

**RESERVE CONTRACT SUPPLEMENT  
OSU RESERVE CONTRACT FOR PROFESSIONAL CONSULTANTS  
SUPPLEMENT NO.:  
PROJECT NAME**

This Reserve Contract Supplement dated \_\_\_\_\_ (the “Supplement”) is entered into between:

“Consultant”:

and “Owner”:

OREGON STATE UNIVERSITY  
Construction Contract Administration  
644 SW 13<sup>th</sup> Ave.  
Corvallis, OR 97333

(each a “Party” and collectively, the “Parties”) pursuant to that certain Reserve Contract entered into between the Parties (the “Reserve Contract”). Capitalized terms have the meaning defined in the Reserve Contract unless further defined in this Supplement.

**1. DESCRIPTION OF THE PROJECT:** The project to which this Supplement pertains is described as follows: \_\_\_\_\_ (the “Project”).

**2. SERVICES TO BE PERFORMED:** The Consultant shall perform the following services on the Project: \_\_\_\_\_ (the “Services”). Consultant shall perform its Services according to the terms and conditions of this Supplement, the Reserve Contract, and Attachment 1, which are each incorporated herein by this reference.

All design Services will be performed in compliance with the Owner’s Design Criteria in effect as of the date of this Supplement.

The Project description, scope of Services, and the fee breakdown are outlined in the Proposal dated \_\_\_\_\_, and Signed by \_\_\_\_\_ (attached hereto and incorporated by this reference as “Exhibit 1”).

**3. SCHEDULE.** Consultant shall perform its Services according to the schedule developed in cooperation with the Owner in order to meet Project needs: \_\_\_\_\_ (the “Schedule”).

**4. INCORPORATED DOCUMENTS.** This Supplement, the Reserve Contract and Exhibit 1 are all intended to be complementary. However, any conflicts or discrepancies will be resolved utilizing the following descending order of precedence: 1) this Supplement excluding the Reserve Contract and Exhibit 1, 2) the Reserve Contract excluding this Supplement and Exhibit 1, and 3) Exhibit 1 excluding this Supplement and Reserve Contract.

**5. COMPENSATION [Owner will choose A/B].**

[A] Owner shall compensate Consultant for Services and Reimbursable Expenses incurred by the Consultant in the performance of the Services on a Time and Materials basis in accordance with the Schedule of Charges and the provisions of this Supplement.

The Maximum Compensation for the Consultant's Services including the Reimbursable Expenses is \$ . This amount includes \$ for Services and \$ for Reimbursable Expenses.

[B] Owner shall compensate Consultant for Services and Reimbursable Expenses incurred by the Consultant in the performance of the Services on a Fixed Price basis in accordance with the Reserve Contract and the provisions of this Supplement.

The Maximum Compensation for the Consultant's Services including the Reimbursable Expenses is \$ . This amount includes \$ for Services and \$ for Reimbursable Expenses.

Total Maximum Compensation, including the cost of any Additional Services that the Parties may agree to through subsequent execution of a Supplement Amendment, shall not exceed the maximum allowable under OSU Standards.

**6. TERM.** This Supplement is effective on the date it has been Signed by every Party hereto and all required approvals have been obtained (the "Supplement Effective Date"). No Services shall be performed, or payment made, prior to the Supplement Effective Date.

Unless earlier terminated or suspended, Consultant shall perform its obligations according to this Supplement until Consultant's Services are completed and accepted by Owner. Consultant hereby agrees that the Services set forth in this Supplement may continue beyond the Term of the Reserve Contract and will be performed through final completion of Consultant's Services, including completion of all warranty work. The Parties expressly agree that they may execute a Supplement Amendment and extend the date which Consultant's Services may be completed, which may include a date beyond the Term of the Reserve Contract.

Termination or suspension does not extinguish or prejudice Owner's right to enforce the Supplement with respect to any breach by the Consultant that has not been cured.

**7. INSURANCE REQUIREMENTS.**

Prior to this Supplement Effective Date, Consultant shall provide Owner with Certificates of insurance maintained in full force and effect at Consultant's expense. Further, each insurance for which a Certificate is required shall be maintained for the duration of the Term of this Supplement including any extensions or Supplement Amendments that may extend the Term of this Supplement. Insurance purchased by Consultant must be consistent with the following:

