City of Edmond

Notice of Public Meeting

The City of Edmond encourages participation from all its citizens. To request an accommodation due to a disability, please contact the ADA Coordinator at least 48 hours prior to a scheduled meeting. The ADA Coordinator can be contacted by email: ADAcoordinator@edmondok.gov or phone: 405-359-4518.

Public Works Committee
Regular Meeting Agenda
City Hall Main Street Conference Room A, 22 E. Main Street Edmond, Oklahoma
5:00 p.m., Wednesday, September 23, 2026

Notice to the Public

Official action can only be taken on items which appear on the agenda. The Public Works Committee may discuss, adopt, approve, amend, reject, deny, strike or continue any item listed on the agenda. When more information is needed to act on an item, the Public Works Committee may refer the matter to the Public Works Committee staff. The Public Works Committee may also refer items to the standing committees of the Committee for additional study. Under certain circumstances, items are deferred/continued to a specific later date or stricken from the agenda entirely.

1. Call to Order.

2. Consideration of Approval of Meeting Minutes: August 12, 2026

3. Discussion and Consideration of Approval of the 2027 Public Works Committee Schedule of Regular Meetings.

4. Consideration of Approval of Task Order No. 8 (General Sanitary Sewer Services) with Cowan Group Engineering, LLC under the On-Call Water and Wastewater Engineering Services Agreement; $100,000.00. (City-wide)

5. Consideration of Approval of Task Order No. 9 (SS24-00003 – FY27 Sanitary Sewer Line Improvements - Phase 1) with Cowan Group Engineering, LLC under the On-Call Water and Wastewater Engineering Services Agreement; $200,000.00. (City-wide)

6. Consideration of Approval of Professional Services Contract Amendment No. 3 with Kimley-Horn & Associates, Inc. for Project SS24-00006 Spring Creek Interceptor Improvements - Phase 1. $146,000. (Ward 2)

7. Consideration of Approval of Amendment No. 1 to Task Order No. 2 (I-35 Complex and Post Road Complex Grounding Study) with Carollo Engineers, Inc. under the On-Call Water and Wastewater Engineering Services Agreement; $35,513.20. (Ward 2)

8. Consideration of Approval to Proceed with Contractor Prequalification and Bidding for SS24-00003 FY27 - Sanitary Sewer Rehabilitation - Phase 1project. (Wards 1 & 3)

9. Citizen Comments.

   This is an opportunity for residents and non-residents to address the Public Works Committee on Public Works Committee related matters not on the agenda or scheduled for a public hearing. All remarks must be directed to the Chair of the meeting, are limited to three minutes or less, and must otherwise be made in accordance with Section I of the City Council / Public Works Authority rules, available here and upon request at City Hall.

   Please note that members of the Public Works Committee cannot respond to issues brought up in Citizen Comments if they are not on the agenda, in accordance with state law.

10. Comments from the Public Works Committee Chair and Members.

11. Adjournment.

Public Works Committee **2.**

Meeting Date: 09/23/2026

Submitted For: Brad Moery, Senior Civil Engineer, Engineering

Ward :

Information

Item

Consideration of Approval of Meeting Minutes: August 12, 2026

Attachments

08.12.26 PWC Mtng Min

Public Works Committee Minutes **Wednesday, August 12, 2026**

1. **Call to Order.**

Chairman Moore called the regular meeting of the Edmond Public Works Committee to order at 5:00 pm, Wednesday, August 12, 2026, in the Main Conference Room A located at 22 E. Main St., Edmond, Oklahoma. The agenda for this meeting was posted in the City Hall Building on August 6, 2026, at 12:38 p.m.

Members Present: Barry Moore
Cindy Holman
Preston Watterson

Staff Present: A.J. Krieger, City Manager
Randy Entz, Assistant City Manger
Steve Lawrence, Director of Engineering
Keith Stewart, Director of Public Works
Rick Opat, Assistant Director of Water Resources
Brad Moery, Senior Civil Engineer
Will Huggins, Senior Water Resources Engineer

2. **Approval of Meeting Minutes – July 22, 2026**.

Motion by Holman, seconded by Moore, to approve meeting minutes as written. Motion approved as follows:
Yes: Watterson, Holman, and Moore
No: None

3. **Discussion of Utility Concerns Along North Edmond Border with Logan County Rural Water District No. 1.**

Rick Opat, Assistant Director of Water Resources, provided historical background regarding development concerns first identified in the area and subsequent meetings between Water Resources, Logan County Rural Water District No. 1 (LCRWD#1), and developers regarding potential wastewater solutions. He stated that an agreement with LCRWD#1 was approved by the Public Works Committee (PWC) on April 10, 2023, but subsequently failed before City Council on May 13, 2024, due to concerns regarding tax leakage.

Mr. Opat stated that the item was being brought back before PWC as Water Resources continues to receive inquiries from developers regarding wastewater solutions for new development along the northern border of Waterloo Road.

A discussion ensued regarding the advantages and disadvantages of pursuing a wastewater solution. It was noted that LCRWD#1 is currently seeking approval from the Oklahoma Department of Environmental Quality (DEQ) for a proposed wastewater treatment plant at I-35 and Waterloo Road that would discharge into Cowbell Creek.

Steve Lawrence, Director of Engineering, explained that smaller wastewater treatment plants are subject to different standards, which can make State enforcement more challenging. He noted that discharges from these facilities may not meet the same water quality standards as the City's larger wastewater treatment plant, potentially impacting Edmond's responsibility to maintain water quality in streams within the City. He further explained that lower-quality water entering the City's wastewater treatment system may require additional treatment to meet downstream quality standards, resulting in costs beyond normal plant maintenance.

Committee Member Holman asked to receive a copy of the LCRWD#1 district map via email.

Mr. Opat stated that he would provide the map.

Mr. Opat noted that the item was brought back before the Committee to discuss continuing concerns, including potential stormwater impacts along Edmond's northern border; increased pollution risks associated with discharges into developed areas of Edmond; potential missed cost-sharing opportunities related to planned City development; and unknown future National Pollutant Discharge Elimination System (NPDES) requirements.

Mr. Opat reiterated that the purpose of the discussion was to inform the Committee that the concerns identified in 2023 regarding development along the northern corridor and potential environmental solutions continue to exist. He stated that, should PWC provide guidance, Staff is prepared to further evaluate potential solutions.

Committee Member Holman asked what would happen if an agreement between the City and LCRWD#1 were never approved and when the situation might become critical due to concerns regarding water quality and potential wastewater discharges.

Mr. Lawrence stated that, from a utility perspective, the issue presents a potential future financial risk. He explained that it would be more beneficial to serve the larger basin by extending a gravity sewer line to convey the flow to the City's existing wastewater treatment plant, where it could be treated to the standards currently maintained by the City. He stated that this approach would help maintain area water quality while providing a more comprehensive wastewater solution.

Committee Member Holman asked whether City Staff would continue monitoring the situation and bring the matter back to City Council if it became critical.

Mr. Lawrence explained that the matter is being brought back to PWC because LCRWD#1 has received approval for a specific wastewater treatment plant location and is pursuing approval of its construction plans. He stated that Staff believes the project has reached a critical decision point as LCRWD#1 prepares to make a significant investment in its infrastructure.

Mr. Lawrence stated that this presents an opportunity for Edmond to determine whether the City's utility should participate and explore whether LCRWD#1 might prefer to pay the City to construct gravity sewer lines and connect to the City's wastewater system rather than construct its own treatment plant. He noted that development is moving forward along the northern corridor and LCRWD#1 now has a more detailed plan for the treatment plant.

Will Huggins, Senior Water Resources Engineer, stated that once LCRWD#1 expends funds to permit and construct the wastewater treatment plant and the facility becomes operational, it would be unlikely to pursue cost-sharing for a gravity interceptor because of the capital investment already made.

Committee Member Watterson asked when the City's last opportunity to change course would be.

Mr. Lawrence stated that this may be the last good opportunity, although other options could arise. He noted that a treatment plant could be constructed and later experience operational or maintenance issues requiring State involvement and potentially City involvement, similar to what occurred with the Town of Arcadia. However, he stated that he does not anticipate that scenario with LCRWD#1 and noted that once the treatment plant is constructed, the City would need to address any resulting impacts or repercussions.

Chairman Moore asked why the proposed approach would be advantageous to the City.

Kris Neifing, Director of Water Resources, stated that because utility rates are a consideration, the City should evaluate regional opportunities that could lower customer costs through cost-sharing outside the existing system. He explained that without cost-sharing, the City bears the full cost of its infrastructure, while cost-sharing can provide economies of scale by distributing fixed infrastructure costs among more users.

Mr. Lawrence stated that cost-sharing would help control wastewater rates.

A.J. Krieger, City Manager, stated that although he was not familiar with the full history of the environmental concerns or solutions proposed in 2023, he supported the potential for additional jurisdictional sales.

Keith Stewart, Director of Public Works, stated that development will occur regardless of whether the City anticipates or plans for it. He noted that the City's wastewater treatment costs would increase if wastewater entered the City's streams.

A discussion ensued regarding placing an additional item on a future PWC agenda to obtain Committee guidance on the direction Staff should take regarding this matter.

Chairman Moore called for any further questions or comments. No Committee Member responded.

Discussion only. No action required.

4. **Consideration of Approval of Professional Service Contract Amendment No. 1 with Freese and Nichols, Inc. for the SS25-00001 – Chisholm Creek Lift Station Odor Control Project. $321,545.00 (Ward 4).**

Will Huggins, Senior Water Resources Engineer, stated that the original contract for Preliminary Design Services was presented to the Public Works Committee (PWC) on February 26, 2025. At that time, Staff advised that after gathering additional data, they would return to PWC with an update and recommendations for next steps. Amendment No. 1 with Freese and Nichols, Inc. (Freese and Nichols) will provide Detailed Design and Bidding Services. He noted that Amendment No. 2 will later be presented for Construction Phase Services.

Mr. Huggins provided an overview of the project, explaining that the Chisholm Creek Lift Station, located on the west side of the City, pumps wastewater through a force main to a gravity interceptor that conveys the flow to the Coffee Creek Water Resource Recovery Facility. He stated that the primary need for the project is the corrosive gases generated by the system, which pose a risk to operations personnel, particularly at the discharge manhole, and may also present a hazard to the public if nearby gathering areas are present. An additional benefit of the project is the reduction of odors.

Committee Member Holman asked whether the $321,545.00 was for the design phase only.

Mr. Huggins confirmed that the amount is for Detailed Design and Bidding Services.

Committee Member Holman asked whether Freese and Nichols would remain involved during construction.

Mr. Huggins confirmed that Freese and Nichols will provide Construction Phase Services under Amendment No. 2, which will be presented as a companion agenda item after the design is completed and the construction contract is awarded. He stated that Amendment No. 1 will be presented to the next City Council/Edmond Public Works Authority (EPWA) meeting for approval. Following approval, design is anticipated to be completed by summer 2027, with construction expected to be completed by May 2028.

Committee Member Watterson asked whether the issue was occurring at the Lift Station or the discharge point and how long it had been occurring.

Mr. Huggins stated that the issue is primarily at the discharge point.

Kris Neifing, Director of Water Resources, stated that the issue has been occurring since the early 1990s.

Mr. Huggins explained that the need for a larger-capacity odor control system at a pump station indicates higher-than-anticipated gas production, which requires larger oxygen generators. He stated that Staff recently completed data collection from the existing hydrogen sulfide monitoring system, collected samples, and worked with manufacturers to determine the City's oxygen generation requirements.

Chairman Moore called for further questions or comments. No Committee Member responded.

Motion by Holman, seconded by Watterson, to approve agenda item #4. Motion approved as follows:
Yes: Watterson, Holman, and Moore
No: None

5. **Consideration of Approval of Change Order No. 1 (FINAL) to the Contract for Construction with Elevation Roofing Solutions LLC dba H&H Construction for the 33rd Street Sidewalk Project; $15,813.01 Increase. (Ward 3)**

Brad Moery, Senior Civil Engineer, explained that Staff do not typically bring Change Orders before the Committee. However, Change Order No. 1 is associated with the Water Resources 33rd Street Water Line project, which included a sidewalk extension identified as a missing link in the ADA Transition Plan. The consultant who designed the waterline project was able to provide a favorable rate for the sidewalk extension.

Mr. Moery stated that on October 21, 2025, the Capital Improvement Advisory Board (CIP) approved making up to $200,000 available from the 2000 CIP Sales Tax Reserves (Reserves) for the project. The project was subsequently bid at approximately $110,000, significantly below the Engineer's estimate. Change Order No. 1 primarily addresses additional sod work required to complete the project.

Mr. Moery stated that this is the final Change Order and fairly compensates the contractor for the completed work. Due to its connection to the Water Resources project, he felt it was appropriate to bring the Change Order before the Public Works Committee prior to presenting it to the City Council for approval.

Committee Member Holman asked whether the additional sod and dirt work could have been anticipated during the design phase.

Mr. Moery explained that minor design modifications are occasionally identified during construction to address safety issues or site conditions that were not evident or fully accounted for during the design process.

Committee Member Holman stated that although the Change Order amount is relatively small, it is significant as a percentage of the overall project cost. She stated that she did not have an issue with approving the Change Order but generally prefers to avoid Change Orders whenever possible.

Committee Member Watterson asked whether the approximately $75,000 difference between the $200,000 approved amount and the project cost would be returned to the 2000 CIP Sales Tax Reserves.

