The City of Muskogee encourages participation from all its citizens in public meetings. If participation is not possible due to a disability, notify the City Clerk, in writing, at least forty-eight hours prior to the scheduled meeting and necessary accommodations will be made (ADA 28 CFR/36).

(Public Comment during Public Hearing or Agenda item comment)

Council Rules of Decorum limit citizen comments on agenda items and public hearings to five (5) minutes and general comments for non-agenda items to (3) minutes. Any person desiring to address the Committee during such period is required to sign in with the City Clerk prior to the Committee meeting between 5:00 p.m. and 5:15 p.m. on the third floor of City Hall or any time between 8:00 a.m. and 5:00 p.m. in the Office of the City Clerk. They shall provide their name and specify the agenda item they wish to address. Remarks shall be directed to the matter being considered and the speaker is allowed to speak only one time. If written materials are to be submitted, twelve (12) copies should be made available, and may not be returned.

AGENDA
FINANCE COMMITTEE
JANUARY 13, 2025

Official action can only be taken on items which appear on the agenda. The public body may adopt, approve, ratify, deny, defer, recommend, amend, strike, or continue any agenda item.

When more information is needed to act on an item, the public body may refer the matter to Staff or back to Committee or the recommending body.

Under certain circumstances, items are deferred to a specific date or stricken from the agenda entirely.

REGULAR SESSION - 5:30 P.M., 3RD FLOOR, COUNCIL CHAMBERS, MUNICIPAL BUILDING, 229 W. OKMULGEE, MUSKOGEE, OKLAHOMA

RECOGNITION OF CITY OF MUSKOGEE EMPLOYEES WITH 25+ YEARS OF SERVICE WITH THE CITY.

INVOCATION - C. B. ABEL

FLAG SALUTES - DEPUTY MAYOR DERRICK A. REED

1. Consider approval of Finance Committee minutes of September 9, 2024, or take other necessary action.

2. Consider approval of claims for all City departments November 16, 2024 through January 3, 2025, or take other necessary action. (Roger Kolman)

3. Consider approval for the Muskogee Fire Department to apply for an Assistance to Firefighters Grant, requiring a 10% match, to purchase a Heavy Rescue vehicle, or take other necessary action. (Jody Moore)

4. Consider approval to award the contract for the lowest and best bid for the Abatement Contract (Weeds/Grass & Trash/Debris) to Five Star Demolition LLC, and authorize the City Manager to negotiate and execute the same, or take other necessary action. (Jody King)

5. Consider approval to award the lowest and best bid for the Abatement Contract (Dilapidated Personal Property) to Five Star Demolition LLC, and authorize the City Manager to negotiate and execute the same, or take other necessary action. (Jody King)

6. Consider approval of proposal for the completion of an Intensive Level Survey for the Central Business District from Terracon Consultants, Inc., in the amount of $68,658.00, or take other necessary action. (Jody King)

7. Consider approval to award a bid in the amount of $225,704.00 to EKA Consulting, for the City of Muskogee Rehabilitation Program for the remaining eight (8) single-family structures from the 2021-2022 grant period, and authorize the City Manager to negotiate the same, or take other necessary action. (Jody King)

8. Consider approval of final payment to Cook Consulting, in the amount of $213,083.39, for the Walnut Creek, Project No. 2020007, or take other necessary action. (Jody King)

9. Consider approval of final payment to Heritage Hills Roofing & Construction, in the amount of $298,500.00, for the Swim and Fitness Center, Roof Replacement Project No. 2024002, or take other necessary action. (Mark Wilkerson)

10. Consider approval to accept the best and only bid for Catch Basin Repair Contract from Cook Consulting, LLC, not to exceed $200,000.00, or take other necessary action. (Mike Stewart)

11. Consider approval of final payment to Harness Roofing Inc., in the amount of $29,948.30, for the Roxy Theater Roof Project No. 2024004, or take other necessary action. (Roger Kolman)

12. Consider approval of the lowest and best bid in the amount of $3,547,338.00, from AC Owen Construction, for the Oklahoma Music Hall of Fame, Remodel Project No. 2024006, or take other necessary action. (Roger Kolman)

ADJOURN

Finance Committee **1.**

Meeting Date: 01/13/2025
Initiator: Jennifer Sharp, Admin II
Department: City Clerk
Staff Information Source:

Information

AGENDA ITEM TITLE:
Consider approval of Finance Committee minutes of September 9, 2024, or take other necessary action.

BACKGROUND:

RECOMMENDED ACTION:

Fiscal Impact

Attachments

9-9-2024 finmin

MINUTES

OF THE FINANCE COMMITTEE
OF THE CITY OF MUSKOGEE, OKLAHOMA
MET IN REGULAR SESSION
IN COUNCIL CHAMBERS OF CITY HALL
SEPTEMBER 9, 2024

The Finance Committee of the City of Muskogee, Oklahoma, met in Regular Session at 5:30 p.m. on September 9, 2024, in Council Chambers, Municipal Building, 229 W. Okmulgee Ave., Muskogee, Oklahoma.

Present:	Mayor Patrick Cale; Chair Derrick Reed; Vice Chair Jaime Stout; Committee Member Tracy Hoos; Committee Member Melody Cranford; Committee Member Dan Hall; Committee Member Tom Martindale
Absent:	Committee Member Shirley Hilton-Flanary; Committee Member C.B. Abel
Staff Present:	Mike Miller, City Manager; Roger Kolman, Assistant City Manager; Katrina Bodenhamer, City Attorney; Tammy L. Tracy, City Clerk; Mike Stewart, Public Works Director; Maggie Eaton, Human Resources Director; Avery Rigney, Assistant Public Works Director; Mark Wilkerson, Parks & Recreation Director; Kevin Anthis, Aquatic & Fitness Facility Manager; Seth Campbell, Assistant City Attorney; Brooke Hall, Asst. Director of Parks & Recreation

Invocation was led by Committee Member Jaime Stout.

Flag Salutes were led by Deputy Mayor Derrick Reed.

1. Consider approval of Finance Committee minutes of August 12, 2024, or take other necessary action.

   Motion was made by Committee Member Tracy Hoos, seconded by Committee Member Melody Cranford to approve Finance Committee minutes of August 12, 2024.

   AYE: Mayor Patrick Cale, Chair Derrick Reed, Vice Chair Jaime Stout, Committee Member Tracy Hoos, Committee Member Melody Cranford, Committee Member Dan Hall, Committee Member Tom Martindale

   Carried - Unanimously

   Committee Member Shirley Hilton-Flanary entered the meeting at 5:32 p.m.

2. Consider approval of claims for all City departments August 3, 2024 through August 30, 2024, or take other necessary action.

Motion was made by Vice Chair Jaime Stout, seconded by Committee Member Tracy Hoos to approve of claims for all City departments August 3, 2024 through August 30, 2024.

AYE: Mayor Patrick Cale, Chair Derrick Reed, Vice Chair Jaime Stout, Committee Member Tracy Hoos, Committee Member Shirley Hilton-Flanary, Committee Member Melody Cranford, Committee Member Dan Hall, Committee Member Tom Martindale

Carried - Unanimously

3. Consider approval for the application and acceptance of grant funding in the amount of $36,146.00 from the Centers for Disease Control and Prevention, for a basic swimming and water safety skills training program to be implemented at the Muskogee Swim and Fitness Center in partnership with Muskogee Public Schools, or take other necessary action. (Mark Wilkerson)

Motion was made by Committee Member Tracy Hoos, seconded by Committee Member Shirley Hilton-Flanary to approve the application and acceptance of grant funding in the amount of $36,146.00 from the Centers for Disease Control and Prevention, for a basic swimming and water safety skills training program to be implemented at the Muskogee Swim and Fitness Center in partnership with Muskogee Public Schools.

AYE: Mayor Patrick Cale, Chair Derrick Reed, Vice Chair Jaime Stout, Committee Member Tracy Hoos, Committee Member Shirley Hilton-Flanary, Committee Member Melody Cranford, Committee Member Dan Hall, Committee Member Tom Martindale

Carried - Unanimously

There being no further business, the meeting was adjourned.

CHAIR DERRICK A. REED
FINANCE COMMITTEE

finmin
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Finance Committee **2.**

Meeting Date: 01/13/2025
Submitted For: Dennis Read, Finance
Initiator: Benita Hotema, Assistant Financial Analyst
Department: Finance
Staff Information Source:

Information

AGENDA ITEM TITLE:

Consider approval of claims for all City departments November 16, 2024 through January 3, 2025, or take other necessary action. (Roger Kolman)

BACKGROUND:

Claims for all City departments.

