

WORK ORDER

OPERATIONS / RESOURCE MANAGEMENT BUILDING

October 3, 2025



Original Agreement

AIA Standard Form of Agreement Between Owner and Architect without a Predefined Scope of Architect's Services, dated and adopted April 5, 2022, between the Christian County Commission and Gaskin Hill Norcross of Missouri, Inc.

Project Description

Design, Bidding Support, and Construction Phase Services to complete the Phase 2 infill of the Operations (Resource Management) building whose shell and Phase 1 infill have recently been constructed. It is expected that the basic floor plan of the Phase 2 infill will follow the previously designed scheme, except that certain elements may be removed from the design for cost savings. Thus, the Architect expects to reuse most of the construction document information prepared before this portion of the project was removed from Phase 1. All services will be related to the building interior except as may be required for incidental changes to the building shell or minor utility or sidewalk adjustments to the site immediately adjacent to the building.

The Architect acknowledges that the remaining portions of the previous Work Order related to the Maintenance and Recycling Center buildings was paused at approximately the 90% completion level for Construction Documents. As these projects are not currently slated for construction, the acceptance of this new Work Order (for Phase 2 of the Operations Building) will also signify the canceling of the remaining unbilled fees from the Maintenance and Recycling Center buildings. If those projects resume, a new work order should be drafted to respond to the known circumstances at that time.

Design Disciplines Proposed

- | | |
|---|--|
| ☐ Architecture (Building Envelope) | ☒ Plumbing Engineering |
| ☒ Architecture (Interior Development) | ☒ Electrical Engineering (Subconsultant) |
| ☐ Overall Site Design | ☒ Interior Design (Permanent Finishes) |
| ☐ Civil Engineering (Subconsultant) | ☐ Furnishings Design & Quotation |
| ☐ Structural Engineering (Subconsultant) | ☐ Landscape Architecture (Subconsultant) |
| ☒ Mechanical Engineering | ☐ Other: _____ |

Services Proposed*

- | | |
|--|--|
| ☐ Discovery / Feasibility Study / Site Selection | ☒ Bidding Requirements |
| ☒ Regulatory Compliance | ☒ Construction Observation |
| ☒ Proposed Design Geometry | ☒ Contract Administration |
| ☒ Material Specifications | |
| ☒ Selection of Finish Materials / Colors | |

*See Exhibit B for additional clarifications for services, marked with an "x" in checklist format.

Delivery Method for Construction Services

☒ Design-Bid-Build w/ Specs

☐ Negotiated Contractor

☐ Other: _____

Suggested Design Approach

The following is a brief description of the anticipated design process:

1. Design Development Phase
 - Remove portions of the previous design as expected to meet the Phase 2 budget.
 - Integrate and verify modifications in this area that were already made as part of Phase 1.
2. Construction Documents Phase
 - Convert the design documents into a drawings and 3-part specifications to describe the requirements to the bidders and authorities having jurisdiction.
3. Bidding, Contract Negotiation, and Permitting
 - Obtain pricing for the project, make any necessary clarifications, evaluate the information provided by the contractor, and prepare a contract for construction. Apply for a building permit and provide clarifications to the authorities having jurisdiction.
4. Construction Administration
 - Observe and document the construction. Clarify the design for the contractor as needed and make necessary adjustments due to unforeseen conditions or new information. Certify the contractor's applications for payment based on these observations.
 - An average of two site visits per month during construction is proposed as part of basic services.
5. Inspections and Acceptance Phase
 - Evaluate the design for substantial completion, document deficiencies for correction, and issue a certificate of final completion with the corresponding payment certification.

Your Responsibilities

During the design process, you will be responsible for participating in meetings to establish the project's requirements and evaluate the design alternatives that GHN develops. Part of this process will be the establishment of an overall budget, working with GHN to identify all expected construction costs and soft costs that may apply.

Due to high market volatility in the construction industry in recent years, the Architect and Owner may need to rely on input from outside contractors or 3rd-party estimating agencies (under separate contract) to estimate the project.

Design for computer networking, telephone, surveillance, and other low-voltage systems are traditionally provided by your third-party vendors. GHN can coordinate the location of required conduit lines with these vendors but does not design the system details.

Pricing & Timeline

GHN proposes a total of \$43,000 for the scope of services listed above, and proposes that the project be bid in early December, 2025 for construction to start in early 2026. Applicable reimbursable expenses will be in addition to this fee structure, but it is expected that reimbursable expenses will be limited to travel, printing,

and any specialty design visualization (rendering) costs. Significant changes to the required scope of design services or size of the proposed building may require changes to this fee structure under mutually-agreed written instrument.