Mr. Moery clarified that funds were not transferred from the Reserves following the October 21, 2025, meeting; rather, the CIP Advisory Board approved making up to $200,000 available for the project. Therefore, no funds will be returned to the Reserves. The $15,813.01 Change Order will be paid from the 2000 CIP Sales Tax Reserves.

Chairman Moore called for any further questions or comments. No Committee Member responded.

Motion by Watterson, seconded by Holman, to approve agenda item #5. Motion approved as follows:
Yes: Watterson, Holman, and Moore
No: None

6. **Approval of Short List of Qualified Engineers and Design Professionals.**

Brad Moery, Senior Civil Engineer, provided information regarding the annual Request for Qualifications (RFQ) process for professional services, which utilizes a quality-based selection (QBS) process. He explained that QBS separates a firm's technical qualifications and expertise from pricing considerations. He noted that the Engineering Department's RFQ process is currently separate from the Water Resources RFQ process to distinguish the types of work being solicited.

Mr. Moery stated that the Engineering Department received 50 submissions and that the short list presented to the Public Works Committee was developed from those submissions. He clarified that firms not included on the short list are not precluded from performing work for the City of Edmond.

Committee Member Holman asked whether a qualified firm not included on the short list could be invited to submit a proposal for a specific project.

Mr. Moery explained that if a project has a specific scope and proposals from the current short-listed firms do not adequately meet the project requirements, Staff may issue a separate RFQ for that project, allowing firms with the appropriate expertise to respond.

Committee Member Watterson asked whether there were any notable additions to this year's short list.

Mr. Moery stated that the "On-Call Bridge Repair Design Engineering Services" category is a newer addition. He explained that the City has several bridges that are approximately 100 years old or approaching 100 years of age. While Staff has been able to maintain the bridges and keep them viable, more substantial repairs will be needed in the future. He noted that a consultant is currently inspecting all City bridges and finalizing a report. Including the Bridge Repair category on the short list will allow Staff to mobilize quickly once the inspection report is completed and the extent of needed repairs is known.

Motion by Holman, seconded by Watterson, to approve agenda item #6. Motion approved as follows:
Yes: Watterson, Holman, and Moore
No: None

7. **Citizen Comments.**

Taylor Wilson, Edmond Resident, thanked Staff for bringing the LCRWD#1 issue to PWC for discussion. He noted that he feels it's a core issue that the City should spend time determining a strategy for and moving forward executing the strategy.

Mr. Wilson also stated he'd like to see the approved short list of qualified engineers and design professionals posted online.

8. **Comments from the Public Works Committee Chair and Members.**

Committee Member Holman commented that after a discussion with Kris Neifing regarding vulnerability in water systems, she has confidence that Water Resources Staff along with other City staff are focusing on and proactive in safeguarding the City's water systems.

Chairman Moore expressed his appreciation to City staff members Steve Lawrence, Brad Moery, and Keith Stewart for helping resolve various citizen issues, including helping a young student with this Eagle Scout project.

Chairman Moore also thanked Committee Member Holman for choosing to serve another term on the Public Works Committee.

9. **Adjournment.**
There being no further business, a Motion to adjourn was made by Holman and seconded by Watterson. Chairman Moore adjourned the meeting at 6:00 pm.

Chairman – Edmond Public Works Committee

Aug 12, 2026
Date

Public Works Committee **3.**

Meeting Date: 09/23/2026

Submitted For: Brad Moery, Senior Civil Engineer, Engineering

Email: Brad.Moery@edmondok.gov , Phone: 405-359-4771

Submitted By: Cary Anstine, Administrative Specialist II, Engineering

Ward:

City Council Strategic Plan: N/A

Information

Item

Discussion and Consideration of Approval of the 2027 Public Works Committee Schedule of Regular Meetings.

Background

A proposed schedule of regular meetings for calendar year 2027 is attached for consideration.

As required by Oklahoma Statutes Title 25, Section 311, an annual notice of regular meetings for each municipal body must be filed with the City Clerk no later than December 15, 2026, of the preceding year.

Special or emergency meetings of the Public Works Committee may be called during the year. The date, time, and location of regularly scheduled meetings may also be altered with proper notice, as provided under the Oklahoma Open Meeting Act.

Time Frame

N/A

Issue

Compliance with State Law.

Recommendations

Staff recommends approval.

Action Needed

Motion to Approve.

Public Notification

Posted Agenda.

Attachments

2027 PWC Regular Mtng Schedule

2027 CALENDAR YEAR
SCHEDULE OF REGULAR MEETINGS

PUBLIC WORKS COMMITTEE

Contact Information:

Brad Moery
Senior Civil Engineer
Brad.Moery@edmondok.gov
405-359-4771

DATE	TIME	PLACE OF MEETING
01/13/2027	5:00 p.m.	City Hall, Conference Room A, 22 E. Main Street
01/27/2027	5:00 p.m.	City Hall, Conference Room A, 22 E. Main Street
02/10/2027	5:00 p.m.	City Hall, Council Chambers, 22 E. Main Street
02/24/2027	5:00 p.m.	City Hall, Conference Room A, 22 E. Main Street
03/10/2027	5:00 p.m.	City Hall, Conference Room A, 22 E. Main Street
03/24/2027	5:00 p.m.	City Hall, Conference Room A, 22 E. Main Street
04/14/2027	5:00 p.m.	City Hall, Conference Room A, 22 E. Main Street
04/28/2027	5:00 p.m.	City Hall, Conference Room A, 22 E. Main Street
05/12/2027	5:00 p.m.	City Hall, Conference Room A, 22 E. Main Street
05/26/2027	5:00 p.m.	City Hall, Conference Room A, 22 E. Main Street
06/09/2027	5:00 p.m.	City Hall, Conference Room A, 22 E. Main Street
06/23/2027	5:00 p.m.	City Hall, Conference Room A, 22 E. Main Street
07/14/2027	5:00 p.m.	City Hall, Conference Room A, 22 E. Main Street
07/28/2027	5:00 p.m.	City Hall, Conference Room A, 22 E. Main Street
08/11/2027	5:00 p.m.	City Hall, Conference Room A, 22 E. Main Street
08/25/2027	5:00 p.m.	City Hall, Conference Room A, 22 E. Main Street
09/08/2027	5:00 p.m.	City Hall, Conference Room A, 22 E. Main Street
09/22/2027	5:00 p.m.	City Hall, Conference Room A, 22 E. Main Street
10/13/2027	5:00 p.m.	City Hall, Conference Room A, 22 E. Main Street
10/27/2027	5:00 p.m.	City Hall, Conference Room A, 22 E. Main Street
11/10/2027	5:00 p.m.	City Hall, Conference Room A, 22 E. Main Street
12/08/2027	5:00 p.m.	City Hall, Conference Room A, 22 E. Main Street

Notice filed with the Edmond City Clerk at _____ on _____, 2026.

_____
Kory Atcuson-Coley

Public Works Committee **4.**

Meeting Date: 09/23/2026

Submitted For: Kris Neifing, Director, Water Resources

Email: Kris.Neifing@edmondok.gov , Phone: 405-216-7675

Submitted By: Kaitlynn Frost, Administrative Assistant, Water Resources

Ward: Citywide

City Council Strategic Plan: Long-term Comprehensive Infrastructure System

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Information

Item

Consideration of Approval of Task Order No. 8 (General Sanitary Sewer Services) with Cowan Group Engineering, LLC under the On-Call Water and Wastewater Engineering Services Agreement; $100,000.00. (City-wide)

Background

The City executed an on-call engineering services contract with Cowan Group Engineering, LLC (Cowan) in August 2025. Task Order No. 8 covers general engineering services for the wastewater system. The work associated with this task order will be executed on a work order basis. The intent of the task order is to complete tasks such as preliminary design services, permitting services, surveying services, and property services to support the development of a formal project or as needed in relation to another project being completed by another City department or outside entity (e.g., ODOT).

When services are requested, Cowan will submit a written work order proposal; Water Resources will review and approve it, and then Cowan will proceed with the work.

The on-call water and wastewater engineering services agreement allows up to $1,200,000 in task orders per fiscal year over the three-year term. This task order will be the 4th task order for Fiscal Year 2027. The table below summarizes the fiscal year limit, previously executed task orders, currently proposed task orders, and remaining limit for the fiscal year.

Fiscal Years	Annual Limit	Approved	Proposed	Remaining
2027	$1,200,000.00	$361,800.00	$300,000.00	$538,200.00

1. Proposed Task Order No. 8 ($100,000.00); Proposed Task Order No. 9 ($200,000.00) (separate agenda item).

Water Resources staff evaluated the task order and recommends approval.

Time Frame

Immediately upon approval.

Issue

Professional services are necessary to provide general engineering services related to the wastewater system.

Recommendations

Staff recommends approval.

Action Needed

Motion to approve.

Public Notifications

Posted Agenda.

Fiscal Impact

Amount:	$100,000.00
Account:	565352-8408 Wastewater-Sanitary Sewer Construction

Additional Information :

The purchase cost is $100,000.00, which will be paid from the Wastewater budget 565352-8408. Budget authority approved in the FY 2027 budget.

Attachments

Task Order 008 - CGE - General Sanitary Sewer Services - Partially Signed

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TASK ORDER NO. 008

This is Task Order No. **008**, consisting of 5 pages.

In accordance with Paragraph 1.01, Main Agreement, of the Agreement Between Owner and Engineer for Professional Services—On-Call Engineering Services dated **August 25, 2025**, Owner and Engineer agree as follows:

1. TASK ORDER DATA

a.	Effective Date of Task Order:	
b.	Owner:	**City of Edmond, Edmond Public Works Authority**
c.	Engineer:	**Cowan Group Engineering, LLC**
d.	Specific Project (title)	**General Sanitary Sewer Design Services**
e.	Specific Project (description):	**Engineering design services for improvements as directed by the City through Work Orders.**
f.	Related Task Orders Supplemented by this Task Order: Superseded by this Task Order:	**None**

2. BASELINE INFORMATION

Baseline Information. Owner has furnished the following Specific Project information to Engineer as of the Effective Date of the Task Order. Engineer's specific scope of services will be issued via Work Order which will be developed based on this information. As the Specific Project moves forward, some of the information may change or be refined, and additional information will become known, resulting in the possible need to change, refine, or supplement the scope of services.

Specific Project Title:	General Sanitary Sewer Design Services
Type and Size of Facility:	General
Description of Improvements:	Minor improvements as directed.
Expected Construction Start:	N/A

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Prior Studies, Reports, Plans:	N/A
Facility Location(s):	Edmond, OK
Current Specific Project Budget:	N/A
Funding Sources:	Varying City funds
Known Design Standards:	OAC 252:626, OAC 252:656, EPWA Standards
Known Specific Project Limitations:	None
Specific Project Assumptions:	None
Other Pertinent Information:	None

3. SERVICES OF ENGINEER ("SCOPE")

A. The specific Basic Services to be provided or furnished by Engineer under this Task Order, as authorized and issued by the City through individual Work Orders, are detailed in Exhibit A – Scope of Services.

B. All of the services included above comprise Basic Services for purposes of Engineer's compensation under this Task Order.

C. Additional Work Orders under this Task Order may be mutually agreed upon in writing. Information for each Work Orders must contain the information as provided in Exhibit B – Work Order. Written approval may be provided via email but must contain all the information provided in Exhibit B – Work Order. The additional Work Orders shall be defined per Exhibit A – Scope of Services. Work Orders shall be agreed upon prior to commencement.

D. Additional Services: Services not expressly set forth as Basic Services in Exhibit A – Scope of Services, and necessary services listed as not requiring Owner's written authorization, or requiring additional effort in an immediate, expeditious, or accelerated manner as a result of unanticipated construction events or Specific Project conditions, are Additional Services, and will be compensated by the method indicated for Additional Services in this Task Order. All other Additional Services require mutual agreement and may be authorized by amending the Task Order as set forth in the Main Agreement, with compensation for such other Additional Services as set forth in the amending instrument.

4. DELIVERABLES SCHEDULE

A. A deliverable schedule shall be developed for each Work Order issued under this task order.

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5. ADDITIONS TO OWNER'S RESPONSIBILITIES

A. Owner shall have those responsibilities set forth in Article 2 of the Main Agreement, and the following supplemental responsibilities that are specific to this Task Order: N/A

6. TASK ORDER SCHEDULE

A. A deliverable schedule shall be developed for each Work Order issued under this task order.

7. ENGINEER'S COMPENSATION

A. The terms of payment are set forth in Article 4 of the Main Agreement.

B. Owner shall pay Engineer for services rendered under this Task Order as follows:

Description of Service	Amount	Basis of Compensation
1. Basic Services	$100,000	Time and Material (Not to Exceed)
TOTAL COMPENSATION	$100,000	Time and Material (Not to Exceed)
3. Additional Services under Section 2.D above	N/A	Time and Material

C. Compensation items and totals based in whole or in part on Hourly Rates or Direct Labor are estimates only. Lump sum amounts and estimated totals included in the breakdown by phases incorporate Engineer's labor, overhead, profit, reimbursable expenses (if any), and Subconsultants' charges, if any. For lump sum items, Engineer may alter the distribution of compensation between individual phases (line items) to be consistent with services actually rendered, but shall not exceed the total lump sum compensation amount unless approved in writing by the Owner.

8. ENGINEER'S PRIMARY SUBCONSULTANTS FOR TASK ORDER, AS OF THE EFFECTIVE DATE OF THE TASK ORDER:

A. N/A

9. EXHIBITS AND ATTACHMENTS:

A. Exhibit A – Scope of Services

B. Exhibit B – Work Order

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Execution of this Task Order by Owner and Engineer makes it subject to the terms and conditions of the Main Agreement and its exhibits and appendices, which Main Agreement, exhibits, and appendices are incorporated by this reference.

