

AIA[®] Document B221[™] – 2018

Service Order for use with Master Agreement Between Owner and Architect

SERVICE ORDER number 01-2025/Cannan Elementary 10 Classroom Expansion made as of the Second day of July in the year Two Thousand Twenty-Five
(In words, indicate day, month, and year.)

BETWEEN the Owner:
(Name, legal status, address, and other information)

Willis Independent School District
612 N. Campbell Street
Willis, Texas 77378
Phone: (936) 856-1200

and the Architect:
(Name, legal status, address, and other information)

Huckabee & Associates, Inc.
Karla Castillo, AIA – Managing Principal
1700 City Plaza Dr., Ste. 125
Spring, TX 77389
Phone: 713.292.6925

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

SERVICE ORDER NO. 01-2025/Cannan Elementary 10 Classroom Expansion
PROJECT NAME: Willis ISD Cannan Elementary 10 Classroom Expansion at 7639
County Line Rd, Willis, TX 77378
PROJECT DESCRIPTION: 10 Classroom Expansion

THE SERVICE AGREEMENT

This Service Order, together with the Master Agreement between Owner and Architect dated the Ninth day of July in the year Two Thousand Twenty-Four
(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 has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as 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 necessary information and 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 B221[™]–2018, Standard Form of Master Agreement Between Owner and Architect

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ARTICLE 1 PROJECT INFORMATION

§ 1.1 Unless otherwise provided in an exhibit to this Service Order, this Service Order and the Service Agreement are based on the Project 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.)

Willis ISD Cannan Elementary Expansion at 7639 County Line Rd, Willis, TX 77378
Estimated Budget Four Million Five Hundred Thousand and No/100 Dollars (\$4,500,000.00)

§ 1.2 The Owner and Architect may rely on the Project 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 Project Information.

ARTICLE 2 SERVICES UNDER THIS SERVICE ORDER

§ 2.1 The Architect's Services under this Service Order are described herein. Unless otherwise stated below, the Services described in this Paragraph 2.1 shall be in addition to the usual and customary structural, mechanical, civil, and electrical engineering services and such other services that are identified in the AIA Document, B121-2018 Standard Form of Master Agreement Between Owner and Architect, as amended by the Owner, dated July 9, 2024. ("Master Agreement") applicable to this Service Order.

Basic Services in Addition to Those Stated in the Master Agreement, if any:

☐ None.

☒ As Follows:

As shown in the table below

§ 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.)

As shown in the table below

§ 2.1.2 Optional 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.)

Init.

As shown in the table below

SERVICES	RESPONSIBILITY
Programming	Architect – Basic
Multiple Preliminary Designs	Architect – Basic
Measured Drawings	Architect – Basic
Existing Facilities Surveys	Optional Additional Services
Site Evaluation and Planning	Architect – Basic
Building Information Modeling	Optional Additional Services
Development of Building Information Models for Post Construction Use	Not Provided
On-site Civil Engineering	Architect - Basic
Off-site Civil Engineering	Not Provided
Landscape Design	Architect – Basic
Architectural Interior Design	Architect – Basic
Value Analysis	Not Provided
Detailed Cost Estimating	Not Provided
On-Site Project Representation	Full-Time On-Site Representation Optional Additional Services
Conformed Construction Documents	Architect – Basic
As-Designed Record Drawings	Architect – Basic
As-Constructed Record Drawings	Optional Additional Services
Post Occupancy Evaluation	Not Provided
Facility Support Services	Not Provided
Tenant-Related Services	Not Provided
Coordination of Owner's Consultants	Architect – Basic per Article 4.1.2 of the B121-2018
Telecommunications/Data Design	Architect – Basic
Security Evaluation and Planning	Optional Additional Services
Commissioning	Optional Additional Services
Sustainable Project Services Pursuant to AIA B101-2017 Section 4.1.3	Not Provided
Fast Track Design Services	Not Provided
Multiple Bid Packages	Architect – Basic
Historic Preservation	Not Provided
Furniture, Furnishings, and Equipment Design	Architect - Additional
Surveys and Geotechnical Report	Owner
Roof/Envelope Consultant	Architect - Basic
Food Service Consultant	Not Provided
Acoustical Consultant	Architect - Basic
Traffic Engineer	Architect - Additional
Environmental Graphics/Wayfinding	Architect - Basic
ADA Review and Inspection	Architect - Additional
Third Party Energy Code Review and Inspections	Architect - Basic
Visualization	Architect - Additional
Sports Design	Not Provided
Acoustical Consultant	Architect - Basic
Structural Engineering (IEG)	Architect - Basic
MEP (IEG)	Architect - Basic