Fees will be assessed during the design and construction process based on hours charged to the project. It is expected that the overall accrual of total fees will be in general proportion to the phases described below, although this is only an estimate and may vary. Significant variances in this proposed schedule may prompt a reassessment of the proposed project scope.

<u>Fee Allocation by Phase of Services:</u>		
Construction Documents Phase:	\$15,000	(Anticipated to be invoiced in 2025)
Bidding and Permitting Phase:	\$ 5,500	(Anticipated to be invoiced in 2025)
<u>Construction Phase:</u>	<u>\$22,500</u>	(Anticipated to be invoiced in 2026)
Total:	100%	

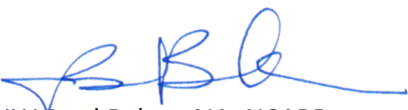
GHN does not require any retainer or down payment, and we will only invoice for the services rendered in the preceding billing period. Fees for construction phase services will be invoiced in general proportion to coordinate with the Contractor’s overall pay application. Client-directed additional services, or those relating to unforeseen conditions, may be required that are beyond the scope of this proposal. In this case, GHN typically provides these services at our standard hourly billing rates. A copy of these rates was provided with the original, master, Agreement, or as amended by written instrument.

Next Steps

All service estimates require some degree of assumptions about your needs and expectations, so if you have questions about any of this information, feel free to contact us by any means listed below. The attached “Exhibit A: Supplemental Terms & Conditions” and “Exhibit B: Services Checklist” are made part of this Work Order.

If this proposal meets with your approval, please sign and return a copy to our office, and let us know a convenient time to meet again and start the design process.

Sincerely,



JW Brad Baker, AIA, NCARB
President

Gaskin Hill Norcross of Missouri, Inc.
Office: 417-869-0719
Mobile: 417-848-8818
Email: bbaker@ghnae.com

Accepted by: _____

Date: _____

Title: _____

Exhibit A: Supplemental Terms & Conditions

Scope of Service: The Owner and the Architect have agreed to a list of services the Architect will provide to the Owner, set forth in this agreement. If agreed to in writing by the Owner and the Architect, the Architect shall provide Additional Services, which shall be identified in this agreement. Additional Services are not included as part of the Scope of Services and shall be paid for by the Owner in addition to payment for the services included. Payment for Additional Services will be made by the Owner, in accordance with the Architect's prevailing fee schedule, as provided for earlier. Any services not set forth in this agreement are specifically excluded and consultant assumes no responsibility for those services.

Code Compliance: The Architect shall exercise usual and customary professional care in its efforts to comply with applicable laws, codes and regulations in effect as of the date of this agreement. Design changes made necessary by newly enacted laws, codes and regulations after this date shall entitle the Architect to a reasonable adjustment in the schedule and additional compensation in accordance with the Additional Service provisions of this Agreement.

Assignment: Neither party to this Agreement shall transfer, sublet or assign any rights or duties under or interest in this Agreement, including but not limited to monies that are due or monies that may be due, without the prior written consent of the other party. Subcontracting to subconsultants, normally contemplated by the Architect as a generally accepted business practice, shall not be considered an assignment for purposes of this Agreement. 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 the Architect.

Certification/Guarantee & Warranty: The Architect shall not be required to sign any documents, no matter by whom requested, that would result in the Architect's having to certify, guarantee or warrant the existence of conditions whose existence the Architect cannot ascertain. The Owner also agrees not to make resolution of any dispute with the Architect or payment of any amount due to the Architect in any way contingent upon the Architect's signing any such certification.

Consequential Damages: Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by law, neither the Owner nor the Architect, their respective officers, directors, partners, employees, contractors or subconsultants shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages arising out of or connected in any way to the Project or to this Agreement.

Construction Observation: The Architect shall visit the site at intervals appropriate to the stage of construction, or as otherwise agreed to in writing by the Owner and the Architect, in order to observe the progress and quality of the Work completed by the Contractor. This shall not constitute an inspection of the workmanship or code compliance of the Work, but only to ascertain whether the Work appears to be in general conformance with the Construction Documents. The Architect shall not supervise, direct or have control over the Contractor's work nor have any responsibility for the construction means, methods, techniques, sequences or procedures selected by the Contractor nor for the Contractor's safety precautions or programs in connection with the Work. The Architect and Architect's consultants have no "stop work" authority.