RECOMMENDED ACTION:

Approve claims November 16, 2024 through January 3, 2025.

Fiscal Impact

Attachments

1/13/2025 Purchasing Claims

CITY OF MUSKOGEE CLAIMS

CHECK #	VENDOR	AMOUNT	DESCRIPTION
247261	OG&E ELECTRIC SERVICE	5,430.00	transformer bank-212 N Main
247262	CAYWOOD, TANAR FAITH	52.25	utility refund
247263	CORSO PROPERTIES, LLC	7.38	utility refund
247264	EASTGATE VILLAGE DBA	171.86	utility refund
247265	FOSTER, DJ	24.50	utility refund
247266	GALLEGOS-SANCHEZ, ROSA	12.86	utility refund
247267	GREGORY, ASHLEY D	32.57	utility refund
247268	HADA, JANESSA M	12.23	utility refund
247269	HALL, LEONARD	14.16	utility refund
247270	HAMILTON, DEBI L.	90.00	utility refund
247271	HAVENS, LAUREL DON	28.23	utility refund
247272	HOOVER, BOBBY	67.05	utility refund
247273	JOHNS, RACHEL NICOLE	37.57	utility refund
247274	MEALER, DEVON	37.05	utility refund
247275	MILLER, V DAVID	25.76	utility refund
247276	PARKER, ROY G II	100.00	utility refund
247277	RHODEN, ALLISON G	28.23	utility refund
247278	SEAY, LEONA	100.00	utility refund
247279	TCF ENTERPRISES, LLC	22.45	utility refund
247280	WHEELER, ANGELA D	27.94	utility refund
247281	SHELBY, CRISTIN MICHELLE	100.00	utility refund
247282	BLUECROSS/BLUE SHIELD OF OK	62,133.88	insurance
247283	GARRETT, RICK	72.02	utility refund
247284	JOHNSON, ROBERT B	27.05	utility refund
247285	MCGRAW REALTORS	55.76	utility refund
247286	WALDEN, ARMEL H	24.90	utility refund
247287	ACCURATE LABS & TRAINING CENTE	635.00	water testing/lab
247288	ACECO RENTAL AND SALES	242.00	equipment rental
247289	ACTION GROUP STAFFING	4,190.52	temp employees
247290	AIRGAS USA LLC	108.94	misc
247291	AMERICAN MUNICIPAL SERVICES	1,187.71	collecting fees
247292	APAC CENTRAL INC	24,501.02	asphalt contractor
247293	AT&T #918 682-2825 211 0	256.82	misc service
247294	B & C TRAILER SERVICES	8,379.33	new trailer for facility/city use
247295	BANCFIRST	52,759.29	sales tax/advalorem
247296	BEDOUIN SHRINE TEMPLE	5,660.00	Balloon Fest parking service
247297	BEST VERSION MEDIA LLC	353.60	misc
247298	BLADES GROUP LLC	4,960.00	rock asphalt
247299	RON E BOLAND	14,559.55	gardenoflights lights/tunnel entrance
247300	BRITE COMPUTERS	108.00	misc
247301	BROCK SUPPLY CO	72.15	fleet misc
247302	BROWN'S SHOE FIT CO #87	745.00	employee vouchers
247303	CAGLE'S FLOWERS & GIFTS	195.00	misc
247304	CASCO INDUSTRIES INCORPORATED	3,950.00	SCBA flow test/parts
247305	JUSTIN CAWVEY	25,753.01	mowing contractor
247306	CHEM-DRY	320.00	misc
247307	CIRCLE B UNDERGROUND LLC	55.00	misc
247308	CITYWIDE PROPERTY MAINTENANCE	250.00	mowing contractor
247309	CLINICAL ASSOCIATES PA	1,000.00	fit for duty evaluations
247310	COLE-PARMER INSTRUMENT COMPANY	781.55	misc
247311	COMMUNITY CARE EAP	520.70	misc

247312	CONNECT DME, LLC	5,991.74	medical supplies
247313	COOK CONSTRUCTION & CRANE INC	350.00	garden of lights crane service
247314	CREATIVE APPAREL & MORE	371.12	code enforcement uniforms
247315	D&D AG SERVICE LLC	20,500.00	mowing contractor
247316	DAVID'S DISCOUNT TIRES INC	330.96	fleet misc
247317	DELL MARKETING LP	1,402.54	IT misc
247318	EAST CENTRAL ELECTRIC	701.33	city utility
247319	EXPRESS EMPLOYMENT PROFESSIONA	7,465.53	temp employees
247320	FASTENAL COMPANY	1,279.35	misc supplies
247321	AVERY LAWN CARE	2,588.00	lawncare contractor
247322	FIVE STAR DEMOLITION	11,099.00	demo contractor
247323	FIVE STAR OFFICE SUPPLY	209.50	office supplies
247324	FROST OIL CO., LLC	17,646.29	fuel
247325	GRAINGER	105.77	pw parts/supplies
247326	GREEN COUNTRY BEHAVIORAL HEALT	600.00	clinical sessions for FD
247327	SH'PONE HARRIS SR A	2,812.50	PW floor planks install reissue
247328	USA BLUEBOOK	8,428.90	PW lab equipment
247329	HONOR HEIGHTS VET CLINIC #6530	363.73	K9 vet visits/medicine/food
247330	GAS AND SUPPLY	154.00	misc
247331	J & R EQUIPMENT	61.43	fleet misc
247332	JARED CAPTIAL, LLC	6,400.00	solar lease-Oct/Nov24
247334	JOHN DEERE FINANCIAL F.S.B.	669.69	employee vouchers
247335	KENT KAMP	120.00	teen center fitness
247336	LA QUINTA INN & SUITE- MIDWEST	392.00	travel/education
247337	LAKE REGION ELECTRIC COOPERATI	1,166.00	city utility
247338	LORI PAULSON	600.00	gardenoflights gate startup
247339	LOWES	811.18	misc supplies/parts
247340	MARC MILLER BUICK-GMC, INC.	506.23	fleet misc
247341	MARVIN'S MOWERS AND OUTDOOR LL	76.00	misc parts
247342	MORGAN SERVICES COMPANY LLC	85.00	tow services
247343	MUSKOGEE ART GUILD, INC.	150.00	misc
247344	MUSKOGEE CHAMBER OF COMMERCE	900.00	misc
247345	MUSKOGEE COUNTY CLERK	18.00	filing fees
247346	MUSKOGEE DAILY PHOENIX	963.65	ad/subscriptions
247347	MUSKOGEE LOCK & KEY	95.70	misc
247348	MUSKOGEE REDI-MIX LLC	430.00	concrete contractor
247349	MUSKOGEE SIGN AND BANNER	2,322.00	misc
247350	OFFICE CONNECTIONS LLC	44.56	office supplies
247351	OFFICE DEPOT	891.47	office supplies
247352	OKLAHOMA NATURAL GAS	1,647.28	city utility
247353	OKLAHOMA TURNPIKE AUTHORITY (O	21.00	tolls
247354	OREILLY AUTO PARTS	1,871.82	fleet parts
247355	OTA-PLATEPAY	14.00	tolls
247356	PERFORMANCE FIRE SYSTEMS LLC	400.00	misc services
247357	PIONEER'S JANITORIAL SVC	345.00	FD janitorial service
247358	PITNEY BOWES INC	423.00	postage
247359	PLANNING DESIGN GROUP	12,025.00	Hatbox event park/Grandview Park/Langston Park projects
247360	PORTCITY BODYSHOP INC DBA SAFE	125.00	fleet misc
247361	PREMIER TRUCK GROUP	888.77	fleet misc/parts
247362	PREMIER USA INC.	2,599.90	temp employees
247363	PVS TECHNOLOGIES, INC.	21,571.20	chemical contractor
247364	RA OUTDOORS, LLC DBA ASPIRA	7.00	RV rental online service

