

# Architect/Engineer Agreement Form (K-12 School Project)

## State of Ohio Professional Services Agreements for Public Facility Construction

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This Agreement is made as of the date set forth below between the State of Ohio, acting by and through the President and Treasurer of the School District Board, and the Architect/Engineer in connection with the Project.

**Project Number:** <<insert project number>>  
**Project Name:** <<insert project name>>  
**Site Address:** <<insert street address>>  
<<insert city, state zip code>>  
<<insert county>> County

**School District Board (“Owner”):** <<insert name>>  
**Owner’s Representative:** <<insert name>>  
**Address:** <<insert street address>>  
<<insert city, state zip code>>

**Contracting Authority:** The School District Board above in conjunction with the  
**Ohio Facilities Construction Commission**  
**Project Manager:** <<insert name>>  
**Address:** 30 West Spring Street, 4th Floor  
Columbus, Ohio 43215

**Architect/Engineer (“A/E”):** <<insert name>>  
**A/E’s Principal Contact:** <<insert name>>  
**Address:** <<insert street address>>  
<<insert city, state zip code>>

### ARTICLE 1 - SCOPE OF WORK; CONSTRUCTION BUDGET; EDGE COMMITMENT

**1.1** The A/E shall perform and provide all of the Services described in the Agreement.

**1.1.1** The project delivery method(s) for this Project shall be:

**1.1.1.1** Building <<insert building description>>: <<insert project delivery method>>

**1.1.1.2** Building <<insert building description>>: <<insert project delivery method>>

**1.1.1.3** Building <<insert building description>>: <<insert project delivery method>>

**1.1.2** During the Construction Stage, the A/E and appropriate Consultants shall be present at the Site not less than <<insert number of on-Site hours per week during Construction Stage>> hours per week (excluding travel time to and from the Site) whenever any Work is in preparation or progress, unless otherwise expressly provided in writing by the Contracting Authority.

**1.2** The Construction Budget is \$<<insert Construction Budget amount>>.

**1.3** The A/E shall contract with EDGE-certified Business Enterprise(s) for not less than <<insert A/E’s EDGE commitment>> percent of the A/E’s total compensation.

### ARTICLE 2 - COMPENSATION

**2.1** The total compensation for the A/E’s Services is \$<<insert total compensation amount>>, which includes the sum of (1) the Basic Fee, (2) Additional Services Fees, and (3) Reimbursable Expenses. The Owner shall pay the total compensation amount to the A/E in exchange for the A/E’s proper, timely, and complete performance of the Services.

**2.2** Basic Fee.

**2.2.1** For Basic Services provided by the A/E and all Consultants in accordance with the **A/E Scope of Services** attached at **Exhibit B**, the Owner shall pay the A/E the Basic Fee of \$<<insert amount of Basic Fee>>, which shall not be

exceeded without the prior written approval of the Contracting Authority and Owner, and an amendment to this Agreement. The Basic Fee is subject to the following allocation:

Use the table below for General Contracting, Multiple-Prime, and Multiple-Prime / CM Adviser projects. After entering the percentages and amounts, delete any unused rows and unused tables.

Project Stage	Associated Fee	Portion of Basic Fee
Program Verification	\$«insert fee amount»	«insert percentage»%
Schematic Design	\$«insert fee amount»	«insert percentage»%
Design Development	\$«insert fee amount»	«insert percentage»%
Construction Documents	\$«insert fee amount»	«insert percentage»%
Bidding and Award	\$«insert fee amount»	«insert percentage»%
Conformed Documents	\$«insert fee amount»	«insert percentage»%
Construction	\$«insert fee amount»	«insert percentage»%
Closeout Deliverables	\$«insert fee amount»	3%
<b>Total Basic Fee</b>	<b>\$«insert fee amount»</b>	<b>100%</b>

Use the table below for CM at Risk projects. After entering the percentages and amounts, delete any unused rows and unused tables.

Project Stage	Associated Fee	Portion of Basic Fee
Program Verification	\$«insert fee amount»	«insert percentage»%
Schematic Design	\$«insert fee amount»	«insert percentage»%
Design Development	\$«insert fee amount»	«insert percentage»%
Construction Documents	\$«insert fee amount»	«insert percentage»%
GMP Proposal and Amendment	\$«insert fee amount»	«insert percentage»%
Construction	\$«insert fee amount»	«insert percentage»%
Closeout Deliverables	\$«insert fee amount»	3%
<b>Total Basic Fee</b>	<b>\$«insert fee amount»</b>	<b>100%</b>

Use the table below when engaging a Criteria A/E for Design-Build projects. After entering the percentages and amounts, delete any unused rows and unused tables.

