



**COUNCIL MEETING  
CITY OF HOMEWOOD  
June 8, 2026  
6:00 p.m.**

*Resolution No. 26-57*

*Ordinance No. 2976*

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**Call to Order:**

**Invocation:**

**Roll Call:**

**Reading of the Minutes: Council Meeting of May 18, 2026**

**Board Vacancies:**

**Additions to Agenda: *Items from Pre-Council Agenda may be added***

**OLD BUSINESS AGENDA**

- 11.04.26**      **Public Hearing set for June 8, 2026 at 6:00 p.m.** for request to rezone 2773 & 2777 BM Montgomery Street from their current zoning designation of C-2, Neighborhood Shopping District to a C-4, Central Business District zoning classification to permit the renovation and reuse of the existing buildings for the development of a health fitness center – **Conrad Garrison / Christine Thornton, Studio Vestige**
- 08.05.26**      **Public Hearing set for June 22, 2026 at 6:00 p.m.** for request to vacate a portion of the unnamed alley adjacent to 200 Virginia Drive – **Wyatt Pugh, Chief Building Official**
- 17.05.26**      **Public Hearing set for June 22, 2026 at 6:00 p.m.** for consideration to vacate a portion of public right-of-way consisting of a 20-foot alley located between 115 Morris Boulevard and 117 Morris Boulevard – **Wyatt Pugh, Chief Building Official**
- 06.05.26**      Request to delegate limited authority to the City Manager regarding budget transfers. – **Cale Smith, City Manager (Carried Over 5/18/26)**
- 07.05.26**      Request to levy an additional amount to certain residential permits for deposit into the Alabama Construction Trade Academy Fund. – **Cale Smith, City Manager (First Reading held and Carried Over 5/18/26)**

**OTHER NEW BUSINESS**

- 13.05.26** Request to execute agreement with Poole & Co Architects for A/E services – construction documents for Public Works site at 187 Citation Court – **Amy Zari, City Engineer**
- 15.05.26** Request consideration to allow a retaining wall to extend into the city right-of-way adjacent to 303 Ridge Road – **Wyatt Pugh, Chief Building Official**
- 09.06.26** Request for consideration of ABC 020 – Restaurant Retail Liquor License for HGI Wildwood LLC / Hilton Garden Inn at 520 Wildwood Circle N– **Bo Seagrist, City Clerk**
- 10.06.26** Request for consideration of approval of vouchers for period of May19, 2026 through June 8, 2026 – **J.J. Bischoff, Chief of Staff; Kellie Lee, Accountant; Bo Seagrist, City Clerk**

**Announcements:**  
**Mayor Comments:**

**AGENDA**

**ITEM**

**11.04.26**

**NOTICE OF PUBLIC HEARING**

Notice is hereby given that the provisions of the foregoing Ordinance amending the Homewood Zoning Ordinance, as amended, will be considered by the City Council of the City of Homewood, at a public meeting to be held for that purpose at the City Hall in Homewood, on **June 8, 2026, at 6:00 p.m., at Homewood City Hall**, at which time and place all persons who desire shall have an opportunity of being heard in opposition to, or in favor of, such Ordinance or any provision thereof.

A written protest signed by owners of property may be filed with the City Clerk's Office with respect to such proposed zoning change on or before three (3) days prior to the public hearing.

Addresses of Property: 2773 BM Montgomery Street  
Homewood, Alabama 35209

2777 BM Montgomery Street  
Homewood, Alabama 35209

Zoning Change: C-2 (Neighborhood Shopping District) Zoning District to C-4 (Central Business District) Zoning District with additional conditions proffered by the property owner.

Witness my hand this 27 day of April, 2026.

  
\_\_\_\_\_  
City Clerk, City of Homewood

**This notice posted: April 28, 2026**

**At the following locations: Mayor's Office (City Hall), Homewood Public Library, Homewood Senior Center (Oak Grove Road) and Lee Community Center (Rosedale)**

**And at [www.cityofhomewood.com](http://www.cityofhomewood.com)**

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE TO FURTHER AMEND ORDINANCE NO. 2933 OF THE CITY OF HOMEWOOD ENTITLED "THE ZONING ORDINANCE AND THE ZONING MAP OF THE CITY OF HOMEWOOD," AS HERETOFORE ADOPTED ON THE 28<sup>TH</sup> DAY OF APRIL, 2025, AND AS HERETOFORE AMENDED.**

**WHEREAS**, the Planning Commission of the City of Homewood, Alabama, has favorably recommended to the City Council that Ordinance No. 2933 of the City of Homewood, Alabama, entitled "The Zoning Ordinance and the Zoning Map of the City of Homewood, Alabama," as heretofore adopted on the 28<sup>th</sup> day of April, 2025, and as heretofore amended, be further amended by taking the property described in Section 1 hereof from the City of Homewood's C-2 (Neighborhood Shopping District) Zoning District to the City of Homewood's C-4 (Central Business District) Zoning District; and

**WHEREAS**, the City Council of the City of Homewood has found it necessary and desirable that the zoning on the hereinafter described parcel of property be considered and has set a public hearing on said Ordinance on **June 8, 2026**, and has directed the City Clerk to give notice thereof, as provided by law.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HOMEWOOD, ALABAMA**, that Ordinance No. 2933 of said City, as heretofore adopted, as amended, and the Zoning Map of said City, be and the same hereby are amended as follows:

**Section 1.** That the following described parcel of property described in Exhibit A located in the City of Homewood, Jefferson County, Alabama, more particularly described as follows:

**2773 BM Montgomery Street and 2777 BM Montgomery Street  
Homewood, Alabama 35209  
Parcel ID Nos. 2800073009014000 and 2800073009015000**

**(See Exhibit A - Legal Descriptions)**

be and the same hereby is taken out of the City of Homewood's C-2 (Neighborhood Shopping District) Zoning District and rezoned to the City of Homewood's C-4 (Central Business District) Zoning District, pursuant to the Development Plan attached as Exhibit B, and subject to the following conditions:

- (1) A proffer by the owner to exclude the following potential uses:
  - (a) Package liquor store;
  - (b) Tobacco and vape retail shops;
  - (c) Gas station;

- (d) Auto parts store; and
  - (e) Indoor theater.
- (2) An agreement by the owner to develop the subject property in accord with the submitted Site Plan, including building layout, materials, landscaping and parking; and
  - (3) An agreement by the owner to resurvey the subject properties in order to combine them into a single lot.

**Section 2.** That from and after the enactment of this Ordinance by the City Council of the City of Homewood and its approval by the Mayor, or its otherwise becoming a law, the uses and restrictions applicable to the C-4 Zoning District as set out in this Ordinance and Ordinance No. 2933 of the City of Homewood previously adopted and as heretofore amended, control the uses made of and permitted on the property described in Section 1 hereof.

**Section 3.** That on **June 8, 2026, at 6:00 o'clock p.m.**, in the City Hall of the City of Homewood, Alabama, be, and the same hereby is, fixed as the time when, and the place where, the City Council will hold a public hearing on said proposed amendment of said Ordinance, at which time, all interested parties may appear and be heard.

**Section 4.** That the City Clerk shall give notice of the time and place of such hearing by posting a copy of this Ordinance at the places listed below once a week for two consecutive weeks in advance of its passage, and, in addition thereto, shall give not less than fifteen (15) days' notice in writing prior to **June 8, 2026**, to all owners of property located in whole, or in part, within 500 feet from the boundaries of the above-described property, as shown on the records in the office of the Tax Assessor of Jefferson County, Alabama, on a date not more than one (1) year prior to the date of said notice.

**Section 5.** That if any part, provision, or section of this Ordinance is declared to be unconstitutional or invalid by any court of competent jurisdiction, all other parts, provisions or sections of this Ordinance not thereby affected shall remain in full force and effect.

**Section 6.** That this Ordinance shall become effective immediately upon its passage and approval by the City Council.

**ADOPTED and APPROVED** by the City Council of the City of Homewood, Alabama this the \_\_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

**This notice posted: \_\_\_\_\_, 2026**

**At the following locations: Mayor's Office (City Hall), Homewood Public Library,  
Homewood Senior Center (Oak Grove Road) and Lee Community Center (Rosedale)**

**And at [www.cityofhomewood.com](http://www.cityofhomewood.com)**

STATE OF ALABAMA     )  
JEFFERSON COUNTY    )

I, the undersigned City Clerk of the City of Homewood, do hereby certify that the foregoing Ordinance No. \_\_\_\_\_ is a true and correct copy of an ordinance passed by the City Council of said City at a regular meeting held on \_\_\_\_\_, 2026, a quorum being present, and as same appears of record in Minute Book No. \_\_\_\_\_.

\_\_\_\_\_  
City Clerk, City of Homewood

# EXHIBIT A

**LEGAL DESCRIPTION**

**PLANNING COMMISSION CASE NO. RZ 26-04-01**

THE SUBJECT PROPERTIES REFERRED TO HEREIN BELOW, BEING SITUATION IN THE COUNTY OF JEFFERSON STATE OF ALABAMA, ARE DESCRIBED AS FOLLOWS:

**Parcel I (2777 BM MONTGOMERY STREET):**

Lot 24-A, according to a Resurvey of Lots 22, 23, and 24, JT Loveless Addition to Clifton, said resurvey recorded in Map Book 82, Page 50, in Probate Office of Jefferson County, Alabama.

ALSO: North 20 feet of Lot 25, according to J.T. Loveless Addition to Clifton, as recorded in Map Book 1, Page 55, in the Probate Office of Jefferson County, Alabama.

**Parcel II (2773 BM MONTGOMERY STREET):**

Lot 23-A, according to a Resurvey of Lots 22, 23, and 24, J.T. Loveless Addition to Clifton, as recorded in Map Book 82, Page 50, in the Probate Office of Jefferson County, Alabama.

The lots described above are in process of being resurveyed into a single lot as part of a companion subdivision case (Case No. RS - 26-04-02). A Legal Description of the combined single lot will be provided as part of the resurveyed plat to be recorded with the Probate Office of Jefferson County.

# **EXHIBIT B**

# REZONING APPLICATION

2773 & 2777 BM MONTGOMERY STREET

PLANNING COMMISSION CASE NO. RZ 26-04-01

**STUDIO VESTIGE**  
 4314 Norwood Boulevard  
 Birmingham, AL 35234  
 205-222-3763

Studio Vestige  
 studiovestige.com  
 4314 Norwood Boulevard  
 Birmingham, AL 35234  
 205-222-3763

License Stamp

Description	Issuance	Date
XX SET	XXXXXXXXXX	

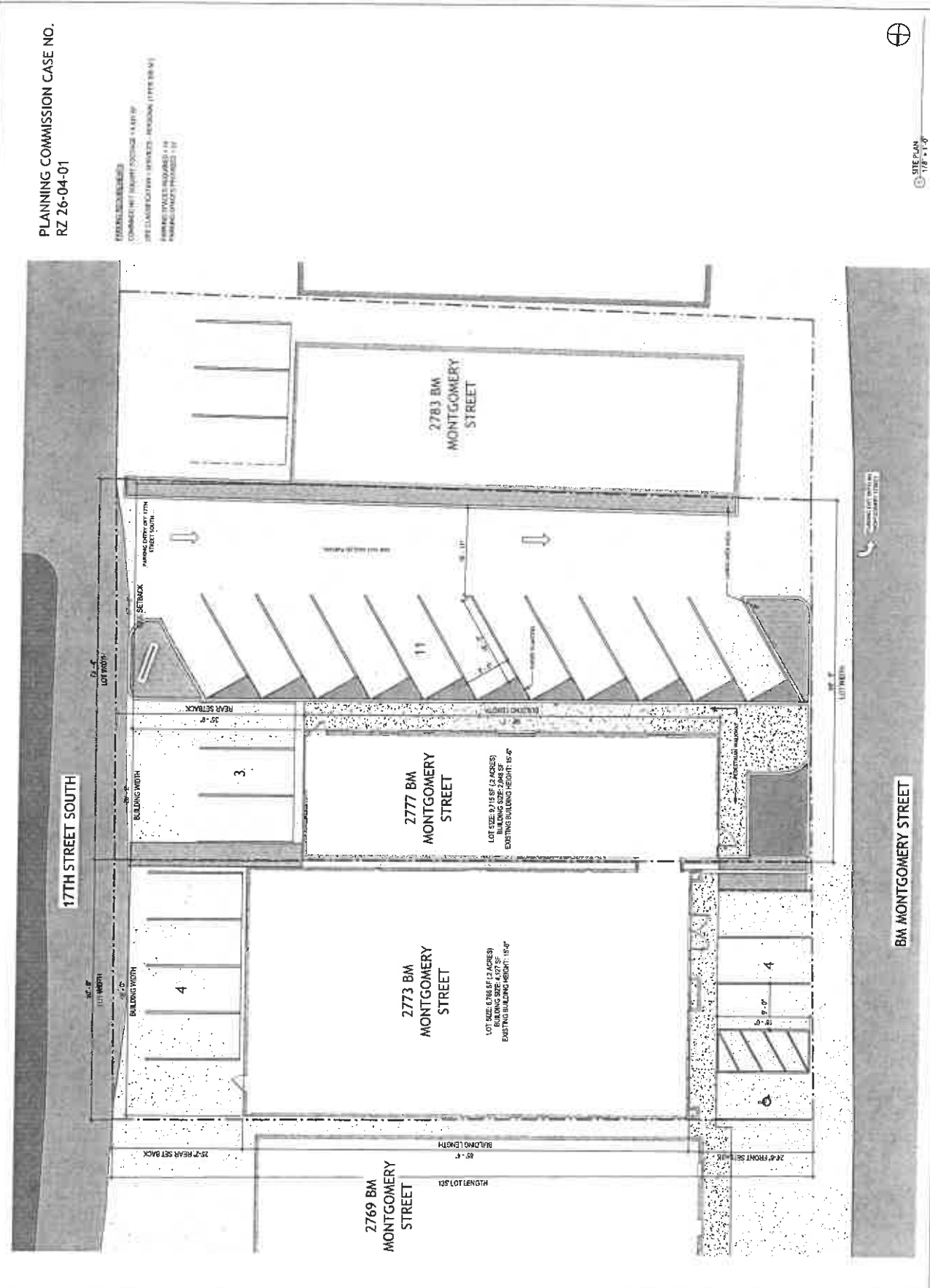
Rev.	Description	Date

Set Title  
**REZONING APPLICATION**

Drawing Title  
**2773 + 2777 SITE PLAN**

Sheet No.  
**A100**

Date: 01-20-2026  
 Project No.: 26002



SCALE: 1/8" = 1'-0"

## NOTICE OF PUBLIC HEARING

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A written protest signed by owners of property may be filed with the City Clerk's Office with respect to such proposed zoning change on or before three (3) days prior to the public hearing.

