Architect’s Hourly Rates Schedule
- .4 Other documents:  
(List other documents, if any, including additional scopes of service forming part of the Agreement.)  
  
Not Applicable

This Agreement entered into as of the day and year ~~first written above~~ of execution by the Owner below.

**PICKERINGTON PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**

[REDACTED]

\_\_\_\_\_  
**OWNER** (Signature)

\_\_\_\_\_  
**ARCHITECT** (Signature)

\_\_\_\_\_  
 (Printed name and title)

\_\_\_\_\_  
 (Printed name, title, and license number, if required)

\_\_\_\_\_  
 (Date)

\_\_\_\_\_  
 (Date)

**CERTIFICATE OF AVAILABLE FUNDS**  
**(ORC Section 5705.41)**

The undersigned, Fiscal Officer of the Owner, hereby certifies that the amount required to meet the obligations under the contract, obligation, or expenditure for the services described in the preceding agreement, has been lawfully appropriated for the purpose, and is in the treasury or in process of collection to the credit of an appropriate fund, free from any outstanding obligation or encumbrance.

Date \_\_\_\_\_

\_\_\_\_\_  
Fiscal Officer