Presence of Hazardous Materials: The Architect and Architect's consultants shall have no responsibility for the identification, discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials in any form at the Project site. The Owner agrees, notwithstanding any other provision of this Agreement, to the fullest extent permitted by law, to indemnify and hold harmless the Architect, its officers, partners, employees and subconsultants (collectively, Architect) from and against any and all claims, suits, demands, liabilities, losses, damages or costs, including reasonable attorneys' fees and defense costs arising out of or in any way connected with the detection, presence, handling, removal, abatement, or disposal of any asbestos or hazardous or toxic substances, products or materials that exist on, about or adjacent to the Project site, whether liability arises under breach of contract or warranty, tort, including negligence, strict liability or statutory liability, regulatory or any other cause of action, except for the sole negligence or willful misconduct of the Architect.

Indemnification: The Architect agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Owner, its officers, directors and employees (collectively, Owner) against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, to the extent caused by the Architect's negligent performance of professional services under this Agreement and that of its subconsultants or anyone for whom the Architect is legally liable. The Owner agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Architect, its officers, directors, employees and subconsultants (collectively, Architect) against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, to the extent caused by the Owner's negligent acts in connection with the Project and the acts of its contractors, subcontractors or consultants or anyone for whom the Owner is legally liable.

Information Provided by Others: The Owner shall furnish, at the Owner's expense, all information, requirements, reports, data, surveys and instructions required by this Agreement. The Architect may use such information, requirements, reports, data, surveys and instructions in performing its services and is entitled to rely upon the accuracy and completeness thereof. The Architect shall not be held responsible for any errors or omissions that may arise as a result of erroneous or incomplete information provided by the Owner and/or the Owner's consultants and contractors.

Standard of Care: In providing services under this Agreement, the Architect shall perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances at the same time and in the same or similar locality. The Architect makes no warranty, either express or implied, as to the professional services rendered under this Agreement. The Architect neither guarantees the performance of any contractor nor assumes responsibility for any contractor's failure to furnish and perform its work in accordance with the Construction Documents. The Architect shall not be responsible for the acts or omissions of any contractor or supplier or for any decision made on interpretations or clarifications of the construction documents given by others without consultation and advice of the Architect.

Ownership of Instruments of Service: The Owner acknowledges the Architect's construction documents, including electronic files, as the work papers of the Architect and the Architect's instruments of professional service. Nevertheless, upon completion of the services and payment in full of all monies due to the Architect, the Owner shall receive ownership of the final construction documents prepared under this Agreement. The Owner shall not reuse or make any modification to the construction documents without the prior written authorization of the Architect. The Owner agrees, to the fullest extent permitted by law, to defend, indemnify and hold harmless the Architect, its officers, directors,

employees and subconsultants (collectively, Architect) against any damages, liabilities or costs, including reasonable attorneys' fees and defense costs, arising from or allegedly arising from or in any way related to or connected with the unauthorized reuse or modification of the construction documents by the Owner or any person or entity that acquires or obtains the construction documents from or through the Owner without the written authorization of the Architect.

Timeliness of Performance: The Owner and Architect are aware that many factors outside the Architect's control may affect the Architect's ability to complete the services to be provided under this Agreement. The Architect will perform these services with reasonable diligence and expediency consistent with sound professional practices.

Unauthorized Changes to Plans: In the event the Owner, the Owner's contractors or subcontractors, or anyone for whom the Owner is legally liable makes or permits to be made any changes to any reports, plans, specifications or other construction documents, including electronic files, prepared by the Architect without obtaining the Architect's prior written consent, the Owner shall assume full responsibility for the results of such changes. Therefore, the Owner agrees to waive any claim against the Architect and to release the Architect from any liability arising directly or indirectly from such changes.

Termination, Suspension or Abandonment: In the event of termination, suspension or abandonment of the Project by the Owner, the Architect shall be compensated for services performed. The Owner's failure to make payments in accordance with this Agreement shall be considered substantial nonperformance and sufficient cause for the Architect to suspend or terminate services. Either the Architect or the Owner may terminate this Agreement after giving no less than seven days' written notice if the Project is suspended for more than 90 days, or if the other party substantially fails to perform in accordance with the terms of this Agreement.