OWNER:	ENGINEER:
By: _____	By: _____
Print Name: _____	Print Name: Sean Fairbairn
Title: _____	Title: President
	Engineer's License or Firm's Certificate No. (if required): 6414
	State of: Oklahoma

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Execution of this Task Order by Owner and Engineer makes it subject to the terms and conditions of the Main Agreement and its exhibits and appendices, which Main Agreement, exhibits, and appendices are incorporated by this reference.

OWNER:	ENGINEER:
By: _____	By: 
Print Name: _____	Print Name: Sean Fairbairn
Title: _____	Title: President
	Engineer's License or Firm's Certificate No. (if required): 6414
	State of: Oklahoma

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DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Will Huggins

Title: Senior Water Resources Engineer

Address: 1600 N Midwest Blvd
Edmond, OK 73034

E-Mail Address: Will.huggins@edmondok.gov

Phone: 405-359-4713

Date:

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Brian Schwegal

Title: Project Manager

Address: 7100 N. Classen Blvd, Suite 500
Oklahoma City, OK 73116

E-Mail Address: brian@cowangroup.co

Phone: 405-463-3369

Date: 8/28/2026

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EXHIBIT A
SCOPE OF SERVICES
Task Order No. 008
General Services – Sanitary Sewer

TASK ORDER DESCRIPTION

This task order is for providing general services related to the sanitary sewer system as requested by the Owner. Work shall be completed under this task order using a work order system, either through a written request from the Owner or a proposal from the Engineer approved by the Owner in writing. The scope of work for each work order shall be detailed in the Owner's request or the Engineer's proposal.

SCOPE OF SERVICES

The ENGINEER shall provide the following scope of services for the Project as follows:

ARTICLE 1 – BASIC SERVICES

Task 1 - General Services

A. Preliminary Design Services:
1. Condition assessment of sanitary sewer lines, manholes, forcemains, or other sanitary sewer system infrastructure.
2. Development of preliminary alignments for sanitary sewer line replacements
3. Other preliminary design services as requested by the Owner.
4. Develop a conceptual-level opinion of probable construction costs.

B. Permitting Services:
1. Local, State, or Federal permitting services as requested by owner for sanitary sewer system infrastructure.

C. Surveying Services:
1. Topographic, boundary, and/or ALTA survey services, including design surveys, as-builts, and utility locates.

D. Property Services:
1. Obtain property reports to determine land ownership and existing easements.
2. Development of easement exhibits and legal descriptions.
3. Prepare offer letters for easements.
4. Other property services as requested by the Owner.

E. Other services
1. Other services as requested by the Owner and detailed in a work order approved by the Owner.

[The remainder of this page intentionally left blank.]

CITY OF EDMOND/EDMOND PUBLIC WORKS AUTHORITY
COWAN GROUP ENGINEERING
WORK ORDER
REQUEST FOR SERVICES

Engineering Contract No.	Main Agreement	Task Order No.	008
Date		Work Order No.	
Requested By:			
Method of Compensation:	Time and Expense (Not to Exceed)		
Project Budget:			
Construction Project No.:			
Project Description:			
Services Description:			
Deliverables:			
Schedule to Complete Services:			

Signature Approval:

Senior Water Resources Engineer — Date
City of Edmond/Edmond Public Works Authority

Project Manager — Date
Cowan Group Engineering

Public Works Committee **5.**

Meeting Date: 09/23/2026

Submitted For: Kris Neifing, Director, Water Resources

Email: Kris.Neifing@edmondok.gov , Phone: 405-216-7675

Submitted By: Kaitlynn Frost, Administrative Assistant, Water Resources

Ward: Citywide

City Council Strategic Plan: Long-term Comprehensive Infrastructure System

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Information

Item

Consideration of Approval of Task Order No. 9 (SS24-00003 – FY27 Sanitary Sewer Line Improvements - Phase 1) with Cowan Group Engineering, LLC under the On-Call Water and Wastewater Engineering Services Agreement; $200,000.00. (City-wide)

Background

The project is needed to replace existing wastewater pipelines. This project is included in the Water Resources 5 Year Capital Improvements Plan. The project includes the replacement of more than 5,000 LF of wastewater pipelines:

1. LM30: 468 LF located along Lytal Lane
2. LM44: 2,587 LF located between Brad Street and 10th Street near Fretz Avenue
3. LM51: 987 LF located South of Elwood Drive from S. Boulevard to S. Rankin
4. LM52: 211 LF located at the intersection of E 9th Street and N. Bryant Avenue
5. LM53: 1,146 LF located south of Ridgecrest Road near S. Bryant Avenue
6. LM54: 65 LF located along Cheyenne Drive near the intersection with Smoky Hollow Road

The design and permitting phases are complete and we will be proceeding with prequalification of bidders and bidding.

Cowan Group Engineering, LLC completed the design under the FY25 Sanitary Sewer Line Replacement engineering services contract approved on November 13, 2024. This contract was used to provide construction services for sanitary sewer line rehabilitation projects under construction, as well as the design of the FY25 Sanitary Sewer Line Improvements – Phase 1 project (renamed to FY27 Sanitary Sewer Line Improvements – Phase 1). Water Resources is transitioning to individual task orders or contracts for water line and sewer line rehabilitation and replacement projects. Cowan Group Engineering, LLC will continue to provide engineering services for SS24-00003 through this proposed Task Order No. 9 under the On-Call Water and Wastewater Engineering Services Agreement. The scope of this task order includes bid phase services and construction phase services as detailed in Exhibit A – Scope of Services of the task order.

The On-Call Water and Wastewater Engineering Services Agreement allows up to $1,200,000 in task orders per fiscal year for the three-year term. This task order will be the 5th task order for Fiscal Year 2027. The table below summarizes the fiscal year limit, previously executed task orders, currently proposed task orders, and remaining limit for the fiscal year.

Fiscal Years	Annual Limit	Approved	Proposed	Remaining
2026	$1,200,000.00	$361,800.00	$300,000.00	$538,200.00

1. Proposed Task Order No. 8 ($100,000.00) (separate agenda item); Proposed Task Order No. 9 ($200,000.00).

Water Resources staff evaluated the task order and recommends approval.

Time Frame
Immediately upon approval.

Issue
Professional services are necessary to provide bid phase and construction phase services.

Recommendations
Staff recommends approval.

Action Needed
Motion to Approve.

Public Notifications
Posted Agenda.

Fiscal Impact

Amount: $200,000.00

Account: 565352-8408 Wastewater-Sanitary Sewer Construction

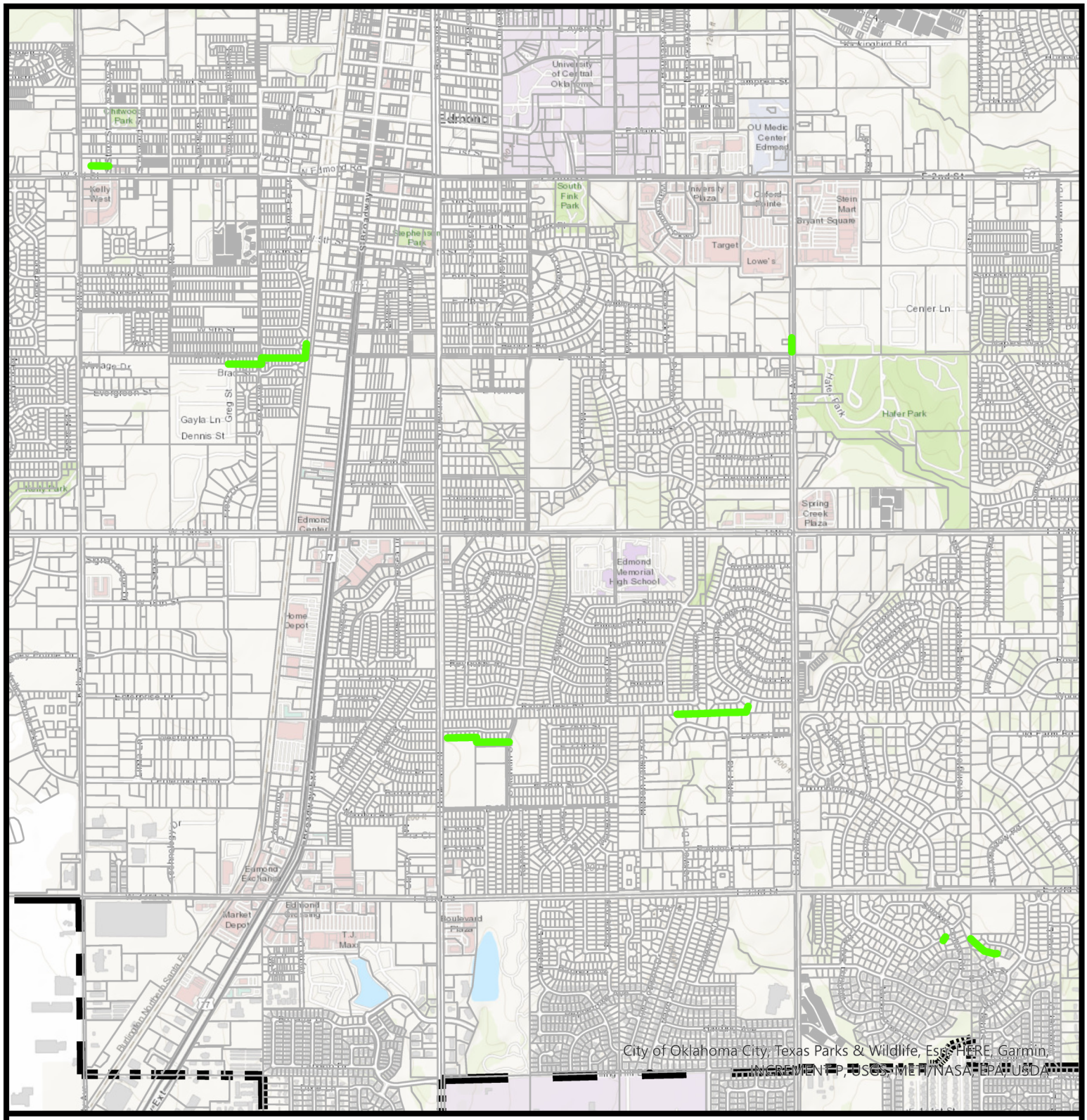
Additional Information :

The purchase cost is $200,000.00, which will be paid from the Wastewater budget 565352-8408. Budget authority approved in the FY 2027 budget.

Attachments

SS24-00003 FY27 Sewer Rehab - Phase 1 Project Map (2)

Cowan - Task Order No. 9 - Partially Signed



EDMOND WATER RESOURCES

Edmond A GREAT PLACE TO GROW

Legend

- City Limits
- SS24-00003 FY27 Sewer Rehab - Phase 1

SS24-00003
FY27 Sanitary Sewer Rehab - Phase 1

N

0 1,000 2,000 3,000

US Feet

TASK ORDER NO. 009

This is Task Order No. **009**, consisting of 5 pages.

In accordance with Paragraph 1.01, Main Agreement, of the Agreement Between Owner and Engineer for Professional Services—On-Call Engineering Services dated **August 25, 2025**, Owner and Engineer agree as follows:

1. TASK ORDER DATA

a.	Effective Date of Task Order:	
b.	Owner:	**City of Edmond, Edmond Public Works Authority**
c.	Engineer:	**Cowan Group Engineering, LLC**
d.	Specific Project (title)	**FY27 Phase 1 Sanitary Sewer**
e.	Specific Project (description):	**Bidding, construction administration and inspection for FY27 Phase 1 Sanitary Sewer project.**
f.	Related Task Orders Supplemented by this Task Order: Superseded by this Task Order:	**None** **SS24-0003**

2. BASELINE INFORMATION

Baseline Information. Owner has furnished the following Specific Project information to Engineer as of the Effective Date of the Task Order. Engineer's scope of services has been developed based on this information. As the Specific Project moves forward, some of the information may change or be refined, and additional information will become known, resulting in the possible need to change, refine, or supplement the scope of services.

Specific Project Title:	FY27 Phase 1 Sanitary Sewer Improvements
Type and Size of Facility:	Sanitary Sewer Line
Description of Improvements:	Replacement of existing sanitary sewer lines.
Expected Construction Start:	December 2026

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Prior Studies, Reports, Plans:	FY27 Phase 1 Sanitary Sewer 100% plans and specifications
Facility Location(s):	Edmond, OK
Current Specific Project Budget:	$2,995,000 (construction)
Funding Sources:	Utilities General Fund
Known Design Standards:	OAC 252:626, EPWA Standards
Known Specific Project Limitations:	None
Specific Project Assumptions:	Revisions for bidding purposes to plans and specifications as review of those documents have been previously performed by Edmond staff.
Other Pertinent Information:	OG&E shared utility easement agreement

3. SERVICES OF ENGINEER ("SCOPE")

A. The specific Basic Services to be provided or furnished by Engineer under this Task Order are detailed in Exhibit A – Scope of Services.

B. All of the services included above comprise Basic Services for purposes of Engineer's compensation under this Task Order.