Upon recognizing the need to perform the following **Additional Services**, the Architect shall notify the Owner with reasonable promptness and explain the facts and circumstances giving rise to the need. **The Architect shall not proceed to provide the following Additional Services until the Architect receives the Owner's written Authorization:**

1. Services necessitated by a change in the Initial Information, previous instructions or approvals given by the Owner, or a material change in the Project including size, quality, complexity, the Owner's schedule or budget for Cost of Work, or procurement or delivery method;
2. Services necessitated by the enactment or revision of codes, laws, or regulations, including changing or editing previously prepared Instruments of Service;
3. Changing or editing previously prepared Instruments of Service necessitated by official interpretations of applicable codes, laws, or regulations that are either (a) contrary to specific interpretations by the applicable authorities having jurisdiction made prior to the issuance of the building permit, or (b) contrary to requirements of the Instruments of Service when those Instruments of Service were prepared in accordance with the applicable standard of care;
4. Services necessitated by decisions of the Owner not rendered in a timely manner or any other failure of performance on the part of the Owner or the Owner's consultants or contractors;
5. Preparing digital models or other design documentation for transmission to the Owner's consultants and contractors, or to the other Owner-authorized recipients;
6. Preparation of design and documentation for alternative bid or proposal requests proposed by the Owner;
7. Preparation for, and attendance at, a public presentation, meeting or hearing;
8. Preparation for, and attendance at, a dispute resolution proceeding or legal proceeding, except where the Architect is party thereto;
9. Evaluation of the qualifications of entities providing bids or proposals;
10. Consultation concerning replacement of Work resulting from fire or other cause during construction; or,
11. Assistance to the Initial Decision Maker, if other than the Architect.

To avoid delay in the Construction Phase, the Architect shall provide the following **Additional Services**, notify the Owner with reasonable promptness, and explain the facts and circumstances giving rise to the need. **If, upon receipt of the Architect's notice, the Owner determines that all or parts of the services are not required, the Owner shall give prompt written notice to the Architect of the Owner's determination.** The Owner shall compensate the Architect for the services provided prior to the Architect's receipt of the Owner's notice.

1. Reviewing a Contractor's submittal out of sequence from the submittal schedule approved by the Architect;
2. Responding to the Contractor's requests for information that are not prepared in accordance with the Contract Documents or where such information is available to the Contractor from a careful study and comparison of the Contract Documents, field conditions, other Owner-provided information, Contractor-prepared coordination drawings, or prior Project correspondence or documentation;
3. Preparing Change Orders and Construction Change Directives that require evaluation of Contractor's proposals and supporting data, or the preparation or revision of instruments of Service;
4. Evaluating an extensive number of Claims as the Initial Decision Maker; or
5. Evaluating substitutions proposed by the Owner or Contractor and making subsequent revisions to Instruments of Service resulting therefrom.

The Architect shall provide Construction Phase Services exceeding the limits set forth below as **Additional Services**. When the limits below are reached, the Architect shall notify the Owner:

1. Two (2) reviews of each Shop Drawing, Product Data item, sample and similar submittal of the Contractor.
2. Weekly visits to the site by the Architect over the duration of the Project during construction.
3. Two (2) inspections for any portion of the Work to determine whether such portion of the Work is substantially complete in accordance with the requirements of the Contract Documents.
4. Two (2) inspections for any portion of the Awork to determine final completion.
- 5.