247365	ROBIN AGUIRREA	400.00	gardenoflights concession startup
247366	SADLER PAPER COMPANY	3,203.18	janitorial/misc supplies
247367	SHANNON CHEMICAL CORPORATION	30,240.78	chemical contractor
247368	SOUTHERN TIRE MART, LLC	198.75	fleet
247369	SPECIAL OPS UNIFORMS	6,167.92	uniforms&gear for PD officers
247370	SQUARE DEAL MUSIC	7.99	sound equipment
247371	STEWART MARTIN EQUIPMENT	30.26	misc parts
247372	SUPERIOR LINEN SERVICE INC	340.90	towels/mats service
247373	T-MOBILE USA INC.	3,191.26	City mobile phones/data
247374	TECHNICAL PROGRAMMING SERVICES	3,654.48	bill notices
247375	TIGER NATURAL GAS INC	219.34	city utility
247376	TLS GROUP, INC	3,442.60	signal maintenance
247377	TULSA WARBIRDS FOUNDATION, INC	4,000.00	veterans day fly over
247378	UNIFIRST FIRST AID CORP	74.97	fleet first aid
247379	UNIFIRST HOLDINGS LP	3,325.95	uniforms
247380	VANCE BROTHERS INC	1,575.00	road materials contractor
247381	WASTE MANAGEMENT OF OKLAHOMA I	25,043.06	landfill
247382	WATER TECH, INC.	19,215.00	chemical contractor
247383	CINDY WAYMAN	828.00	sf instructor
247384	WHEELER METALS	135.70	misc
247385	XEROX CORPORATION	3,840.00	copiers
247386	YOUNGMAN ROCK, INC.	2,019.75	asphalt contractor
247387	OK WORK TRUCKS	35,150.00	public works truck
247388	AGUSTIN, FLOR CELENE	156.58	utility refund
247389	CHURCH, JACOB ROSS	173.07	utility refund
247390	BLUECROSS/BLUE SHIELD OF OK	63,188.04	insurance
247391	THE ZERO CARD, INC.	4,484.57	insurance
247392	THE ZERO CARD, INC.	13,102.38	insurance
247393	BAREFOOT, BRYAN E	159.24	utility refund
247394	COLYER, JULIET J	68.49	utility refund
247395	E&C HOMES, LLC	3.77	utility refund
247396	FORD, RONNIE J	16.90	utility refund
247397	FRIX, MARLA L	100.00	utility refund
247398	HARKEY, JARVIS LEE	34.88	utility refund
247399	HUNTER, JANET	61.98	utility refund
247400	LAMBERT, GARY WILLIAM	6.13	utility refund
247401	MULLINS, DENNIS	39.22	utility refund
247402	PHENNEGER, GEORGIA C	43.21	utility refund
247403	RAPER, CHARLES S	26.79	utility refund
247404	REDO, ARMA LENE	41.52	utility refund
247405	RINCK, KAREN	38.57	utility refund
247406	WESTERN MOTEL	391.82	utility refund
247407	WILLIAMS, ANNETTE	20.54	utility refund
247408	BLUECROSS/BLUE SHIELD OF OK	135,855.87	insurance
247409	ARY, JENNY	118.52	utility refund
247410	CARRANZA, JOANNY	16.63	utility refund
247411	CONDON, KAREN	9.04	utility refund
247412	COPE, PHELISHA F	30.54	utility refund
247413	CREEK NATION TRAVEL PLAZA,	235.99	utility refund
247414	JAMES, LEON MARION JR	100.00	utility refund
247415	LOFTIN, STEVEN	15.98	utility refund
247416	READY MORTGAGE	7.19	utility refund
247417	SEAMSTER, PRESTON	33.73	utility refund

247418	THE ZERO CARD, INC.	3,920.71	insurance
247419	RINCK, KAREN	51.43	utility refund
247420	AC-OWEN CONSTRUCTION, LLC	10,891.61	Swim&Fit remodel project
247421	ACCURATE LABS & TRAINING CENTE	5,350.00	water testing/lab
247422	ACTION GROUP STAFFING	8,392.46	temp employees
247423	ADVANCE AUTO PARTS 64771111001	373.91	fleet parts
247424	ADVANCED WORKZONE SERVICES	8,138.94	misc traffic supplies
247425	AIR COMPRESSOR SERVICES	1,041.28	misc
247426	ALLSTATE TERMITE&PEST SOLUTION	2,217.00	pest control
247427	ANIMAL EMERGENCY CENTER, PC	459.70	vet services
247428	APAC CENTRAL INC	7,764.63	asphalt contractor
247429	B & R ELECTRIC SERVICE INC	900.00	electrical contractor
247430	BANK OF OKLAHOMA-WEALTH MANAGE	3,787.50	bond trustee fees
247431	BANNER FIRE EQUIPMENT INC	605.11	FD misc
247432	BEN E. KEITH	905.04	concessions
247433	BIO-AQUATIC TESTING	710.00	misc
247434	BRENNTAG SOUTHWEST INC	27,960.00	chemical contractor
247435	BROKEN ARROW ELECTRIC	53.28	electrical supplies/service
247436	BROWN'S SHOE FIT CO #87	465.00	employee vouchers
247437	CANINE DEVELOPMENT GROUP, INC.	280.00	K9 reporting system
247438	CARE AROUND THE CLOCK INC	7,074.19	medical services
247439	CERTIFIED LABORATORIES	226.95	misc
247440	CHRIS CUMMINGS	360.09	travel/education
247441	CINTAS CORPORATION #2	63.08	medicine cabinet
247442	CONNECT DME, LLC	742.00	medical supplies
247443	CORE & MAIN LP	21,750.07	PW hydrants/pipes/fittings
247444	CORPORATE TO CASUAL SCREEN PRI	3,520.60	garden of lights run shirts
247445	COWAN GROUP ENGINEERING LLC	7,073.50	engineering services/3RiversMuseum&RoxyRoof/Swim&Fitness/CD BGWaterlines/Haskell Booster Pump
247446	CROWDER AUTO GLASS	100.00	fleet misc
247447	DAILEY RECYCLING EQUIPMENT AND	1,960.00	recycle center balers install
247448	DAVID'S DISCOUNT TIRES INC	782.36	fleet misc
247449	DEALERS ELECTRICAL SUPPLY	137.30	fleet misc
247450	JERRY EATON SCOTT	300.00	teen center tutoring
247451	ECONOMIC FUTURE FUND, INC	22,500.00	program services donation
247452	ENESTECH SOFTWARE CORPORATION	3,250.00	esports software
247453	ENVIRONMENTAL IMPROVEMENTS, IN	2,820.00	pump hose for Waterplant
247454	EXPRESS EMPLOYMENT PROFESSIONA	12,670.63	temp employees
247455	FASTENAL COMPANY	639.44	misc supplies
247456	AVERY LAWN CARE	1,688.00	lawncare contractor
247457	FIRSTLINE FILTERS LLC	2,030.24	misc parts
247458	FLEETPRIDE INC	104.79	fleet misc
247459	FROST OIL CO., LLC	17,000.61	fuel
247460	GLENN BEASLEY	113.00	employee misc
247461	GRAINGER	1,109.30	pw parts/supplies
247462	GREAT PLAINS CONSULTING	12,970.00	projects contractor
247463	GREEN COUNTRY BEHAVIORAL HEALT	632.37	transportation fees reimbursement
247464	GREEN COUNTRY TESTING	250.00	misc
247465	GUARD TRONIC INC	686.73	security services
247466	HAYNES EQUIPMENT COMPANY	2,149.63	misc
247467	USA BLUEBOOK	4,010.98	PW lab equipment
247468	SHIRLEY HILTON-FLANARY	75.00	allowance