C. Additional Services: Additional Contractor RFQ response reviews, above six (6).

4. DELIVERABLES SCHEDULE

A. A deliverable schedule shall be developed for each work order issued under this task order.

5. ADDITIONS TO OWNER'S RESPONSIBILITIES

A. Owner shall have those responsibilities set forth in Article 2 of the Main Agreement.

6. TASK ORDER SCHEDULE

A. A schedule shall be developed for each work order issued under this task order.

7. ENGINEER'S COMPENSATION

A. The terms of payment are set forth in Article 4 of the Main Agreement.

B. Owner shall pay Engineer for services rendered under this Task Order as follows:

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Description of Service	Amount	Basis of Compensation
1. Basic Services		
Task 1 – Not used	NA	NA
Task 2 – Not used	NA	NA
Task 3 – Bidding[1]	$41,000	Lump Sum
Task 4 – Construction Administration Services[2]	$58,000	Lump Sum
Task 5 – Project Inspection[2]	$53,000	Lump Sum
Task 6 – Project Closeout	$28,000	Lump Sum
TOTAL BASIC SERVICES COMPENSATION	**$180,000**	
Additional Services	$20,000	Lump Sum
TOTAL COMPENSATION	**$200,000**	

[1]Includes up to six (6) Contractor RFQ response reviews. Additional Contractor RFQ response reviews will be reviewed at the rate shown in Article 2, Section A of the Scope of Services.

[2]Based on a **12.5-**month continuous construction period. Engineer to provided 6 hours of inspection per week.

C. Compensation items and totals based in whole or in part on Hourly Rates or Direct Labor are estimates only. Lump sum amounts and estimated totals included in the breakdown by phases incorporate Engineer's labor, overhead, profit, reimbursable expenses (if any), and Subconsultants' charges, if any. For lump sum items, Engineer may alter the distribution of compensation between individual phases (line items) to be consistent with services actually rendered, but shall not exceed the total lump sum compensation amount unless approved in writing by the Owner.

D. A Fee Breakdown is provided in Exhibit C.

8. ENGINEER'S PRIMARY SUBCONSULTANTS FOR TASK ORDER, AS OF THE EFFECTIVE DATE OF THE TASK ORDER:

A. N/A

9. EXHIBITS AND ATTACHMENTS:

A. Exhibit A to Task Order—Scope of Services

B. Exhibit B to Task Order – Fee Breakdown

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B. Exhibit B to Task Order – Fee Breakdown

Execution of this Task Order by Owner and Engineer makes it subject to the terms and conditions of the Main Agreement and its exhibits and appendices, which Main Agreement, exhibits, and appendices are incorporated by this reference.

OWNER:	ENGINEER:
By: _____	By: 
Print Name: _____	Print Name: SEAN FAIRBAIRN
Title: _____	Title: PRESIDENT
	Engineer's License or Firm's Certificate No. (if required): 6414
	State of: OKLAHOMA

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DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Will Huggins

Title: Senior Water Resources Engineer

Address: 1600 N Midwest Blvd
Edmond, OK 73034

E-Mail Address: Will.huggins@edmondok.gov

Phone: 405-359-4713

Date:

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Brian Schwegal

Title: Project Manager

Address: 7100 N. Classen Blvd, Suite 500
Oklahoma City, OK 73116

E-Mail Address: brian@cowangroup.co

Phone: 405-463-3369

Date: 6/18/2026

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EXHIBIT A
SCOPE OF SERVICES
PROJECT NO. WC24-00007
FY27 Sanitary Sewer Improvements – Phase 1

PROJECT DESCRIPTION

The Project will provide engineering services for sanitary sewer line improvements in six (6) locations in Edmond, totaling approximately 5,400 LF of 8" line replacement. The primary objectives of the project are (1) to replace aging sanitary sewer lines, (2) reduce maintenance issues associated with these lines, and (3) eliminate one aging creek crossing.

Final design was completed under a separate contract. The scope of this task order provides completion of contractor pre-qualification review, bidding services, construction administration services, construction inspection services, and project closeout services.

SCOPE OF SERVICES

The ENGINEER shall provide the following scope of services for the Project as follows:

ARTICLE 1 – BASIC SERVICES

Task 1 - Preliminary Report Services: Not used.

Task 2 - Detailed Design Services: Not used.

Task 3 - Bidding Services

ENGINEER shall provide Bidding Services as follows:

A. Contractor Prequalification Process:

1. Provide services as necessary to support the Owner in the execution of the Contractor Prequalification Process.
2. Review and evaluate the RFQ responses utilizing the City's Contractor Prequalification Evaluation Instructions and Forms for up to six (6) responses:
   a. Review responses for conformance with RFQ requirements.
   b. Review each response for the non-point rating items.
   c. Review each response for point rating items.
   d. Conduct project and personnel reference checks with feedback documented.
   e. Complete a Contractor Prequalification – Evaluation Tool document for each response.
3. Provide an Engineer's recommendation of prequalification.
   a. Prepare a scoring summary table that includes:

i. Responsiveness to RFQ determination – either satisfactory or unsatisfactory.
ii. Debarment Status determination – either satisfactory or unsatisfactory.
iii. Bonding Capacity Statement determination – either satisfactory or unsatisfactory.
iv. Minimum experience – either satisfactory or unsatisfactory.
v. Total score.
vi. Prequalification status for each response – either prequalified or not prequalified.

b. Submit a copy of the Contractor Prequalification – Evaluation Tool document for each response.
c. Submit a copy of the Contractor Prequalification – Project Reference Questionnaire for each response.

B. Bid Support:

1. ENGINEER shall provide 100% complete bid documents to OWNER for bidding purposes.
2. ENGINEER shall assist the OWNER in advertising the project.
3. ENGINEER shall answer questions from bidders.
4. ENGINEER shall prepare and issue addenda as appropriate to interpret, clarify, or expand the bid documents.
5. ENGINEER shall consult the OWNER concerning and to determine the acceptability of substitute materials and equipment proposed by potential contractors when substitutions prior to the award of the contract is allowed by the bid documents.

C. Bid Review:

1. ENGINEER will review bids for completeness, conformance with the Bid Documents, and coordinate as required to resolve any clarifications.
2. ENGINEER will consult with the OWNER concerning the acceptability of contractors, subcontractors, suppliers, and other persons and organizations proposed.
3. ENGINEER will prepare the bid tabulation sheets and recommend contract award. ENGINEER shall submit a recommendation of award letter with certified bid results to the OWNER.

D. Original Contract Documents:

1. Following the bid opening and aware of the Bid, prepare and distribute a copy of the complete set of the original construction contract documents which includes CONTRACTOR's bonds, executed construction agreements, contractor insurance documentation, and other executed affidavits and forms. The specification book shall include a copy of all addendum in the front. The specifications and drawings shall be the original bid documents unaltered by changes from addendums.
2. ENGINEER will furnish the CONTRACTOR unsigned construction documents for

execution.

3. ENGINEER will review contractor's bonds, insurance, and other affidavits and forms.
4. ENGINEER will prepare and transmit the construction contract documents to the OWNER for signature.
5. Deliverable:
   a. Electronic: Provide in PDF format.
      i. PDF format shall have the following features:
         (i) Shall be fully indexed using the Table of Contents.
         (ii) Bookmarks shall be created in the navigation frame for each major entry in the Table of Contents.

E. Conformed Documents:

1. Following the bid opening and award of Bid, revise the Drawings and Specifications to incorporate changes made during the Bidding Phase by addendum to present a unified set of documents for use during the construction process. A copy of all addenda shall be placed at the front of the Conformed Specifications.
2. Deliverable:
   a. Electronic: Provide in PDF format.
   b. Hard Copy – OWNER:
      i. Provide one (1) full-scale set of Conformed Drawings.
      ii. Provide two (2) half-scale sets of Conformed Drawings.
      iii. Provide two (2) copies of the Conformed Specifications.
   c. Hard Copy – CONTRACTOR:
      i. Provide two (2) full-size set of Conformed Drawings.
      ii. Provide two (2) copies of the Conformed Specifications.

F. Assumptions:

1. OWNER website to be used for distribution of bid documents, addendums, and other typical bid management features.
2. One construction package will be issued for bid and construction.

Task 4 - Construction Administration Services

ENGINEER shall provide Construction Administration Services as follows:

A. Project Management and Progress Reporting:

1. The ENGINEER shall provide project management and progress reporting functions required to successfully complete Tasks 4 - 6.
2. Monthly Progress Reporting: The ENGINEER shall prepare and submit to OWNER monthly invoice packets including the following:
   a. A cover letter providing general project status, progress completed during the invoice period for each major subtask, overall percent complete for each major subtask, planned activities for the upcoming month, information

requests, action items required to be addressed by the OWNER, schedule status with any applicable delays, and a list of potential scope adjustments.

b. Monthly invoice.
    i. ENGINEER will utilize the City of Edmond – Water Resources standard invoice cover page template when transmitting the monthly invoice. The invoice file shall be named using the following format: YYYYMMDD_PN_Invoice No. # where YYYY represents the year, MM represents the month, DD represents the day, PN represents the City of Edmond project number, and # represents the City of Edmond invoice number (starts with 1 and continues in sequence).

c. Updated project schedule.

3. Potential Scope Adjustment Register: The ENGINEER shall maintain a potential scope adjustment (PSA) register. In the event there is consideration given for changes to the Project's scope of work, ENGINEER will develop and present PSAs with the next monthly invoice transmittal.
    a. ENGINEER shall itemize the potential changes detailing the anticipated cost impact to the ENGINEER's contract and the Project's construction cost.
    b. ENGINEER shall detail impacts, if any, to the project schedule.
4. Initial Contractor Submittals
    a. ENGINEER shall complete reviews of the following initial submittals from the CONTRACTOR:
        i. Construction schedule
        ii. Schedule of values and estimated monthly payments
        iii. Schedule of submittals.
5. Construction Schedule Review
    a. ENGINEER shall review monthly construction schedule updates submitted by the CONTRACTOR and advise OWNER of general progress and delays. ENGINEER shall determine if CONTRACTOR's schedule is consistent with the construction contract documents with emphasis on milestone dates, construction sequencing, and operation of existing facilities during construction.
6. ENGINEER shall inform CONTRACTOR of delays and request a corrective action plan and recovery schedule from the CONTRACTOR.

B. Pre-Work Conference

1. ENGINEER shall submit draft pre-work conference agenda to OWNER for review seven (7) days prior to the pre-work conference.
2. ENGINEER shall distribute Conformed Documents to all parties at the pre-work conference.

C. Meetings and Site Visits

1. Construction Progress Meetings
    a. ENGINEER shall coordinate and facilitate monthly progress meetings during construction.

b. ENGINEER shall provide updated logs to the OWNER and CONTRACTOR prior to the meeting.
c. ENGINEER shall produce meeting minutes for each progress meeting and issue them for review within seven (7) days of the meeting.

2. Special On-site Meetings
   a. ENGINEER shall attend special on-site meetings (not conducted on the same day as the regularly scheduled meetings) at the request of the OWNER to discuss and assist in resolving construction issues.
   b. The intent of these meetings is to expedite the submittal review process, resolve change orders, requests of information, and other issues that arise during construction.
3. Site Visits
   a. ENGINEER shall make visits to the project sites at intervals appropriate to the various stages of construction, as the ENGINEER deems necessary, to observe as an experienced and qualified design professional the progress of the CONTRACTOR's executed Work.
   b. The intent of these visits is to complete spot checking of the CONTRACTOR's work, selective sampling, and similar methods of general observation of the Work based on the ENGINEER's exercise of professional judgement.
   c. ENGINEER shall document site visits and submit a report to the OWNER within seven (7) calendar days of each site visit unless complete in conjunction with a monthly progress meeting.
   d. These visits are in addition to inspection visits completed under Task 6 – Inspection Services.
   e. Defective Work: ENGINEER shall notify the OWNER and CONTRACTOR if, on the basis of the ENGINEER's observations, the ENGINEER believes that such Work (a) is defective under the standards set forth in the Construction Contract Documents, (b) will not produce a completed Project that conforms to the Construction Contract Documents, or (c) will imperil the integrity of the design concept of the completed Project as functioning whole as indicated by the Construction Contract Documents.

D. Submittals

1. ENGINEER shall review submittals, shop drawings and other data submitted by the CONTRACTOR as required by the construction contract documents. ENGINEER's review shall be for conformity to the construction contract documents and shall not relieve the CONTRACTOR of any of his contractual responsibilities. Such reviews shall not extend to means, methods, techniques, sequences, or procedures of construction or to safety precautions and programs incident thereto.
2. ENGINEER shall maintain and update a submittals log documenting the following items:

a. Submittal name and number
b. Date submitted by the CONTRACTOR
c. Date the submittal was returned to the CONTRACTOR
d. Submittal disposition (e.g., No Exceptions Noted, Revise and Resubmit, Rejected, etc.)

3. ENGINEER shall submit an updated log to the OWNER and CONTRACTOR prior to every construction progress meeting.
4. ENGINEER shall complete submittal reviews within fourteen (21) calendar days of receipt from CONTRACTOR.
5. Review of submittals includes all Operation and Maintenance (O&M) manuals submitted by the CONTRACTOR as required by the Construction Contract Documents.
6. For gravity sewer main projects:
   a. Consultant must review the preconstruction CCTV to verify and identify sags or other deficiencies that require repairs and identify active laterals. Findings must be submitted to OWNER and the CONTRACTOR.
   b. Consultant must review the postconstruction CCTV to verify and identify sags or other deficiencies that require repairs and verify all active laterals have been connected to the new sewer pipe. Findings must be submitted to OWNER and the CONTRACTOR.