Project Stage	Associated Fee	Portion of Basic Fee
Concept and Design Criteria	\$«insert fee amount»	«insert percentage»%
Best Value Selection	\$«insert fee amount»	«insert percentage»%
Preconstruction	\$«insert fee amount»	«insert percentage»%
Construction and Closeout	\$«insert fee amount»	«insert percentage»%
<b>Total Basic Fee</b>	<b>\$«insert fee amount»</b>	<b>100%</b>

**2.3 Additional Services Fees.**

**2.3.1** For Additional Services provided by the A/E and all Consultants, the Owner shall pay the A/E the Additional Services Fees of up to \$«insert amount of Additional Services Fees», which shall not be exceeded without the prior written approval of the Contracting Authority and Owner, and an amendment to this Agreement. For Additional Services performed by a Consultant, Additional Services Fees shall be based on the Consultant’s associated invoices to the A/E, and may include an A/E mark-up of «insert percentage» percent. The Additional Services Fees are subject to the following allocation:

Description of Additional Services	NTE/LS*	Associated Fee
«insert description»	«NTE/LS»	\$«insert fee amount»
«insert description»	«NTE/LS»	\$«insert fee amount»
«insert description»	«NTE/LS»	\$«insert fee amount»
«insert description»	«NTE/LS»	\$«insert fee amount»
«insert description»	«NTE/LS»	\$«insert fee amount»
<b>Total Additional Services Fees</b>		<b>\$«insert fee amount»</b>

\* NTE = Not to Exceed Amount / LS = Lump Sum

**2.4 Reimbursable Expenses.**

**2.4.1** For Reimbursable Expenses incurred by the A/E and all Consultants, the Owner shall pay the A/E up to \$«insert amount of Reimbursable Expenses», which shall not be exceeded without the prior written approval of the Contracting Authority and Owner, and an amendment to this Agreement. No A/E or Consultant mark-up shall be permitted on Reimbursable Expenses. Reimbursable Expenses are subject to the following allocation:

*For Criteria A/E Agreements in Design-Build projects, delete the Plan Approval and Stormwater Permit lines below. Otherwise, enter the amounts.*

Description	NTE/LS*	Associated Amount
Additional Review Document Printing	NTE	\$«insert fee amount»
Plan Approval Fees	NTE	\$«insert fee amount»
Stormwater Permit Fees	NTE	\$«insert fee amount»
«insert description»	«NTE/LS»	\$«insert fee amount»
«insert description»	«NTE/LS»	\$«insert fee amount»
«insert description»	«NTE/LS»	\$«insert fee amount»
«insert description»	«NTE/LS»	\$«insert fee amount»
«insert description»	«Y/N»	\$«insert fee amount»
<b>Total Reimbursable Expenses</b>		<b>\$«insert fee amount»</b>

\* NTE = Not to Exceed Amount / LS = Lump Sum

**ARTICLE 3 - KEY PERSONNEL**

**3.1** The A/E’s key personnel for the Project are:

- 3.1.1** «insert name», Senior Management Lead;
- 3.1.2** «insert name», Project Management Lead;
- 3.1.3** «insert name», Project Design Lead – «insert discipline name (e.g. Architecture, Interior Design, Mechanical, Electrical, Plumbing, Technology)»;
- 3.1.4** «insert name», «insert Project Architect or Project Engineer»;
- 3.1.5** «insert name», Specification Writer;
- 3.1.6** «insert name», Scheduler;
- 3.1.7** «insert name», Quality Control Lead – «insert discipline name»;
- 3.1.8** «insert name», Construction Contract Administrator.

*Edit the above list as appropriate for the project.*

**3.2** The identities of the A/E’s key personnel, and the extent of their participation in performing the A/E’s services as identified above, shall not be altered without the Contracting Authority’s prior written consent.

**3.3** The A/E shall dismiss from the Project any individual employed by the A/E or Consultant who the Contracting Authority finds, in its sole discretion, to be incompetent, guilty of misconduct, or detrimental to the Project.

**ARTICLE 4 - CONSULTANTS**

**4.1** The A/E’s Consultants for the Project are:

**4.1.1** «insert discipline»:

«insert firm name»  
 «insert firm address»  
 «insert firm address»

«insert consultant contact name, title»  
 «insert consultant contact name, title»

4.1.2 «insert discipline»:

«insert firm name»  
«insert firm address»  
«insert firm address»

«insert consultant contact name, title»  
«insert consultant contact name, title»

*Edit the above list as appropriate for the project.*

**ARTICLE 5 - GENERAL PROVISIONS**

**5.1 Effectiveness.**

**5.1.1** It is expressly understood by the A/E that none of the rights, duties, and obligations described in the Contract Documents shall be valid and enforceable unless the Treasurer of the School District first certifies that there is a balance in the School District’s treasury or are in the process of collection to an appropriate fund, free from any previous encumbrance.

**5.1.2** Subject to **Section 5.1.1**, the Agreement shall become binding and effective upon execution by the School District Board and A/E, subject to approval of the Commission.