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Homewood, Alabama 35209

2777 BM Montgomery Street  
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Zoning Change: C-2 (Neighborhood Shopping District) Zoning District to C-4 (Central Business District) Zoning District with additional conditions proffered by the property owner.

Witness my hand this 27 day of April, 2026.

  
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City Clerk, City of Homewood

**This notice posted: April 28, 2026**

**At the following locations: Mayor's Office (City Hall), Homewood Public Library, Homewood Senior Center (Oak Grove Road) and Lee Community Center (Rosedale)**

**And at [www.cityofhomewood.com](http://www.cityofhomewood.com)**

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**WHEREAS**, the City Council of the City of Homewood has found it necessary and desirable that the zoning on the hereinafter described parcel of property be considered and has set a public hearing on said Ordinance on **June 8, 2026**, and has directed the City Clerk to give notice thereof, as provided by law.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HOMEWOOD, ALABAMA**, that Ordinance No. 2933 of said City, as heretofore adopted, as amended, and the Zoning Map of said City, be and the same hereby are amended as follows:

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**(See Exhibit A - Legal Descriptions)**

be and the same hereby is taken out of the City of Homewood's C-2 (Neighborhood Shopping District) Zoning District and rezoned to the City of Homewood's C-4 (Central Business District) Zoning District, pursuant to the Development Plan attached as Exhibit B, and subject to the following conditions:

- (1) A proffer by the owner to exclude the following potential uses:
  - (a) Package liquor store;
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  - (c) Gas station;

- (d) Auto parts store; and
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**Section 3.** That on **June 8, 2026, at 6:00 o'clock p.m.**, in the City Hall of the City of Homewood, Alabama, be, and the same hereby is, fixed as the time when, and the place where, the City Council will hold a public hearing on said proposed amendment of said Ordinance, at which time, all interested parties may appear and be heard.

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\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

**This notice posted: \_\_\_\_\_, 2026**

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**And at [www.cityofhomewood.com](http://www.cityofhomewood.com)**

STATE OF ALABAMA     )  
JEFFERSON COUNTY    )

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\_\_\_\_\_  
City Clerk, City of Homewood

# EXHIBIT A

## **LEGAL DESCRIPTION**

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# **EXHIBIT B**



**AGENDA**

**ITEM**

**08.05.26**

**NOTICE OF PUBLIC HEARING FOR THE VACATION OF A  
PORTION OF AN UNNAMED AND UNOPENED ALLEY  
RIGHT-OF-WAY IN THE CITY OF HOMEWOOD,  
ALABAMA**

Notice is hereby given that David B. Page and Dana C. Page, husband and wife; Carolyn G. Dunkle, as Trustee under the Carolyn G. Dunkle Management Trust; Justin Bruce Yelverton and Mary Hendon Debray, husband and wife; and Kyle Bradberry and Elaine Bradberry, husband and wife (hereinafter "Petitioners"), as the owners of lands abutting a portion of the unnamed and unopened alley right-of-way described hereinbelow in the City of Homewood, Alabama, have petitioned the City Council of the City of Homewood to vacate and divest out of the public and into Petitioners a portion of the unnamed and unopened alley right-of-way described herein, pursuant to the provisions of Ala. Code § 23-4-20 (1975). The portion of the alley right-of-way to be vacated is more particularly described as follows:

Commencing at the SW corner of Lot 4, Block 1, Croydon Manor, as recorded in Map Book 17, Page 100 in the Probate Office of Jefferson County, Alabama; thence go East along the South line of Lot 4 for 131.35' to the SW corner of Lot 6, Block 1, being the point of curvature of a curve to the right, having a radius of 234.48' a central angle of 04°04'21", and a chord of 16.66'; thence right to chord 114°57'67" and go southwesterly 16.67'; thence right 65°05'20" from chord and go West 124.32'; thence right 90°00'00" E and go North 15.00' to the POINT OF BEGINNING; said described tract containing 1,926 square feet, more or less.


See also Exhibit A, Property Survey.

Petitioners' Petition and Declaration of Vacation will be considered by the Homewood City Council at its regularly scheduled meeting on **June 22, 2026, at 6:00 p.m.**, in the City Council Chambers, on the Second Floor of City Hall, 2850 19<sup>th</sup> Street South, Homewood, Alabama 35209. A Resolution Consenting to the Vacation of a Portion of an Unnamed and Unopened Alley Right-of-Way in the City of Homewood, Alabama, as described herein, which may be considered at the conclusion of the Public Hearing, is available for viewing at the City Clerk's office of the City of Homewood.

Any citizen to be affected by the requested vacation may submit a written objection to the City Council or may request an opportunity to be heard at the Public

Hearing, at which time and place all persons who desire shall have an opportunity of being heard in opposition to, or in favor of, the proposed vacation and the adoption of a Resolution consenting to the vacation.

Witness my hand this the 11 day of May, 2026.

  
\_\_\_\_\_  
City Clerk, City of Homewood

**This notice posted: May 12, 2026**

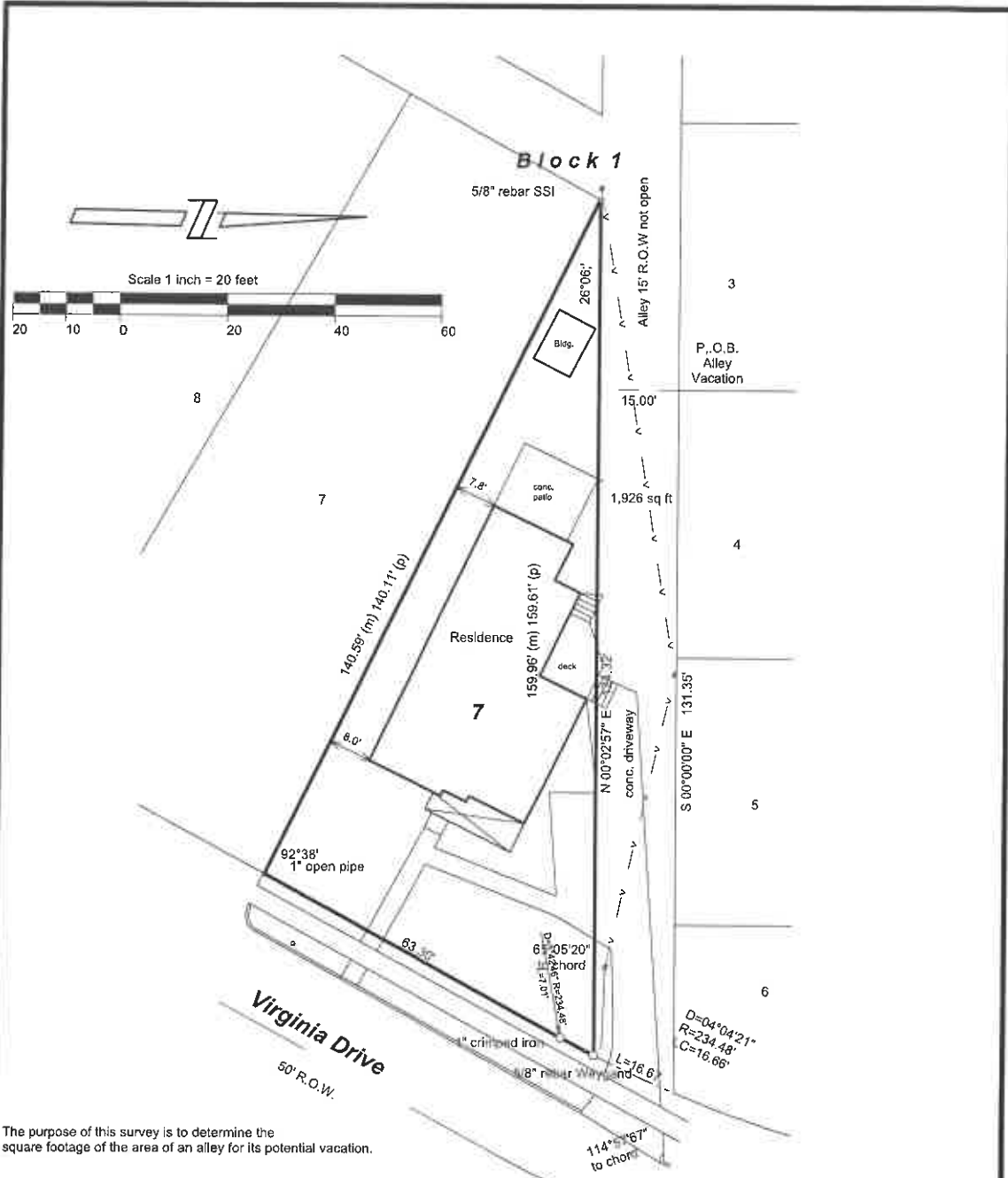
**At the following locations: Mayor's Office (City Hall), Homewood Public Library, Homewood Senior Center (Oak Grove Road) and Lee Community Center (Rosedale)**

**And at the Jefferson County Courthouse**

**And at [www.cityofhomewood.com](http://www.cityofhomewood.com)**

**Published in the Alabama Messenger on May 20, May 27,  
June 3, and June 10, 2026**

# EXHIBIT A



The purpose of this survey is to determine the square footage of the area of an alley for its potential vacation.

STATE OF ALABAMA  
JEFFERSON COUNTY

I, Steven H. Gilbert, a Professional Land Surveyor in the State of Alabama, hereby certify to the parties listed below that the following is a true and correct copy of a map or plat of a survey made by me of the following described property:

Lot 7, Block 1, Croydon Manor, as recorded in Map Book 17, Page 100, in the Probate Office of Jefferson County, Alabama.

I further certify that the building(s) now erected on said property are within the boundaries of same except as may be shown; that there are no encroachments from adjacent property except as shown; that there are no Rights-of-way, Easements, or joint driveways over or across said land visible on the surface, except as shown; that there are no utility poles, guy wires, lines, structures, or supports therefor (excepting those that serve the premises only), except as shown; that I have consulted the Federal Insurance Administration Flood Hazard Boundary maps and found this property IS NOT located in a Flood Hazard Area (as determined by graphic plotting); and that all parts of this survey and drawing have been completed in accordance with the current requirements of the Standards of Practice for Surveying in the State of Alabama to the best of my knowledge, information, and belief.

FIRM Map No. 01073 C 0556 J, effective on September 24, 2021

This survey was performed with conventional equipment and techniques. Horizontal and vertical control was established by GPS observations using NAVD 1988 vertical and NAD 83 horizontal datum. Bearings are based on Alabama State Plane Coordinates, West Zone. Corrections were obtained from the ALDOT CORS network.

This survey is invalid unless sealed in red ink.

## Legend

	iron boundary mark		utility pole
	open pipe end		fire hyd.
	power box		tree
	capped pipe end		TV/tel. box
	water valve		offset cross
	u anchor		commencing point
	5/8 rebar set 17507		gas valve
	Crown Manhole		Sanitary manhole
	Tel. Manhole		Sign
	M measured dim		platted dim.
	waler meter		gas meter
	power meter		Sign
	chain link fence		
	gas gas line		
	W w/ret line		
	overhead utility line		
	wire fence		
	wood fence		
	center line		

Project No. 20251009  
David Page  
As built Survey  
200 Virginia Drive  
Homewood, Alabama  
October 18, 2025



Scale 1" = 20 feet  
SOUTHEASTERN SURVEYORS, INC.  
Steven H. Gilbert, P.L.S.  
Alabama Reg. Land Surveyor No. 17507  
5160 Scenic View Drive  
Birmingham, Alabama 35210  
(205) 613-0375

**AGENDA**

**ITEM**

**17.05.26**

**NOTICE OF PUBLIC HEARING FOR THE VACATION OF A  
PORTION OF AN UNNAMED AND UNOPENED ALLEY  
RIGHT-OF-WAY IN THE CITY OF HOMEWOOD,  
ALABAMA**

Notice is hereby given that David E. Platt, III and Julie R. Damron (hereinafter "Petitioners"), as the owner of lands abutting a portion of the unnamed and unopened alley right-of-way described hereinbelow in the City of Homewood, Alabama, has petitioned the City Council of the City of Homewood to vacate and divest out of the public and into Petitioners a portion of the unnamed and unopened alley right-of-way described herein, pursuant to the provisions of Ala. Code § 23-4-20 (1975). The portion of the alley right-of-way to be vacated is more particularly described as follows:

SEE ATTACHED EXHIBIT A

Petitioners' Petition and Declaration of Vacation will be considered by the Homewood City Council at its regularly scheduled meeting on **June 22, 2026, at 6:00 p.m.**, in the City Council Chambers, on the Second Floor of City Hall, 2850 19<sup>th</sup> Street South, Homewood, Alabama 35209. A Resolution Consenting to the Vacation of a Portion of an Unnamed and Unopened Alley Right of Way in the City of Homewood, Alabama, as described herein, which may be considered at the conclusion of the Public Hearing, is available for viewing at the City Clerk's office of the City of Homewood.

Any citizen to be affected by the requested vacation may submit a written objection to the City Council or may request an opportunity to be heard at the Public Hearing, at which time and place all persons who desire shall have an opportunity of being heard in opposition to, or in favor of, the proposed vacation and the adoption of a Resolution consenting to the vacation.

Witness my hand this the 19th day of May, 2026.

  
\_\_\_\_\_  
City Clerk, City of Homewood

**This notice posted:** May 19, 2026

**At the following locations: Mayor's Office (City Hall), Homewood Public Library, Homewood Senior Center (Oak Grove Road) and Lee Community Center (Rosedale)**

**And at the Jefferson County Courthouse**

**And at [www.cityofhomewood.com](http://www.cityofhomewood.com)**

**Published in the Alabama Messenger on May 20, May 27,  
June 3, and June 10, 2026**

**AGENDA**

**ITEM**

**06.05.26**

## RESOLUTION NO. 25-\_\_\_\_\_

**WHEREAS**, the City Council adopts an annual budget establishing appropriations by Department and Fund; and

**WHEREAS**, the City Council recognizes the need for administrative flexibility to address operational needs that arise during the fiscal year; and

**WHEREAS**, addressing operational needs that arise during the fiscal year can require periodic budget amendments;

**WHEREAS**, the City Council has considered the budget amendment process and has determined that it would be in the public interest and serve a public purpose to delegate limited authority to the City Manager to facilitate efficient budget administration while maintaining appropriate fiscal oversight;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Homewood, Alabama, at a regular meeting, duly assembled, a quorum being present, as follows:

1. The City Manager is hereby authorized to permit Department Directors, within their respective departmental appropriations, to transfer budgeted amounts internally within their Department's General Fund Budget provided that no single transfer shall exceed Ten Thousand Dollars (\$10,000.00) and such transfers shall not result in an increase to the total departmental budget.

2. The City Manager is hereby authorized to approve the transfer of budgeted funds between Departments within the same Fund, provided that no single transfer shall exceed Fifty Thousand Dollars (\$50,000.00) and such transfers shall not increase the total appropriations of the Fund.