ARCHITECT'S COMPENSATION FOR SUPPLEMENTAL/ADDITIONAL SERVICES

POSITION	RATE
Executive/Principal	\$370.00
Director	\$300.00
Engineer of Record	\$250.00
Project Manager/Project Architect	\$240.00
Construction Observer	\$230.00
Code Specialist	\$200.00

Init.

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User Notes:

(1145131636)

Environmental Graphic Designed	\$200.00
Furniture Design Specialist	\$200.00
Interior Designer	\$200.00
Project Leader/Architect/Planner	\$200.00
Visualization	\$200.00
Engineer-In-Training	\$150.00
Interior Design Associate	\$120.00
Intern	\$120.00
Marketing/Bond	\$100.00
Administrative	\$95.00

Compensation for Optional Additional and Additional Services of the Architect's consultants shall be the amount invoiced to the Architect plus five percent (5%).

(Paragraphs deleted)

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:

November 19, 2025 Site Package issuance of notice to proceed
December 17, 2025 Building Package issuance of notice to proceed

.2 Substantial Completion date:

July 20, 2026

Projected Milestones:

Schematic Design Completion: TBD
Design Development: TBD
Construction Documents: TBD

Time is of the essence in scheduling this Project.

ARTICLE 4 COMPENSATION

§ 4.1 For Basic Services described under Section 2.1.1, the Owner shall compensate the Architect in accordance with the Compensation formulas identified in Article 11.1 of the Master Agreement applicable to this Service Order as follows:

.1 Stipulated Sum
(Insert amount)

Four Hundred Thousand and No/100 Dollars (\$400,000.00)

.2 Percentage Basis
(Insert percentage value)

N/A (N/A) of the Cost of the Work, as calculated in accordance with Section 4.4.

When compensation for basic services is based on a stipulated sum or percentage basis, the portion of compensation for each phase of services shall be as follows:

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User Notes:

(1145131636)

Schematic Design and Design Development Phase	Fifty-Five	percent (	55	%)
Construction Documents Phase	Twenty	percent (	20	%)
Bidding/Negotiation Phase	Five	percent (	5	%)
Construction Phase	Twenty	percent (	20	%)
Total Basic Compensation	One Hundred	percent (	100	%)

§ 4.2 Architect shall be compensated in an amount equal to actual cost for Optional Additional Services and Additional Services.

(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.)

Not applicable.

§ 4.3 For Reimbursable Expenses described in the Master Agreement, the Architect shall be compensated in accordance with Section 11.7 (including all subsections) of the Master Agreement applicable to this Service Order 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.)

Reimbursable Expenses are in addition to compensation for Basic, Optional Additional Services, and Additional Services and include expenses incurred by the Architect and the Architect's consultants directly related to the Project. For Reimbursable Expenses, the compensation shall be the expenses incurred by the Architect and the Architect's consultants plus five percent (5%) of the expenses incurred.

1. Transportation and authorized out-of-town travel and subsistence;
2. Permitting and other fees required by authorities having jurisdiction over the Project;
3. Printing, reproduction, plots, standard form documents:
 - a. Project Development
 - i. Staff Review Documents if required
 - b. Construction Documents
 - i. Staff Review Documents if required
 - ii. Document reproduction for electronic media
 - iii. Drawing & Project Manuals, Addenda, Jurisdictional Authority Review Comment Printing
 - c. Construction Phase
 - i. Document printing as required
 - ii. Close Out Documents – Manuals and CDs
4. Postage and Handling and delivery of Construction Documents other than those required to be provided by Architect under this agreement;
5. Renderings, physical models, mock-ups, professional photography, and presentation materials requested by the Owner or required for the Project; and
6. If required by the Owner, and with the Owner's prior written approval, the Architect's consultants' expenses of professional liability insurance dedicated exclusively to this Project, of the expense of additional insurance coverage or limits in excess of that normally maintained by the Architect's consultants.

§ 4.4 When compensation identified in Section 4.1 is based on a stipulated sum or on a percentage of the Cost of the Work or on a percentage of Construction Costs, progress payments for each phase of Basic Services shall be calculated in accordance with the Percentages set out in Section 4.1.2 above.

