



Document E201™ – 2007

Digital Data Protocol Exhibit

This Exhibit is incorporated into the accompanying agreement (the "Agreement") dated the Twenty-first day of July in the year Two thousand fifteen
(In words, indicate day, month and year.)

BETWEEN:

(Name, address and contact information, including electronic addresses)

Tupelo Public School District
72 South Green Street
Tupelo, MS 38804
gloden@tupeloschools.com, acantrell@tupeloschools.com, any other associated email addresses used in the performance of work under Owner authorized agreements.

AND:

(Name, address and contact information, including electronic addresses)

JBHM Architects, PA
105 Court Street
Tupelo, MS 38804

wlewis@jbhm.com, or claney@jbhm.com or ssloan@jbhm.com, or mhood@jbhm.com, any other associated email addresses used in the performance of work under Owner authorized agreements.

for the following Project:

(Name and location or address)

Tupelo Public School District, Work Performed under AIA B121-2014 "Standard Form of Master Agreement between Owner and Architect" and implemented AIA B221-2014 "Service Order for use with Master Agreement Between Owner and Architect"

TABLE OF ARTICLES

- 1 GENERAL PROVISIONS
- 2 TRANSMISSION OF DIGITAL DATA
- 3 PROJECT PROTOCOL TABLE

ARTICLE 1 GENERAL PROVISIONS

§ 1.1 This Exhibit establishes the procedures the parties agree to follow with respect to the transmission or exchange of Digital Data for this Project. Where a provision in this Exhibit conflicts with a provision in the Agreement into which this Exhibit is incorporated, the provision in this Exhibit will prevail.

§ 1.1.1 The parties agree to incorporate this Exhibit by reference into any other agreement for services or construction for the Project.

ADDITIONS AND DELETIONS:

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

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

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§ 1.1.2 Signatures may be made by electronic methods to the fullest extent permitted by applicable law.

§ 1.2 DEFINITIONS

§ 1.2.1 **Digital Data.** Digital Data is defined as information, communications, drawings, or designs created or stored for the Project in digital form.

§ 1.2.2 **Confidential Information.** Confidential Information is defined as Digital Data that the transmitting party has designated as confidential and clearly marked with an indication such as "Confidential" or "Business Proprietary."

§ 1.2.3 **Written or In Writing.** In addition to any definition in the Agreement to which this Exhibit is attached, "written" or "in writing" shall mean any communication, including without limitation a notice, consent or interpretation, prepared and sent to an address provided in this Exhibit using a transmission method set forth in this Exhibit that permits the recipient to print or store the communication. Communications transmitted electronically are presumed received if sent in conformance with this Section 1.2.3.

ARTICLE 2 TRANSMISSION OF DIGITAL DATA

§ 2.1 The transmission of Digital Data constitutes a warranty by the transmitting party to the receiving party that the transmitting party (1) is the copyright owner of the Digital Data, (2) has permission from the copyright owner to transmit the Digital Data for its use on the Project, or (3) is authorized to transmit Confidential Information.

§ 2.2 The receiving party agrees to keep Confidential Information strictly confidential and not to disclose it to any other person except to (1) its employees, (2) those who need to know the content of the Confidential Information in order to perform services or construction solely and exclusively for the Project, or (3) its consultants and contractors whose contracts include similar restrictions on the use of Confidential Information.

§ 2.3 The transmitting party does not convey any right in the Digital Data or in the software used to generate the data. The receiving party may not use the Digital Data unless permission to do so is provided in the Agreement, in other documents incorporated by reference into the Agreement, such as the general conditions of the contract for construction, or in a separate license.

§ 2.4 Unless otherwise granted in a separate license, the receiving party's use, modification, or further transmission of the Digital Data, as provided in the Agreement, is specifically limited to the design and construction of the Project in accordance with the Project Protocols set forth in Article 3, and nothing contained in this Exhibit conveys any other right to use the Digital Data for another purpose.

(Paragraph deleted)

ARTICLE 3 PROJECT PROTOCOL TABLE

§ 3.1 The parties agree to comply with the data formats, transmission methods and permitted uses set forth in the Project Protocol Table below when transmitting or using Digital Data on the Project.

(Complete the Project Protocol Table by entering information in the spaces below. Adapt the table to the needs of the Project by adding, deleting or modifying the listed Digital Data as necessary. Use Section 3.2 Project Protocol Table Definitions to define abbreviations placed, and to record notes indicated, in the Project Protocol Table.)