3. The City Manager is hereby authorized to approve the transfer of budgeted funds within respective departmental appropriations of the same Fund provided that no single transfer shall exceed Fifty Thousand Dollars (\$50,000.00) and such transfers shall not increase the total appropriations of the Fund.

4. The authority granted herein shall not include transfers to or from Fund Balance. Any budget amendment involving a transfer to or from Fund Balance shall require the approval of the City Council.

5. All transfers authorized under this Resolution shall comply with applicable state law and established financial policies of the City.

6. The City Manager shall provide reports to the City Council on a quarterly basis summarizing all transfers made pursuant to this Resolution.

7. If any section, subsection, sentence, clause, or phrase of this Resolution is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of this Resolution.

8. That this Resolution shall become effective immediately upon its adoption by the City Council.

**ADOPTED and APPROVED** by the City Council of the City of Homewood, Alabama this the \_\_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

**AGENDA**

**ITEM**

**07.05.26**

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE LEVYING AN ADDITIONAL TWENTY DOLLARS (\$20.00) ON EACH RESIDENTIAL BUILDING PERMIT ISSUED FOR THE CONSTRUCTION OF A NEW DETACHED SINGLE-FAMILY DWELLING IN THE CITY OF HOMEWOOD TO FUND THE ALABAMA CONSTRUCTION TRADE ACADEMY FUND**

**WHEREAS**, the Alabama Legislature adopted Act 2025-398 authorizing counties and municipalities that operate residential permitting and inspection programs to add up to twenty dollars (\$20.00) to certain residential permits for deposit into the Alabama Construction Trade Academy Fund; and

**WHEREAS**, the City Council of the City of Homewood, Alabama, finds that workforce shortages in the residential construction trades affect the availability and cost of housing and desires to participate in the funding mechanism authorized by law; and

**WHEREAS**, the City Council further finds that levying an additional amount to certain residential permits for deposit into the Alabama Construction Trade Academy Fund would be in the public interest and serve a public purpose;

**WHEREAS**, the City Council further finds that any such levy should include reasonable reporting, accountability, and termination provisions;

**NOW, THEREFORE, BE IT ORDAINED** by the City Council of the City of Homewood, Alabama, as follows:

Section 1. That pursuant to Ala. Act No. 2025-398, there is hereby imposed an additional fee of twenty dollars (\$20.00), in addition to any other amount authorized by law, for each residential building permit issued for the construction of a new detached single-family dwelling within the permitting jurisdiction of the City of Homewood, Alabama. Said fee shall be paid prior to issuance of the permit.

Section 2. That for purposes of this Ordinance, the fee shall only apply to the principal building permit issued for the construction of a new detached single-family dwelling. The fee shall not apply to trade permits, combination permits, permits for additions, alterations, repairs, accessory structures, or permits for multifamily construction unless otherwise authorized by the City Council.

Section 3. That all fees collected by the City pursuant to this Ordinance shall be remitted to the Alabama Construction Trade Academy Fund, subject to the requirements and conditions stated in this Ordinance and as otherwise required by applicable law.

Section 4. That as a condition of continued remittance under this Ordinance, the Fund Administrator for the Alabama Construction Trade Academy Fund, or any successor entity receiving or administering funds generated under this Ordinance, shall provide to the City Council, no later than June 1 of each year, the following: (a) an annual program report describing the use

of funds remitted pursuant to this Ordinance; and (b) an audited financial statement prepared by an independent certified public accountant. The annual program report shall include, at a minimum: (a) the percentage of students who complete the applicable program and transition into full-time employment or advanced certification; and (b) data tracking the number of program graduates who remain employed in a construction-related trade at the six-month and twelve-month marks following graduation. The City may request additional reasonable information concerning program performance, geographic reach, and the use of funds attributable to permit fees collected by the City.

Section 5. That the collection of the fee authorized by this Ordinance shall cease automatically, without further action of the City Council, within thirty (30) days if the Fund Administrator for the Alabama Construction Trade Academy Fund, any successor entity receiving or administering funds generated under this Ordinance, the Alabama Construction Trade Academy, or any related statewide academy network through which the program operates ceases to operate or ceases to accept funding under the authority of Ala. Act No. 2025-398.

Section 6. That City reserves the right to discontinue the levy or the remittance of the fee authorized by this Ordinance upon ninety (90) days' written notice, following a majority vote of the City Council.

Section 7. That the City Manager may designate appropriate City staff to authorize and implement administrative procedures necessary to collect, account for, and remit the fee established by this Ordinance.

Section 8. That this Ordinance shall become effective as of that date upon its adoption by the City Council, or as otherwise becoming law.

Section 9. That if any part, provision, or section of this Ordinance is declared to be unconstitutional or invalid by any court of competent jurisdiction, all other parts, provisions or sections of this Ordinance not thereby affected shall remain in full force and effect.

APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

**This notice posted: \_\_\_\_\_, 2026**

**At the following locations: Mayor's Office (City Hall), Homewood Public Library, Homewood Senior Center (Oak Grove Road) and Lee Community Center (Rosedale)**

**And at [www.cityofhomewood.com](http://www.cityofhomewood.com)**

STATE OF ALABAMA     )  
JEFFERSON COUNTY    )

I, the undersigned City Clerk of the City of Homewood, do hereby certify that the foregoing Ordinance No. \_\_\_\_\_ is a true and correct copy of an ordinance passed by the City Council of said City at a regular meeting held on \_\_\_\_\_, 2026, a quorum being present, and as same appears of record in Minute Book No. \_\_\_\_\_.

\_\_\_\_\_  
City Clerk, City of Homewood

**AGENDA**

**ITEM**

**13.05.26**

 **AIA<sup>®</sup> Document B101<sup>®</sup> – 2017****Standard Form of Agreement Between Owner and Architect**

**AGREEMENT** made as of the Eighth day of June in the year Two Thousand Twenty-Six

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

**BETWEEN** the Architect's client identified as the Owner:

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

City of Homewood  
2850 19th Street South  
Homewood, AL 35209

and the Architect:

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

Poole & Company Architects, PC  
1827 1st Ave N., Suite 100  
Birmingham, AL 35203  
205-326-2206

for the following Project:

*(Name, location and detailed description)*

Homewood Public Works  
187 Citation Court  
Homewood, Alabama 35209

Project includes two new 7,824 square foot three-sided pre-engineered metal building structures to house existing municipal vehicles, one new 1,550 square foot three-sided pre-engineered metal building structure to house construction materials, a new 800 square foot semi-conditioned storage building to house tools and formwork, renovation of existing 800 square foot storage building, and all associated sitework and utilities

The Owner and Architect agree as follows.

**ADDITIONS AND DELETIONS:**

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

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

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### ARTICLE 1 INITIAL INFORMATION

§ 1.1 This Agreement is based on the Initial Information set forth in this Section 1.1.

*(For each item in this section, insert the information or a statement such as "not applicable" or "unknown at time of execution.")*

§ 1.1.1 The Owner's program for the Project:

*(Insert the Owner's program, identify documentation that establishes the Owner's program, or state the manner in which the program will be developed.)*

Program is based on Schematic Design Drawings and Construction Estimate developed under previous agreement, and attached to this document

§ 1.1.2 The Project's physical characteristics:

*(Identify or describe pertinent information about the Project's physical characteristics, such as size; location; dimensions; geotechnical reports; site boundaries; topographic surveys; traffic and utility studies; availability of public and private utilities and services; legal description of the site, etc.)*

Project site is 155,000 square foot of existing developed property zoned I-2 in M-1 district. East portion of site contains multiple structures occupied by owner, including storage building to be renovated. New pre-engineered metal building structures to be located on northwest portion of site, which has been cleared of all existing above ground structures. Site is fully served by existing utilities

§ 1.1.3 The Owner's budget for the Cost of the Work, as defined in Section 6.1:

*(Provide total and, if known, a line item breakdown.)*

One Million Seven-Hundred Thousand Dollars and Zero Cents

§ 1.1.4 The Owner's anticipated design and construction milestone dates:

.1 Design phase milestone dates, if any:

to be determined

**.2 Construction commencement date:**

to be determined

**.3 Substantial Completion date or dates:**

to be determined

**.4 Other milestone dates:**

to be determined

**§ 1.1.5** The Owner intends the following procurement and delivery method for the Project:  
*(Identify method such as competitive bid or negotiated contract, as well as any requirements for accelerated or fast-track design and construction, multiple bid packages, or phased construction.)*

**Competitive Bids**

**§ 1.1.6** The Owner's anticipated Sustainable Objective for the Project:  
*(Identify and describe the Owner's Sustainable Objective for the Project, if any.)*

n/a

**§ 1.1.6.1** If the Owner identifies a Sustainable Objective, the Owner and Architect shall complete and incorporate AIA Document E204™–2017, Sustainable Projects Exhibit, into this Agreement to define the terms, conditions and services related to the Owner's Sustainable Objective. If E204–2017 is incorporated into this agreement, the Owner and Architect shall incorporate the completed E204–2017 into the agreements with the consultants and contractors performing services or Work in any way associated with the Sustainable Objective.

**§ 1.1.7** The Owner identifies the following representative in accordance with Section 5.3:  
*(List name, address, and other contact information.)*

Amy Zari  
2850 19th Street South  
Homewood, AL 35209  
205.332.6828

amy.zari@homewoodal.org

**§ 1.1.8** The persons or entities, in addition to the Owner's representative, who are required to review the Architect's submittals to the Owner are as follows:  
*(List name, address, and other contact information.)*

n/a

**§ 1.1.9** The Owner shall retain the following consultants and contractors:  
*(List name, legal status, address, and other contact information.)*

**.1 Geotechnical Engineer:**

n/a

**.2 Civil Engineer:**

n/a

**.3 Other, if any:**

*(List any other consultants and contractors retained by the Owner.)*

n/a

**§ 1.1.10** The Architect identifies the following representative in accordance with Section 2.3:  
*(List name, address, and other contact information.)*

Kyle D'Agostino  
1827 1st Ave N., Suite 100  
Birmingham, AL 35203  
2053262206

[kdagostino@pooleandcompany.com](mailto:kdagostino@pooleandcompany.com)

**§ 1.1.11** The Architect shall retain the consultants identified in Sections 1.1.11.1 and 1.1.11.2:  
*(List name, legal status, address, and other contact information.)*

**§ 1.1.11.1** Consultants retained under Basic Services:

**.1 Structural Engineer:**

MBA Engineers, Inc  
Andrew Marlin  
300 20th Street North  
Birmingham, AL 35203  
205-323-6385

**.2 Mechanical Engineer:**

BBG&S Engineering Consultants, Inc.  
Chris Golden  
2870 Old Rocky Ridge Rd, Suite 115  
Birmingham, AL 35243  
205-969-4550

**.3 Electrical Engineer:**

Garner & Associates Engineering  
Morgan Garner  
901 South Perry Street  
Montgomery, AL 36104  
334.647.1596

**§ 1.1.11.2** Consultants retained under Supplemental Services:

Civil Engineer  
Kadre Engineering

Curtis Eatman  
2447 Alton Road, Suite 101  
Birmingham, AL 35210  
205-795-3434

Geotechnical Engineer  
MBA Engineers Geotechnical Department  
Drew Thornbur  
2717 Sixth Avenue South, Suite 100  
Birmingham, AL 35203

**§ 1.1.12 Other Initial Information on which the Agreement is based:**

n/a

**§ 1.2** The Owner and Architect may rely on the Initial Information. Both parties, however, recognize that the Initial Information may materially change and, in that event, the Owner and the Architect shall appropriately adjust the Architect's services, schedule for the Architect's services, and the Architect's compensation. The Owner shall adjust the Owner's budget for the Cost of the Work and the Owner's anticipated design and construction milestones, as necessary, to accommodate material changes in the Initial Information.

**§ 1.3** The parties shall agree upon written protocols governing the transmission and use of, and reliance on, Instruments of Service or any other information or documentation in digital form.

**§ 1.3.1** Any use of, or reliance on, all or a portion of a building information model without agreement to written protocols governing the use of, and reliance on, the information contained in the model shall be at the using or relying party's sole risk and without liability to the other party and its contractors or consultants, the authors of, or contributors to, the building information model, and each of their agents and employees.

**ARTICLE 2 ARCHITECT'S RESPONSIBILITIES**

**§ 2.1** The Architect shall provide professional services as set forth in this Agreement. The Architect represents that it is properly licensed in the jurisdiction where the Project is located to provide the services required by this Agreement, or shall cause such services to be performed by appropriately licensed design professionals.

**§ 2.2** The Architect shall perform its services consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances. The Architect shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.

**§ 2.3** The Architect shall identify a representative authorized to act on behalf of the Architect with respect to the Project.

**§ 2.4** Except with the Owner's knowledge and consent, the Architect shall not engage in any activity, or accept any employment, interest or contribution that would reasonably appear to compromise the Architect's professional judgment with respect to this Project.

**§ 2.5** The Architect shall maintain the following insurance until termination of this Agreement. If any of the requirements set forth below are in addition to the types and limits the Architect normally maintains, the Owner shall pay the Architect as set forth in Section 11.9.

**§ 2.5.1** Commercial General Liability with policy limits of not less than One Million Dollars and Zero Cents (\$ 1,000,000.00 ) for each occurrence and Two Million Dollars and Zero Cents (\$ 2,000,000.00 ) in the aggregate for bodily injury and property damage.

**§ 2.5.2** Automobile Liability covering vehicles owned, and non-owned vehicles used, by the Architect with policy limits of not less than One Million Dollars and Zero Cents (\$ 1,000,000.00 ) per accident for bodily injury, death of any person, and property damage arising out of the ownership, maintenance and use of those motor vehicles, along with any other statutorily required automobile coverage.

§ 2.5.3 The Architect may achieve the required limits and coverage for Commercial General Liability and Automobile Liability through a combination of primary and excess or umbrella liability insurance, provided such primary and excess or umbrella liability insurance policies result in the same or greater coverage as the coverages required under Sections 2.5.1 and 2.5.2, and in no event shall any excess or umbrella liability insurance provide narrower coverage than the primary policy. The excess policy shall not require the exhaustion of the underlying limits only through the actual payment by the underlying insurers.

§ 2.5.4 Workers' Compensation at statutory limits.

§ 2.5.5 Employers' Liability with policy limits not less than One Million Dollars and Zero Cents (\$ 1,000,000.00 ) each accident, One Million Dollars and Zero Cents (\$ 1,000,000.00 ) each employee, and One Million Dollars and Zero Cents (\$ 1,000,000.00 ) policy limit.

§ 2.5.6 Professional Liability covering negligent acts, errors and omissions in the performance of professional services with policy limits of not less than Three Million Dollars and Zero Cents (\$ 3,000,000.00 ) per claim and Three Million Dollars and Zero Cents (\$ 3,000,000.00 ) in the aggregate.

