



AIA[®] Document B221™ – 2018

Service Order for use with Master Agreement Between Owner and Architect

SERVICE ORDER number B-3 made as of the TWENTY-NINTH day of AUGUST in the year TWO THOUSAND TWENTY-FIVE
(Paragraph deleted)
BETWEEN the Owner:

Gregory-Portland Independent School District
1200 Broadway Blvd.
Portland, Texas 78374
Phone: 361-777-1091

and the Architect:

LWA Architects
711 North Carancahua, Suite 404
Corpus Christi, Texas 78401
361-884-7442

for the following **PROJECT**:

SERVICE ORDER NO. B-3
PROJECT NAME: Gregory-Portland ISD Playground Improvements at East Cliff Elementary School and Andrews Elementary School Project
DATE OF BOARD APPROVAL: June 16, 2025
PROJECT DESCRIPTION: Construction of the Elementary School playground improvements and all required elements.

THE SERVICE AGREEMENT

This Service Order, together with the Master Agreement between Owner and Architect dated the ELEVENTH day of JULY in the year TWO THOUSAND TWENTY-FIVE

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 B121™–2018, Standard Form of Master Agreement Between Owner and Architect

Init.

TABLE OF ARTICLES

- 1 PROJECT INFORMATION**
- 2 SERVICES UNDER THIS SERVICE ORDER**
- 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION**
- 4 COMPENSATION**
- 5 INSURANCE**
- 6 PARTY REPRESENTATIVES**
- 7 ATTACHMENTS AND EXHIBITS**

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:

See Proposal for Gregory Portland ISD Playground Improvements at East Cliff Elementary School and Andrews Elementary School Project prepared by LWA Architects and dated July 9, 2025 attached hereto as **Exhibit D**.

§ 1.1.1 The Project's physical characteristics: See **Exhibit D**.

§ 1.1.2 The Owner's estimated budget for the Cost of the Work: TWO MILLION FIVE HUNDRED THOUSAND AND NO/100 DOLLARS (\$2,500,000.00)

§ 1.1.3 The Owner intends the following procurement or delivery method for the Project: To be determined by the Owner.

§ 1.1.3 Other Project information:

§ 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 **Basic Services.** The Architect's Services under this Service Order are described below. 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 11, 2025 ("Master Agreement") applicable to this Service Order.

Basic Services In Addition To Those Stated In The Master Agreement, if any: None.

Basic Services Excluded From Those Stated In The Master Agreement, if any: None.

(Paragraphs deleted)

§ 2.2 **Optional Additional Services**

The Architect's Additional Services under this Service Order are as described below unless otherwise stated below, the Services described in this Paragraph 2.2 shall be in addition to the Supplementary and Additional Services, identified as Optional Additional Services in Article 6 of the Master Agreement.

Optional Additional Services In Addition To Those Stated In The Master Agreement, if any: None.

Optional Additional Excluded From Those Stated In The Master Agreement, if any: None.

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:

To be determined.

.2 Substantial Completion date:

To be determined.

.3 One Hundred Percent (100%) Construction Drawings, Plans and Specifications Completion Date:

To be determined.

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

(Paragraphs deleted) ONE HUNDRED TWENTY THOUSAND AND NO/100 DOLLARS (\$120,000.00).
Additional pass-through costs may be incurred in an amount not to exceed THREE THOUSAND AND NO/100 DOLLARS (\$3,000.00).

§ 4.2 For Additional Services described under Section 2.1.2 or in the Master Agreement, the Architect shall be compensated in accordance

(Paragraphs deleted)

Fixed Fee Schedule attached to the Master Agreement applicable to this Service Order as **Exhibit C** or in accordance with the Lump Sum Fees identified in Section 11.2 of the Master Agreement applicable to this Service Order.

§ 4.3 For Reimbursable Expenses described in the Master Agreement, the Architect shall be compensated in accordance with

(Paragraphs deleted)

Section 11.7 (including all subsections) of the Master Agreement applicable to this Service Order.

§ 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 11.5 of the Master Agreement.

Init.

ARTICLE 5 INSURANCE

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

N/A

§ 5.2 In addition to insurance requirements in the Master Agreement, the Architect shall carry the following types of insurance.

(Paragraph deleted)

Coverage	Limits
N/A	N/A

ARTICLE 6 PARTY REPRESENTATIVES

§ 6.1 The Owner identifies the following representative in accordance with Section 1.4.1 of the Master Agreement:

Dr. Michelle Cavazos
Superintendent
Gregory-Portland Independent School District
1200 Broadway Blvd.
Portland, Texas 78374
Phone: 361-777-1091
Email: MCAVAZOS@g-pisd.org

§ 6.2 The Architect identifies the following representative in accordance with Section 1.5.1 of the Master Agreement:

Victor Cruz, Partner
LaMarr Womack & Associates LP
711 N. Carancahua Street, Suite 404
Corpus Christi, Texas 78401
Phone: 806-535-7329
Email: victor@lwarchitects.com

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 dated: July 11, 2025;
- .2 Other Exhibits incorporated into this Agreement:

Exhibit B of Master Agreement – Agreement for Delivery of Documents in Electronic Form.
Exhibit C of Master Agreement – Fixed Rate Fee Schedule,

- .3 Other documents:

Exhibit D - Proposal for Gregory Portland ISD Playground Improvements at East Cliff Elementary School and Andrews Elementary School Project prepared by LWA Architects and dated July 9, 2025

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

GREGORY-PORTLAND INDEPENDENT SCHOOL DISTRICT

LWA ARCHITECTS



Michelle Cavazos (Sep 26, 2025 16:26:00 EDT)

OWNER (Signature)

Dr. Michelle Cavazos, Superintendent

(Printed name and title)

ARCHITECT (Signature)

Todd Brendalen, Partner, Project Architect
License No. 15111

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

Init.