ARTICLE 5 INSURANCE

§ 5.1 Insurance shall be in accordance with Article 3 of the Master Agreement, except as indicated below:

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User Notes:

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(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.)

Not applicable.

§ 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

Not applicable.

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.)

Dr. Kimberley James
Superintendent of Schools
Willis Independent School District
612 N. Campbell St.
Willis, TX 77378
Phone: 936-856-1200

§ 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.)

Karla Castillo, AIA – Managing Principal
Huckabee & Associates, Inc.
1700 City Plaza Dr., Ste. 125
Houston, TX 77389
Phone: 713-292-6925

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.)

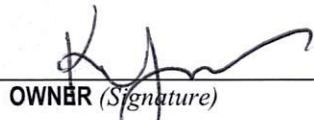
Not applicable.

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

Not applicable.

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

WILLIS INDEPENDENT SCHOOL DISTRICT



OWNER (Signature)

Dr. Kimberley James, Superintendent of Schools
(Printed name and title)

HUCKABEE & ASSOCIATES, INC.



ARCHITECT (Signature)

Karla Castillo, AIA, Managing Principal
(Printed name, title, and license number, if required)

Init.

Additions and Deletions Report for AIA® Document B221™ – 2018

This Additions and Deletions Report, as defined on page 1 of the associated document, reproduces below all text the author has added to the standard form AIA document in order to complete it, as well as any text the author may have added to or deleted from the original AIA text. Added text is shown underlined. Deleted text is indicated with a horizontal line through the original AIA text.

Note: This Additions and Deletions Report is provided for information purposes only and is not incorporated into or constitute any part of the associated AIA document. This Additions and Deletions Report and its associated document were generated simultaneously by AIA software at 16:46:52 ET on 07/17/2025.

PAGE 1

SERVICE ORDER number 01-2025/Cannan Elementary 10 Classroom Expansion made as of the Second day of July in the year Two Thousand Twenty-Five

...

Willis Independent School District
612 N. Campbell Street
Willis, Texas 77378
Phone: (936) 856-1200

...

Huckabee & Associates, Inc.
Karla Castillo, AIA – Managing Principal
1700 City Plaza Dr., Ste. 125
Spring, TX 77389
Phone: 713.292.6925

...

SERVICE ORDER NO. 01-2025/Cannan Elementary 10 Classroom Expansion
PROJECT NAME: Willis ISD Cannan Elementary 10 Classroom Expansion at 7639 County Line Rd, Willis, TX
77378
PROJECT DESCRIPTION: 10 Classroom Expansion

...

This Service Order, together with the Master Agreement between Owner and Architect dated the Ninth day of July in the year Two Thousand Twenty-Four

PAGE 2

1 INITIAL PROJECT INFORMATION

...

ARTICLE 1 – INITIAL INFORMATION ARTICLE 1 PROJECT 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 Project 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.)

Willis ISD Cannan Elementary Expansion at 7639 County Line Rd, Willis, TX 77378
Estimated Budget Four Million Five Hundred Thousand and No/100 Dollars (\$4,500,000.00)

§ 1.2 The Owner and Architect may rely on the ~~Initial Project~~ Information. Both parties, however, recognize that such information may materially ~~change-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 Project~~ Information.

...

§ 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 herein.~~ Unless otherwise stated below, the Services described in this Paragraph 2.1 shall be in addition to the usual and customary structural, mechanical, civil, and electrical engineering services and such other services that are identified in the AIA Document, B121-2018 Standard Form of Master Agreement Between Owner and Architect, as amended by the Owner, dated July 9, 2024. ("Master Agreement") applicable to this Service Order.

Basic Services in Addition to Those Stated in the Master Agreement, if any:

☐ None.

☒ As Follows:

As shown in the table below

...

As shown in the table below

§ 2.1.2 Optional 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.)