§ 2.5.7 **Additional Insured Obligations.** To the fullest extent permitted by law, the Architect shall cause the primary and excess or umbrella policies for Commercial General Liability and Automobile Liability to include the Owner as an additional insured for claims caused in whole or in part by the Architect's negligent acts or omissions. The additional insured coverage shall be primary and non-contributory to any of the Owner's insurance policies and shall apply to both ongoing and completed operations.

§ 2.5.8 The Architect shall provide certificates of insurance to the Owner that evidence compliance with the requirements in this Section 2.5.

### ARTICLE 3 SCOPE OF ARCHITECT'S BASIC SERVICES

§ 3.1 The Architect's Basic Services consist of those described in this Article 3 and include usual and customary structural, mechanical, and electrical engineering services. Services not set forth in this Article 3 are Supplemental or Additional Services.

§ 3.1.1 The Architect shall manage the Architect's services, research applicable design criteria, attend Project meetings, communicate with members of the Project team, and report progress to the Owner.

§ 3.1.2 The Architect shall coordinate its services with those services provided by the Owner and the Owner's consultants. The Architect shall be entitled to rely on, and shall not be responsible for, the accuracy, completeness, and timeliness of, services and information furnished by the Owner and the Owner's consultants. The Architect shall provide prompt written notice to the Owner if the Architect becomes aware of any error, omission, or inconsistency in such services or information.

§ 3.1.3 As soon as practicable after the date of this Agreement, the Architect shall submit for the Owner's approval a schedule for the performance of the Architect's services. The schedule initially shall include anticipated dates for the commencement of construction and for Substantial Completion of the Work as set forth in the Initial Information. The schedule shall include allowances for periods of time required for the Owner's review, for the performance of the Owner's consultants, and for approval of submissions by authorities having jurisdiction over the Project. Once approved by the Owner, time limits established by the schedule shall not, except for reasonable cause, be exceeded by the Architect or Owner. With the Owner's approval, the Architect shall adjust the schedule, if necessary, as the Project proceeds until the commencement of construction.

§ 3.1.4 The Architect shall not be responsible for an Owner's directive or substitution, or for the Owner's acceptance of non-conforming Work, made or given without the Architect's written approval.

§ 3.1.5 The Architect shall contact governmental authorities required to approve the Construction Documents and entities providing utility services to the Project. The Architect shall respond to applicable design requirements imposed by those authorities and entities.

§ 3.1.6 The Architect shall assist the Owner in connection with the Owner's responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project.

### **§ 3.2 Schematic Design Phase Services**

§ 3.2.1 The Architect shall review the program and other information furnished by the Owner, and shall review laws, codes, and regulations applicable to the Architect's services.

§ 3.2.2 The Architect shall prepare a preliminary evaluation of the Owner's program, schedule, budget for the Cost of the Work, Project site, the proposed procurement and delivery method, and other Initial Information, each in terms of the other, to ascertain the requirements of the Project. The Architect shall notify the Owner of (1) any inconsistencies discovered in the information, and (2) other information or consulting services that may be reasonably needed for the Project.

§ 3.2.3 The Architect shall present its preliminary evaluation to the Owner and shall discuss with the Owner alternative approaches to design and construction of the Project. The Architect shall reach an understanding with the Owner regarding the requirements of the Project.

§ 3.2.4 Based on the Project requirements agreed upon with the Owner, the Architect shall prepare and present, for the Owner's approval, a preliminary design illustrating the scale and relationship of the Project components.

§ 3.2.5 Based on the Owner's approval of the preliminary design, the Architect shall prepare Schematic Design Documents for the Owner's approval. The Schematic Design Documents shall consist of drawings and other documents including a site plan, if appropriate, and preliminary building plans, sections and elevations; and may include some combination of study models, perspective sketches, or digital representations. Preliminary selections of major building systems and construction materials shall be noted on the drawings or described in writing.

§ 3.2.5.1 The Architect shall consider sustainable design alternatives, such as material choices and building orientation, together with other considerations based on program and aesthetics, in developing a design that is consistent with the Owner's program, schedule and budget for the Cost of the Work. The Owner may obtain more advanced sustainable design services as a Supplemental Service under Section 4.1.1.

§ 3.2.5.2 The Architect shall consider the value of alternative materials, building systems and equipment, together with other considerations based on program and aesthetics, in developing a design for the Project that is consistent with the Owner's program, schedule, and budget for the Cost of the Work.

§ 3.2.6 The Architect shall submit to the Owner an estimate of the Cost of the Work prepared in accordance with Section 6.3.

§ 3.2.7 The Architect shall submit the Schematic Design Documents to the Owner, and request the Owner's approval.

### **§ 3.3 Design Development Phase Services**

§ 3.3.1 Based on the Owner's approval of the Schematic Design Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Design Development Documents for the Owner's approval. The Design Development Documents shall illustrate and describe the development of the approved Schematic Design Documents and shall consist of drawings and other documents including plans, sections, elevations, typical construction details, and diagrammatic layouts of building systems to fix and describe the size and character of the Project as to architectural, structural, mechanical and electrical systems, and other appropriate elements. The Design Development Documents shall also include outline specifications that identify major materials and systems and establish, in general, their quality levels.

§ 3.3.2 The Architect shall update the estimate of the Cost of the Work prepared in accordance with Section 6.3.

§ 3.3.3 The Architect shall submit the Design Development Documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of the Work, and request the Owner's approval.

### **§ 3.4 Construction Documents Phase Services**

§ 3.4.1 Based on the Owner's approval of the Design Development Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Construction Documents for the Owner's approval. The Construction Documents shall illustrate and describe the further development of the approved Design Development Documents and shall consist of Drawings and

Specifications setting forth in detail the quality levels and performance criteria of materials and systems and other requirements for the construction of the Work. The Owner and Architect acknowledge that, in order to perform the Work, the Contractor will provide additional information, including Shop Drawings, Product Data, Samples and other similar submittals, which the Architect shall review in accordance with Section 3.6.4.

§ 3.4.2 The Architect shall incorporate the design requirements of governmental authorities having jurisdiction over the Project into the Construction Documents.

§ 3.4.3 During the development of the Construction Documents, the Architect shall assist the Owner in the development and preparation of (1) procurement information that describes the time, place, and conditions of bidding, including bidding or proposal forms; (2) the form of agreement between the Owner and Contractor; and (3) the Conditions of the Contract for Construction (General, Supplementary and other Conditions). The Architect shall also compile a project manual that includes the Conditions of the Contract for Construction and Specifications, and may include bidding requirements and sample forms.

§ 3.4.4 The Architect shall update the estimate for the Cost of the Work prepared in accordance with Section 6.3.

§ 3.4.5 The Architect shall submit the Construction Documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of the Work, take any action required under Section 6.5, and request the Owner's approval.

### § 3.5 Procurement Phase Services

#### § 3.5.1 General

The Architect shall assist the Owner in establishing a list of prospective contractors. Following the Owner's approval of the Construction Documents, the Architect shall assist the Owner in (1) obtaining either competitive bids or negotiated proposals; (2) confirming responsiveness of bids or proposals; (3) determining the successful bid or proposal, if any; and, (4) awarding and preparing contracts for construction.

#### § 3.5.2 Competitive Bidding

§ 3.5.2.1 Bidding Documents shall consist of bidding requirements and proposed Contract Documents.

§ 3.5.2.2 The Architect shall assist the Owner in bidding the Project by:

- .1 facilitating the distribution of Bidding Documents to prospective bidders;
- .2 organizing and conducting a pre-bid conference for prospective bidders;
- .3 preparing responses to questions from prospective bidders and providing clarifications and interpretations of the Bidding Documents to the prospective bidders in the form of addenda; and,
- .4 organizing and conducting the opening of the bids, and subsequently documenting and distributing the bidding results, as directed by the Owner.

§ 3.5.2.3 If the Bidding Documents permit substitutions, upon the Owner's written authorization, the Architect shall, as an Additional Service, consider requests for substitutions and prepare and distribute addenda identifying approved substitutions to all prospective bidders.

#### § 3.5.3 Negotiated Proposals

§ 3.5.3.1 Proposal Documents shall consist of proposal requirements and proposed Contract Documents.

§ 3.5.3.2 The Architect shall assist the Owner in obtaining proposals by:

- .1 facilitating the distribution of Proposal Documents for distribution to prospective contractors and requesting their return upon completion of the negotiation process;
- .2 organizing and participating in selection interviews with prospective contractors;
- .3 preparing responses to questions from prospective contractors and providing clarifications and interpretations of the Proposal Documents to the prospective contractors in the form of addenda; and,
- .4 participating in negotiations with prospective contractors, and subsequently preparing a summary report of the negotiation results, as directed by the Owner.

§ 3.5.3.3 If the Proposal Documents permit substitutions, upon the Owner's written authorization, the Architect shall, as an Additional Service, consider requests for substitutions and prepare and distribute addenda identifying approved substitutions to all prospective contractors.

## **§ 3.6 Construction Phase Services**

### **§ 3.6.1 General**

**§ 3.6.1.1** The Architect shall provide administration of the Contract between the Owner and the Contractor as set forth below and in AIA Document A201™–2017, General Conditions of the Contract for Construction. If the Owner and Contractor modify AIA Document A201–2017, those modifications shall not affect the Architect’s services under this Agreement unless the Owner and the Architect amend this Agreement.

**§ 3.6.1.2** The Architect shall advise and consult with the Owner during the Construction Phase Services. The Architect shall have authority to act on behalf of the Owner only to the extent provided in this Agreement. The Architect shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, nor shall the Architect be responsible for the Contractor’s failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect shall be responsible for the Architect’s negligent acts or omissions, but shall not have control over or charge of, and shall not be responsible for, acts or omissions of the Contractor or of any other persons or entities performing portions of the Work.

**§ 3.6.1.3** Subject to Section 4.2 and except as provided in Section 3.6.6.5, the Architect’s responsibility to provide Construction Phase Services commences with the award of the Contract for Construction and terminates on the date the Architect issues the final Certificate for Payment.

### **§ 3.6.2 Evaluations of the Work**

**§ 3.6.2.1** The Architect shall visit the site at intervals appropriate to the stage of construction, or as otherwise required in Section 4.2.3, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of the site visits, the Architect shall keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and promptly report to the Owner (1) known deviations from the Contract Documents, (2) known deviations from the most recent construction schedule submitted by the Contractor, and (3) defects and deficiencies observed in the Work.

**§ 3.6.2.2** The Architect has the authority to reject Work that does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable, the Architect shall have the authority to require inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not the Work is fabricated, installed or completed. However, neither this authority of the Architect nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Architect to the Contractor, Subcontractors, suppliers, their agents or employees, or other persons or entities performing portions of the Work.

**§ 3.6.2.3** The Architect shall interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of either the Owner or Contractor. The Architect’s response to such requests shall be made in writing within any time limits agreed upon or otherwise with reasonable promptness.

**§ 3.6.2.4** Interpretations and decisions of the Architect shall be consistent with the intent of, and reasonably inferable from, the Contract Documents and shall be in writing or in the form of drawings. When making such interpretations and decisions, the Architect shall endeavor to secure faithful performance by both Owner and Contractor, shall not show partiality to either, and shall not be liable for results of interpretations or decisions rendered in good faith. The Architect’s decisions on matters relating to aesthetic effect shall be final if consistent with the intent expressed in the Contract Documents.

**§ 3.6.2.5** Unless the Owner and Contractor designate another person to serve as an Initial Decision Maker, as that term is defined in AIA Document A201–2017, the Architect shall render initial decisions on Claims between the Owner and Contractor as provided in the Contract Documents.

### **§ 3.6.3 Certificates for Payment to Contractor**

**§ 3.6.3.1** The Architect shall review and certify the amounts due the Contractor and shall issue certificates in such amounts. The Architect’s certification for payment shall constitute a representation to the Owner, based on the Architect’s evaluation of the Work as provided in Section 3.6.2 and on the data comprising the Contractor’s

Application for Payment, that, to the best of the Architect's knowledge, information and belief, the Work has progressed to the point indicated, the quality of the Work is in accordance with the Contract Documents, and that the Contractor is entitled to payment in the amount certified. The foregoing representations are subject to (1) an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, (2) results of subsequent tests and inspections, (3) correction of minor deviations from the Contract Documents prior to completion, and (4) specific qualifications expressed by the Architect.

§ 3.6.3.2 The issuance of a Certificate for Payment shall not be a representation that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and suppliers and other data requested by the Owner to substantiate the Contractor's right to payment, or (4) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

§ 3.6.3.3 The Architect shall maintain a record of the Applications and Certificates for Payment.

#### § 3.6.4 Submittals

§ 3.6.4.1 The Architect shall review the Contractor's submittal schedule and shall not unreasonably delay or withhold approval of the schedule. The Architect's action in reviewing submittals shall be taken in accordance with the approved submittal schedule or, in the absence of an approved submittal schedule, with reasonable promptness while allowing sufficient time, in the Architect's professional judgment, to permit adequate review.

§ 3.6.4.2 The Architect shall review and approve, or take other appropriate action upon, the Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the Contractor's responsibility. The Architect's review shall not constitute approval of safety precautions or construction means, methods, techniques, sequences or procedures. The Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

§ 3.6.4.3 If the Contract Documents specifically require the Contractor to provide professional design services or certifications by a design professional related to systems, materials, or equipment, the Architect shall specify the appropriate performance and design criteria that such services must satisfy. The Architect shall review and take appropriate action on Shop Drawings and other submittals related to the Work designed or certified by the Contractor's design professional, provided the submittals bear such professional's seal and signature when submitted to the Architect. The Architect's review shall be for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Architect shall be entitled to rely upon, and shall not be responsible for, the adequacy and accuracy of the services, certifications, and approvals performed or provided by such design professionals.

§ 3.6.4.4 Subject to Section 4.2, the Architect shall review and respond to requests for information about the Contract Documents. The Architect shall set forth, in the Contract Documents, the requirements for requests for information. Requests for information shall include, at a minimum, a detailed written statement that indicates the specific Drawings or Specifications in need of clarification and the nature of the clarification requested. The Architect's response to such requests shall be made in writing within any time limits agreed upon, or otherwise with reasonable promptness. If appropriate, the Architect shall prepare and issue supplemental Drawings and Specifications in response to the requests for information.

§ 3.6.4.5 The Architect shall maintain a record of submittals and copies of submittals supplied by the Contractor in accordance with the requirements of the Contract Documents.

#### § 3.6.5 Changes in the Work

§ 3.6.5.1 The Architect may order minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. Subject to Section 4.2, the Architect shall prepare Change Orders and Construction Change Directives for the Owner's approval and execution in accordance with the Contract Documents.

§ 3.6.5.2 The Architect shall maintain records relative to changes in the Work.