247469	TRACY ALAN HOOS II	75.00	allowance
247470	I 40 RACE SERVICE LLC	120.00	misc
247471	IBT INC	97.45	misc
247472	IDEXX DISTRIBUTION, INC.	1,344.55	misc
247473	GAS AND SUPPLY	104.63	misc
247474	J & R EQUIPMENT	1,008.21	fleet misc
247475	JEREMY ROSS MC PLLC	2,000.00	FD medical director services
247476	JOHN DEERE FINANCIAL F.S.B.	496.94	employee vouchers
247477	JOSH SMITH	162.00	travel/education
247478	KENT KAMP	90.00	teen center fitness
247479	KIMBALL MIDWEST	287.95	misc
247480	KYLE EDWARDS BUICK GMC INC	392.60	fleet
247481	LAFERRY'S PROPANE CO	27.00	misc
247482	LOCKE SUPPLY CO	1,115.20	misc supplies/parts
247483	LOVE BOTTLING CO - #208410	11.04	misc
247484	LOWES	1,831.97	misc supplies/parts
247485	MARVIN'S MOWERS AND OUTDOOR LL	195.23	misc parts
247486	MCINTOSH CORP	664.16	plumbing contractor
247487	MUNICIPALH2O.COM	500.00	misc
247488	MUSKOGEE AREA ARTS COUNCIL	10,000.00	24/25 disbursement arts education
247489	MUSKOGEE COUNTY ASSESSOR	3,503.43	2024-25 county visual inspection
247490	MUSKOGEE COUNTY CLERK	162.00	filing fees
247491	MUSKOGEE COUNTY TRANSIT AUTHOR	13,271.51	public transit service cooperative
247492	MUSKOGEE DAILY PHOENIX	2,030.12	ad/subscriptions
247493	MUSKOGEE LOCK & KEY	49.10	misc
247494	MUSKOGEE REDI-MIX LLC	4,038.00	concrete contractor
247495	MUSKOGEE SIGN AND BANNER	2,100.00	misc
247496	MUSKOGEE TOURISM AUTHORITY	103,228.95	hotel/motel tax november
247497	MUTUAL OF OMAHA INSURANCE CO	16,954.06	insurance
247498	NATIONAL ORGANIZATION OF BLACK	300.00	misc
247499	OFFICE CONNECTIONS LLC	355.79	office supplies
247500	OFFICE DEPOT	427.41	office supplies
247501	OG&E - ACCT #35947999-5	147,070.61	city utility
247502	OKLAHOMA DEPARTMENT OF AGRICUL	400.00	license renewals/certification
247503	OKLAHOMA MUNICIPAL ASSURANCE G	177,392.25	insurance premiums
247504	OKLAHOMA NATURAL GAS	1,715.05	city utility
247505	OLSSON ASSOCIATES	450,000.00	new sewer plant engineering
247506	OMCCA	110.00	misc
247507	ONE SOURCE WATER LLC	254.76	misc
247509	OREILLY AUTO PARTS	5,820.46	fleet parts
247510	PATE INDUSTRIAL SUPPLY INC	408.03	misc
247511	PERFORMANCE FIRE SYSTEMS LLC	2,088.00	misc services
247512	PIED PIPER SERVICES	75.00	misc
247513	PILGRIM, TY	11,245.00	MMA fight promoter
247514	PORTCITY BODYSHOP INC DBA SAFE	375.00	fleet misc
247515	ADAM M. POTTS DBA LAWNSTARS	3,125.00	lawncare contractor
247516	PREMIER TRUCK GROUP	1,042.76	fleet misc/parts
247517	R J THOMAS MFG CO INC	900.00	parks trash receptacles
247518	REHRIG PACIFIC COMPANY	39,975.00	95 gallon poly carts
247519	RETAIL ATTRACTIONS LLC	4,125.00	economic development consultant
247520	ROSSON WHEEL SERVICE	125.00	fleet misc
247521	RURAL WATER DISTRICT #5	33.37	city utility
247522	RUSH TRUCK CENTERS OF OKLAHOMA	4,482.97	fleet

247523	SADLER PAPER COMPANY	1,157.69	janitorial/misc supplies
247524	JENNIFER SARGENT	240.00	teen center tutoring
247525	SELSER SCHAEFER ARCHITECTS	2,625.00	OKMHF roof design
247526	SLIGAR MECHANICAL, LLC	109,250.00	Civic Center HVAC remodel
247527	SPECIAL OPS UNIFORMS	322.25	OC spray for officers
247528	SQUARE DEAL MUSIC	100.00	sound equipment
247529	STAUB INVESTMENTS INC. DBA GAL	73.00	misc
247530	STEIDLEY & NEAL, PLLC	145.00	litigation expenses
247531	STEVEN WARRIOR	162.00	travel/education
247532	JAIME LYNN STOUT	223.94	allowance
247533	SUPERIOR LINEN SERVICE INC	151.99	towels/mats service
247534	TIM SYNAR	4,275.00	vet contract snap program
247535	TAKDANAI NICOLAS APTE	3,600.00	esports annual subscription
247536	TECHNICAL PROGRAMMING SERVICES	3,100.91	bill notices
247537	TERA SHOWS	117.25	travel/education
247538	TOTAL ADMINISTRATIVE SERVICES	203.58	misc
247539	TRANSUNION RISK & ALTERNATIVE	165.00	misc
247540	TULSA WINWATER CO.	6,720.20	PW pipe/fittings
247542	UNIFIRST HOLDINGS LP	3,025.81	uniforms
247543	UTILITY TECHNOLOGY SERVICES IN	38,520.00	commercial meters/repairs
247544	W & W INVESTMENTS-AKERS COLLIS	15,254.36	fleet collision repairs
247545	WASTE MANAGEMENT OF OKLAHOMA I	20,360.73	landfill
247546	WELDON PARTS - MUSKOGEE	71.23	misc
247547	XPRESS WELLNESS URGENT CARE	1,120.00	medical services
247548	YORK & MAIN EQUITY GROUP INC	34,000.00	storm sewer
247549	YOUNGMAN ROCK, INC.	994.13	asphalt contractor
247550	DERRICK REED	184.99	allowance
247551	WATSON FARMS MEAT PROCESSING &	4,500.00	City employee dinner
247552	BLUECROSS/BLUE SHIELD OF OK	59,370.76	insurance
247553	THE ZERO CARD, INC.	12,358.12	insurance
247554	DELTA DENTAL PLAN OF OKLAHOMA	803.36	insurance
247555	DELTA DENTAL PLAN OF OKLAHOMA	23,413.72	insurance
247556	ALH PROPERTIES	35.43	utility refund
247557	ALLISON, MARSHA & DARRELL	9.40	utility refund
247558	FARMER, GEORGE	74.23	utility refund
247559	GASKIN, RHETT M	28.66	utility refund
247560	HENDERSON, RUSSELL L	2.28	utility refund
247561	JONES, KELLEY JEAN	100.00	utility refund
247562	REDO, ARMA L	36.33	utility refund
247563	REI, LLC	159.35	utility refund
247564	TOTAL MANAGEMENT	599.19	utility refund
247565	TOTAL MANAGEMENT, LLC	83.08	utility refund
247566	WILLIAMS, ANNETTE	41.85	utility refund
247568	MCCLAIN, DARICE A	213.16	utility refund
247569	CITY OF MUSKOGEE	5,000.00	utility refund
247570	ACCURATE LABS & TRAINING CENTE	445.00	water testing/lab
247571	ACTION GROUP STAFFING	2,336.07	temp employees
247572	ACTION IMPRINTS	531.75	printing
247573	AIRGAS USA LLC	252.90	misc
247574	APAC CENTRAL INC	1,347.84	asphalt contractor
247575	APPLIED MEDIA CONCEPTS INC	3,730.00	events truss/rigging set up
247576	ASSOCIATED SUPPLY CO INC	522.43	misc
247577	AT&T #918 682-2825 211 0	279.30	misc service