**5.1.2.1** If the A/E is a joint venture, **(1)** each individual joint venturer shall **(a)** sign the Agreement in its own name and **(b)** be a party to the Contract, and **(2)** the Contract shall be binding on and apply to all joint venturers jointly and severally.

**5.1.2.2** If the A/E is a limited liability company, which the Contracting Authority reasonably believes to be a special purpose or similar entity, the Contracting Authority may in its discretion require the limited liability company and each member of the limited liability company to **(1)** sign the Agreement in its own name and **(2)** be a party to the Contract. In that case, the Contract shall be binding on and apply to the limited liability company and to all of its members jointly and severally.

**5.1.3** This Agreement may be executed in several counterparts, each of which shall constitute a complete original Agreement, which may be introduced in evidence or used for any other purpose without production of any other counterparts.

**5.2 Representations.**

**5.2.1** The A/E represents and warrants that it is not subject to an unresolved finding for recovery under ORC Section 9.24. If this representation and warranty is found to be false, the Agreement is void, and the A/E shall immediately repay to the Owner any funds paid under this Agreement.

**5.2.2** The A/E hereby certifies that neither the A/E nor any of the A/E’s partners, officers, directors, shareholders nor the spouses of any such person have made contributions in excess of the limitations specified in ORC Section 3517.13.

**5.2.3** The A/E, by signature on this Agreement, certifies that it is currently in compliance with, and will continue to adhere to, the requirements of Ohio ethics laws and conflict of interest laws and will take no action inconsistent with those laws.

**5.2.4** The A/E affirms to have read and understands Executive Order ~~2011-12K~~2019-12D and shall abide by those requirements in the performance of this Agreement. Notwithstanding any other terms of this Agreement, the State reserves the right to recover any funds paid for services the A/E performs outside of the United States for which it did not receive a waiver. The State does not waive any other rights and remedies provided the State in this Agreement.

**5.2.5** The A/E affirms to have read and understands Executive Order 2022-02D regarding the prohibition of purchases from or investment in a Russian institution or company and shall abide by those requirements in the performance of this Agreement. Notwithstanding any other terms of this Agreement, the State reserves the right to recover any funds paid to the A/E for purchases or investments in a Russian institution or company in violation of this paragraph. The provisions of this paragraph will expire when the applicable Executive Order is no longer effective.

**5.2.6** During the performance of this Agreement, if the A/E changes the location(s) disclosed on the **Affirmation and Disclosure Form** (a page in its **Statement of Qualifications**), the A/E must complete and submit a revised **Affirmation and Disclosure Form**.

**5.2.55.2.7** Pursuant to ORC Section 9.76(B), the A/E warrants that it is not boycotting any jurisdiction with whom the State of Ohio can enjoy open trade, including Israel, and will not do so during the term of this Agreement.

**ARTICLE 6 - ENUMERATION OF DOCUMENTS**

**6.1** This Agreement includes the following documents:

**6.1.1 A/E Standard Terms and Conditions** attached at **Exhibit A**;

**6.1.2 A/E Scope of Services** attached at **Exhibit B**;

**6.1.3 Minimum Stage Submission Requirements** attached at **Exhibit C**;

**6.1.4 Contracting Definitions** attached at **Exhibit D**;

**6.1.5 A/E Special Terms and Conditions** attached at **Exhibit E**; and

**6.1.6 Schedule of Locally Funded Initiatives** attached at **Exhibit F**.

**SIGNATURES**

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date set forth below:

«INSERT A/E’S NAME»

**STATE OF OHIO, BY AND THROUGH  
THE SCHOOL DISTRICT BOARD**

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Printed Name*

School District Board President

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Printed Name*

School District Board Treasurer

*If the A/E is a corporation, partnership, sole proprietorship, or limited liability company, use the table above. If the A/E is a joint venture or special purpose entity, use the table below. Then delete the unused table and this note.*

«INSERT A/E’S NAME»  
by «insert Joint Venturer/Member’s name»

**STATE OF OHIO, BY AND THROUGH  
THE SCHOOL DISTRICT BOARD**

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Printed Name*

School District Board President

\_\_\_\_\_  
*Title*

by «insert Joint Venturer/Member's name»

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Printed Name*

School District Board Treasurer

\_\_\_\_\_  
*Title*

**TREASURER'S CERTIFICATION**

IT IS HEREBY CERTIFIED that the moneys required to meet the obligations of the **Board of Education of the «insert name» School District** under the foregoing Agreement have been lawfully appropriated for such purposes and are in the treasury of the **«insert name» School District** or are in the process of collection to an appropriate fund, free from any previous encumbrance.

*Purchase Order No.*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Printed Name*

School District Board Treasurer

**APPROVAL OF THE OHIO FACILITIES CONSTRUCTION COMMISSION**

\_\_\_\_\_  
David M. Williamson Cheryl J. Lyman

Executive Director

**END OF DOCUMENT**