**§ 3.6.6 Project Completion**

**§ 3.6.6.1** The Architect shall:

- .1 conduct inspections to determine the date or dates of Substantial Completion and the date of final completion;
- .2 issue Certificates of Substantial Completion;
- .3 forward to the Owner, for the Owner’s review and records, written warranties and related documents required by the Contract Documents and received from the Contractor; and,
- .4 issue a final Certificate for Payment based upon a final inspection indicating that, to the best of the Architect’s knowledge, information, and belief, the Work complies with the requirements of the Contract Documents.

**§ 3.6.6.2** The Architect’s inspections shall be conducted with the Owner to check conformance of the Work with the requirements of the Contract Documents and to verify the accuracy and completeness of the list submitted by the Contractor of Work to be completed or corrected.

**§ 3.6.6.3** When Substantial Completion has been achieved, the Architect shall inform the Owner about the balance of the Contract Sum remaining to be paid the Contractor, including the amount to be retained from the Contract Sum, if any, for final completion or correction of the Work.

**§ 3.6.6.4** The Architect shall forward to the Owner the following information received from the Contractor: (1) consent of surety or sureties, if any, to reduction in or partial release of retainage or the making of final payment; (2) affidavits, receipts, releases and waivers of liens, or bonds indemnifying the Owner against liens; and (3) any other documentation required of the Contractor under the Contract Documents.

**§ 3.6.6.5** Upon request of the Owner, and prior to the expiration of one year from the date of Substantial Completion, the Architect shall, without additional compensation, conduct a meeting with the Owner to review the facility operations and performance.

**ARTICLE 4 SUPPLEMENTAL AND ADDITIONAL SERVICES**

**§ 4.1 Supplemental Services**

**§ 4.1.1** The services listed below are not included in Basic Services but may be required for the Project. The Architect shall provide the listed Supplemental Services only if specifically designated in the table below as the Architect’s responsibility, and the Owner shall compensate the Architect as provided in Section 11.2. Unless otherwise specifically addressed in this Agreement, if neither the Owner nor the Architect is designated, the parties agree that the listed Supplemental Service is not being provided for the Project.

*(Designate the Architect’s Supplemental Services and the Owner’s Supplemental Services required for the Project by indicating whether the Architect or Owner shall be responsible for providing the identified Supplemental Service. Insert a description of the Supplemental Services in Section 4.1.2 below or attach the description of services as an exhibit to this Agreement.)*

<b>Supplemental Services</b>	<b>Responsibility</b> <i>(Architect, Owner, or not provided)</i>
<b>§ 4.1.1.1</b> Programming	not provided
<b>§ 4.1.1.2</b> Multiple preliminary designs	not provided
<b>§ 4.1.1.3</b> Measured drawings	not provided
<b>§ 4.1.1.4</b> Existing facilities surveys	not provided
<b>§ 4.1.1.5</b> Site evaluation and planning	not provided
<b>§ 4.1.1.6</b> Building Information Model management responsibilities	not provided
<b>§ 4.1.1.7</b> Development of Building Information Models for post construction use	not provided
<b>§ 4.1.1.8</b> Civil engineering	Architect
<b>§ 4.1.1.9</b> Landscape design	not provided
<b>§ 4.1.1.10</b> Architectural interior design	not provided
<b>§ 4.1.1.11</b> Value analysis	not provided

§ 4.1.1.12	Detailed cost estimating beyond that required in Section 6.3	not provided
§ 4.1.1.13	On-site project representation	not provided
§ 4.1.1.14	Conformed documents for construction	not provided
§ 4.1.1.15	As-designed record drawings	Architect
§ 4.1.1.16	As-constructed record drawings	Architect
§ 4.1.1.17	Post-occupancy evaluation	not provided
§ 4.1.1.18	Facility support services	not provided
§ 4.1.1.19	Tenant-related services	not provided
§ 4.1.1.20	Architect's coordination of the Owner's consultants	not provided
§ 4.1.1.21	Telecommunications/data design	not provided
§ 4.1.1.22	Security evaluation and planning	not provided
§ 4.1.1.23	Commissioning	not provided
§ 4.1.1.24	Sustainable Project Services pursuant to Section 4.1.3	not provided
§ 4.1.1.25	Fast-track design services	not provided
§ 4.1.1.26	Multiple bid packages	not provided
§ 4.1.1.27	Historic preservation	not provided
§ 4.1.1.28	Furniture, furnishings, and equipment design	not provided
§ 4.1.1.29	Other services provided by specialty Consultants	Architect
§ 4.1.1.30	Other Supplemental Services	not provided

**§ 4.1.2 Description of Supplemental Services**

§ 4.1.2.1 A description of each Supplemental Service identified in Section 4.1.1 as the Architect's responsibility is provided below.

*(Describe in detail the Architect's Supplemental Services identified in Section 4.1.1 or, if set forth in an exhibit, identify the exhibit. The AIA publishes a number of Standard Form of Architect's Services documents that can be included as an exhibit to describe the Architect's Supplemental Services.)*

4.1.1.8 Civil Engineering - Provide full civil engineering services

4.1.1.14 Conformed Documents for Construction - Incorporate into documents all official changes to the Work during procurement phase

4.1.1.15 As-designed Record Drawings - Incorporate into drawings all official changes to the Work during Construction Administration Phase

4.1.1.29 Other services provided by Specialty Consultants - Geotechnical services

§ 4.1.2.2 A description of each Supplemental Service identified in Section 4.1.1 as the Owner's responsibility is provided below.

*(Describe in detail the Owner's Supplemental Services identified in Section 4.1.1 or, if set forth in an exhibit, identify the exhibit.)*

n/a

§ 4.1.3 If the Owner identified a Sustainable Objective in Article 1, the Architect shall provide, as a Supplemental Service, the Sustainability Services required in AIA Document E204™-2017, Sustainable Projects Exhibit, attached to this Agreement. The Owner shall compensate the Architect as provided in Section 11.2.

**§ 4.2 Architect's Additional Services**

The Architect may provide Additional Services after execution of this Agreement without invalidating the Agreement. Except for services required due to the fault of the Architect, any Additional Services provided in accordance with this Section 4.2 shall entitle the Architect to compensation pursuant to Section 11.3 and an appropriate adjustment in the Architect's schedule.

**§ 4.2.1** 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 the 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 other Owner-authorized recipients;
- .6 Preparation of design and documentation for alternate 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.

**§ 4.2.2** 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.

**§ 4.2.3** 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 One ( 1 ) reviews of each Shop Drawing, Product Data item, sample and similar submittals of the Contractor
- .2 Bi-weekly visits to the site by the Architect during construction
- .3 One ( 1 ) 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 One ( 1 ) inspections for any portion of the Work to determine final completion.

**§ 4.2.4** Except for services required under Section 3.6.6.5 and those services that do not exceed the limits set forth in Section 4.2.3, Construction Phase Services provided more than 60 days after (1) the date of Substantial Completion of the Work or (2) the initial date of Substantial Completion identified in the agreement between the Owner and Contractor, whichever is earlier, shall be compensated as Additional Services to the extent the

Architect incurs additional cost in providing those Construction Phase Services.

§ 4.2.5 If the services covered by this Agreement have not been completed within Twelve ( 12 ) months of the date of this Agreement, through no fault of the Architect, extension of the Architect's services beyond that time shall be compensated as Additional Services.

## **ARTICLE 5 OWNER'S RESPONSIBILITIES**

§ 5.1 Unless otherwise provided for under this Agreement, the Owner shall provide information in a timely manner regarding requirements for and limitations on the Project, including a written program, which shall set forth the Owner's objectives; schedule; constraints and criteria, including space requirements and relationships; flexibility; expandability; special equipment; systems; and site requirements.

§ 5.2 The Owner shall establish the Owner's budget for the Project, including (1) the budget for the Cost of the Work as defined in Section 6.1; (2) the Owner's other costs; and, (3) reasonable contingencies related to all of these costs. The Owner shall update the Owner's budget for the Project as necessary throughout the duration of the Project until final completion. If the Owner significantly increases or decreases the Owner's budget for the Cost of the Work, the Owner shall notify the Architect. The Owner and the Architect shall thereafter agree to a corresponding change in the Project's scope and quality.

§ 5.3 The Owner shall identify a representative authorized to act on the Owner's behalf with respect to the Project. The Owner shall render decisions and approve the Architect's submittals in a timely manner in order to avoid unreasonable delay in the orderly and sequential progress of the Architect's services.

§ 5.4 The Owner shall furnish surveys to describe physical characteristics, legal limitations and utility locations for the site of the Project, and a written legal description of the site. The surveys and legal information shall include, as applicable, grades and lines of streets, alleys, pavements and adjoining property and structures; designated wetlands; adjacent drainage; rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries and contours of the site; locations, dimensions, and other necessary data with respect to existing buildings, other improvements and trees; and information concerning available utility services and lines, both public and private, above and below grade, including inverts and depths. All the information on the survey shall be referenced to a Project benchmark.

§ 5.5 The Owner shall furnish services of geotechnical engineers, which may include test borings, test pits, determinations of soil bearing values, percolation tests, evaluations of hazardous materials, seismic evaluation, ground corrosion tests and resistivity tests, including necessary operations for anticipating subsoil conditions, with written reports and appropriate recommendations.

§ 5.6 The Owner shall provide the Supplemental Services designated as the Owner's responsibility in Section 4.1.1.

§ 5.7 If the Owner identified a Sustainable Objective in Article 1, the Owner shall fulfill its responsibilities as required in AIA Document E204™-2017, Sustainable Projects Exhibit, attached to this Agreement.

§ 5.8 The Owner shall coordinate the services of its own consultants with those services provided by the Architect. Upon the Architect's request, the Owner shall furnish copies of the scope of services in the contracts between the Owner and the Owner's consultants. The Owner shall furnish the services of consultants other than those designated as the responsibility of the Architect in this Agreement, or authorize the Architect to furnish them as an Additional Service, when the Architect requests such services and demonstrates that they are reasonably required by the scope of the Project. The Owner shall require that its consultants and contractors maintain insurance, including professional liability insurance, as appropriate to the services or work provided.

§ 5.9 The Owner shall furnish tests, inspections and reports required by law or the Contract Documents, such as structural, mechanical, and chemical tests, tests for air and water pollution, and tests for hazardous materials.

§ 5.10 The Owner shall furnish all legal, insurance and accounting services, including auditing services, that may be reasonably necessary at any time for the Project to meet the Owner's needs and interests.

§ 5.11 The Owner shall provide prompt written notice to the Architect if the Owner becomes aware of any fault or defect in the Project, including errors, omissions or inconsistencies in the Architect's Instruments of Service.

§ 5.12 The Owner shall include the Architect in all communications with the Contractor that relate to or affect the Architect's services or professional responsibilities. The Owner shall promptly notify the Architect of the substance of any direct communications between the Owner and the Contractor otherwise relating to the Project. Communications by and with the Architect's consultants shall be through the Architect.

§ 5.13 Before executing the Contract for Construction, the Owner shall coordinate the Architect's duties and responsibilities set forth in the Contract for Construction with the Architect's services set forth in this Agreement. The Owner shall provide the Architect a copy of the executed agreement between the Owner and Contractor, including the General Conditions of the Contract for Construction.

§ 5.14 The Owner shall provide the Architect access to the Project site prior to commencement of the Work and shall obligate the Contractor to provide the Architect access to the Work wherever it is in preparation or progress.

§ 5.15 Within 15 days after receipt of a written request from the Architect, the Owner shall furnish the requested information as necessary and relevant for the Architect to evaluate, give notice of, or enforce lien rights.

## ARTICLE 6 COST OF THE WORK

§ 6.1 For purposes of this Agreement, the Cost of the Work shall be the total cost to the Owner to construct all elements of the Project designed or specified by the Architect and shall include contractors' general conditions costs, overhead and profit. The Cost of the Work also includes the reasonable value of labor, materials, and equipment, donated to, or otherwise furnished by, the Owner. The Cost of the Work does not include the compensation of the Architect; the costs of the land, rights-of-way, financing, or contingencies for changes in the Work; or other costs that are the responsibility of the Owner.

§ 6.2 The Owner's budget for the Cost of the Work is provided in Initial Information, and shall be adjusted throughout the Project as required under Sections 5.2, 6.4 and 6.5. Evaluations of the Owner's budget for the Cost of the Work, and the preliminary estimate of the Cost of the Work and updated estimates of the Cost of the Work, prepared by the Architect, represent the Architect's judgment as a design professional. It is recognized, however, that neither the Architect nor the Owner has control over the cost of labor, materials, or equipment; the Contractor's methods of determining bid prices; or competitive bidding, market, or negotiating conditions. Accordingly, the Architect cannot and does not warrant or represent that bids or negotiated prices will not vary from the Owner's budget for the Cost of the Work, or from any estimate of the Cost of the Work, or evaluation, prepared or agreed to by the Architect.

§ 6.3 In preparing estimates of the Cost of Work, the Architect shall be permitted to include contingencies for design, bidding, and price escalation; to determine what materials, equipment, component systems, and types of construction are to be included in the Contract Documents; to recommend reasonable adjustments in the program and scope of the Project; and to include design alternates as may be necessary to adjust the estimated Cost of the Work to meet the Owner's budget. The Architect's estimate of the Cost of the Work shall be based on current area, volume or similar conceptual estimating techniques. If the Owner requires a detailed estimate of the Cost of the Work, the Architect shall provide such an estimate, if identified as the Architect's responsibility in Section 4.1.1, as a Supplemental Service.

§ 6.4 If, through no fault of the Architect, the Procurement Phase has not commenced within 90 days after the Architect submits the Construction Documents to the Owner, the Owner's budget for the Cost of the Work shall be adjusted to reflect changes in the general level of prices in the applicable construction market.

§ 6.5 If at any time the Architect's estimate of the Cost of the Work exceeds the Owner's budget for the Cost of the Work, the Architect shall make appropriate recommendations to the Owner to adjust the Project's size, quality, or budget for the Cost of the Work, and the Owner shall cooperate with the Architect in making such adjustments.

§ 6.6 If the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services is exceeded by the lowest bona fide bid or negotiated proposal, the Owner shall

- .1 give written approval of an increase in the budget for the Cost of the Work;
- .2 authorize rebidding or renegotiating of the Project within a reasonable time;
- .3 terminate in accordance with Section 9.5;
- .4 in consultation with the Architect, revise the Project program, scope, or quality as required to reduce the Cost of the Work; or,

- .5 implement any other mutually acceptable alternative.

§ 6.7 If the Owner chooses to proceed under Section 6.6.4, the Architect shall modify the Construction Documents as necessary to comply with the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services, or the budget as adjusted under Section 6.6.1. If the Owner requires the Architect to modify the Construction Documents because the lowest bona fide bid or negotiated proposal exceeds the Owner's budget for the Cost of the Work due to market conditions the Architect could not reasonably anticipate, the Owner shall compensate the Architect for the modifications as an Additional Service pursuant to Section 11.3; otherwise the Architect's services for modifying the Construction Documents shall be without additional compensation. In any event, the Architect's modification of the Construction Documents shall be the limit of the Architect's responsibility under this Article 6.