247578	B & R ELECTRIC SERVICE INC	3,775.00	electrical contractor
247579	BRIAN BARNS MICHAEL	70.00	swim team league dues
247580	BAYSINGER POLICE SUPPLY	341.30	PD misc
247581	BCS INSURANCE COMPANY	66,998.59	insurance
247582	THE BECKMAN COMPANY	263.00	misc
247583	BEN E. KEITH	1,596.09	concessions
247584	BG PRODUCTS INC	932.40	fleet misc
247585	BIBEE, DENNIS	100.00	dog adoption return
247586	RON E BOLAND	1,973.64	downtown holiday lights
247587	BROKEN ARROW ELECTRIC	330.93	electrical supplies/service
247588	CHELSEA BROWN	165.00	MMPI testing
247589	BROWN'S SHOE FIT CO #87	125.00	employee vouchers
247590	CARE AROUND THE CLOCK INC	17,026.26	medical services
247591	SHEENA CAUTHON	50.00	sf instructor
247592	CORPORATE TO CASUAL SCREEN PRI	1,634.30	papilion/garden of lights shirts
247593	COWAN GROUP ENGINEERING LLC	11,201.74	engineering services/WaterTreatment Plant
247594	COX ENVIRONMENTAL	425.00	OKMHF air quality testing
247595	CRAWFORD & ASSOCIATES, P.C.	26,305.54	audit services
247596	DDM ENTERPRISES LLC	6,000.00	FD campershell car 32
247597	DEPARTMENT OF ENVIRONMENTAL QU	124.00	operator certification/license
247598	DIRECTV LLC	107.24	communications
247599	DOBSON FIBER	6,373.84	communications
247600	DUBOIS CHEMICALS INC	420.00	chemical contractor
247601	EXPRESS EMPLOYMENT PROFESSIONA	4,450.72	temp employees
247602	FASTENAL COMPANY	396.27	misc supplies
247603	FITNESS ON DEMAND LLC	229.00	sf misc
247604	FIVE STAR DEMOLITION	68,963.00	demo contractor
247605	FLEETPRIDE INC	438.47	fleet misc
247606	KARLA D GIBSON	75.00	sf instructor
247607	GRAINGER	876.38	pw parts/supplies
247608	HACH COMPANY	941.00	yearly bench service agreement
247609	HARRISON TIRE & SUPPLY	780.00	fleet misc
247610	HOLT TRUCK CENTERS OF OKLAHOMA	196.13	fleet misc
247611	HOOD & ASSOCIATES, CPAS, PC	5,156.00	audit services
247612	I 40 RACE SERVICE LLC	146.50	misc
247613	INCOR	2,070.00	contract services
247614	INNOVATIVE SOLUTION ADVISORS L	1,100.70	misc
247615	JACK TYLER ENGINEERING INCORPO	266.97	misc
247616	JAMES HODGE FORD-LINCOLN-MERC	522.27	fleet misc
247617	JARED CAPTIAL, LLC	3,200.00	solar lease-Dec24
247618	JOHN DEERE FINANCIAL F.S.B.	101.05	employee vouchers
247619	JOHNSON'S SERVICE COMPANY	795.08	misc service
247620	JONAS FITNESS, INC	799.79	software monthly service
247621	JOTTO DESK	169.80	misc
247622	KRISTAL KEIM	1,220.00	employee misc
247623	KYLE EDWARDS BUICK GMC INC	313.30	fleet
247624	LAFERRY'S PROPANE CO	12.00	misc
247625	LAKE REGION ELECTRIC COOPERATI	817.49	city utility
247626	LAZY J PROPERTIES, ANGELA YOUN	75.00	sf instructor
247627	LEXISNEXIS	241.00	misc
247628	THE LIFEGUARD STORE	164.81	sf misc
247629	LOCKE SUPPLY CO	601.95	misc supplies/parts
247630	LOVE BOTTLING CO - #111902	22.08	misc

247631	LOVE BOTTLING CO - #170650	176.00	misc
247632	LOVE BOTTLING CO - #208400	440.72	misc
247633	LOWES	841.65	misc supplies/parts
247634	MARC MILLER BUICK-GMC, INC.	346.52	fleet misc
247635	MARIO'S QUALITY OVERHEAD DOORS	550.00	door repair service
247636	MARSHALL TUCKER BAND, INC	15,000.00	half-March 2025 event
247637	MATLOCK SECURITY SERVICES	90.00	misc service
247638	DEDRIC MCBRIDE	850.00	christmas party photo booth
247639	MCINTOSH CORP	5,635.57	plumbing contractor
247640	MEAD O'BRIEN, INC	5,176.40	waterplant repair parts
247641	MIKE & MARTY PARTY LLC	17,500.00	half-Feb 2025 event
247642	MORGAN SERVICES COMPANY LLC	275.00	tow services
247643	MUSKOGEE CITY COUNTY 911 TRUST	45,640.93	PD/FD dispatch fees
247644	MUSKOGEE CITY-COUNTY PORT AUTH	210.56	misc
247645	MUSKOGEE COMMUNICATIONS, INC.	600.00	communications
247646	MUSKOGEE COUNTY BAR ASSOCIATIO	300.00	misc
247647	MUSKOGEE COUNTY CLERK	18.00	filing fees
247648	MUSKOGEE DAILY PHOENIX	369.27	ad/subscriptions
247649	MUSKOGEE LOCK & KEY	1,028.50	misc
247650	MUSKOGEE MEDICAL CENTER AUTHOR	12,640.69	note/interest
247651	MUSKOGEE REDI-MIX LLC	3,633.50	concrete contractor
247652	MUSKOGEE YOUTH SERVICES	2,462.72	OCT24 community service program
247653	NEWTON, BRYCE DBA	297.50	misc
247654	OFFICE CONNECTIONS LLC	41.70	office supplies
247655	OFFICE DEPOT	364.26	office supplies
247656	OKLAHOMA MUNICIPAL LEAGUE	400.00	misc
247657	OKLAHOMA NATURAL GAS	981.36	city utility
247658	OKLAHOMA TURNPIKE AUTHORITY (O	14.85	tolls
247659	ONE SOURCE WATER LLC	175.09	misc
247660	OPTIMUM BUSINESS	32.00	misc
247661	OREILLY AUTO PARTS	2,679.82	fleet parts
247662	OTA-PLATEPAY	16.20	tolls
247663	PATE INDUSTRIAL SUPPLY INC	79.61	misc
247664	PIONEER'S JANITORIAL SVC	345.00	FD janitorial service
247665	PITNEY BOWES INC	207.48	postage
247666	PLANNING DESIGN GROUP	2,000.00	Langston Park Splash Pad project
247667	PORTCITY BODYSHOP INC DBA SAFE	125.00	fleet misc
247668	PREMIER TRUCK GROUP	3,630.78	fleet misc/parts
247669	PREMIER USA INC.	5,945.73	temp employees
247670	PVS TECHNOLOGIES, INC.	32,390.40	chemical contractor
247671	R J THOMAS MFG CO INC	2,091.00	Spaulding park bench
247672	DERRICK REED	184.99	allowance
247673	BFI WASTE SERVICES, LLC	266.09	misc
247674	SHERRY S. RICE	75.00	sf instructor
247675	SADLER PAPER COMPANY	343.42	janitorial/misc supplies
247676	SBA 2012 TC ASSETS	607.75	misc
247677	INETTE SLAPE	25.00	sf instructor
247678	SOUTHERN TIRE MART, LLC	1,515.00	fleet
247679	SPECIAL OPS UNIFORMS	1,107.89	uniforms for Fire hires
247680	STAUB INVESTMENTS INC. DBA GAL	80.00	misc
247681	SUDDENLINK	660.00	misc
247682	SUPERIOR LINEN SERVICE INC	948.98	towels/mats service
247683	T K PUBLISHING	1,084.00	misc