Exhibit B: Services Checklist

Design Disciplines Required

- ☒ Architecture
- ☒ Basic Interior Design – Finish locations & Casework/cabinetry geometry
- ☒ Interior Design - Selection of Colors & Materials for permanent finishes
- ☐ Landscape Architecture
- ☐ Structural Engineering (Subconsultant)
- ☒ Mechanical Engineering
- ☒ Electrical Engineering (Subconsultant)
- ☒ Plumbing Engineering
- ☐ Site Layout Design
- ☐ Civil Engineering / Storm Water Design (Subconsultant)
- ☐ Building Envelope Consulting
- ☐ Data/Communications/Security/Access Systems Integration

Design Consultant Agreement to be used

- ☒ Existing Master Agreement, dated 4-5-2022
- ☐ GHN Proposal or Custom Agreement

Project Delivery Method

- ☒ Design-Bid-Build (typically requires Project Manual and CSI-style Specifications)
- ☐ Negotiated Prime Contractor
- ☐ Design-Build (Architect working for Contractor)
- ☐ Self-Perform or Self-Contracted by Owner
- ☐ Construction Management or CM at Risk

Pre-Design Services

Programming and Preliminary Budget

- ☐ Work with the Owner to describe the Functional Program for the Project
- ☐ Translate the Functional Program into a Physical Program with Square Foot requirements
- ☐ Develop a Site Area program
- ☐ Develop a Preliminary Budget based on RS Means Construction Cost Index information
- ☐ Owner's defined design scope governs; budget is passive

Site Selection and Due Diligence

- ☐ Visit the site in order to record initial impressions
- ☐ Research regulatory and zoning constraints on proposed project site(s)
- ☐ Assist with Commissioning of a Land Survey (Boundary and Topographical)
- ☐ Develop Schematic Site Layouts
- ☐ Represent the Owner at Zoning Hearings, Historic Boards, or similar council meetings.
- ☐ Participate in Development Review with City/County
- ☐ Assist with Commissioning of an Environmental Analysis of site
- ☐ Assist with Commissioning Geotechnical and/or Soils Testing
- ☐ Evaluate impact of Storm Events and Insurance Considerations

- ☐ Coordinate with Traffic and Driveway Authorities Having Jurisdiction
- ☐ Coordinate with Utility Company for available services and design requirements

Preliminary Building Planning

- ☐ Develop Bubble-Diagram building diagrams and analyze adjacencies with Owner
- ☐ Determine Preliminary Structural and Building Systems Strategies

Sustainability Goals

- ☐ This project will pursue a Certified Sustainability Goal of [_____]
- ☐ This project will pursue leading-edge Sustainability practices without certification
- ☒ This project will use accepted engineering practices to adopt customary efficiency levels

Schematic Design Phase

Expected instruments of service for design visualization:

- ☒ Developed with Two-dimensional, CAD drawings of primary orthographic views
- ☐ Three-dimensional, Building Information Modeling (model only)
- ☐ Three-dimensional, BIM, with Color-rendered images for marketing purposes

Functional Space Layout(s)

- ☐ Based on the Architect's recommended configuration
- ☒ Based on previous design for Phase 2. It is expected that most changes will involve removing elements from the design and not reconfiguring the design produced before Phase 1.
- ☐ Show multiple [_____] design approaches, if possible, based on program
- ☐ Prepare Schematic Site Plan

Expected Analysis

- ☒ Evaluate design with model Building Codes and Accessibility Standards
- ☐ Participate in a preliminary review with the local authorities having jurisdiction
- ☐ Overall Structural strategy – overall construction type, basic framing system
- ☐ Limited Structural strategy – evaluate renovations for new conditions, mechanical equipment, etc.
- ☒ Propose Mechanical/Plumbing equipment systems strategies

Present Schematic Design(s)

- ☒ To the Owner/Decisionmakers only
- ☐ To other constituents as follows: _____

Design Development Phase

Site Layout

- ☐ Parking Lot and Site Accessibility
- ☐ Parking Count / Analysis for Zoning Compliance
- ☐ Civil & Storm Water Design
- ☐ Landscaping Design
- ☐ Irrigation Systems Design
- ☐ Site Utilities Design
- ☐ Sewer System Design

Design Coordination

- ☐ Coordinate design with Owner's Existing Furnishings or Equipment
- ☐ Coordinate Owner-furnished items
- ☒ Develop millwork design geometry
- ☒ Develop interior elevations
- ☐ Develop budget for Owner's approval