E. Requests for Information, Design Change Memoranda, and Change Orders

1. Requests for Information (RFI))
   a. ENGINEER shall be responsible for generating and preparing responses to all RFIs which includes requests for substitution and/or “or-equal”.
   b. ENGINEER shall maintain and update an RFI log documenting the following items:
      i. RFI number and name
      ii. Date submitted by the CONTRACTOR
      iii. Date response was returned to the CONTRACTOR
      iv. Brief description of the response
   c. ENGINEER shall submit an updated log to the OWNER and CONTRACTOR prior to every construction progress meeting.
2. Design Change Memoranda
   a. Design Change Memoranda (DCM’s) shall be initiated by the ENGINEER when questions and concerns arise that cannot be resolved through a close and thorough examination of the Contract Document, or for which an interpretation may result in a material change in the design or operational intent of the facility. DCM’s shall include sketches and drawing/specification revisions.
3. Change Orders
   a. ENGINEER shall review Potential Change Order (PCO) submissions by the CONTRACTOR or OWNER and make recommendations to the OWNER

regarding the acceptance or rejection of the project change. The includes requests for additional time and/or money from the CONTRACTOR.

i. ENGINEER shall review documentation.
ii. ENGINEER shall prepare any additional documentation required.
iii. ENGINEER shall administer the processing of change orders.
iv. ENGINEER shall evaluate the cost and scheduling.
v. ENGINEER shall assist the OWNER in negotiations with he CONTRACTOR to obtain a fair price for work.

b. ENGINEER shall prepare change order requests to the CONTRACTOR for proposed changes. Change orders, including modified and/or additional drawings, specifications, and other exhibits shall be prepared to define the scope and extent of the change and to solicit a price proposal from the CONTRACTOR to complete the Work.
c. CO and PCO Log:
    i. ENGINEER shall maintain and update a CO and PCO log.
    ii. ENGINEER shall submit an updated log to the OWNER and CONTRACTOR prior to every construction progress meeting.

4. Non-Conforming Work Notice
    a. ENGINEER shall notify the CONTRACTOR of non-conforming work observed on site visits or identified by inspection services under Task 5 – Project Inspection Services.

F. Quality Control Testing Review

1. Quality Control Testing:
    a. ENGINEER shall review all tests and reports for conformance with the Construction Contract Documents.
    b. ENGINEER shall notify the CONTRACTOR and OWNER of deficiencies in materials or testing.
    c. ENGINEER shall review testing claims to ensure the OWNER does not pay for re-testing that is due to the CONTRACTOR.
    d. Failed Testing Log:
        i. ENGINEER shall maintain and update a failed test log.
        ii. ENGINEER shall submit a draft failed test log prior to every construction progress meeting.
        iii. ENGINEER shall submit a final failed test log with every monthly testing invoice submitted to the OWNER.

G. Monthly Payment Request Reviews:

1. ENGINEER shall review monthly progress payment requests from the CONTRACTOR and make recommendations to the OWNER for payment. ENGINEER's review shall be for the purpose of making a full independent mathematical check of the CONTRACTOR's payment request.
2. The review shall include assessment of materials and/or equipment stored on-site or off-site in approved and bonded warehouse and for which the

CONTRACTOR is requesting payment for stored materials.

3. If providing Task 6 – Project Inspection Services, ENGINEER is responsible for verifying the quantities of work, which are the basis of the payment requests.

H. Assumptions:

1. Construction duration of no more than 12.5 months.
2. Payment of material testing is not the responsibility of the ENGINEER.
3. Payment of special inspections is not the responsibility of the ENGINEER.

Task 5 - Project Inspection Services

ENGINEER shall provide Project Inspection Services as follows:

A. General:

1. ENGINEER shall visit the project site once per week.
   a. ENGINEER conduct onsite observations of the general progress of the work to assist CONTRACTOR and OWNER in determining if the work is proceeding in accordance with the construction contract documents.
   b. Verify that the CONTRACTOR has contacted utilities in the general construction area and advised them of CONTRACTOR's schedule. Assist in the coordinating of utilities activities to minimize conflicts with the OWNER's and CONTRACTOR's activities.
   c. Observe pertinent site conditions and when the CONTRACTOR maintains that differing subsurface and physical conditions have been encountered and document actual site conditions.
   d. Visually inspect materials, equipment, and supplies delivered to the worksite. Reject materials, equipment, and supplies that do not conform to the Construction Contract Documents. These inspections are exclusive of special inspection activities performed by others.
   e. Monitor CONTRACTOR progress in relation to the accepted construction schedule and report deficiencies or concerns to the ENGINEER and OWNER.
2. Weekly Reports:
   a. Weekly reports shall be submitted in PDF format to the ENGINEER and OWNER within one business day.

B. Assumptions:

1. Construction duration of no more than 12.5 months.
2. One site visit per week.
3. Estimated 6 hours per site visit.
4. Payment of material testing is not the responsibility of the ENGINEER.

Task 6 - Project Closeout Services

ENGINEER shall provide project closeout services as follows:

A. Substantial Completion & Punch List:

1. Upon substantial completion, ENGINEER shall inspect the construction work and prepare a punch list of those items to be completed or corrected before final completion of the project. ENGINEER shall submit results of the inspection to OWNER and the CONTRACTOR.
2. ENGINEER shall review CCTV documentation required by the Construction Contract provided by the CONTRACTOR prior to the Final Inspection meeting and include deficiencies on the punch list submitted to the CONTRACTOR.
    a. ENGINEERs must certify in writing that all repairs have been made and sanitary sewer services have been connected prior to final acceptance.
3. ENGINEER shall provide a recommendation of Substantial Completion to the OWNER.

B. Final Completion and Acceptance:

1. Upon completion or correction of the items of work on the punch list, ENGINEER shall conduct a final inspection to determine if the work is completed. ENGINEER shall provide written recommendations concerning final payment to the OWNER, including a list of items, if any, to be completed prior to making final payment.
2. ENGINEER shall provide an electronic copy of the maintenance bond to the OWNER for receiving formal final acceptance from Edmond Public Works Authority.

C. Closeout Documentation:

1. ENGINEER shall provide record copies of the following at project closeout:
    a. Submittals: electronic format of final versions.
    b. O&M Manuals:
        i. Provide final versions in PDF format.
        ii. Coordinate transmittal of CONTRACTOR -provided hard copies to the OWNER.
    c. Warranties: electronic format.
    d. RFIs: electronic format.
    e. DCMs: electronic format.
    f. Meeting Minutes: electronic format.
    g. Inspection Reports provided under Task 6: electronic format.
    h. Construction Progress Photographs: electronic format.
    i. Site Visit Reports: electronic format.
    j. Testing Reports: electronic format.
    k. Quality Control Testing Reports: electronic format.
    l. COs and PCOs: electronic format.
    m. As-Built Drawings: as specified below.
2. Electronic documents shall be provided via a portable hard drive or flash drive

unless otherwise approved by the OWNER. Files shall be organized in folders by type of document.

D. As-Builts:

1. Corrected Final Plans with any changes based on field surveys that reflect actual construction. Corrections, comments, changes, and any other markings must be highlighted in RED. AutoCAD files are to be tied to Oklahoma State Plane Coordinate System and NAVD 88.
2. AutoCAD .dwg files shall be provided in AutoCAD version 2020 or later.

E. Warranty Period Support Services:

1. ENGINEER shall support the OWNER in resolution of any deficient items identified during the CONTRACTOR's warranty period.
2. ENGINEER shall attend one meeting relating to either warranty item(s) resolution or warranty period closeout.

ARTICLE 2 – ADDITIONAL SERVICES

The ENGINEER will provide the following Special Services only if directed to proceed by the OWNER:

A. Additional Bidding Servies:

1. Each additional Contractor RFQ response review will be reviewed at a rate of not to exceed $4,000 per additional RFQ submittal.
2. Additional Construction Administration Services per Task 4 in excess of the construction duration listed in Task 4.

B. Additional Construction Administration Services:

1. Additional Construction Administration Services per Task 4 in excess of the construction duration listed in Task 4.

C. Additional Design Services:

1. Additional design services necessary for completion of the project. A detailed scope and fee for the additional services shall be submitted.

ARTICLE 3 – SUPPLEMENTAL SERVICES

Supplemental services are not included in the above-described Basic Services or Additional Services. Supplemental services will be performed with compensation adjustment upon written authorization by the OWNER. Supplemental services the OWNER may choose to add to the scope of services include, but are not limited to, the following items:

A. Other services performed or furnished by ENGINEER not otherwise provided for in this Agreement.

TASK ORDER 009
EXHIBIT B
Engineering Fee Estimate

Task Items			MAN HOURS																CONTRACT
			Civil Design								Construction Services			Administrative		Survey			
	Principal Engr	Associate	Client Manager	Team Lead	Project Mgr	Project Eng	Engr	Eng Tech	CAD Tech	GIS Tech	Construction Manager	Construction Serv Admin	RPR	Admin	Clerical	Survey Crew	Survey Field Mgr	Survey Tech	Survey Mgr	
	309	280	256	245	224	208	164	170	127	91	183	173	148	130	93	345	160	127	222	
Task 3 - Bidding Services																				
Contractor Prequalification Process (Up to 6 packets)				12	12	48	48													
Bid Support				2	12	8	36													
Bid Review					2	2														
Prepare bid tabulations and recommendation					2	2		2												
Original Contract Documents					2			2												
Assist in preparation agreement					2			2												
Issue notice to proceed					2															
Conformed Documents					2	2	4													
SUBTOTAL				14	30	60	88	2												41,000
Task 4 - Construction Administration Sevices - 375 days Construction Time																				
Project Management and Progress Reporting				12	40															
Pre-Construction Conference					4	4														
Submittals					8	24	24				4									
RFI, Design Change Memo, Change Orders					8	16	24				8									
Quality Control Testing Review						4	4				4									
Meetings and Site Visits					24	24					24									
Monthly Payment Request Reviews					4		16				4									
SUBTOTAL				12	88	72	68				44									58,000
Task 5 - Project Inspection																				
Construction Inspection Services					2						20		330							
SUBTOTAL					4						20		330							53,000
Task 6 - Project Closeout																				
Substantial Completion and Punchlist				2	8	8					8		8							
Review final CCTV																				
Recommendation of Substantial Completion																				
Final Completion and Acceptance					4	4					10		8							
Closeout Documentation					2	2	2													
As-builts							4	8	12							20	4	14	4	
Warranty Period Support Services					2	2														
SUBTOTAL				2	16	16	6	8	12		18		16			20	4	14	4	28,000
TOTAL				28	138	148	162	10	12		82		346			20	4	14	4	**180,000**

Public Works Committee **6.**

Meeting Date: 09/23/2026

Submitted For: Kris Neifing, Director, Water Resources

Email: Kris.Neifing@edmondok.gov , Phone: 405-216-7675

Submitted By: Kaitlynn Frost, Administrative Assistant, Water Resources

Ward: 2

City Council Strategic Plan: Long-term Comprehensive Infrastructure System

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Information

Item

Consideration of Approval of Professional Services Contract Amendment No. 3 with Kimley-Horn & Associates, Inc. for Project SS24-00006 Spring Creek Interceptor Improvements - Phase 1. $146,000. (Ward 2)

Background

The 2013 Wastewater Master Plan identified deficiencies in the wastewater collection system. Projects E4-1, E4-2, E4-3, E4-4, E4-5, E5-3A, and E6-4A are located along the Spring Creek floodplain between the Spring Creek Lift Station to South Coltrane Road, approximately 8,100 feet in length, as shown on the attached project map. The interceptor is reaching its capacity limit and is experiencing surcharge and sanitary sewer overflow (SSO) issues at various locations. Sections of cast iron pipe (CIP) sewer are aging and damaged by corrosion. Erosive soils in the Spring Creek channel have created significant maintenance challenges where the sewer alignment crosses the creek. To protect the environment and avoid regulatory fines, these sections will be replaced with more resilient sewers that can better serve the fully developed sewer shed.

This contract amendment to the professional services contract with Kimley-Horn & Associates covers rate changes from the initial contract signed in 2020 and bidder pre-qualification evaluation for the project. The project has been significantly delayed due to the easement acquisition process. Additionally, Water Resources has implemented a bidder pre-qualification process that was not in place when the original agreement was negotiated. Amendment No. 3 proposes adding $146,000 to the bidder pre-qualification, construction administration, construction inspection, and project as-builts phases of the professional services contract.

Time Frame

Immediate upon approval.

Issue

Additional fees are necessary due to rate increases and to complete bidder prequalification evaluation for the project.

Recommendations

Staff recommends approval.

Action Needed

Motion to approve.

Public Notifications

Posted Agenda.

