



# AIA<sup>®</sup> Document B221<sup>™</sup> – 2018

## **Service Order** for use with *Master Agreement Between Owner and Architect*

**SERVICE ORDER** number 02

made as of the Eighth day of January in the year Two Thousand Twenty-Five  
(*In words, indicate day, month, and year.*)

**BETWEEN** the Owner:

(*Name, legal status, address, and other information*)

City of Wabash, IN

and the Architect:

(*Name, legal status, address, and other information*)

Joseph & Joseph Architects  
550 S 4th St.  
Louisville, KY 40202  
502-583-8888

for the following **PROJECT**:

(*Name, location, and detailed description*)

Wabash Development

### **THE SERVICE AGREEMENT**

This Service Order, together with the Master Agreement between Owner and Architect dated the Thirteenth day of February in the year Two Thousand Twenty-Three  
(*In words, indicate day, month, and year.*)

form a Service Agreement.

The Owner and Architect agree as follows.

### **ADDITIONS AND DELETIONS:**

The author of this document may have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added to or deleted from the original AIA text.

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

This document provides the Architect's scope of services for the Service Order only and is intended to be used with AIA Document B121<sup>™</sup>-2018, Standard Form of Master Agreement Between Owner and Architect

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### ARTICLE 1 INITIAL INFORMATION

§ 1.1 Unless otherwise provided in an exhibit to this Service Order, this Service Order and the Service Agreement are 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 and schedule, anticipated procurement method, Owner's Sustainable Objective, and other information relevant to the Project.)*

Garfield Commons Site Utilities Coordination

§ 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 appropriately 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.

### ARTICLE 2 SERVICES UNDER THIS SERVICE ORDER

§ 2.1 The Architect's Services under this Service Order are described below or in an exhibit to this Service Order, such as a Scope of Architect's Services document.

#### § 2.1.1 Basic Services

*(Describe below the Basic Services the Architect shall provide pursuant to this Service Order or state whether the services are described in documentation attached to this Service Order.)*

Site utility design work including

Project Management (J&J Architects)

- Full design team site visit including MEP, Structural, civil and process engineers
- Attend online review meetings with the owner to review plans and make necessary changes
- Coordination of MEP and Civil engineers as well as administrative support
- Permitting assistance
- Bidding assistance

Exclusions

- LEED certification and documentation
- Environmental studies
- Zoning and Land Use analysis (it is assumed the site is properly zoned)

Site Utilities Design (KLH Engineers) -- refer to attached proposal for more detail. This proposal is for the site utility

design work only.

- Design and utility coordination work to bring necessary electrical, data / communications and cable to the site and distribution to each individual building.
- Design and coordination for site lighting, including parking lot areas.
- Coordination with site / civil engineer for locations of exterior electrical and mechanical equipment. Include design for associated MEP pads in scope.
- Coordination with site / civil engineer for electrical needs exterior fire vault and sump pump.
- Coordination with site / civil engineer for fire protection, including location of backflow preventers.
- Provide site / civil with requirements for domestic and fire protection water flow for apartment building.
- Provide site / civil with anticipated plumbing loads for sanitary sewer / wastewater exiting apartment building
- Coordinate with utility agencies and developer to determine if additional future electrical, data / communications and cable distribution for the development should come from this location or if distribution from other locations is more feasible for future development.
- Pre-Construction Site Survey
- Field verification and documentation of existing site utilities
- Coordination of electrical and communications site utilities.
- Meeting(s) with the owner and/or architect.
- Energy code compliance with IECC 2012 and documentation
- Plans and specifications
- Single bid package
- Revit MEP design

#### § 2.1.2 Additional Services

*(Describe below the Additional Services the Architect shall provide pursuant to this Service Order or state whether the services are described in documentation attached to this Service Order.)*

### ARTICLE 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

§ 3.1 Unless otherwise provided in an exhibit to this Service Order, the Owner's anticipated dates for commencement of construction and Substantial Completion of the Work are set forth below:

.1 Commencement of construction date:

.2 Substantial Completion date:

### ARTICLE 4 COMPENSATION

§ 4.1 For Basic Services described under Section 2.1.1, the Owner shall compensate the Architect as follows:

.1 Stipulated Sum  
*(Insert amount)*

Project Management	\$3,200
<u>MEP Site Utilities</u>	<u>\$12,000</u>
Total	\$15,200

.2 Percentage Basis  
*(Insert percentage value)*

( ) % of the Owner's budget for the Cost of the Work, as calculated in accordance with Section 4.4.

- .3 Other  
(Describe the method of compensation)

§ 4.2 For Additional Services described under Section 2.1.2 or in the Master Agreement, the Architect shall be compensated in accordance with the Master Agreement unless otherwise set forth below:  
(Insert amount of, or basis for, compensation if other than as set forth in the Master Agreement. Where the basis of compensation is set forth in an exhibit to this Service Order, such as a Scope of Architect's Services document, list the exhibit below.)

§ 4.3 For Reimbursable Expenses described in the Master Agreement, the Architect shall be compensated in accordance with the Master Agreement unless otherwise set forth below:  
(Insert amount of, or basis for, compensation if other than as set forth in the Master Agreement. Where the basis of compensation is set forth in an exhibit to this Service Order, such as a Scope of Architect's Services document, list the exhibit below.)

§ 4.4 When compensation identified in Section 4.1 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.

#### ARTICLE 5 INSURANCE

§ 5.1 Insurance shall be in accordance with section 3.3 of the Master Agreement, except as indicated below:  
(Insert any insurance requirements that differ from those stated in the Master Agreement, such as coverage types, coverage limits, and durations for professional liability or other coverages.)

§ 5.2 In addition to insurance requirements in the Master Agreement, the Architect shall carry the following types of insurance.  
(List below any other insurance coverage to be provided by the Architect, not otherwise set forth in the Master Agreement, and any applicable limits.)

Coverage

Limits

#### ARTICLE 6 PARTY REPRESENTATIVES

§ 6.1 The Owner identifies the following representative in accordance with Section 1.4.1 of the Master Agreement:  
(List name, address, and other information.)

§ 6.2 The Architect identifies the following representative in accordance with Section 1.5.1 of the Master Agreement:  
(List name, address, and other information.)

Eric Huelsman  
550 S 4th St.  
Louisville, KY 40202  
502-583-8888  
e.huelsman@josephandjoseph.net

#### ARTICLE 7 ATTACHMENTS AND EXHIBITS

§ 7.1 The following attachments and exhibits, if any, are incorporated herein by reference:

- .1 AIA Document, B121™-2018, Standard Form of Master Agreement Between Owner and Architect for Services provided under multiple Service Orders;
- .2 Other Exhibits incorporated into this Agreement:  
(Clearly identify any other exhibits incorporated into this Agreement.)

- .3 Other documents:  
*(List other documents, if any, including additional scopes of service forming part of this Service Order.)*

This Service Order entered into as of the day and year first written above.

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**OWNER** *(Signature)*

BY: Whitestone Resources, Owner Representative  
*(Printed name and title)*

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**ARCHITECT** *(Signature)*

BY: Eric Huelsman, Partner/Architect  
*(Printed name, title, and license number if required)*

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**OWNER** *(Signature)*

BY: The City of Wabash  
*(Printed name and title)*