## ARTICLE 7 COPYRIGHTS AND LICENSES

§ 7.1 The Architect and the Owner warrant that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use on the Project.

§ 7.2 The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and shall retain all common law, statutory and other reserved rights, including copyrights. Submission or distribution of Instruments of Service to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the reserved rights of the Architect and the Architect's consultants.

§ 7.3 The Architect grants to the Owner a nonexclusive license to use the Architect's Instruments of Service solely and exclusively for purposes of constructing, using, maintaining, altering and adding to the Project, provided that the Owner substantially performs its obligations under this Agreement, including prompt payment of all sums due pursuant to Article 9 and Article 11. The Architect shall obtain similar nonexclusive licenses from the Architect's consultants consistent with this Agreement. The license granted under this section permits the Owner to authorize the Contractor, Subcontractors, Sub-subcontractors, and suppliers, as well as the Owner's consultants and separate contractors, to reproduce applicable portions of the Instruments of Service, subject to any protocols established pursuant to Section 1.3, solely and exclusively for use in performing services or construction for the Project. If the Architect rightfully terminates this Agreement for cause as provided in Section 9.4, the license granted in this Section 7.3 shall terminate.

§ 7.3.1 In the event the Owner uses the Instruments of Service without retaining the authors of the Instruments of Service, the Owner releases the Architect and Architect's consultant(s) from all claims and causes of action arising from such uses. The Owner, to the extent permitted by law, further agrees to indemnify and hold harmless the Architect and its consultants from all costs and expenses, including the cost of defense, related to claims and causes of action asserted by any third person or entity to the extent such costs and expenses arise from the Owner's use of the Instruments of Service under this Section 7.3.1. The terms of this Section 7.3.1 shall not apply if the Owner rightfully terminates this Agreement for cause under Section 9.4.

§ 7.4 Except for the licenses granted in this Article 7, no other license or right shall be deemed granted or implied under this Agreement. The Owner shall not assign, delegate, sublicense, pledge or otherwise transfer any license granted herein to another party without the prior written agreement of the Architect. Any unauthorized use of the Instruments of Service shall be at the Owner's sole risk and without liability to the Architect and the Architect's consultants.

§ 7.5 Except as otherwise stated in Section 7.3, the provisions of this Article 7 shall survive the termination of this Agreement.

## ARTICLE 8 CLAIMS AND DISPUTES

### § 8.1 General

§ 8.1.1 The Owner and Architect shall commence all claims and causes of action against the other and arising out of or related to this Agreement, whether in contract, tort, or otherwise, in accordance with the requirements of the binding dispute resolution method selected in this Agreement and within the period specified by applicable law, but in any case not more than 10 years after the date of Substantial Completion of the Work. The Owner and Architect waive all claims and causes of action not commenced in accordance with this Section 8.1.1.

§ 8.1.2 To the extent damages are covered by property insurance, the Owner and Architect waive all rights against each other and against the contractors, consultants, agents, and employees of the other for damages, except such rights as they may have to the proceeds of such insurance as set forth in AIA Document A201–2017, General Conditions of the Contract for Construction. The Owner or the Architect, as appropriate, shall require of the contractors, consultants, agents, and employees of any of them, similar waivers in favor of the other parties enumerated herein.

§ 8.1.3 The Architect and Owner waive consequential damages for claims, disputes, or other matters in question, arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination of this Agreement, except as specifically provided in Section 9.7.

## § 8.2 Mediation

§ 8.2.1 Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to binding dispute resolution. If such matter relates to or is the subject of a lien arising out of the Architect's services, the Architect may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or by binding dispute resolution.

§ 8.2.2 The Owner and Architect shall endeavor to resolve claims, disputes and other matters in question between them by mediation, which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of this Agreement. A request for mediation shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of a complaint or other appropriate demand for binding dispute resolution but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. If an arbitration proceeding is stayed pursuant to this section, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.

§ 8.2.3 The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

§ 8.2.4 If the parties do not resolve a dispute through mediation pursuant to this Section 8.2, the method of binding dispute resolution shall be the following:

*(Check the appropriate box.)*

Arbitration pursuant to Section 8.3 of this Agreement

Litigation in a court of competent jurisdiction

Other: *(Specify)*

If the Owner and Architect do not select a method of binding dispute resolution, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, the dispute will be resolved in a court of competent jurisdiction.

## § 8.3 Arbitration

§ 8.3.1 If the parties have selected arbitration as the method for binding dispute resolution in this Agreement, any claim, dispute or other matter in question arising out of or related to this Agreement subject to, but not resolved by, mediation shall be subject to arbitration, which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Arbitration Rules in effect on the date of this Agreement. A demand for arbitration shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the arbitration.

§ 8.3.1.1 A demand for arbitration shall be made no earlier than concurrently with the filing of a request for

mediation, but in no event shall it be made after the date when the institution of legal or equitable proceedings based on the claim, dispute or other matter in question would be barred by the applicable statute of limitations. For statute of limitations purposes, receipt of a written demand for arbitration by the person or entity administering the arbitration shall constitute the institution of legal or equitable proceedings based on the claim, dispute or other matter in question.

**§ 8.3.2** The foregoing agreement to arbitrate, and other agreements to arbitrate with an additional person or entity duly consented to by parties to this Agreement, shall be specifically enforceable in accordance with applicable law in any court having jurisdiction thereof.

**§ 8.3.3** The award rendered by the arbitrator(s) shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

**§ 8.3.4 Consolidation or Joinder**

**§ 8.3.4.1** Either party, at its sole discretion, may consolidate an arbitration conducted under this Agreement with any other arbitration to which it is a party provided that (1) the arbitration agreement governing the other arbitration permits consolidation; (2) the arbitrations to be consolidated substantially involve common questions of law or fact; and (3) the arbitrations employ materially similar procedural rules and methods for selecting arbitrator(s).

**§ 8.3.4.2** Either party, at its sole discretion, may include by joinder persons or entities substantially involved in a common question of law or fact whose presence is required if complete relief is to be accorded in arbitration, provided that the party sought to be joined consents in writing to such joinder. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of any claim, dispute or other matter in question not described in the written consent.

**§ 8.3.4.3** The Owner and Architect grant to any person or entity made a party to an arbitration conducted under this Section 8.3, whether by joinder or consolidation, the same rights of joinder and consolidation as the Owner and Architect under this Agreement.

**§ 8.4** The provisions of this Article 8 shall survive the termination of this Agreement.

**ARTICLE 9 TERMINATION OR SUSPENSION**

**§ 9.1** If the Owner fails to make payments to the Architect in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the Architect's option, cause for suspension of performance of services under this Agreement. If the Architect elects to suspend services, the Architect shall give seven days' written notice to the Owner before suspending services. In the event of a suspension of services, the Architect shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Before resuming services, the Owner shall pay the Architect all sums due prior to suspension and any expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

**§ 9.2** If the Owner suspends the Project, the Architect shall be compensated for services performed prior to notice of such suspension. When the Project is resumed, the Architect shall be compensated for expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

**§ 9.3** If the Owner suspends the Project for more than 90 cumulative days for reasons other than the fault of the Architect, the Architect may terminate this Agreement by giving not less than seven days' written notice.

**§ 9.4** Either party may terminate this Agreement upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

**§ 9.5** The Owner may terminate this Agreement upon not less than seven days' written notice to the Architect for the Owner's convenience and without cause.

**§ 9.6** If the Owner terminates this Agreement for its convenience pursuant to Section 9.5, or the Architect terminates this Agreement pursuant to Section 9.3, the Owner shall compensate the Architect for services

performed prior to termination, Reimbursable Expenses incurred, and costs attributable to termination, including the costs attributable to the Architect's termination of consultant agreements.

**§ 9.7** In addition to any amounts paid under Section 9.6, if the Owner terminates this Agreement for its convenience pursuant to Section 9.5, or the Architect terminates this Agreement pursuant to Section 9.3, the Owner shall pay to the Architect the following fees:  
*(Set forth below the amount of any termination or licensing fee, or the method for determining any termination or licensing fee.)*

**.1 Termination Fee:**

n/a

**.2 Licensing Fee if the Owner intends to continue using the Architect's Instruments of Service:**

n/a

**§ 9.8** Except as otherwise expressly provided herein, this Agreement shall terminate one year from the date of Substantial Completion.

**§ 9.9** The Owner's rights to use the Architect's Instruments of Service in the event of a termination of this Agreement are set forth in Article 7 and Section 9.7.

**ARTICLE 10 MISCELLANEOUS PROVISIONS**

**§ 10.1** This Agreement shall be governed by the law of the place where the Project is located, excluding that jurisdiction's choice of law rules. If the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 8.3.

**§ 10.2** Terms in this Agreement shall have the same meaning as those in AIA Document A201-2017, General Conditions of the Contract for Construction.

**§ 10.3** The Owner and Architect, respectively, bind themselves, their agents, successors, assigns, and legal representatives to this Agreement. Neither the Owner nor the Architect shall assign this Agreement without the written consent of the other, except that the Owner may assign this Agreement to a lender providing financing for the Project if the lender agrees to assume the Owner's rights and obligations under this Agreement, including any payments due to the Architect by the Owner prior to the assignment.

**§ 10.4** If the Owner requests the Architect to execute certificates, the proposed language of such certificates shall be submitted to the Architect for review at least 14 days prior to the requested dates of execution. If the Owner requests the Architect to execute consents reasonably required to facilitate assignment to a lender, the Architect shall execute all such consents that are consistent with this Agreement, provided the proposed consent is submitted to the Architect for review at least 14 days prior to execution. The Architect shall not be required to execute certificates or consents that would require knowledge, services, or responsibilities beyond the scope of this Agreement.

**§ 10.5** 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 Architect.

**§ 10.6** Unless otherwise required in this Agreement, the Architect shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

**§ 10.7** The Architect shall have the right to include photographic or artistic representations of the design of the Project among the Architect's promotional and professional materials. The Architect shall be given reasonable access to the completed Project to make such representations. However, the Architect's materials shall not include the Owner's confidential or proprietary information if the Owner has previously advised the Architect in writing of the specific information considered by the Owner to be confidential or proprietary. The Owner shall provide professional credit for the Architect in the Owner's promotional materials for the Project. This Section 10.7 shall survive the termination of this Agreement unless the Owner terminates this Agreement for cause pursuant to

Section 9.4.

§ 10.8 If the Architect or Owner receives information specifically designated as “confidential” or “business proprietary,” the receiving party shall keep such information strictly confidential and shall not disclose it to any other person except as set forth in Section 10.8.1. This Section 10.8 shall survive the termination of this Agreement.

§ 10.8.1 The receiving party may disclose “confidential” or “business proprietary” information after 7 days’ notice to the other party, when required by law, arbitrator’s order, or court order, including a subpoena or other form of compulsory legal process issued by a court or governmental entity, or to the extent such information is reasonably necessary for the receiving party to defend itself in any dispute. The receiving party may also disclose such information to its employees, consultants, or contractors in order to perform services or work solely and exclusively for the Project, provided those employees, consultants and contractors are subject to the restrictions on the disclosure and use of such information as set forth in this Section 10.8.

§ 10.9 The invalidity of any provision of the Agreement shall not invalidate the Agreement or its remaining provisions. If it is determined that any provision of the Agreement violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Agreement shall be construed, to the fullest extent permitted by law, to give effect to the parties’ intentions and purposes in executing the Agreement.

**ARTICLE 11 COMPENSATION**

§ 11.1 For the Architect’s Basic Services described under Article 3, the Owner shall compensate the Architect as follows:

- .1 Stipulated Sum  
(Insert amount)

One Hundred Sixty-Eight Thousand Dollars and zero cents (\$168,000.00)

§ 11.2 For the Architect’s Supplemental Services designated in Section 4.1.1 and for any Sustainability Services required pursuant to Section 4.1.3, the Owner shall compensate the Architect as follows:  
(Insert amount of, or basis for, compensation. If necessary, list specific services to which particular methods of compensation apply.)

- 4.1.1.8 Civil Engineering - Included in Basic Services fee
- 4.1.1.14 Conformed Documents for Construction - Included in Basic Services fee
- 4.1.1.15 As-designed Record Drawings - Included in Basic Services fee
- 4.1.1.29 Other services provided by Specialty consultants - Geotechnical services - Reimbursable per 11.4 below.

§ 11.3 For Additional Services that may arise during the course of the Project, including those under Section 4.2, the Owner shall compensate the Architect as follows:  
(Insert amount of, or basis for, compensation.)

Hourly, per Attachment A

§ 11.4 Compensation for Supplemental and Additional Services of the Architect’s consultants when not included in Section 11.2 or 11.3, shall be the amount invoiced to the Architect plus Ten percent (       %)

§ 11.5 When compensation for Basic Services is based on a stipulated sum or a percentage basis, the proportion of compensation for each phase of services shall be as follows:

Design Development Phase	Thirty percent ( 30.00
Construction Documents Phase	Thirty-Five percent ( 35.00
Procurement Phase	Ten percent ( 10.00
Construction Phase	Twenty-Five percent ( 25.00
<hr/>	
Total Basic Compensation	one hundred percent ( 100.00

§ 11.6 When compensation identified in Section 11.1 is on a percentage basis, progress payments for each phase of Basic Services shall be calculated by multiplying the percentages identified in this Article by the Owner's most recent budget for the Cost of the Work. Compensation paid in previous progress payments shall not be adjusted based on subsequent updates to the Owner's budget for the Cost of the Work.

§ 11.6.1 When compensation is on a percentage basis and any portions of the Project are deleted or otherwise not constructed, compensation for those portions of the Project shall be payable to the extent services are performed on those portions. The Architect shall be entitled to compensation in accordance with this Agreement for all services performed whether or not the Construction Phase is commenced.

§ 11.7 The hourly billing rates for services of the Architect and the Architect's consultants are set forth below. The rates shall be adjusted in accordance with the Architect's and Architect's consultants' normal review practices. *(If applicable, attach an exhibit of hourly billing rates or insert them below.)*

#### § 11.8 Compensation for Reimbursable Expenses

§ 11.8.1 Reimbursable Expenses are in addition to compensation for Basic, Supplemental, and Additional Services and include expenses incurred by the Architect and the Architect's consultants directly related to the Project, as follows:

- .1 Transportation and authorized out-of-town travel and subsistence;
- .2 Long distance services, dedicated data and communication services, teleconferences, Project web sites, and extranets;
- .3 Permitting and other fees required by authorities having jurisdiction over the Project;
- .4 Printing, reproductions, plots, and standard form documents;
- .5 Postage, handling, and delivery;
- .6 Expense of overtime work requiring higher than regular rates, if authorized in advance by the Owner;
- .7 Renderings, physical models, mock-ups, professional photography, and presentation materials requested by the Owner or required for the Project;
- .8 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, or the expense of additional insurance coverage or limits in excess of that normally maintained by the Architect's consultants;
- .9 All taxes levied on professional services and on reimbursable expenses;
- .10 Site office expenses;
- .11 Registration fees and any other fees charged by the Certifying Authority or by other entities as necessary to achieve the Sustainable Objective; and,
- .12 Other similar Project-related expenditures.