Fiscal Impact

Amount: $146,000.00

Account: 565352-8408 Wastewater-Sanitary Sewer Construction

Additional Information :

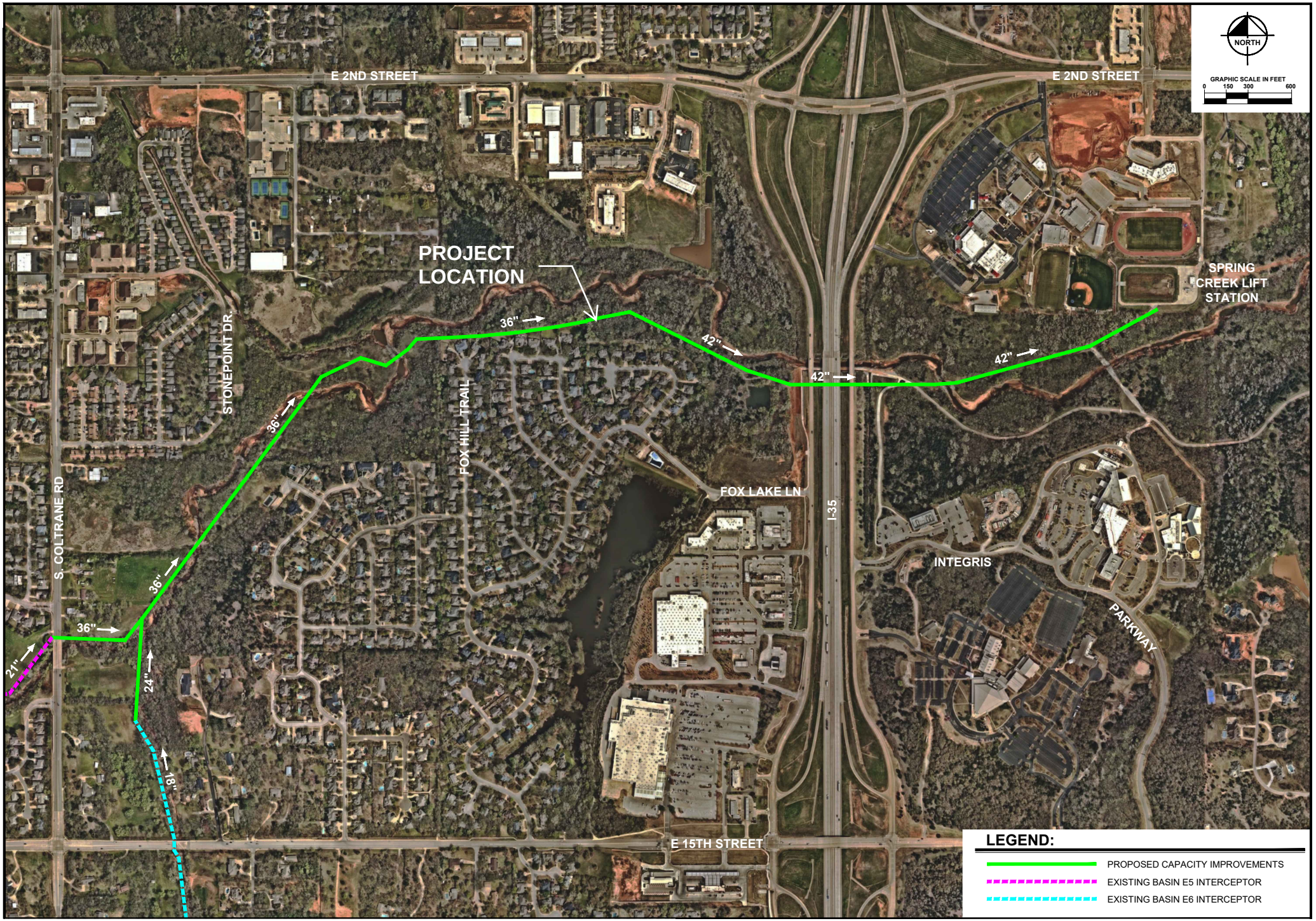
The purchase cost is $146,000.00, which will be paid from the Wastewater budget 565352-8408. Budget authority approved in the FY 2027 budget.

Attachments

SS24-00006 Spring Creek Interceptor - Project Map (1)

SS24-00006 Spring Creek_Exhibit K_Amend 3_KH Signed_20260915

ATTACHMENT A



This is **EXHIBIT K**, consisting of _2_ pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated Sept 14, 2020.

AMENDMENT TO OWNER-ENGINEER AGREEMENT
Amendment No. 3

1. *Background Data:*

Effective Date of Owner-Engineer Agreement: September 14, 2020

b. Owner: Edmond Public Works Authority

c. Engineer: Kimley-Horn and Associates, Inc.

d. Project: Spring Creek Interceptor Improvements

2. *Description of Modifications:*

a. Engineer shall perform or furnish the following Additional Services:

This amendment includes effort for establishing a prequalified contractor list for bidding purposes and additional construction phase services effort to support Phase 1 construction, including more frequent on-site observations.

b. For the Additional Services or the modifications to services set forth above, Owner shall pay Engineer the following additional or modified compensation:

As further defined in Exhibit K – Attachment 1

e. The schedule for rendering services is modified as follows:

Services will be rendered on an as-needed basis to complete the Phase 1 bidding documents.

5. Agreement Summary (Reference only)

a. Original Agreement amount:	$ 234,100
b. Net change for prior amendments:	$ 931,700
c. This amendment amount:	$ 146,000
d. Adjusted Agreement amount:	$ 1,311,800

The foregoing Agreement Summary is for reference only and does not alter the terms of the Agreement, including those set forth in Exhibit C.
Owner and Engineer hereby agree to modify the above-referenced Agreement as set forth in this Amendment. All provisions of the Agreement not modified by this or previous Amendments remain in effect. The Effective Date of this Amendment is _____.

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OWNER:	ENGINEER: Aaron K. Rader, P.E.
By: Mark A. Nash	By: Aaron K. Rader, P.E.
Title: Chairman	Title: Senior Vice President
Date Signed:	Date Signed: September 15, 2026

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This is **EXHIBIT K – Attachment 1**, consisting of 10 pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated Sept 14, 2020.

COMPENSATION

Owner shall pay Engineer the following additional or modified compensation:

A. Owner shall pay Engineer for Basic Services set forth in Exhibit K, except for services of Engineer's Resident Project Representative, if any, as follows:

See attached fee breakdown

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Kimley»Horn

Project Fee Calculation

Budget Summary

Date: Sep 15, 2026

General Project Information	
Client:	**City of Edmond**
Project:	**Spring Creek Interceptor**
KHA No.	
PM:	**James Bryan**

Amended Tasks

No.	Task Name	Hours	Labor	Task 700 Expenses	Task 888 Office Exp.	Subtotal
300	Prequalification	*70*	$ 16,700		$ 1,200	$ 17,900
305	Bidding Phase 1	*107*	$ 21,300	$ 300	$ 1,500	$ 23,100
400	CCA Phase 1	*402*	$ 76,700	$ 400	$ 5,400	$ 82,500
500	Post-Const Phase 1	*87*	$ 16,000	$ 300	$ 1,200	$ 17,500
600	Observation	*352*	$ 59,300	$ 2,600	$ 4,200	$ 66,100
800	Additional Services	*110*	$ 18,600	$ 6,100	$ 1,300	$ 26,000
777	Contingency				$ -	
	TOTALS:	***1,128***	**$ 208,600**	**$ 9,700**	**$ 14,800**	**$ 233,100**

Credited Tasks

Task No.	Task Name	Cost	Multiplier	Subtotal
700	Original Contract Ph1 Bidding Credit	$ (16,200)	1.00	**- $ 16,200**
710	Original Contract Ph1 Construction Credit	$ (58,100)	1.00	**- $ 58,100**
720	Original Contract Ph1 Post-Construction Credit	$ (12,800)	1.00	**- $ 12,800**
	TOTALS:	**$ (87,100)**		**$ (87,100)**

Project Budget Summary	
Amended Tasks	**$233,100**
Credited Tasks	**($87,100)**
TOTAL: $	**146,000**

Kimley»Horn

Task Fee Calculation

Date: September 15, 2026

General Project Information	
Client:	**City of Edmond**
Project:	**Spring Creek Interceptor**
KHA No:	
PM:	**James Bryan**

Task Effort Summary		
Labor:	**$**	**16,700**
Expenses:	**$**	**-**
Allocation:	**$**	**1,200**
TOTAL:	**$**	**17,900**

Task Information	
Number:	**300**
Name:	**Prequalification**
Task Mgr:	

Task Description and Budgeting

Task Descriptions:	GLC:	Senior Professional II P8	Senior Professional I P7	Senior Professional I P6	Senior Professional I P5	Professional P4	Professional P3	Analyst P2	Analyst P1	Senior Tech Support DT4	Support Staff O3	Support Staff O4		Subtotal (Hrs)	Expenses ($)
PREQUALIFICATION ASSISTANCE:															
Document template review and edits				3										3	
Contractor contact list development				1										1	
Schedule development				2										2	
Draft prequalification documents submittal				2										2	
Address City comments				2										2	
Final prequalification documents submittal				2										2	
Minor City comments				1										1	
Contractor communication/coordination				5										5	
Advertisement support				2		2								4	
Receive contractor proposals						1					3			4	
Evaluate contractor proposals				10		20								30	
Recommendations to City				2		4								6	
Prequalification list development				4		4								8	
Subtotals:				36		31					3			70	$ -

Kimley»Horn

Task Fee Calculation

Date: September 15, 2026

General Project Information	
Client:	**City of Edmond**
Project:	**Spring Creek Interceptor**
KHA No:	
PM:	**James Bryan**

Task Effort Summary		
Labor:	**$**	**21,300**
Expenses:	**$**	**300**
Allocation:	**$**	**1,500**
TOTAL:	**$**	**23,100**

Task Information	
Number:	**305**
Name:	**Bidding Phase 1**
Task Mgr:	

Task Description and Budgeting

Task Descriptions:	GLC:	Senior Professional I P7	Senior Professional I P6	Professional P4	Analyst P2	Senior Tech Support DT4	Support Staff O3						Subtotal (Hrs)	Expenses ($)
1. Assist in advertising			5	10	10		5						30	$ 100
2. Issue addenda		2	5	15	15	5	2						44	
3. Assist owner in negotiations			3										3	
4. Review subs and suppliers			1	3									4	
5. Review substitutes			1	3									4	
6. Attend bid opening			5										5	$ 100
Prepare bid tabs			2		2		5						9	
Evaluate and provide recommendation		1	3	3			1						8	
Subtotals:		3	25	34	27	5	13						107	$ 200

Kimley»Horn

Task Fee Calculation

Date: September 15, 2026

General Project Information	
Client:	**City of Edmond**
Project:	**Spring Creek Interceptor**
KHA No:	
PM:	**James Bryan**

Task Effort Summary		
Labor:	**$**	**76,700**
Expenses:	**$**	**400**
Allocation:	**$**	**5,400**
TOTAL:	**$**	**82,500**

Task Information	
Number:	**400**
Name:	**CCA Phase 1**
Task Mgr:	

Task Description and Budgeting

Task Descriptions:	GLC:	Senior Professional I P7	Senior Professional I P6	Professional P4	Analyst P2	Senior Tech Support DT4	Support Staff O3		Senior Professional I P7	Senior Professional I P6	Professional P4	Analyst P2	Support Staff O3	Subtotal (Hrs)	Expenses ($)
General Administration			5	5	5		40							55	
Conformance Documents		2	5	10	30		5							52	
Pre-construction Conference			5	5	5		1							16	$ 100
Site Visits & Meetings			5	30	20		1							56	
Recommendations for Defective Work		3	5	5										13	
Clarifications and Interpretation		2	5	10	5									22	
Change Orders		2	5	10	5									22	
Shop Drawing Review		2	15	30			20							67	
Substitutes		1	3	5										9	
Inspections and Tests		1	3	5										9	$ 100
Disagreements		1	3	5										9	
Pay Applications			5	5	10		10							30	
Closeout/Completion Documents		1	2	5	5		5							18	
Substantial Completion			2	5	5									12	$ 100
Final Notice of Acceptability			5	5			2							12	
Subtotals:		15	73	140	90		84							402	$ 300

Kimley»Horn

Task Fee Calculation

Date: September 15, 2026

General Project Information	
Client:	**City of Edmond**
Project:	**Spring Creek Interceptor**
KHA No:	
PM:	**James Bryan**

Task Effort Summary		
Labor:	**$**	**16,000**
Expenses:	**$**	**300**
Allocation:	**$**	**1,200**
TOTAL:	**$**	**17,500**

Task Information	
Number:	**100**
Name:	**Post-Const Phase 1**
Task Mgr:	

Task Description and Budgeting

Task Descriptions:	GLC:	Senior Professional I P7	Senior Professional I P6	Professional P4	Analyst P2	Senior Tech Support DT4	Support Staff O3						Subtotal (Hrs)	Expenses ($)
Warranty Walk			8	8									16	$ 100
Prepare record drawings		1	5	15	30	10	10						71	$ 100
Subtotals:		1	13	23	30	10	10						87	$ 200

Kimley»Horn

Task Fee Calculation

Date: September 15, 2026

General Project Information	
Client:	**City of Edmond**
Project:	**Spring Creek Interceptor**
KHA No:	
PM:	**James Bryan**

Task Effort Summary		
Labor:	**$**	**59,300**
Expenses:	**$**	**2,600**
Allocation:	**$**	**4,200**
TOTAL:	**$**	**66,100**

Task Information	
Number:	**600**
Name:	**Observation**
Task Mgr:	

Task Description and Budgeting

Task Descriptions:	GLC:	Senior Professional II P8	Senior Professional I P7	Senior Professional I P6	Senior Professional I P5	Professional P4	Professional P3	Analyst P2	Analyst P1	Senior Tech Support DT4	Support Staff O3	Support Staff O4		Subtotal (Hrs)	Expenses ($)
Phase 1:															
(1) 8-hour day/week @ 44 weeks							352							352	$ 2,200
Subtotals:							352							352	$ 2,200

Kimley»Horn

Task Fee Calculation

Date: September 15, 2026

General Project Information	
Client:	**City of Edmond**
Project:	**Spring Creek Interceptor**
KHA No:	
PM:	**James Bryan**

Task Effort Summary		
Labor:	**$**	**18,600**
Expenses:	**$**	**6,100**
Allocation:	**$**	**1,300**
TOTAL:	**$**	**26,000**

Task Information	
Number:	**100**
Name:	**Additional Services**
Task Mgr:	

Task Description and Budgeting

Task Descriptions:	GLC:	Senior Professional II P8	Senior Professional I P7	Senior Professional I P6	Senior Professional I P5	Professional P4	Professional P3	Analyst P2	Analyst P1	Senior Tech Support DT4	Support Staff O3	Support Staff O4		Subtotal (Hrs)	Expenses ($)
Additional Observation							110							110	$ 50
DEQ Permit															$ 5,200
Subtotals:							110							110	$ 5,250

Public Works Committee **7.**

Meeting Date: 09/23/2026

Submitted For: Kris Neifing, Director, Water Resources

Email: Kris.Neifing@edmondok.gov , Phone: 405-216-7675

Submitted By: Kaitlynn Frost, Administrative Assistant, Water Resources

Ward: 2

City Council Strategic Plan: Long-term Comprehensive Infrastructure System

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Information

Item

Consideration of Approval of Amendment No. 1 to Task Order No. 2 (I-35 Complex and Post Road Complex Grounding Study) with Carollo Engineers, Inc. under the On-Call Water and Wastewater Engineering Services Agreement; $35,513.20. (Ward 2)

Background

The elevated water storage towers at the I-35 Complex and the Post Road Complex have experienced numerous lightning strikes that damaged equipment. These towers are the older style, which do not have the updated lightning protection and grounding systems that newer tanks have. Water Resources needs to evaluate the existing tanks to determine deficiencies in the ground systems and develop recommended improvements. Carollo Engineers, Inc., under the On-Call Water and Wastewater Engineering Services Agreement, will be utilized to complete this work.