Digital Data	Data Format	Transmitting Party	Transmission Method	Receiving Party	Permitted Uses	Notes (Enter #)
§ 3.1.1						
§ 3.1.2 Project communications	Varies		Varies			
General communications	Varies	O, A, C	Varies	O, A, C	R	
Meeting notices	Varies	A, C	Varies	O, A, C	R	
Agendas	Varies	A, C	Varies	O, A, C	R	
Minutes	Varies	A, C	Varies	O, A, C	R	
Requests for information	Varies	C	Varies	A	R, I	
Other:						
§ 3.1.3 Architect's pre-construction submittals	.pdf	A	Varies	O	R	
Schematic Design Documents	.pdf	A	Varies	O	R	
Design Development Documents	.pdf	A	Varies	O	R	

Construction Documents	.pdf	A	Varies	O	R	
§ 3.1.4 Architect's Drawings and Specifications						
Contract Documents	.pdf	A	CD	O, C	R	
Drawings	.pdf	A	CD	O, C	R	
Specifications	.pdf	A	CD	O, C	R	
Other:	DWF	A	CD	C	I	
§ 3.1.5 Contractor's submittals						
Product data						
Submitted by Contractor		C	HC	A	R	
Returned by Architect		A	HC	C	R, I	
Shop drawings						
Submitted by Contractor		C	HC	A	R	
Returned by Architect		A	HC	C	R, I	
Other submittals:						
§ 3.1.6 Subcontractor's submittals						
Product data						
Submitted by Subcontractor						
Returned by Contractor						
Shop drawings						
Submitted by Subcontractor						
Returned by Contractor						
Other Submittals:						
§ 3.1.7 Modifications						
Architect's Supplemental Instructions		A		C	R	
Requests for proposal	Varies	A	EM, EMA	C	R	
Proposal	Varies	C	EM, EMA	A	R	
Modification communications	Varies	A, O, C	EM, EMA	A, O, C	R, I, M	
§ 3.1.8 Project payment documents						
§ 3.1.9 Notices and Claims						
Other:						
§ 3.1.10 Closeout documents						
Record documents		C	HC	A	R	
		C	HC			

§ 3.2 PROJECT PROTOCOL TABLE DEFINITIONS

(Below are suggested abbreviations and definitions. Delete, modify or add as necessary.)

Data Format:

(Provide required data format, including software version.)

W .doc, Microsoft® Word 2002

Transmitting Party:

- O Owner
- A Architect
- C Contractor

Transmission Method:

- EM Via e-mail
- EMA As an attachment to an e-mail transmission
- CD Delivered via Compact Disk

PS Posted to Project Web site
FTP FTP transfer to receiving FTP server

Receiving Party:

O Owner
A Architect
C Contractor

Permitted Uses:

(Receiving Party's permitted use(s) of Digital Data)

S Store and view only
R Reproduce and distribute
I Integrate (incorporate additional digital data without modifying data received)
M Modify as required to fulfill obligations for the Project

Notes:

(List by number shown on table.)

Architect (Signature)

William M. Lewis, AIA, Principal-in-Charge
JBHM Architects, PA
(Printed Name and Title)

(Date Signed)

Owner (Signature)

Dr. Gearl Loden, Superintendent
Tupelo Public School District
(Printed Name and Title)

(Date Signed)

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JBHM Architects, P.A. - Tupelo Public School District
Hourly Rates - 2015

	Billing Rate (\$/hour)
Managing Principal	\$295.00
Associate / Director / Principal	\$200.00
Team Leader	\$180.00
Registered Professional (Architect/Interiors/Landscape)	\$160.00
Design Professional (Architect/Interiors/Landscape/Construction Administration)	\$140.00
Production I	\$100.00
Production II	\$ 85.00
Office Manager	\$115.00
Clerical Support	\$ 85.00
Design Professional Intern	\$ 70.00
Co-Op/Summer/Office Help	\$ 50.00

For purposes of this agreement, the Managing Principals are as follows:

Joseph S. Henderson
Richard H. McNeel

Reimbursable expenses at cost of the expense
incurred, including the following:

Mileage at \$0.56 per mile (authorized out-of-town travel only).

Expense of reproductions, postage and handling of plans, specifications and other documents.

Services of professional consultants as billed to the Architect.

JBHM
Architecture