Select and specify the following architectural finishes

- ☐ Exterior Materials (building envelope: walls and roof)
- ☐ Windows, Storefront glazing, spandrel panels
- ☒ Doors and Hardware
- ☒ Millwork and Countertops
- ☒ Ceiling Materials
- ☒ Light Fixtures
- ☒ Floor Finishes
- ☒ Wall Finishes
- ☒ Detailed Trim and Accessories
- ☐ None of the Above: Indicate architectural dimensions only, Owner to make selections

Construction Documents Preparation

Construction Documents sufficient in detail for the chosen delivery method

- ☐ Site Design
- ☒ Architectural Plans & Roof Layout
- ☒ Building Sections (if applicable)
- ☐ Detailed Envelope Sections
- ☐ Exterior Elevations
- ☒ Finish Floor Plans
- ☒ Framing Plans
- ☒ Mechanical Plans
- ☒ Electrical Plans
- ☒ Plumbing Plans

Specifications

- ☐ Included on the drawings in an architect-determined format
- ☒ Included in a Project Manual in 3-part CSI format

Bidding and Permit Phase

General Conditions and Bidding Requirements (Front End)

- ☐ Developed by Owner
- ☒ Developed by Architect (AIA A201 or similar)

Coordinate with Authorities Having Jurisdiction

- ☒ Apply for a Building Permit and answer related questions
- ☒ Adjust Construction Documents as required by governing bodies
- ☐ Apply for a Land Disturbance Permit from the Department of Natural Resources

- ☐ Not applicable based on jurisdiction

Bidding Process

- ☐ Research market factors such as competing bid dates from other projects
- ☐ Consult with Owner's legal counsel about special requirements
- ☐ Pre-qualify bidders
- ☐ Assist with advertising for bids
- ☒ Issue documents to plan rooms
- ☒ Distribute Bid Documents and maintain register of potential bidders (via online plan rooms)
- ☒ Conduct a pre-bid meeting
- ☒ Respond to bidder questions and issue written addenda
- ☒ Evaluate and approve Substitution Requests from bidders
- ☒ Assist with bid opening and general analysis
- ☐ Provide detailed analysis of bids and check for completeness

Post-Bid

- ☐ Vet and certify bids from lowest bidder(s)
- ☒ Review Contractor's Schedule of Values and major subcontractors list
- ☒ Prepare general contract for construction
- ☒ Obtain & review required insurance certificates, bonds, etc, from Contractor

Construction Phase Services

General Administration

- ☒ Conduct pre-construction conference (overall)
- ☒ Conduct pre-installation conferences for major disciplines
- ☒ Respond to Contractor's Requests for Information (RFIs)
- ☒ Audit & review special tests required during construction and review reports
- ☒ Review and certify Contractor's applications for payment

Construction Observation

- ☒ On a ☐ Weekly, ☒ Semi-Monthly, ☐ Monthly Basis (as construction progress/weather permits)
- ☐ Minimally (as determined by the Architect) to satisfy a basic standard of care only
- ☒ Issue Field Reports with Photographs to document progress

Prepare Supplemental Instructions and Change Orders

- ☒ In response to unforeseen conditions (as an Additional Service)
- ☒ To clarify original design intent

Review Submittals from the Contractor

- ☐ Structural Elements
- ☒ Mechanical, Electrical, and Plumbing Equipment
- ☒ Doors, Windows, and Hardware
- ☐ Exterior Materials (building envelope: walls and roof)
- ☒ Millwork and Countertops
- ☒ Interior Finishes
- ☒ Accessories

Closeout Inspections

- ☒ Perform Substantial Completion inspection
- ☒ Develop a Punch-list of remedial items
- ☒ Perform follow-up inspections
- ☒ Issue certificate of Substantial Completion
- ☒ Perform a Final Completion inspection and issue certificate

Post-Construction Services

Perform Commissioning Services for the following

- ☐ Building Envelope (requires special contract exhibit)
- ☐ Mechanical/Plumbing Systems
- ☐ Generator/Electrical
- ☐ Irrigation Systems
- ☐ Site Maintenance Plan (for Plantings)

Record Documents

- ☒ Prepare Record Drawings and Specifications based on change documents and contractor markups
- ☐ Prepare measured As-Built drawings (requires special contract exhibit)
- ☐ Prepare Building Information Model for Owner's Use (requires special contract exhibit)
- ☐ Verify Contractor's Operations & Maintenance Manuals

Services during Contractor's Warranty period

- ☐ Review and analysis of concerns will be considered Additional Services
- ☐ Perform Warranty inspection after about 11 months