This amendment to the on-call task order includes design and construction management services for these improvements on the existing WTP-01B and TANK-02 projects. This work includes preparing design clarifications, reviewing submittals, reviewing requests for information, and inspection services on the project.

The on-call water and wastewater engineering services agreement allows for up to $500,000 of task orders per fiscal year for the three-year term. This task order will be the 1st task order for Fiscal Year 2027. The table below summarizes the fiscal year limit, previously executed task orders, currently proposed amendments, and remaining limit for the fiscal year.

Fiscal Years	Annual Limit	Approved	Proposed	Remaining
2027	$500,000.00	$0.00	$35,513.20	$464,486.80

Water Resources staff evaluated the task order amendment and recommends approval.

Time Frame

Immediately upon approval.

Issue

Professional design and construction management services are necessary to complete the recommended lightning and grounding alternatives.

Recommendations

Staff recommends approval.

Action Needed

Motion to Approve.

Public Notifications

Posted Agenda.

Fiscal Impact

Amount:	$35,513.20
Account:	563332-8409 Waterworks Construction

Additional Information :

The purchase cost is $35,513.20, which will be paid from the Water budget 563332-8409. Budget authority approved in FY 2027 budget.

Attachments

WR-000119 On-Call Services - Task Order 2 Amendment No. 1

AMENDMENT TO TASK ORDER NO. 2

Amendment No. 1

Owner: **Edmond Public Works Authority**
Engineer: **Christopher Heger, Makenna Edmondson**
Effective Date of Agreement: **October 27, 2025**

1. DESCRIPTION OF MODIFICATIONS:

A. See Exhibit A – Scope of Services.

2. ESTIMATED WORK EFFORT:

A. See Exhibit B – Estimated work effort.

3. DESCRIPTION OF HOURLY RATES:

A. See Exhibit C – Hourly Rates.

4. ENGINEER'S COMPENSATION:

A. The terms of payment are set forth in Article 4 of the Main Agreement.

B. The Engineer's compensation under this task order shall be modified as follows:

Description of Service	Original	This Amendment	Total	Basis of Compensation
Original Contract	$150,000	-$92,020*		
Task 400 – Monthly Project Reporting – Amendment No. 1		$11,532		Time and Materials
Task 500 – Design Change Tank-02A		$31,197		Time and Materials
Task 510 – Review Price Proposals Tank-02A		$4,520		Time and Materials
Task 520.1 – Review Initial Submittal Tank-02A		$8,916		Time and Materials
Task 520.2 – Review Re Submittals Tank-02A		$3,328		Time and Materials
Task 520.3 – RFI/Contractor Correspondence Tank-02A		$4,438		Time and Materials
Task 520.4 – Special Inspection Services Tank-02A		$8,971.60		Time and Materials
Task 600– Design Change WTP-01B and Clearwells		$19,325		Time and Materials

Description of Service	Original	This Amendment	Total	Basis of Compensation
Task 610 – Review Price Proposals WTP-01B and Clearwells		$7,446		Time and Materials
Task 620.1 – Review Submittals WTP-01B and Clearwells		$4,004		Time and Materials
Task 620.2 – Review Re-Submittals WTP-01B		$2,420		Time and Materials
Task 620.3 – RFI/Contractor Correspondence WTP-01B		$2,464		Time and Materials
Task 320.4 – Special Inspection Services WTP-01B		$8,971.60		Time and Materials
2. Additional Basic Services		$10,000		Time and Materials
Total		**$35,513.20**		**Time and Materials**
*Remaining funds from the original task order to be transferred toward the effort on this amendment.				

C. Compensation items and totals based in whole or in part on Hourly Rates or Direct Labor are estimates only. Lump sum amounts and estimated totals included in the breakdown by phases incorporate Engineer's labor, overhead, profit, reimbursable expenses (if any), and Subconsultants' charges, if any. For lump sum items, Engineer may alter the distribution of compensation between individual phases (line items) to be consistent with services actually rendered, but shall not exceed the total lump sum compensation amount unless approved in writing by the Owner.

D. A rate schedule for hourly rates is provided in Exhibit C. Hourly rates are subject to periodic review and adjustment. Any revised rates shall apply upon written notice to the Client.

Owner and Engineer hereby agree to modify the above-referenced Main Agreement as set forth in this Amendment. The Effective Date of the Amendment is **_____ day of _____ 20_____.**

Owner	Engineer
Edmond Public Works Authority	Carollo Engineers, Inc.
(typed or printed name of organization)	(typed or printed name of organization)
By: _____	By: Corinne N. Duckworth
(individual's signature)	(individual's signature)
	(Attach evidence of authority to sign.)
Date: _____	Date: 09/15/2026
(date signed)	(date signed)
Name: Mark A. Nash	Name: Corinne Duckworth
(typed or printed)	(typed or printed)
Title: Chairman	Title: Associate Vice President
(typed or printed)	(typed or printed)

EXHIBIT A - SERVICES OF ENGINEER ("SCOPE")

The specific Basic Services to be provided or furnished by Engineer under this Task Order are:

A. **Task 400 – Project management and monthly project reporting for Tank-02A Design Change Memorandum (DC) and WT-01B DC:**

1. Six reports and associated invoices as described in the agreement.

B. **Task 500 – Tank-02A Prepare Design Change:**

1. This task consists of preparing revised engineering design documents for the I-35 Elevated (Tall) Storage Tank as part of a design change memorandum to be issued to the Tank-02 Contractor (Archer Western Construction Company, Inc.). The work includes updates to grounding, lightning protection, and supporting electrical details, along with corresponding technical specifications. The deliverables will reflect current project requirements, applicable codes, and coordination with the overall tank rehabilitation or improvement effort. Design documents (plans and specifications) in a design change format will include the following:

    a. Grounding system layout, conductor routing, bonding requirements, grounding electrode system, and installation details.

    b. Air terminal placement, down conductor routing, bonding, surge protection (evaluated on a case-by-case basis), and compliance with applicable lightning protection standards.

    c. Standardized details supporting grounding, bonding, lightning protection components, conduit routing, and installation methods.

    d. Technical specifications including materials, installation requirements, testing procedures, and performance criteria for grounding and lightning protection systems.

C. **Task 510 – Review Price Proposals Tank-02A DC:**

1. Engineer shall review Contractor generated Potential Change Order (PCO) documents related to the design change for the lightning protection system and ground ring installation at the I-35 complex as part of the Tank-02 Project. This review will include evaluating the completeness of the proposals, verifying quantities and materials, assessing compliance with and the design change documents, applicable codes, and providing written recommendations or required clarifications to support the owner's decision making. It is assumed that the effort to prepare and submit the change order documentation for the incorporation of the approved potential change order into the Tank-02 project will be performed as part of the ESDC for this project.

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D. **Task 520 – Services During Construction:**

1. Engineer will, as an extension to the services provided under the Tank-02 construction administration contract, the following services associated with the execution of the agreed upon change order:

    a. Task 520.1 – Review Initial Submittals Tank-02A DC: Engineer will review contractor and vendor submittals associated with the Tank-02 project change order for grounding and lightning protection systems. The engineer will evaluate all submitted documents for compliance with the approved design, applicable codes, and project requirements, and will provide written responses identifying approval status and any required revisions.

    b. Task 520.2 – Review Resubmittals Tank 02A-DC: Engineer will review contractor and vendor resubmittals associated with the Tank-02 project change order for grounding and lightning protection systems. The engineer will evaluate submittal for responses to initial submittal review comments. The cost of any subsequent submittals beyond this resubmittal will be borne by the contractor.

    c. Task 520.3 – RFI/Contractor Correspondence Tank-02A DC: Engineer will provide support during construction by responding to Requests for Information (RFIs) and addressing contractor correspondence related to the Tank-02 project change order. The engineer will review questions, evaluate field conditions as needed, and issue written clarifications to support proper interpretation of the grounding and lightning protection design.

    d. Task 520.4 – Special Inspections: Engineer will coordinate with current Tank-02A on-site inspection staff to conduct any ground-level inspections associated with the lighting protection and grounding systems. Engineer will contract directly with Tank Industry Consultants (TIC) for Work requiring inspectors to access the top of the tank to verify installation completeness with the contract documents. If additional inspections are required, this will be an amendment.

E. **Task 600 – Prepare WTP-01B DC:**

1. This task consists of preparing revised engineering design documents for the Post Road Elevated Storage Tank as part of a design change memorandum to be issued to the WTP-01B Contractor (Archer Western Construction Company, Inc.). The work includes updates to grounding, lightning protection, and supporting electrical details, along with corresponding technical specifications. The deliverables will reflect current project requirements, applicable codes, and coordination with the overall tank rehabilitation or improvement effort. Design documents will include the following:

    a. Grounding system layout, conductor routing, bonding requirements, grounding electrode system, and installation details.

    b. Air terminal placement, down conductor routing, bonding, surge protection (evaluated on a case-by-case basis), and compliance with applicable lightning protection standards.

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c. Standardized details supporting grounding, bonding, lightning protection components, conduit routing, and installation methods.

d. Technical specifications including materials, installation requirements, testing procedures, and performance criteria for grounding, lightning protection systems, and tank coating.

F. **Task 610 – Review Price Proposals DC WTP-01B:**

1. Engineer shall review Contractor generated PCO documents related to the lightning protection system and ground ring installation at the Post Road Tank as part of Project WTP-01B. This review will include evaluating the completeness of the proposals, verifying quantities and materials, assessing compliance with project specifications and applicable codes, and providing written recommendations or required clarifications to support the owner's decision making. It is assumed that the effort to prepare and submit the change order documentation for the incorporation of the approved potential change order into the DC WTP-01B project will be performed as part of the ESDC for this project.

G. **Task 620 – Services During Construction:**

1. Engineer will, as an extension to the services provided under the WTP-01B construction administration contract, the following services associated with the execution of the agreed upon change order:

a. Task 620.1 – Review Initial Submittals for WTP-01B DC: Engineer will review contractor and vendor submittals associated with the WTP-01B project change order for grounding and lightning protection systems at the Post Road Tank Site and Clearwells. The engineer will evaluate all submitted documents for compliance with the approved design, applicable codes, and project requirements, and will provide written responses identifying approval status and any required revisions.

b. Task 620.2 – Review Resubmittals WTP-01B-DC: Engineer will review contractor and vendor resubmittals associated with the WTP-01B project change order for grounding and lightning protection systems. The engineer will evaluate submittal for responses to initial submittal review comments. The cost of any subsequent submittals beyond this resubmittal will be borne by the contractor.

c. Task 620.3 – RFI/Contractor Correspondence for I-35 (Tall) Tank: Engineer will provide support during construction by responding to RFIs and addressing contractor correspondence related to the Tank-02 project change order. The engineer will review questions, evaluate field conditions as needed, and issue written clarifications to ensure proper interpretation of the grounding and lightning protection design.

d. Task 620.4 – Special Inspections: Engineer will coordinate with current WTP-01B on-site inspection staff to conduct any ground-level inspections associated with the lighting protection and grounding systems. Engineer will contract directly with TIC for Work requiring inspectors to access the top of the Post Road tank to verify installation completeness with the contract documents. If additional inspections are required, this will be an amendment.

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H. **Additional Basic Services:**

1. Any services requested that fall outside the defined scope, including but not limited to expanded design efforts, additional reviews, extended project duration beyond the assumed six months, supplemental site visits, or evaluation of revised or alternative contractor proposals shall be considered Additional Services. These services will be performed only upon written authorization and will be billed in accordance with the Engineer's standard hourly rates or a mutually agreed-upon fee.