AIA Document B221 – 2018. Copyright © 2014 and 2018. All rights reserved. "The American Institute of Architects," "American Institute of Architects," "AIA," the AIA Logo, and "AIA Contract Documents" are trademarks of The American Institute of Architects. This document was produced at 13:39:59 on 09/25/2025 under Order No. 20250116623 which expires on 04/24/2026, is not for resale, is licensed for one-time use only, and may only be used in accordance with the AIA Contract Documents® Terms of Service. To report copyright violations, e-mail docinfo@aiacontracts.com.

User Notes:

(1752719939)

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 13:39:59 on 09/25/2025.

PAGE 1

SERVICE ORDER number B-3 made as of the TWENTY-NINTH day of AUGUST in the year TWO THOUSAND TWENTY-FIVE

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

...

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

Gregory-Portland Independent School District

1200 Broadway Blvd.

Portland, Texas 78374

Phone: 361-777-1091

...

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

LWA Architects

711 North Carancahua, Suite 404

Corpus Christi, Texas 78401

361-884-7442

...

(Name, location, and detailed description)

SERVICE ORDER NO. B-3

PROJECT NAME: Gregory-Portland ISD Playground Improvements at East Cliff Elementary School and Andrews Elementary School Project

DATE OF BOARD APPROVAL: June 16, 2025

PROJECT DESCRIPTION: Construction of the Elementary School playground improvements and all required elements.

...

This Service Order, together with the Master Agreement between Owner and Architect dated the day of ~~in the year~~ *(In words, indicate day, month, and year.)* ELEVENTH day of JULY in the year TWO THOUSAND TWENTY-FIVE

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.)~~

See Proposal for Gregory Portland ISD Playground Improvements at East Cliff Elementary School and Andrews Elementary School Project prepared by LWA Architects and dated July 9, 2025 attached hereto as Exhibit D.

§ 1.1.1 The Project's physical characteristics: See Exhibit D.

§ 1.1.2 The Owner's estimated budget for the Cost of the Work: TWO MILLION FIVE HUNDRED THOUSAND AND NO/100 DOLLARS (\$2,500,000.00)

§ 1.1.3 The Owner intends the following procurement or delivery method for the Project: To be determined by the Owner.

§ 1.1.3 Other Project information:

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

...

§ 2.1 Basic Services. ~~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 described below. 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 11, 2025 ("Master Agreement") applicable to this Service Order.~~

Basic Services In Addition To Those Stated In The Master Agreement, if any: None.

Basic Services Excluded From Those Stated In The Master Agreement, if any: None.

~~§ 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.)~~

~~§ 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.)~~

§ 2.2 Optional Additional Services

The Architect's Additional Services under this Service Order are as described below unless otherwise stated below, the Services described in this Paragraph 2.2 shall be in addition to the Supplementary and Additional Services, identified as Optional Additional Services in Article 6 of the Master Agreement.

Optional Additional Services In Addition To Those Stated In The Master Agreement, if any: None.

Optional Additional Excluded From Those Stated In The Master Agreement, if any: None.

PAGE 3

To be determined.

.2 Substantial Completion date:

To be determined.

.3 One Hundred Percent (100%) Construction Drawings, Plans and Specifications Completion Date:

To be determined.

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:

...

(Insert amount)

.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) ONE HUNDRED TWENTY THOUSAND AND NO/100 DOLLARS (\$120,000.00). Additional pass-through costs may be incurred in an amount not to exceed THREE THOUSAND AND NO/100 DOLLARS (\$3,000.00).

§ 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.)

Fixed Fee Schedule attached to the Master Agreement applicable to this Service Order as Exhibit C or in accordance with the Lump Sum Fees identified in Section 11.2 of the Master Agreement applicable to this Service Order.

§ 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.)

Section 11.7 (including all subsections) of the Master Agreement applicable to this Service Order.

§ 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 11.5 of the Master Agreement.

PAGE 4

§ 5.1 Insurance shall be in accordance with section 3.3 Article 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.)

N/A

...

(List below any other insurance coverage to be provided by the Architect, not otherwise set forth in the Master Agreement, and any applicable limits.)

...

N/A

N/A

...

(List name, address, and other information.)

Dr. Michelle Cavazos
Superintendent
Gregory-Portland Independent School District
1200 Broadway Blvd.
Portland, Texas 78374
Phone: 361-777-1091
Email: MCAVAZOS@g-pisd.org

...

(List name, address, and other information.)

Victor Cruz, Partner
LaMarr Womack & Associates LP
711 N. Carancahua Street, Suite 404
Corpus Christi, Texas 78401
Phone: 806-535-7329
Email: victor@lwarchitects.com

...

- .1 AIA Document, B121™-2018, Standard Form of Master Agreement Between Owner and Architect for Services provided under multiple Service Orders; Orders dated: July 11, 2025;

...

(Clearly identify any other exhibits incorporated into this Agreement.)

Exhibit B of Master Agreement – Agreement for Delivery of Documents in Electronic Form.
Exhibit C of Master Agreement – Fixed Rate Fee Schedule.

...

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

Exhibit D - Proposal for Gregory Portland ISD Playground Improvements at East Cliff Elementary School and Andrews Elementary School Project prepared by LWA Architects and dated July 9, 2025

...

**GREGORY-PORTLAND INDEPENDENT
SCHOOL DISTRICT**

LWA ARCHITECTS

...

Dr. Michelle Cavazos, Superintendent

**Todd Brendalen, Partner, Project Architect
License No. 15111**

Certification of Document's Authenticity
AIA® Document D401™ – 2003

I, Destinee Gesing, 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 13:39:59 on 09/25/2025 under Order No. 20250116623 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)