As shown in the table below

<u>SERVICES</u>	<u>RESPONSIBILITY</u>
<u>Programming</u>	<u>Architect – Basic</u>
<u>Multiple Preliminary Designs</u>	<u>Architect – Basic</u>
<u>Measured Drawings</u>	<u>Architect – Basic</u>
<u>Existing Facilities Surveys</u>	<u>Optional Additional Services</u>
<u>Site Evaluation and Planning</u>	<u>Architect – Basic</u>
<u>Building Information Modeling</u>	<u>Optional Additional Services</u>
<u>Development of Building Information Models for Post Construction Use</u>	<u>Not Provided</u>
<u>On-site Civil Engineering</u>	<u>Architect - Basic</u>
<u>Off-site Civil Engineering</u>	<u>Not Provided</u>
<u>Landscape Design</u>	<u>Architect – Basic</u>
<u>Architectural Interior Design</u>	<u>Architect – Basic</u>
<u>Value Analysis</u>	<u>Not Provided</u>
<u>Detailed Cost Estimating</u>	<u>Not Provided</u>
<u>On-Site Project Representation</u>	<u>Full-Time On-Site Representation</u> <u>Optional Additional Services</u>
<u>Conformed Construction Documents</u>	<u>Architect – Basic</u>
<u>As-Designed Record Drawings</u>	<u>Architect – Basic</u>

As-Constructed Record Drawings	Optional Additional Services
Post Occupancy Evaluation	Not Provided
Facility Support Services	Not Provided
Tenant-Related Services	Not Provided
Coordination of Owner's Consultants	Architect – Basic per Article 4.1.2 of the B121-2018
Telecommunications/Data Design	Architect – Basic
Security Evaluation and Planning	Optional Additional Services
Commissioning	Optional Additional Services
Sustainable Project Services Pursuant to AIA B101-2017 Section 4.1.3	Not Provided
Fast Track Design Services	Not Provided
Multiple Bid Packages	Architect – Basic
Historic Preservation	Not Provided
Furniture, Furnishings, and Equipment Design	Architect - Additional
Surveys and Geotechnical Report	Owner
Roof/Envelope Consultant	Architect - Basic
Food Service Consultant	Not Provided
Acoustical Consultant	Architect - Basic
Traffic Engineer	Architect - Additional
Environmental Graphics/Wayfinding	Architect - Basic
ADA Review and Inspection	Architect - Additional
Third Party Energy Code Review and Inspections	Architect - Basic
Visualization	Architect - Additional
Sports Design	Not Provided
Acoustical Consultant	Architect - Basic
Structural Engineering (IEG)	Architect - Basic
MEP (IEG)	Architect - Basic

Upon recognizing the need to perform the following **Additional Services**, the Architect shall notify the Owner with reasonable promptness and explain the facts and circumstances giving rise to the need. **The Architect shall not proceed to provide the following Additional Services until the Architect receives the Owner's written Authorization:**

1. Services necessitated by a change in the Initial Information, previous instructions or approvals given by the Owner, or a material change in the Project including size, quality, complexity, the Owner's schedule or budget for Cost of Work, or procurement or delivery method;
2. Services necessitated by the enactment or revision of codes, laws, or regulations, including changing or editing previously prepared Instruments of Service;
3. Changing or editing previously prepared Instruments of Service necessitated by official interpretations of applicable codes, laws, or regulations that are either (a) contrary to specific interpretations by the applicable authorities having jurisdiction made prior to the issuance of the building permit, or (b) contrary to requirements of the Instruments of Service when those Instruments of Service were prepared in accordance with the applicable standard of care;
4. Services necessitated by decisions of the Owner not rendered in a timely manner or any other failure of performance on the part of the Owner or the Owner's consultants or contractors;
5. Preparing digital models or other design documentation for transmission to the Owner's consultants and contractors, or to the other Owner-authorized recipients;
6. Preparation of design and documentation for alternative bid or proposal requests proposed by the Owner;
7. Preparation for, and attendance at, a public presentation, meeting or hearing;
8. Preparation for, and attendance at, a dispute resolution proceeding or legal proceeding, except where the Architect is party thereto;
9. Evaluation of the qualifications of entities providing bids or proposals;
10. Consultation concerning replacement of Work resulting from fire or other cause during construction; or,
11. Assistance to the Initial Decision Maker, if other than the Architect.