247684	T-MOBILE USA INC.	3,191.26	City mobile phones/data
247685	TECHNICAL PROGRAMMING SERVICES	6,246.62	bill notices
247686	THYSSENKRUPP ELEVATOR CORP	572.84	elevator service
247687	TLS GROUP, INC	5,013.79	signal maintenance
247688	TONTO CONSTRUCTION INC	40,647.20	water plant sludge removal
247689	TULSA TECHNOLOGY CENTER	500.00	misc
247690	TYLER TECHNOLOGIES INC	248.42	timeclock maintenance
247691	UNIFIRST HOLDINGS LP	810.87	uniforms
247692	UNIQUE DRY CLEANERS	353.60	misc
247693	UNITED ENGINES LLC	696.50	fleet parts for repair
247694	VISION SERVICE PLAN INSURANCE	4,991.26	insurance
247695	WASTE MANAGEMENT OF OKLAHOMA I	439.10	landfill
247696	WATSON FARMS MEAT PROCESSING &	1,500.00	public works holiday dinner
247697	CINDY WAYMAN	625.00	sf instructor
247698	LAURA WICKIZER	25.00	sf instructor
247699	XEROX BUSINESS SOLUTIONS SOUTH	785.87	IT misc
247700	YOUNGMAN ROCK, INC.	4,434.07	asphalt contractor
247701	JAMES SOUTHCOTT A	300.00	train conductor
247702	BLUECROSS/BLUE SHIELD OF OK	37,151.28	insurance
247703	THE ZERO CARD, INC.	4,404.14	insurance
247704	ADKINS, TAMMY GAYLE	28.96	utility refund
247705	BRANDT, BETH	156.31	utility refund
247706	CAKE, LLC	212.51	utility refund
247707	COAST CONSTRUCTION	1,200.74	utility refund
247708	CROSBY, CINDY	23.89	utility refund
247709	FICHTE, PHILIP F	127.80	utility refund
247710	FLOCK, TAMI	23.89	utility refund
247711	FRALEY, JENNIFER LYNN	90.00	utility refund
247712	HART, HILTON	40.00	utility refund
247713	MONTA HOLDINGS	90.00	utility refund
247714	MUSKOGEE APARTMENTS 4 LLC	47.76	utility refund
247715	TOTAL MANAGEMENT, LLC	12.06	utility refund
247716	VERDALETTE, DEREK T	25.00	utility refund
247717	OFFICE DEPOT	589.78	office supplies
247718	DEPARTMENT OF ENVIRONMENTAL QU	8,906.19	operator certification/license
247719	ACCURATE LABS & TRAINING CENTE	410.00	water testing/lab
247720	ACE FIRE & SAFETY SERVICES, LL	2,230.00	fire safety, inspections, extinguishers
247721	ACTION GROUP STAFFING	5,028.64	temp employees
247722	ADVANCED WORKZONE SERVICES	470.00	employee vouchers
247723	ALLMAX SOFTWARE LLC	3,969.00	pollution control software annual renew
247724	AMANDA BURNETT	797.42	misc
247725	APAC CENTRAL INC	8,937.14	asphalt contractor
247726	B & R ELECTRIC SERVICE INC	125.00	electrical contractor
247727	BANCFIRST	47,190.91	sales tax/advalorem
247728	BEN E. KEITH	1,143.15	concessions
247729	BEST VERSION MEDIA LLC	353.60	misc
247730	BNSF RAILWAY COMPANY	100.00	misc
247731	BRENNTAG SOUTHWEST INC	13,980.00	chemical contractor
247732	BRITE COMPUTERS	14,915.24	NETmotion software
247733	BROWN'S SHOE FIT CO #87	160.00	employee vouchers
247734	BURNS & MCDONNELL ENGINEERING	19,125.00	2023 grant assistance
247735	CANINE DEVELOPMENT GROUP, INC.	140.00	K9 reporting system
247736	CENTRALSQUARE TECHNOLOGIES, LL	999.00	IT misc

247737	CLEET	3,376.46	monthly cleet
247738	CONNECT DME, LLC	4,264.09	medical supplies
247739	DEPARTMENT OF ENVIRONMENTAL QU	372.00	operator certification/license
247740	EAST CENTRAL ELECTRIC	2,259.19	city utility
247741	ENVIRONMENTAL IMPROVEMENTS, IN	2,560.00	pump hose for Waterplant
247742	EXCHANGE CLUB OF MUSKOGEE	110.00	quarterly dues
247743	EXPRESS EMPLOYMENT PROFESSIONA	7,081.95	temp employees
247744	FASTENAL COMPANY	805.46	misc supplies
247745	FROST OIL CO., LLC	1,603.00	fuel
247746	GARY GARVIN D	3,600.00	contractual services
247747	LORNE K. GOOD DBA GOOD CONCRET	2,900.00	Bass Reeves statue
247748	GRAINGER	1,729.28	pw parts/supplies
247749	GREEN COUNTRY BEHAVIORAL HEALT	150.00	clinical sessions for FD
247750	GREEN COUNTY TOURISM	350.00	misc
247751	GREEN EQUIPMENT CO	1,923.04	public works metal detectors
247752	GUARD TRONIC INC	686.73	security services
247753	HARNESS ROOFING, INC	71,534.70	Roxy theater roof replacement
247755	HOLLOWAY UPDIKE AND BELLEN INC	5,900.00	HHP spillway&bridge/stormwater improvements
247756	HOMELAND STORES INC	294.47	misc
247757	I 40 RACE SERVICE LLC	2,825.80	event trophies
247758	INDIAN CAPITAL TECHNOLOGY CENT	1,900.00	4 attendees supervisor academy
247759	JEREMY ROSS MC PLLC	95.00	drug/alcohol testing
247760	JOHN DEERE FINANCIAL F.S.B.	862.64	employee vouchers
247761	KENT KAMP	120.00	teen center fitness
247762	KATRINA BODENHAMER	106.58	travel/education
247763	KTFX FM RADIO STATION	200.00	radio ad
247764	LEXUS HOLDRIDGE	250.00	misc
247765	LOCKE SUPPLY CO	410.31	misc supplies/parts
247766	LOVE BOTTLING CO - #208400	350.40	misc
247767	LOWES	1,826.45	misc supplies/parts
247768	MARSHA WISEMAN	245.42	employee misc
247769	MARVIN'S MOWERS AND OUTDOOR LL	445.76	misc parts
247770	MCINTOSH CORP	522.22	plumbing contractor
247771	MCINTOSH SERVICE LLC	3,070.86	WaterPark waterline repairs
247772	MMSGS	432.25	misc
247773	KELLY MURRY	397.50	contract services
247774	MUSKOGEE CITIZENS POLICE ACADE	750.00	MMA Fights security
247775	MUSKOGEE DAILY PHOENIX	2,217.32	ad/subscriptions
247776	MUSKOGEE LOCK & KEY	190.00	misc
247777	MUSKOGEE REDI-MIX LLC	2,980.00	concrete contractor
247778	NEWTON, BRYCE DBA	185.00	misc
247779	OFFICE CONNECTIONS LLC	1,237.33	office supplies
247780	OFFICE DEPOT	201.66	office supplies
247781	OKLAHOMA DEPT OF TRANSPORTATIO	75,497.60	Coody Creek trail project
247782	OKLAHOMA NATURAL GAS	1,089.97	city utility
247783	ONE SOURCE WATER LLC	31.96	misc
247784	OSBI	3,344.56	monthly fees
247785	OSBI	3,371.96	monthly fees
247786	PATE INDUSTRIAL SUPPLY INC	418.43	misc
247787	PERFORMANCE FIRE SYSTEMS LLC	950.00	misc services
247788	ROBERT POINTS	2,100.00	AC unit animal shelter
247789	PREMIER USA INC.	1,167.24	temp employees
247790	PVS TECHNOLOGIES, INC.	10,804.80	chemical contractor

247791	RGR INC DBA RPR PROPERTIES INC	1,750.00	parking lot demo lease
247792	SADLER PAPER COMPANY	443.46	janitorial/misc supplies
247793	JAMES SOUTHCOTT A	375.00	train conductor
247794	STEIDLEY & NEAL, PLLC	610.00	litigation expenses
247795	SUPERIOR LINEN SERVICE INC	212.79	towels/mats service
247796	TECHNICAL PROGRAMMING SERVICES	4,437.85	bill notices
247797	TIGER NATURAL GAS INC	3,380.44	city utility
247798	TONTO CONSTRUCTION INC	59,197.60	water plant sludge removal
247799	TWIN CITIES READY MIX INC	154.00	misc
247800	UNIFIRST HOLDINGS LP	557.29	uniforms
247801	COVETRUS NORTH AMERICA, LLC	2,900.38	animal shelter supplies
247802	WASTE MANAGEMENT OF OKLAHOMA I	19,858.73	landfill
247803	WATER TECH, INC.	19,215.00	chemical contractor
247804	WHEELER METALS	31,200.00	esports racing sims
247805	XEROX CORPORATION	3,840.00	copiers
247806	YORK & MAIN EQUITY GROUP INC	6,200.00	sewer repair contract
247807	YOUNGMAN ROCK, INC.	7,964.44	asphalt contractor
247808	CARRAWAY, HOLLY/DEVLIN/SHAYLA	118.09	utility refund
247809	PRATT, JAMES	100.55	utility refund
247810	BRANDT, BETH	90.00	utility refund
247811	CUSTOM TOUCH	10.67	utility refund
247812	LASTER, SANDRA K	41.39	utility refund
247813	A & J RENTAL AND SALES	1,025.00	misc
247814	THE BECKMAN COMPANY	30.00	misc
247815	BLACK FOREST LTD	74.10	employee service pins
247816	CHARBONNEAU, BILLY JO	100.00	sf instructor
247817	COMMUNITY CARE EAP	520.70	misc
247818	CORE & MAIN LP	11,135.85	PW hydrants/pipes/fittings
247819	DEBRA DELZEIT	100.00	sf instructor
247820	DIGI SECURITY SYSTEMS LLC	234.88	security system
247821	KARLA D GIBSON	100.00	sf instructor
247822	GREEN COUNTRY BEHAVIORAL HEALT	825.00	clinical sessions for PD
247823	HARSCO CORPORATION	29,155.50	pollutant collection event
247824	HOLLOWAY UPDIKE AND BELLEN INC	6,340.00	HHP spillway&bridge/stormwater improvements
247825	I I M C	235.00	misc
247826	GAS AND SUPPLY	39.99	misc
247827	JOHN DEERE FINANCIAL F.S.B.	191.97	employee vouchers
247828	JOHN VANCE MOTORS INC	462,724.80	(25) PD tahoes
247829	KAREN LAUDERDALE	100.00	sf instructor
247830	LAZY J PROPERTIES, ANGELA YOUN	100.00	sf instructor
247831	LOWES	138.07	misc supplies/parts
247832	MAIN STREET MUSKOGEE, INC	25,000.00	2nd quarter services
247833	OKLAHOMA NATURAL GAS	1,171.13	city utility
247834	OKLAHOMA TURNPIKE AUTHORITY (O	3.30	tolls
247835	OTA-PLATEPAY	3.50	tolls
247836	Prado, Maria	1,472.00	demo bond refund
247837	PREMIER USA INC.	3,423.81	temp employees
247838	PROSEGUR EAS USA, LLC	7,628.18	City Hall security
247839	ROSE STATE COLLEGE WORKFORCE &	414.00	misc
247840	JAMES SOUTHCOTT A	300.00	train conductor
247841	SPECIAL OPS UNIFORMS	397.76	uniforms for Fire hires
247842	STEWART MARTIN EQUIPMENT	39,084.70	PW tractor&accessories
247843	TRAC-WORK, INC	11,544.78	emergency repair contractor