§ 11.8.2 For Reimbursable Expenses the compensation shall be the expenses incurred by the Architect and the

Architect's consultants plus Ten percent ( 10.00 %) of the expenses incurred.

**§ 11.9 Architect's Insurance.** If the types and limits of coverage required in Section 2.5 are in addition to the types and limits the Architect normally maintains, the Owner shall pay the Architect for the additional costs incurred by the Architect for the additional coverages as set forth below:

*(Insert the additional coverages the Architect is required to obtain in order to satisfy the requirements set forth in Section 2.5, and for which the Owner shall reimburse the Architect.)*

n/a

**§ 11.10 Payments to the Architect**

**§ 11.10.1 Initial Payments**

**§ 11.10.1.1** An initial payment of Zero Dollars and Zero Cents (\$ 0.00 ) shall be made upon execution of this Agreement and is the minimum payment under this Agreement. It shall be credited to the Owner's account in the final invoice.

**§ 11.10.1.2** If a Sustainability Certification is part of the Sustainable Objective, an initial payment to the Architect of Zero Dollars and Zero Cents (\$ 0.00 ) shall be made upon execution of this Agreement for registration fees and other fees payable to the Certifying Authority and necessary to achieve the Sustainability Certification. The Architect's payments to the Certifying Authority shall be credited to the Owner's account at the time the expense is incurred.

**§ 11.10.2 Progress Payments**

**§ 11.10.2.1** Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed. Payments are due and payable upon presentation of the Architect's invoice.

**§ 11.10.2.2** The Owner shall not withhold amounts from the Architect's compensation to impose a penalty or liquidated damages on the Architect, or to offset sums requested by or paid to contractors for the cost of changes in the Work, unless the Architect agrees or has been found liable for the amounts in a binding dispute resolution proceeding.

**§ 11.10.2.3** Records of Reimbursable Expenses, expenses pertaining to Supplemental and Additional Services, and services performed on the basis of hourly rates shall be available to the Owner at mutually convenient times.

**ARTICLE 13 SCOPE OF THE AGREEMENT**

**§ 13.1** This Agreement represents the entire and integrated agreement between the Owner and the Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the Owner and Architect.

**§ 13.2** This Agreement is comprised of the following documents identified below:

.1 AIA Document B101™–2017, Standard Form Agreement Between Owner and Architect

.3 Exhibits:

*(Check the appropriate box for any exhibits incorporated into this Agreement.)*

- [ X ] Other Exhibits incorporated into this Agreement:  
*(Clearly identify any other exhibits incorporated into this Agreement, including any exhibits and scopes of services identified as exhibits in Section 4.1.2.)*

Attachment A - 2026 Billing Rate Schedule - Poole & Company Architects  
Architect's Certificate of Insurance

- .4 Other documents:  
*(List other documents, if any, forming part of the Agreement.)*

Schematic Design Architectural Progress Drawings dated 03/09/26:  
A-101 Site Plan  
A-102 Site Plan - Firing Range  
A-300 Building Sections & Details  
Schematic Design Civil Progress Drawings dated 3/3/26:  
C1.0 Demolition Plan  
C2.0 Layout and Utility Plan  
C3.0 Grading and Drainage Plan  
25% SD Budget Construction Cost Estimate

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



\_\_\_\_\_  
OWNER *(Signature)*

\_\_\_\_\_  
*(Printed name and title)*

\_\_\_\_\_  
ARCHITECT *(Signature)*

BY: Kyle D'Agostino Principal & Owner

\_\_\_\_\_  
*(Printed name, title, and license number if required)*

**ATTACHMENT A  
2026 BILLING RATE SCHEDULE**

**Poole & Company Architects, PC**

President	\$280.00
Principal	\$265.00
Senior Project Manager	\$205.00
Project Manager	\$200.00
Project Architect	\$195.00
Architect	\$180.00
Architectural Designer	\$165.00
Graduate Architect	\$160.00
Project Interior Designer	\$170.00
Interior Designer	\$135.00
Tech Resource/Cost Est.	\$200.00
Drafting	\$ 85.00
Administrator	\$125.00

Hourly rates shall be adjusted annually in accordance with normal salary review practices.

**Kadre Engineering, LLC**

Principal	\$240.00
Associate	\$200.00
Senior Project Manager	\$180.00
Project Manager	\$170.00
Assistant Project Manager	\$155.00
Project Engineer	\$145.00
Design Engineer	\$120.00
CAD Drafter/Designer	\$100.00
Administrative	\$80.00

Hourly rates may from time to time be adjusted in accordance with our overall personnel and salary, but in no case more than once in any calendar year and such that the average of any such adjustment does not exceed a 10% increase annually.

**MBA**

Senior Principal	\$300.00
Principal Engineer	\$275.00
Associate Engineer	\$250.00
Project Manager	\$225.00
Registered Engineer 2	\$185.00
Registered Engineer 1	\$190.00
Graduate Engineer 2	\$180.00
Graduate Engineer 1	\$170.00
Intern/Coop	\$110.00
Senior Designer	\$175.00
Designer	\$150.00
CAD Operator/Drafting	\$135.00
Clerical	\$110.00

**BBG&S Engineering Consultants, Inc**

Principal	\$185.00
Senior Engineer	\$155.00
Senior Designer	\$150.00
Engineer	\$130.00
Designer	\$110.00
Drafting/CAD	\$100.00
Clerical	\$75.00

**Garner Associates**

Principal Engineer	\$225.00
Project Manager/Engineer	\$175.00
Designer	\$125.00
Drafter	\$100.00
Clerical	\$80.00

End of Billing Rate Schedule



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/12/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Valent Group, LLC 3500 Blue Lake Drive, Ste. 120  Birmingham AL 35243		<b>CONTACT NAME:</b> Nicole Wolkow <b>PHONE (A/C, No, Ext):</b> (205) 262-2700 <b>E-MAIL ADDRESS:</b> nwalkow@valentgroup.com		<b>FAX (A/C, No):</b> (205) 262-2701	
		<b>INSURER(S) AFFORDING COVERAGE</b>			<b>NAIC #</b>
		<b>INSURER A:</b> Cincinnati Insurance Company			10677
		<b>INSURER B:</b> Alacom			
		<b>INSURER C:</b> Midwest Employers Casualty			23612
		<b>INSURER D:</b> Continental Casualty Company			20443
		<b>INSURER E:</b>			
		<b>INSURER F:</b>			
<b>INSURED</b> Poole & Company Architects, PC 1827 1st Ave N Ste 100 Birmingham AL 35203					

**COVERAGES**

CERTIFICATE NUMBER: 2025 Master

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			EPP0628819	09/08/2025	09/08/2026	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 500,000
							MED EXP (Any one person)	\$ 10,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
							EMPLOYMENT	\$ 100,000
A	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			EBA0628819	09/08/2025	09/08/2026	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
							Uninsured motorist	\$ 100,000
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			EPP0628819	09/08/2025	09/08/2026	COMBINED SINGLE LIMIT EACH OCCURRENCE	\$ 2,000,000
							AGGREGATE	\$ 2,000,000
								\$
B/C	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WC-100-0019309-2024A	01/01/2025	01/01/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER	
							E.L. EACH ACCIDENT	\$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000
D	Professional Liability			AEH591862897	09/08/2025	09/08/2026	Each Claim	\$3,000,000
							Aggregate Limit	\$3,000,000
							Per Claim Deductible	\$25,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**CERTIFICATE HOLDER****CANCELLATION**

City of Homewood 2850 19th Street South  Homewood AL 35209	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE
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# Additions and Deletions Report for AIA® Document B101® – 2017

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 15:05:47 CDT on 05/12/2026.

## Changes to original AIA text

PAGE 11

-

PAGE 12

<b>Supplemental Services</b>	<b>Responsibility</b> <i>(Architect, Owner, or not provided)</i>
§ 4.1.1.1 Programming	<u>not provided</u>
§ 4.1.1.2 Multiple preliminary designs	<u>not provided</u>
§ 4.1.1.3 Measured drawings	<u>not provided</u>
§ 4.1.1.4 Existing facilities surveys	<u>not provided</u>
§ 4.1.1.5 Site evaluation and planning	<u>not provided</u>
§ 4.1.1.6 Building Information Model management responsibilities	<u>not provided</u>
§ 4.1.1.7 Development of Building Information Models for post construction use	<u>not provided</u>
§ 4.1.1.8 Civil engineering	<u>Architect</u>
§ 4.1.1.9 Landscape design	<u>not provided</u>
§ 4.1.1.10 Architectural interior design	<u>not provided</u>
§ 4.1.1.11 Value analysis	<u>not provided</u>
§ 4.1.1.12 Detailed cost estimating beyond that required in Section 6.3	<u>not provided</u>
§ 4.1.1.13 On-site project representation	<u>not provided</u>
§ 4.1.1.14 Conformed documents for construction	<u>not provided</u>
§ 4.1.1.15 As-designed record drawings	<u>Architect</u>
§ 4.1.1.16 As-constructed record drawings	<u>Architect</u>
§ 4.1.1.17 Post-occupancy evaluation	<u>not provided</u>
§ 4.1.1.18 Facility support services	<u>not provided</u>
§ 4.1.1.19 Tenant-related services	<u>not provided</u>
§ 4.1.1.20 Architect's coordination of the Owner's consultants	<u>not provided</u>
§ 4.1.1.21 Telecommunications/data design	<u>not provided</u>
§ 4.1.1.22 Security evaluation and planning	<u>not provided</u>

§ 4.1.1.23	Commissioning	<u>not provided</u>
§ 4.1.1.24	Sustainable Project Services pursuant to Section 4.1.3	<u>not provided</u>
§ 4.1.1.25	Fast-track design services	<u>not provided</u>
§ 4.1.1.26	Multiple bid packages	<u>not provided</u>
§ 4.1.1.27	Historic preservation	<u>not provided</u>
§ 4.1.1.28	Furniture, furnishings, and equipment design	<u>not provided</u>
§ 4.1.1.29	Other services provided by specialty Consultants	<u>Architect</u>
§ 4.1.1.30	Other Supplemental Services	<u>not provided</u>

PAGE 13

~~2~~ (  ~~)~~ ~~Bi-weekly~~ visits to the site by the Architect during construction

PAGE 19

~~2~~ ~~Percentage Basis~~  
~~(Insert percentage value)~~

~~( )~~ % of the Owner's budget for the Cost of the Work, as calculated in accordance with Section 11.6.

~~3~~

Other

~~(Describe the method of compensation)~~

PAGE 20

§ 11.4 Compensation for Supplemental and Additional Services of the Architect's consultants when not included in Section 11.2 or 11.3, shall be the amount invoiced to the Architect plus Ten percent ( % ), or as follows: %

*(Insert amount of, or basis for computing, Architect's consultants' compensation for Supplemental or Additional Services.)*

Schematic Design Phase	<del>percent</del> ( <del> </del> % )
Design Development Phase	<u>Thirty</u> percent ( <u>30.00</u> % )
Construction Documents Phase	<u>Thirty-Five</u> percent ( <u>35.00</u> % )
Procurement Phase	<u>Ten</u> percent ( <u>10.00</u> % )
Construction Phase	<u>Twenty-Five</u> percent ( <u>25.00</u> % )

Total Basic Compensation one hundred percent ( 100.00 % )

Employee or Category

Rate (\$0.00)

PAGE 21

§ 11.10.2.1 Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed. Payments are due and payable upon presentation of the Architect's invoice. ~~Amounts unpaid~~ ( days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Architect.

*(Insert rate of monthly or annual interest agreed upon.)*  
-%

## ARTICLE 12 — SPECIAL TERMS AND CONDITIONS

Special terms and conditions that modify this Agreement are as follows:  
*(Include other terms and conditions applicable to this Agreement.)*

### PAGE 22

~~.2~~ Building Information Modeling Exhibit, if completed:

[ ] AIA Document E204™ 2017, Sustainable Projects Exhibit, dated as indicated below:  
*(Insert the date of the E204-2017 incorporated into this agreement.)*

### Variable Information

#### PAGE 1

AGREEMENT made as of the Eighth day of June in the year Two Thousand Twenty-Six

City of Homewood

2850 19th Street South  
Homewood, AL 35209

Poole & Company Architects, PC

1827 1st Ave N., Suite 100  
Birmingham, AL 35203

205-326-2206

Homewood Public Works

187 Citation Court  
Homewood, Alabama 35209

Project includes two new 7,824 square foot three-sided pre-engineered metal building structures to house existing municipal vehicles, one new 1,550 square foot three-sided pre-engineered metal building structure to house construction materials, a new 800 square foot semi-conditioned storage building to house tools and formwork, renovation of existing 800 square foot storage building, and all associated sitework and utilities

#### PAGE 2

Program is based on Schematic Design Drawings and Construction Estimate developed under previous agreement.

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User Notes:

(69e7d870d6181ac7a3b58b6e)

and attached to this document

Project site is 155,000 square foot of existing developed property zoned I-2 in M-1 district. East portion of site contains multiple structures occupied by owner, including storage building to be renovated. New pre-engineered metal building structures to be located on northwest portion of site, which has been cleared of all existing above ground structures. Site is fully served by existing utilities

One Million Seven-Hundred Thousand Dollars and Zero Cents

**PAGE 3**

to be determined

to be determined

to be determined

to be determined

Competitive Bids

n/a

Amy Zari

2850 19th Street South  
Homewood, AL 35209

205.332.6828

amy.zari@homewoodal.org

n/a

n/a

**PAGE 4**

n/a

n/a

Kyle D'Agostino

1827 1st Ave N., Suite 100  
Birmingham, AL 35203

2053262206

kdagostino@pooleandcompany.com

MBA Engineers, Inc

Andrew Marlin

300 20th Street North  
Birmingham, AL 35203

205-323-6385

BBG&S Engineering Consultants, Inc.

Chris Golden

2870 Old Rocky Ridge Rd, Suite 115  
Birmingham, AL 35243

205-969-4550

Garner & Associates Engineering

Morgan Garner

901 South Perry Street  
Montgomery, AL 36104

334.647.1596

Civil Engineer

Kadre Engineering

Curtis Eatman

2447 Alton Road, Suite 101

Birmingham, AL 35210

205-795-3434

Geotechnical Engineer

MBA Engineers Geotechnical Department

Drew Thornbur

2717 Sixth Avenue South, Suite 100

Birmingham, AL 35203

## PAGE 5

n/a

**§ 2.5.1** Commercial General Liability with policy limits of not less than One Million Dollars and Zero Cents (\$ 1,000,000.00 ) for each occurrence and Two Million Dollars and Zero Cents (\$ 2,000,000.00 ) in the aggregate for bodily injury and property damage.