To avoid delay in the Construction Phase, the Architect shall provide the following **Additional Services**, notify the Owner with reasonable promptness, and explain the facts and circumstances giving rise to the need. **If, upon receipt**

of the Architect's notice, the Owner determines that all or parts of the services are not required, the Owner shall give prompt written notice to the Architect of the Owner's determination. The Owner shall compensate the Architect for the services provided prior to the Architect's receipt of the Owner's notice.

1. Reviewing a Contractor's submittal out of sequence from the submittal schedule approved by the Architect;
2. Responding to the Contractor's requests for information that are not prepared in accordance with the Contract Documents or where such information is available to the Contractor from a careful study and comparison of the Contract Documents, field conditions, other Owner-provided information, Contractor-prepared coordination drawings, or prior Project correspondence or documentation;
3. Preparing Change Orders and Construction Change Directives that require evaluation of Contractor's proposals and supporting data, or the preparation or revision of instruments of Service;
4. Evaluating an extensive number of Claims as the Initial Decision Maker; or
5. Evaluating substitutions proposed by the Owner or Contractor and making subsequent revisions to Instruments of Service resulting therefrom.

The Architect shall provide Construction Phase Services exceeding the limits set forth below as Additional Services. When the limits below are reached, the Architect shall notify the Owner:

1. Two (2) reviews of each Shop Drawing, Product Data item, sample and similar submittal of the Contractor.
2. Weekly visits to the site by the Architect over the duration of the Project during construction.
3. Two (2) inspections for any portion of the Work to determine whether such portion of the Work is substantially complete in accordance with the requirements of the Contract Documents.
4. Two (2) inspections for any portion of the Awork to determine final completion.
5.

ARCHITECT'S COMPENSATION FOR SUPPLEMENTAL/ADDITIONAL SERVICES

<u>POSITION</u>	<u>RATE</u>
<u>Executive/Principal</u>	<u>\$370.00</u>
<u>Director</u>	<u>\$300.00</u>
<u>Engineer of Record</u>	<u>\$250.00</u>
<u>Project Manager/Project Architect</u>	<u>\$240.00</u>
<u>Construction Observer</u>	<u>\$230.00</u>
<u>Code Specialist</u>	<u>\$200.00</u>
<u>Environmental Graphic Designed</u>	<u>\$200.00</u>
<u>Furniture Design Specialist</u>	<u>\$200.00</u>
<u>Interior Designer</u>	<u>\$200.00</u>
<u>Project Leader/Architect/Planner</u>	<u>\$200.00</u>
<u>Visualization</u>	<u>\$200.00</u>
<u>Engineer-In-Training</u>	<u>\$150.00</u>
<u>Interior Design Associate</u>	<u>\$120.00</u>
<u>Intern</u>	<u>\$120.00</u>
<u>Marketing/Bond</u>	<u>\$100.00</u>
<u>Administrative</u>	<u>\$95.00</u>

Compensation for Optional Additional and Additional Services of the Architect's consultants shall be the amount invoiced to the Architect plus five percent (5%).

§ 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.)

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November 19, 2025 Site Package issuance of notice to proceed

December 17, 2025 Building Package issuance of notice to proceed

.2 Substantial Completion date:

July 20, 2026

Projected Milestones:

Schematic Design Completion: TBD

Design Development: TBD

Construction Documents: TBD

Time is of the essence in scheduling this Project.

...

§ 4.1 For Basic Services described under Section 2.1.1, the Owner shall compensate the Architect in accordance with the Compensation formulas identified in Article 11.1 of the Master Agreement applicable to this Service Order as follows:

...

Four Hundred Thousand and No/100 Dollars (\$400,000.00)

...