247844	WASTE MANAGEMENT OF OKLAHOMA I	49.14	landfill
247845	CINDY WAYMAN	425.00	sf instructor
247846	WHEELER METALS	693.80	misc
247847	LAURA WICKIZER	125.00	sf instructor
247848	YORK & MAIN EQUITY GROUP INC	31,396.52	sewer repair contract
247849	ARMSTRONG, BRYSON GARRETT	13.04	utility refund
247850	CASTLE, CHLOE A	11.01	utility refund
247851	CLARK, KASEY G	30.40	utility refund
247852	COLLINS, STEVEN E	90.00	utility refund
247853	COWAN, NICHOLAS S	283.98	utility refund
247854	CRABTREE, BILLY E	0.12	utility refund
247855	CUSTOM TOUCH RENTALS	16.66	utility refund
247856	D HALL INVESTMENTS INC,	26.06	utility refund
247857	FLUSCHE, MARYBETH	56.52	utility refund
247858	GRIFFIN, PHYLLIS E	21.72	utility refund
247859	HEIDER, STANLEY L	16.66	utility refund
247860	KELLAR, ALLISON KIMBERLY	6.66	utility refund
247861	MONTES, ENDER	158.00	utility refund
247862	MUSKOGEE COMMUNITY ACTION	11.70	utility refund
247863	OKIE OUTFITTERS CO.	288.36	utility refund
247864	READY MORTGAGE	69.22	utility refund
247865	RUSSELL, ROBERT D	31.27	utility refund
247866	SOK LLC	1,366.87	utility refund
247867	TYE, LINDA K	30.97	utility refund
247868	WATERS CROSSFIELD INVESTMENTS	750.31	utility refund
247869	WEATHERMAN, RANDALL	12.62	utility refund
247870	WILD LILLIES MARKET	35.32	utility refund
247871	ACCURATE LABS & TRAINING CENTE	2,210.00	water testing/lab
247872	ACTION GROUP STAFFING	6,440.18	temp employees
247873	ADVANCE AUTO PARTS 64771111001	210.56	fleet parts
247874	AIRGAS USA LLC	106.39	misc
247875	AMERICAN STAMP & MARKING PRODU	119.20	misc
247876	APAC CENTRAL INC	1,810.54	asphalt contractor
247877	ASSOCIATED SUPPLY CO INC	712.96	misc
247878	BANNER FIRE EQUIPMENT INC	106.53	FD misc
247879	BEN E. KEITH	364.24	concessions
247880	BG PRODUCTS INC	1,794.00	fleet misc
247881	BROKEN ARROW ELECTRIC	14.94	electrical supplies/service
247882	BROWN'S SHOE FIT CO #87	290.00	employee vouchers
247883	CDW GOVERNMENT INC	447.63	misc
247884	CERTIFIED LABORATORIES	232.95	misc
247885	CHRIS HOUGLAND	56.50	employee misc
247886	CINCINNATI RADIATOR SERVICE IN	375.00	fleet
247887	CLAY SMITH TOOLS, LLC	1,090.00	misc
247888	CORE & MAIN LP	9,715.84	PW hydrants/pipes/fittings
247889	COWAN GROUP ENGINEERING LLC	516.00	engineering service/lead service line
247890	CROWDER AUTO GLASS	300.00	fleet misc
247891	CUMMINS SOUTHERN PLAINS LTD	295.32	misc
247892	DANA SAFETY SUPPLY, INC	1,218.47	outfit new PD tahoes
247893	DEPARTMENT OF ENVIRONMENTAL QU	124.00	operator certification/license
247894	EVOQUA WATER TECHNOLOGIES LLC	1,054.00	chemical contractor
247895	EXPRESS EMPLOYMENT PROFESSIONA	9,443.80	temp employees
247896	FASTENAL COMPANY	469.83	misc supplies

247897	AVERY LAWN CARE	12,347.00	downtown holiday lights
247898	FIVE STAR DEMOLITION	46,939.50	demo contractor
247899	FIVE STAR OFFICE SUPPLY	96.97	office supplies
247900	FLEETPRIDE INC	434.81	fleet misc
247901	FROST OIL CO., LLC	35,252.94	fuel
247902	GRAINGER	1,210.84	pw parts/supplies
247903	GREEN COUNTY TOURISM	2,900.00	ad publication/subscription
247904	GT DISTRIBUTORS INC	947.65	PD misc
247905	HACH COMPANY	2,392.47	lab equipment&supplies
247906	HAYNES EQUIPMENT COMPANY	615.28	misc
247907	USA BLUEBOOK	921.67	PW lab equipment
247908	HIGHLINE AFTERMARKET	1,397.44	fleet
247909	SHIRLEY HILTON-FLANARY	75.00	allowance
247910	HOLLOWAY UPDIKE AND BELLEN INC	10,035.00	projects contractor
247911	HOLT TRUCK CENTERS OF OKLAHOMA	3,252.97	fleet misc
247912	TRACY ALAN HOOS II	75.00	allowance
247913	I 40 RACE SERVICE LLC	70.00	misc
247914	IDEXX DISTRIBUTION, INC.	965.23	misc
247915	J & R EQUIPMENT	4,952.45	fleet misc
247916	JAY HODGE CHEVROLET CADILLAC I	745.57	fleet misc
247917	JOHN DEERE FINANCIAL F.S.B.	199.98	employee vouchers
247918	KIRBY - SMITH	300.28	fleet misc
247919	KYBO SALES LLC	1,081.68	sanitation truck parts
247920	THE LIFEGUARD STORE	144.27	sf misc
247921	LOVE BOTTLING CO - #208400	134.72	misc
247922	LOVE BOTTLING CO - #208410	11.04	misc
247923	LOVE BOTTLING CO - #515580	11.04	misc
247924	LOWES	1,242.04	misc supplies/parts
247925	LUM ENTERPRISES INC DBA	5,251.85	fleet lift repair service call
247926	MARC MILLER BUICK-GMC, INC.	370.38	fleet misc
247927	MARVIN'S MOWERS AND OUTDOOR LL	56.05	misc parts
247928	MORGAN SERVICES COMPANY LLC	432.28	tow services
247929	MUSKOGEE COUNTY CLERK	252.00	filing fees
247930	MUSKOGEE COUNTY SHERIFFS DEPAR	26,838.00	September24 jail bill
247931	MUSKOGEE REDI-MIX LLC	4,784.00	concrete contractor
247932	NATIONAL PEN CO, LLC	199.14	misc
247933	NEWTON, BRYCE DBA	1,012.50	misc
247934	OFFICE CONNECTIONS LLC	69.90	office supplies
247935	OFFICE DEPOT	2,500.54	office supplies
247936	OKLAHOMA CORRECTIONAL INDUSTRI	43.35	misc
247937	OKLAHOMA NATURAL GAS	3,185.00	city utility
247938	OLSSON ASSOCIATES	350,000.00	new sewer plant engineering
247939	ONE SOURCE WATER LLC	187.85	misc
247941	OREILLY AUTO PARTS	5,790.32	fleet parts
247942	PATE INDUSTRIAL SUPPLY INC	49.87	misc
247943	PENCCO INC	13,034.88	chemical contractor
247944	PIED PIPER SERVICES	75.00	misc
247945	PORTCITY BODYSHOP INC DBA SAFE	337.00	fleet misc
247946	PREMIER TRUCK GROUP	2,330.47	fleet misc/parts
247947	PVS TECHNOLOGIES, INC.	10,612.80	chemical contractor
247948	RIB CRIB #50	449.96	fleet holiday dinner
247949	RUSH TRUCK CENTERS OF OKLAHOMA	3,372.01	fleet
247950	SADLER PAPER COMPANY	2,030.64	janitorial/misc supplies