- A. **Workers' Compensation** – The Consultant, its Sub-consultants, if any, and any other employers providing work, labor or materials under the Supplement are subject employers under the Oregon Workers' Compensation Law and shall comply with ORS 656.017, which requires such employers to provide Oregon Workers' Compensation coverage for all their subject workers working in Oregon unless it meets the exemption in ORS 656.126. Workers' Compensation coverage shall be maintained at all times with statutory limits and Employer's Liability insurance shall have minimum limits of \$500,000 each accident; \$500,000 disease-each employee; \$500,000 disease-policy limit.
- B. **Commercial General Liability** – The Consultant shall obtain, at the Consultant's expense, Commercial General Liability Insurance covering bodily injury and property damage. This insurance shall include personal injury, products and completed operations, contractual liability, premises liability, and coverage for the indemnity provided under the Reserve Contract and be made on an occurrence basis. Consultant shall provide proof of insurance demonstrating minimum limits indicated by the checked box below:
- \$2,000,000 per occurrence and \$4,000,000 in aggregate  
 \$      per occurrence and \$      in aggregate
- C. **Automobile Liability** – The Consultant shall obtain, at the Consultant's expense, Automobile Liability Insurance covering all owned, leased, or hired vehicles, as applicable. This coverage may be written in combination with the Commercial General Liability Insurance. Consultant shall provide proof of insurance with a minimum combined single limit of \$1,000,000 per occurrence or accident.
- D. **Professional Liability/Errors & Omissions** – The Consultant and sub-consultants, when applicable, shall provide Owner with proof of coverage for Professional Liability/Errors & Omissions insurance covering any damages caused by negligent error, omission, or any negligent act in regard to the Project, its plans, drawings, specifications and project manual, and all related work products of the Consultant. The policy may be either a practice-based policy or a policy pertaining to the specific Project. The Consultant shall provide proof of insurance of not less than the amounts indicated by the checked box below:
- \$2,000,000 per occurrence and \$4,000,000 in aggregate  
 \$      per occurrence and \$      in aggregate.

**8. OTHER TERMS.** Except as specifically modified by the Supplement, all terms of the Reserve Contract remain unchanged and apply to the Project and the Services.

**9. EXECUTION AND COUNTERPARTS.** The Supplement may be executed in several counterparts, each of which will be an original, all of which will constitute the same instrument.

**[Owner may Choose to omit] 10. PREVAILING WAGE RATES.** Consultant will be compensated

for Services subject to prevailing wage rate law (“PWR Law”) according to the following formula: the hourly rate specified in the Consultant’s Schedule of Charges for that specific Service, plus the difference between the prevailing wage rate for that Service at the time this Supplement is executed and the prevailing wage rate for that Service at the time that all qualifications to perform the Services set forth on this Supplement were due.

All prevailing wage rates used to calculate Consultant’s compensation in this Section 10 will use the BOLI wage rates and requirements set forth in the following BOLI booklet (and any listed amendments to that booklet), which are incorporated herein by reference:

PREVAILING WAGE RATES for Public Works Contracts in Oregon, \_\_\_\_, 20\_\_, as amended \_\_\_\_, 20\_\_ [delete “as amended \_\_\_\_, 20\_\_” if there have been no amendments since last rate change], which can be downloaded at the following web address:

[[http://www.boli.state.or.us/BOLI/WHD/PWR/pwr\\_book.shtml](http://www.boli.state.or.us/BOLI/WHD/PWR/pwr_book.shtml)]

The Work will take place in \_\_\_\_\_ County, Oregon.

All other Services under this Supplement will be compensated at rates specified in the Schedule of Charges.

**[Owner may Choose to omit] 11. KEY PERSON(S).** Consultant’s personnel identified below will be considered Key Person(s) and will not be replaced during the Project to which this Supplement pertains without the written permission of Owner:

\_\_\_\_\_

Further, Consultant agrees to the following:

- A. Upon Owner request, Consultant shall timely provide such additional information as Owner may reasonably request or require on the professional qualifications and experience of any Key Person.
- B. Any attempted substitution or replacement of a Key Person by the Consultant, without the written consent of Owner (which shall not be unreasonably withheld), will constitute a material breach of this Supplement. If Consultant intends to substitute personnel, a request must be given to Owner at least 30 days prior to the intended time of substitution. When replacements have been approved by Owner, Consultant shall provide a transition period of at least 10 working days during which the original and replacement personnel shall be working on the Project concurrently.
- C. Should the Key Person(s) become unavailable to the Consultant at any time, Consultant shall replace the Key Person with personnel or Sub-Consultants having substantially equivalent or better qualifications than the Key Person being replaced, as reasonably approved by Owner.

- D. Consultant shall remove any Key Person from the Project at the written, reasonable request of Owner. Such request shall provide Consultant a reasonable period of time to find a suitable replacement.

**Consultant hereby confirms and certifies that the representations, warranties and certifications contained in the Reserve Contract remain true and correct as of this Supplement Effective Date.**

IN WITNESS HEREOF, the Parties have duly executed this Supplement on the dates indicated below.

\_\_\_\_\_, Consultant

OREGON STATE UNIVERSITY, Owner

By: \_\_\_\_\_

By: Paul J. Odenthal

Title: \_\_\_\_\_

Title: Senior Associate Vice President for  
Administration

Date: \_\_\_\_\_

Date: \_\_\_\_\_

SAMPLE