EJCDC® E-505, Agreement between Owner and Engineer for Professional Services—Task Order Edition.
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Exhibit B: Estimated Work Effort
On Call Services - Task Order No. 3
I-35 Pump Station Complex and Post Road Complex Grounding Design

Exhibit B
Estimated Work Effort
Edmond On Call Services
Task Order No. 2 Amendment I-35 Pump Station Complex and Post Road Complex Grounding Design
City of Edmond/Edmond Utility Authority

Estimated Effort, Hours

Carollo Engineers Process, Estimating, Scheduling Staff

Task No.	Subtasks	Description	QA/QC	Project Manager/ Senior Professional	Lead Project Professional	Project Professional	Engineer V-VI (Professional)	Engineer III-IV (Staff Professional)	Engineer I-II (EIT)	Senior Technicians	Technicians	Document Processing/ Clerical	Total Hours	Carollo Labor Costs	Subconsultants TIC	Subconsultants Subtotal Subconsulatnts	ODC's Reproducibles	ODC's Travel	ODC's Subtotal ODC	TOTAL SUBTASK	Total Task
		Current Rates	$355.00	$356.00	$ 352.00	$ 348.00	$ 293.00	$ 258.00	$205.00	$ 240.00	$ 203.00	$ 160.00			1.10		1.00	1.00			
BASIC SERVICES BC-1																					
Task 400 - Monthly Project Reporting																					$ 11,532.00
		Interal Bimonthly Meetings		12				12					24	$ 7,368.00						$ 7,368.00	
		Prepare Montly Project Reporting (6 reports)		3				12					15	$ 4,164.00						$ 4,164.00	
Task 500 - Design Change Tank-02A													0	$ -							$ 31,197.00
		I-35 Elevated (Tall) Storage Tank Grounding Plan	2	3				8		5	5		23	$ 6,057.00						$ 6,057.00	
		I-35 Elevated (Tall) Storage Tank Lightning Protection Details	2	3				6		5	5		21	$ 5,541.00						$ 5,541.00	
		Electrical Typical Details	2	3				6		5	5		21	$ 5,541.00						$ 5,541.00	
		Technical Specifications	2	2				4				12	20	$ 4,374.00						$ 4,374.00	
		Site Investigation		6				6					12	$ 3,684.00				$ 6,000.00	$ 9,684.00	$ 9,684.00	
Task 510 - Review Price Proposals Tank-02													0	$ -							$ 4,520.00
		Lightning Protection		2				6					8	$ 2,260.00						$ 2,260.00	
		Grounding ring		2				6					8	$ 2,260.00						$ 2,260.00	
Task 520 - Engineering Services During Construction																					
Task 520.1 - Review Initial Submittals Tank-02A													0	$ -							$ 8,916.00
		Lightning Protection		4				6					10	$ 2,972.00						$ 2,972.00	
		Material Coating		4				6					10	$ 2,972.00						$ 2,972.00	
		Grounding		4				6					10	$ 2,972.00						$ 2,972.00	
Task 520.2 - Review Re Submittals Tank-02A													0	$ -							$ 3,328.00
		Lightning Protection		2				3					5	$ 1,486.00						$ 1,486.00	
		Material Coating		1									1	$ 356.00						$ 356.00	
		Grounding		2				3					5	$ 1,486.00						$ 1,486.00	
Task 520.3 - RFI/Contractor CorrespondEnce Tank-02A													0	$ -							$ 4,438.00
		RFI/Contractor Correspondance		2				6		4	6		18	$ 4,438.00						$ 4,438.00	
Task 520.4 - Special Inspection Services Tank-02A													0	$ -							8,971.60
		TIC Final Inspection		2				3					5	$ 1,486.00	8,971.60	8,971.60				8,971.60	
Task 600 - Design Change WTP-01B and Clearwells													0	$ -							$ 19,325.00
		Post Road Storage and Clearwells Tank Grounding Plan	2	3				5		5	5		20	$ 5,283.00						$ 5,283.00	
		Post Road Storage Tank and Clearwells Lightning Protection Details	2	3				5		5	5		20	$ 5,283.00						$ 5,283.00	
		Electrical Typical Details	2	3				5		5	5		20	$ 5,283.00						$ 5,283.00	
		Technical Specifications	2	2				3				8	15	$ 3,476.00						$ 3,476.00	
Task 610 - Review Price Proposals WT-01B and Clearwells													0	$ -							$ 7,446.00
		Lightning Protection		2				5		3			10	$ 2,722.00						$ 2,722.00	
		Material Coating		2				5					7	$ 2,002.00						$ 2,002.00	
		Grounding ring		2				5		3			10	$ 2,722.00						$ 2,722.00	
Task 620 - Engineering Services During Construction																					
Task 620.1 - Review Submittals WT-01B and Clearwells													0	$ -							$ 4,004.00
		Lightning Protection		2				5					7	$ 2,002.00						$ 2,002.00	
		Grounding		2				5					7	$ 2,002.00						$ 2,002.00	
Task 620.2 - Review Re Submittals WTP-01B and Clearwells													0	$ -							$ 2,420.00
		Lightning Protection		0.5				4					4.5	$ 1,210.00						$ 1,210.00	
		Grounding		0.5				4					4.5	$ 1,210.00						$ 1,210.00	
Task 620.3 - RFI/Contractor Correspondance WT-01B and Clearwells													0	$ -							$ 2,464.00
		RFI/Contractor Correspondance		2				4		3			9	$ 2,464.00						$ 2,464.00	
Task 620.4 - Special Inspection Services WT-01B and Clearwells													0	$ -							8,971.60
		TIC Final Inspection		2				2					4	$ 1,228.00	8,971.60	8,971.60				8,971.60	
Total			**16**	**83**				**156**		**43**	**36**	**20**	**330**	**$96,304.00**	**$ 17,943.20**	**$ 17,943.20**		**$6,000.00**	**$9,684.00**	**$117,533.20**	**$ 117,533.20**

Exhibit C - Hourly Rates
Fee Schedule through December 31, 2026
On Call Services Rate Schedule

Task Order No. 1- 2025 RRA and ERP Update
City of Edmond/ Edmond Utilities Authority

Category	2025 Previous Hourly Rate	Escalation of Rate	2026 Proposed Hourly Rate
Engineers/Scientists			
Engineer I-II (EIT)	$ 194.69	5.0%	$ 204.42
Engineer III-IV (Assistant Professional)	$ 246.38	4.5%	$ 257.47
Engineer V-VI (Professional)	$ 281.14	4.0%	$ 292.39
Project Professional	$ 334.10	4.0%	$ 347.46
Lead Project Professional	$ 338.13	4.0%	$ 351.66
Project Manager/Senior Professional	$ 341.73	4.0%	$ 355.39
Project Principal	$ 355.00	1.0%	$ 358.55
Technicians			
Technicians	$ 194.69	4.0%	$ 202.48
Senior Technicians	$ 231.14	3.5%	$ 239.23
Support Staff			
Document Processing / Clerical	$ 156.06	2.0%	$ 159.18
Inspector - Senior	Not Applicable		Not Applicable
Inspector - Junior	Not Applicable		Not Applicable
Special Inspector	$ 260.10	2.0%	$ 265.30

Other Direct Expenses

Travel and Subsistence		at cost
Mileage Charge Per Mile		$ 0.725
Subconsultant	**Cost +**	10%
Other Direct Costs		At Cost
Expert Witness		Rate x 2.0

Invoice for each month will be prepared based on the fee schedule in effect

Public Works Committee **8.**

Meeting Date: 09/23/2026

Submitted For: Kris Neifing, Director, Water Resources

Email: Kris.Neifing@edmondok.gov , Phone: 405-216-7675

Submitted By: Kaitlynn Frost, Administrative Assistant, Water Resources

Ward: Citywide

City Council Strategic Plan: Long-Term Comprehensive Infrastructure System

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Information

Item

Consideration of Approval to Proceed with Contractor Prequalification and Bidding for SS24-00003 FY27 - Sanitary Sewer Rehabilitation - Phase 1project. (Wards 1 & 3)

Background

The design and permitting for the SS24-00003 FY27 Sanitary Sewer Rehabilitation - Phase 1 project are nearing completion. The project includes the replacement of more than 5,000 LF of wastewater lines:

1. LM30: 468 LF located along Lytal Lane
2. LM44: 2,587 LF located between Brad Street and 10th Street near Fretz Avenue
3. LM51: 987 LF located South of Elwood Drive from S. Boulevard to S. Rankin Street
4. LM52: 211 LF located at the intersection of E. 9th Street and N. Bryant Avenue
5. LM53: 1,146 LF located south of Ridgecrest Road near S. Bryant Avenue
6. LM54: 65 LF located along Cheyenne Drive near the intersection with Smoky Hollow Road.

The project is needed to replace existing wastewater pipelines, which have reached the end of their useful life.

The project is in the Water Resources 5-Year Capital Improvements Plan. The construction budget range is $2,371,000 to $2,845,000. The Owner's Contingency Allowance for this project is $130,000.

Proposed schedule:

Action	Date
PWC Contractor Prequalification & Bid Consideration	September 9, 2026
Advertise Contractor Prequalification Solicitation	September 2026
Receive Contract Prequalification Responses	October 2026
Solicit Bids	November 2026
Receive Bids	December 2026
EPWA Approval of Construction Contract	January 2026

Upon solicitation and receipt of bids, an item to approve the acceptance of bids and to approve an agreement will be presented to the Edmond Public Works Authority for consideration.

Water Resources staff recommend approval to proceed with contractor prequalification and bidding.

Time Frame

As outlined in the proposed bid schedule.

Issue

Staff requests approval from the Public Works Committee to proceed with contractor prequalification and solicitation of bids for the project.

Recommendations

Staff recommends approval.

Action Needed

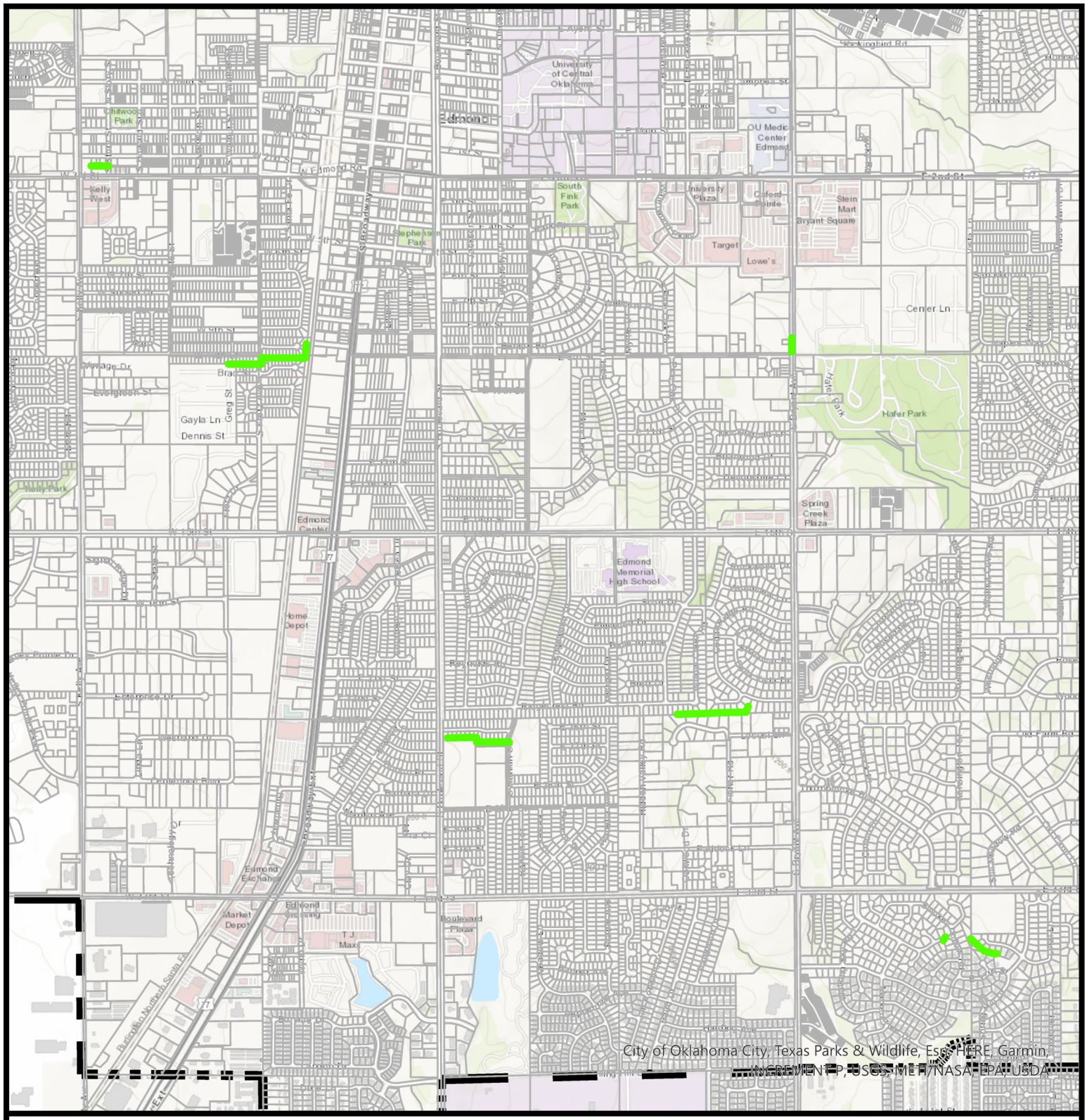
Motion to approve.

Public Notification

Posted Agenda.

Attachments

SS24-00003 FY27 Sewer Rehab - Phase 1 Project Map



EDMOND WATER RESOURCES

Edmond A GREAT PLACE TO GROW

Legend

- City Limits
- SS24-00003 FY27 Sewer Rehab - Phase 1

SS24-00003
FY27 Sanitary Sewer Rehab - Phase 1

N

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US Feet