**§ 2.5.2** Automobile Liability covering vehicles owned, and non-owned vehicles used, by the Architect with policy limits of not less than One Million Dollars and Zero Cents (\$ 1,000,000.00 ) per accident for bodily injury, death of any person, and property damage arising out of the ownership, maintenance and use of those motor vehicles, along with any other statutorily required automobile coverage.

## PAGE 6

**§ 2.5.5** Employers' Liability with policy limits not less than One Million Dollars and Zero Cents (\$ 1,000,000.00 ) each accident, One Million Dollars and Zero Cents (\$ 1,000,000.00 ) each employee, and One Million Dollars and Zero Cents (\$ 1,000,000.00 ) policy limit.

**§ 2.5.6** Professional Liability covering negligent acts, errors and omissions in the performance of professional services with policy limits of not less than Three Million Dollars and Zero Cents (\$ 3,000,000.00 ) per claim and Three Million Dollars and Zero Cents (\$ 3,000,000.00 ) in the aggregate.

PAGE 12

- 4.1.1.8 Civil Engineering - Provide full civil engineering services
- 4.1.1.14 Conformed Documents for Construction - Incorporate into documents all official changes to the Work during procurement phase
- 4.1.1.15 As-designed Record Drawings - Incorporate into drawings all official changes to the Work during Construction Administration Phase
- 4.1.1.29 Other services provided by Specialty Consultants - Geotechnical services

n/a

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- .1 One ( 1 ) reviews of each Shop Drawing, Product Data item, sample and similar submittals of the Contractor
- .3 One ( 1 ) 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 One ( 1 ) inspections for any portion of the Work to determine final completion.

§ 4.2.5 If the services covered by this Agreement have not been completed within Twelve ( 12 ) months of the date of this Agreement, through no fault of the Architect, extension of the Architect’s services beyond that time shall be compensated as Additional Services.

PAGE 16

Litigation in a court of competent jurisdiction

PAGE 18

n/a

n/a

PAGE 19

One Hundred Sixty-Eight Thousand Dollars and zero cents (\$168,000.00)

- 4.1.1.8 Civil Engineering - Included in Basic Services fee
- 4.1.1.14 Conformed Documents for Construction - Included in Basic Services fee
- 4.1.1.15 As-designed Record Drawings - Included in Basic Services fee
- 4.1.1.29 Other services provided by Specialty consultants - Geotechnical services - Reimbursable per 11.4 below.

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Hourly, per Attachment A

§ 11.4 Compensation for Supplemental and Additional Services of the Architect’s consultants when not included in Section 11.2 or 11.3, shall be the amount invoiced to the Architect plus Ten percent ( 10 ), or as follows:      %)

Schematic Design Phase	percent ( <u>    </u> ) %
Design Development Phase	Thirty percent ( <u>30.00</u> ) %
Construction Documents Phase	Thirty-Five percent ( <u>35.00</u> ) %

Procurement Phase  
Construction Phase

Ten percent ( 10.00 %)  
Twenty-Five percent ( 25.00 %)

---

Total Basic Compensation

one hundred percent ( 100.00 %)

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§ 11.8.2 For Reimbursable Expenses the compensation shall be the expenses incurred by the Architect and the Architect's consultants plus Ten percent ( 10.00 %) of the expenses incurred.

n/a

§ 11.10.1.1 An initial payment of Zero Dollars and Zero Cents (\$ 0.00 ) shall be made upon execution of this Agreement and is the minimum payment under this Agreement. It shall be credited to the Owner's account in the final invoice.

§ 11.10.1.2 If a Sustainability Certification is part of the Sustainable Objective, an initial payment to the Architect of Zero Dollars and Zero Cents (\$ 0.00 ) shall be made upon execution of this Agreement for registration fees and other fees payable to the Certifying Authority and necessary to achieve the Sustainability Certification. The Architect's payments to the Certifying Authority shall be credited to the Owner's account at the time the expense is incurred.

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Other Exhibits incorporated into this Agreement:

Attachment A - 2026 Billing Rate Schedule - Poole & Company Architects  
Architect's Certificate of Insurance

Schematic Design Architectural Progress Drawings dated 03/09/26:

A-101 Site Plan

A-102 Site Plan - Firing Range

A-300 Building Sections & Details

Schematic Design Civil Progress Drawings dated 3/3/26:

C1.0 Demolition Plan

C2.0 Layout and Utility Plan

C3.0 Grading and Drainage Plan

25% SD Budget Construction Cost Estimate

## Certification of Document's Authenticity

AIA® Document D401™ – 2003

I, , 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 15:05:47 CDT on 05/12/2026 under Order No. 20240069339 from AIA Contract Documents software and that in preparing the attached final document I made no changes to the original text of AIA® Document B101™ - 2017, Standard Form of Agreement Between Owner and Architect, other than those additions and deletions shown in the associated Additions and Deletions Report.



\_\_\_\_\_  
(Signed)

Principal & Owner

\_\_\_\_\_  
(Title)

05/12/26

\_\_\_\_\_  
(Dated)

**POOLE & COMPANY COMPENSATION RATE SCHEDULE**

<b>Project:</b>	<b>City of Homewood: Public Works Campus</b>	
<b>Estimated Construction Value:</b>	<b>\$1,700,000</b>	Preliminary Budget
<b>A/E Fee rate:</b>	<b>\$168,000</b>	Fixed fee
<b>Project Area:</b>		sf

	TOTAL		COMMENTS
<b>Basic Services</b>			
Site Planning & SD	\$0		under previous agreement
Design Development	\$50,400	30%	of Basic Fee
Construction Documents	\$58,800	35%	of Basic Fee
Bidding and Permitting	\$16,800	10%	of Basic Fee
Construction Administration	\$42,000	25%	of Basic Fee
<b>Sub - Total</b>	<b>\$168,000</b>		
<b>Reimbursable Expenses (estimated)</b>			Estimate of anticipated reimbursibles.
Printing	\$5,000		Allowance
Geotechnical report	\$12,000		Allowance
ADEM permit application fee	\$3,000		Allowance (assumes transfer of permit to GC after contract award to manage process and terminations)
ADEM permit package (CBMPP & NOI - civil engr)	\$4,800		Allowance
ADEM BMPP terminations (NOT - civil engr)	\$1,200		Allowance
Bid/ Prequal Advertisement	\$1,200		Allowance
Constr'n Materials/ Spcl Inspections	\$12,750	0.75%	Est % of constr cost
Markup	\$3,995	10%	
Total Reimbursable Allowance	<b>\$43,945</b>		
<b>Sub-Consultants (itemize)</b>			
Civil			Included in Basic Services fee
Structural			Included in Basic Services fee
Mechanical			Included in Basic Services fee
Electrical			Included in Basic Services fee
<b>Supplemental/Additional Services</b>			
Total Supplemental Services	<b>\$0</b>		
<b>Estimated A/E Contract Value</b>	<b>\$211,945</b>		

**AGENDA**

**ITEM**

**15.05.26**

**RESOLUTION NO. 26-\_\_\_\_\_**

**WHEREAS**, James and Gretchen Sexton, owners of the property located at 303 Ridge Road, have requested the City of Homewood (the “City”) to permit certain improvements in the right-of-way located at 303 Ridge Road in the City; and

**WHEREAS**, the City Council has discussed the same and has determined that it would be in the public interest and serve a public purpose to authorize the execution of a Municipal Right-of-Way Improvement Permit and Indemnification Agreement (the “Agreement”).

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Homewood, Alabama, at a regular meeting, duly assembled, a quorum being present, as follows:

1. That the City Manager and City Clerk are hereby authorized and directed to execute, on behalf of the City, the Municipal Right-of-Way Improvement Permit and Indemnification Agreement attached hereto as Exhibit A (the “Agreement”) with James and Gretchen Sexton, owners of the property located at 303 Ridge Road in the City.

2. That the City Manager and City Clerk are hereby authorized to take any other actions necessary in order to consummate the Agreement referred to hereinabove.

3. That this Resolution shall become effective immediately upon its adoption by the City Council.

**ADOPTED and APPROVED** by the City Council of the City of Homewood, Alabama this the \_\_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

# EXHIBIT A

STATE OF ALABAMA        )  
JEFFERSON COUNTY        ) **MUNICIPAL RIGHT-OF-WAY IMPROVEMENT PERMIT**  
CITY OF HOMEWOOD        ) **AND INDEMNIFICATION AGREEMENT**

This Agreement is made the \_\_\_ day of \_\_\_\_\_, 2026, between the CITY of Homewood, a municipal corporation, hereinafter referred to as “CITY” or “GRANTOR,” and James and Gretchen Sexton, owners of the property located at 303 Ridge Road, Homewood, Alabama, being the legal owners of land whose boundary is the right-of-way line for that portion of the CITY’s right-of-way for which this permission is granted, hereinafter referred to as “GRANTEES.”

The CITY hereby grants permission to GRANTEES to use the CITY’s right-of-way for the following purposes:

To extend a low stacked stone retaining wall from the property line toward the existing valley gutter, as described in Exhibit 1 attached hereto and pursuant to all required permits obtained prior to beginning work. GRANTEES shall be responsible for all construction, maintenance, repair and removal of the wall. The wall shall not obstruct drainage, the valley gutter, sidewalk access, visibility, utilities, or any public improvement. The CITY shall retain the right to require modification or removal of the wall if it conflicts with future public work, drainage needs, utility work, street maintenance, or public safety.

GRANTEES acknowledge and agree that any improvements, including but not limited to stairs, retaining wall, handrails, plants, edging, soil, and irrigation systems or lines, are installed in the CITY’s right-of-way at GRANTEES’ sole risk. The CITY shall have no responsibility or liability for any damage to or destruction of such improvements resulting from the CITY’S exercise of its rights within the right-of-way.

GRANTEES agree to indemnify, defend, and hold harmless the CITY, its officers, employees, and agents from and against any and all claims, damages, losses, or expenses arising out of or related to the installation, maintenance, or existence of such landscaping within the right-of-way.

hereinafter referred to as “IMPROVEMENTS.”

The permissions granted pursuant to this Agreement shall be limited solely to the specific location and specific purposes as described hereinabove and shall not be construed as a franchise agreement to utilize the public right of way for commercial or business purposes, or for purposes that violate federal, state or local laws, regulations or ordinances.

**1. Term.** The permissions granted herein shall be possessed and enjoyed by GRANTEES for only so long as the conditions of this permit are complied with, unless otherwise terminated sooner as provided for herein.

2. **Rights of City.** The CITY retains full title and ownership for the right-of-way. The CITY further reserves the right to use and enjoy the right-of-way to the fullest possible extent, including the right to exercise police powers, traffic control and parking regulations and ordinances over the right-of-way subject to this permit. This Permit does not give the right to GRANTEES to exclude the public from the right-of-way nor prohibit the CITY from regulating parking thereon. It is understood by and between the CITY and GRANTEES that this is a non-exclusive Permit and the CITY reserves the right to convey similar or other permits to public utilities or private parties. This Permit is a mere license and as such confers no property rights upon GRANTEES.

3. **Maintenance.** GRANTEES shall be solely responsible for and shall bear all cost of upkeep and maintenance of the IMPROVEMENTS. In the event said IMPROVEMENTS fall into a state of disrepair or become unsightly or unsafe, the CITY shall have the right, upon ten (10) days' written notice to the GRANTEES, to remove said IMPROVEMENTS, and the GRANTEES shall reimburse the CITY for the cost of said removal.

4. **City Guidelines.** During the construction of the IMPROVEMENTS, GRANTEES will coordinate any temporary, pedestrian or motor vehicle traffic rerouting with the CITY's Engineering Department. GRANTEES shall follow all applicable CITY Ordinances, Building Codes and Engineering Department Guidelines for the work.

5. **Termination/Removal.** The CITY shall have the absolute right to terminate this Permit upon ten (10) days' written notice to GRANTEES and to require removal in whole or in part by GRANTEES of said IMPROVEMENTS for any reason whatsoever. Upon receipt of such notice and as may be specified by the CITY, the GRANTEES, at the GRANTEES' expense, shall be responsible for removing any specified objects from the Improvement and returning the area to its original condition or an acceptable substituted condition. In the event the CITY exercises any of its rights pursuant to this Permit, GRANTEES do hereby waive and release any and all claims against the CITY, including but not limited to claims pursuant to Section 235 of the Alabama Constitution.

6. **Utilities.** The CITY gives its permission subject to the rights of any utility companies or franchises, including the CITY itself, which may now or in the future utilize the CITY's right-of-way. Furthermore, GRANTEES accept responsibility for any costs incurred in connection with the repair, maintenance or replacement of any utilities affected by the issuance of this Permit. Furthermore, GRANTEES shall, and fully agree to, indemnify and hold harmless the CITY, its agents, officers, servants and employees from any and all lawsuits, actions or claims of any nature brought forth due to injuries or damage received/sustained by any person, persons or property arising from the construction, maintenance and/or presence of the IMPROVEMENTS located as described herein.

7. **Laws and Regulations.** GRANTEES agree to, and shall at all times comply with, all applicable federal, state and local laws and regulations.

8. **Indemnity.** GRANTEES agree to indemnify and forever hold harmless the CITY, its officers, agents, employees and contractors from any and all damages or claims for damages

which might arise in connection with the use of the CITY's right-of-way pursuant to the issuance of this Permit to GRANTEES.

**9. Third-Party Beneficiaries.** This Permit confers no property rights or interest upon GRANTEES. There shall be no third-party beneficiaries to this Permit.

**10. Non-Assignable.** This Permit is non-renewable, non-transferable, non-assignable and issued to the GRANTEES solely for the purpose(s) stated herein.

**IN WITNESS WHEREOF**, the parties hereto have executed this Permit, individually or through their authorized officers, agents or attorneys-in-fact as the case may be, causing their respective seals to be affixed hereto the day and year first above written.

Executed on this the \_\_\_\_\_ day of \_\_\_\_\_, 2026.

ATTEST:

\_\_\_\_\_

\_\_\_\_\_  
**GRANTEE, James L. Sexton**

ATTEST:

\_\_\_\_\_

\_\_\_\_\_  
**GRANTEE, Gretchen E. Sexton**

ATTEST:

\_\_\_\_\_

\_\_\_\_\_  
**GRANTOR, City of Homewood**

By: Cale Smith

Its: City Manager

EXHIBIT 1

303 RIDGE ROAD

Owner requests to extend stacked stone retaining wall measuring approximately 18" in height into city right-of-way from the property line to the valley gutter.