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

~~.3 Other~~

~~(Describe the method of compensation)~~

When compensation for basic services is based on a stipulated sum or percentage basis, the portion of compensation for each phase of services shall be as follows:

<u>Schematic Design and Design Development Phase</u>	<u>Fifty-Five</u>	<u>percent (</u>	<u>55</u>	<u>)%</u>
<u>Construction Documents Phase</u>	<u>Twenty</u>	<u>percent (</u>	<u>20</u>	<u>)%</u>
<u>Bidding/Negotiation Phase</u>	<u>Five</u>	<u>percent (</u>	<u>5</u>	<u>)%</u>
<u>Construction Phase</u>	<u>Twenty</u>	<u>percent (</u>	<u>20</u>	<u>)%</u>
<u>Total Basic Compensation</u>	<u>One Hundred</u>	<u>percent (</u>	<u>100</u>	<u>)%</u>

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§ 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: Architect shall be compensated in an amount equal to actual cost for Optional Additional Services and Additional Services.

...

Not applicable.

§ 4.3 For Reimbursable Expenses described in the Master Agreement, the Architect shall be compensated in accordance with Section 11.7 (including all subsections) of the Master Agreement applicable to this Service Order 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.)

Reimbursable Expenses are in addition to compensation for Basic, Optional Additional Services, and Additional Services and include expenses incurred by the Architect and the Architect's consultants directly related to the Project. For Reimbursable Expenses, the compensation shall be the expenses incurred by the Architect and the Architect's consultants plus five percent (5%) of the expenses incurred.

1. Transportation and authorized out-of-town travel and subsistence;
2. Permitting and other fees required by authorities having jurisdiction over the Project;
3. Printing, reproduction, plots, standard form documents:
 - a. Project Development
 - i. Staff Review Documents if required
 - b. Construction Documents
 - i. Staff Review Documents if required
 - ii. Document reproduction for electronic media
 - iii. Drawing & Project Manuals, Addenda, Jurisdictional Authority Review Comment Printing
 - c. Construction Phase
 - i. Document printing as required
 - ii. Close Out Documents – Manuals and CDs
4. Postage and Handling and delivery of Construction Documents other than those required to be provided by Architect under this agreement;
5. Renderings, physical models, mock-ups, professional photography, and presentation materials requested by the Owner or required for the Project; and
6. If required by the Owner, and with the Owner's prior written approval, the Architect's consultants' expenses of professional liability insurance dedicated exclusively to this Project, of the expense of additional insurance coverage or limits in excess of that normally maintained by the Architect's consultants.

§ 4.4 When compensation identified in Section 4.1 is on a percentage basis, based on a stipulated sum or on a percentage of the Cost of the Work or on a percentage of Construction Costs, 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 in accordance with the Percentages set out in Section 4.1.2 above.

...

§ 5.1 Insurance shall be in accordance with ~~section 3.3~~ Article 3 of the Master Agreement, except as indicated below:
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Not applicable.

...

Not applicable.

...

Dr. Kimberley James
Superintendent of Schools
Willis Independent School District
612 N. Campbell St.
Willis, TX 77378
Phone: 936-856-1200

...

Karla Castillo, AIA – Managing Principal
Huckabee & Associates, Inc.

1700 City Plaza Dr., Ste. 125
Houston, TX 77389
Phone: 713-292-6925

...

Not applicable.

...

Not applicable.

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WILLIS INDEPENDENT SCHOOL DISTRICT

HUCKABEE & ASSOCIATES, INC.

...

Dr. Kimberley James, Superintendent of Schools

Karla Castillo, AIA, Managing Principal

Certification of Document's Authenticity

AIA® Document D401™ – 2003

I, Blake Henshaw, hereby certify, to the best of my knowledge, information and belief, that I created the attached final document simultaneously with its associated Additions and Deletions Report and this certification at 16:46:52 ET on 07/17/2025 under Order No. 3104241723 from AIA Contract Documents software and that in preparing the attached final document I made no changes to the original text of AIA® Document B221™ – 2018, Service Order for use with Master Agreement Between Owner and Architect, other than those additions and deletions shown in the associated Additions and Deletions Report.

(Signed)

(Title)

(Dated)