247951	SAFETY FIRE EXTINGUISHERS	102.00	FD misc
247952	SELSER SCHAEFER ARCHITECTS	875.00	OKMHF roof design
247953	JAMES SOUTHCOTT A	300.00	train conductor
247954	SPATCO ENERGY SOLUTIONS, LLC	38,608.84	Fuel station project
247955	STEWART MARTIN EQUIPMENT	7.38	misc parts
247956	JAIME LYNN STOUT	447.88	allowance
247957	SUPERIOR LINEN SERVICE INC	100.34	towels/mats service
247958	TECHNICAL PROGRAMMING SERVICES	5,655.05	bill notices
247959	THERMO FISHER SCIENTIFIC-ASHEV	131.20	misc
247960	TULSA WINWATER CO.	387.45	PW pip fittings
247961	TWIN CITIES READY MIX INC	829.00	misc
247963	UNIFIRST HOLDINGS LP	1,798.82	uniforms
247964	WEBB'S HEAVY EQUIPMENT REPAIR	300.00	fleet misc
247965	WOOD LAWN & LANDSCAPING LLC	1,247.50	papilion irrigation repair
247966	SH'PONE HARRIS SR A	2,132.50	DFA wall repair
346337	HUGHES LUMBER CO	56.49	misc
346338	OKLAHOMA STATE ATHLETIC COMMIS	2,949.35	MMA nov24 ticket sales
346339	CHERYL WOODWARD	290.00	animal shelter sterilization services
346340	ASCEND COMMERCIAL BUILDERS LLC	120,398.09	Grandview Park Improvements Project
346341	VIDA BERRY	458.33	sf instructor
346342	BLACK FOREST LTD	2,276.37	employee service pins
346343	TYLER BOOTS	180.00	event security
346344	CHARBONNEAU, BILLY JO	100.00	sf instructor
346345	DANA SAFETY SUPPLY, INC	39,557.10	outfit new PD tahoes
346346	DEBRA DELZEIT	175.00	sf instructor
346347	JACOB BRYER DUMAS	150.00	event security
346348	FIVE STAR DEMOLITION	12,141.00	demo contractor
346349	KARLA D GIBSON	100.00	sf instructor
346350	JEREMY ROSS MC PLLC	1,155.00	drug/alcohol testing
346351	MICHAEL LAKEMAN	150.00	event security
346352	KAREN LAUDERDALE	100.00	sf instructor
346353	LAZY J PROPERTIES, ANGELA YOUN	100.00	sf instructor
346354	KELLY MURRY	525.00	contract services
346355	SHERRY S. RICE	100.00	sf instructor
346356	TYLER TECHNOLOGIES INC	41,598.00	timeclock annual software/maintenance
346357	W & W INVESTMENTS-AKERS COLLIS	713.80	fleet collision repairs
346358	CINDY WAYMAN	275.00	sf instructor
346359	LAURA WICKIZER	100.00	sf instructor

Finance Committee **3.**

Meeting Date:	01/13/2025		
Submitted For:	Jody Moore, Fire Department	**Initiator:**	Jody Moore, Fire Chief
Department:	Fire Department		
Staff Information Source:			

Information

AGENDA ITEM TITLE:

Consider approval for the Muskogee Fire Department to apply for an Assistance to Firefighters Grant, requiring a 10% match, to purchase a Heavy Rescue vehicle, or take other necessary action. (Jody Moore)

BACKGROUND:

The Muskogee Fire Department is in need of a new rescue vehicle that will provide more space and reliability to respond to emergencies. We would be requesting $950,000 from AFG to purchase the new vehicle, and if awarded, the 10% from the City of Muskogee would total $86,363.64.

RECOMMENDED ACTION:

Staff recommends approval.

Fiscal Impact

Attachments

No file(s) attached.

Finance Committee **4.**

Meeting Date: 01/13/2025
Submitted For: Dennis Read, Finance
Initiator: Benita Hotema, Assistant Financial Analyst
Department: Finance
Staff Information Source:

Information

AGENDA ITEM TITLE:

Consider approval to award the contract for the lowest and best bid for the Abatement Contract (Weeds/Grass & Trash/Debris) to Five Star Demolition LLC, and authorize the City Manager to negotiate and execute the same, or take other necessary action. (Jody King)

BACKGROUND:

The Planning Department-Code Enforcement division requested bids for Abatement Contract (Weeds/Grass & Trash/Debris) with the City of Muskogee for the rest of fiscal year 2025 and fiscal year 2026. The contractor will abate properties that are in violation of City ordinances. The properties are only abated after they have been through the abatement process and the property owner has failed to comply with notice/order from the City. Once the property is abated by the contractor, all abated property will require pre and post photographic evidence at the time of request for payment. The owner will then be billed for the cost and a lien placed against their property.

The Planning Department-Code Enforcement division received four (4) bids and are recommending the bid from Five Star Demolition LLC. Five Star Demolition LLC was the low and best bidder as follows:

Mowing and cleanup per square foot	0.010
Trash and debris removal per cubic yard of debris	19.00
Boarding of structures per 4x8 sheet	Cost+ 5.00
Spraying of noxious or injurious weeds per square foot	FREE

RECOMMENDED ACTION:

Staff recommends approval and authorization for the City Manager to negotiate and execute the contract.

Fiscal Impact

Attachments

Five Start Weeds and Grass Contract

CONTRACT FOR SERVICES
ABATEMENT OF PUBLIC NUISANCES

CITY OF MUSKOGEE
Department of Planning & Community Development
P.O. Box 1927
Muskogee, OK 74402

CONTRACTOR:
Five Star Demolition LLC
8152 Wainwright Road
Oktaha, OK 74450
(918) 685-5403

This Contract For Services For The Abatement of Public Nuisances (hereinafter Contract) is for the abatement of the following public nuisances; private yard's, trash and debris removal, boarding of structures, and spraying of noxious/injurious weeds and is made and entered into this _____ day of _____, 2025, by and between the City of Muskogee (hereinafter City) a municipal corporation organized and existing under the laws of the State of Oklahoma, and Five Star Demolition, LLC, a limited liability company organized and existing under the laws of the State of Oklahoma, (hereinafter Contractor).

The parties agree as follows:

1. **Performance of Service:** The Contractor agrees to perform the following services at the following prices:

Mowing and Cleanup	$0.010/sq. ft.
Trash/Debris Removal	$19.00/cubic yd.
Boarding Structures/opening at a max of 6	$20.00
Spraying of Noxious/Injurious Weeds	$0.00

2. **Contract Period:** This contract's performance period shall be from the date above first signed and shall continue through June 30, 2025, with the option to renew for up to two (2) one-year periods if appropriate fiscal year funding is available and under the same terms and conditions, if agreed to by both parties. No changes or amendments to the original agreement will be allowed during this period unless made in writing by mutual agreement of both the City and the Contractor. This Contract may be terminated by either party upon delivery of a notice of cancelation to the other party in writing with at least thirty (30) days prior notice.

3. **Payment Cycle:** The Contractor will submit invoices to the City of Muskogee Code Enforcement Supervisor's Office located at 229 W Okmulgee Ave., Muskogee, OK 74401. Invoices for work completed shall be submitted each Monday before noon during the Contract Period. Timely submitted invoices shall be paid to the Contractor by the City within nine (9) business days. For the purpose of this contract, "business day" shall mean a day that the City of Muskogee City Clerk's office is open for business. The amount to be paid to the Contractor under the terms of this contract will be that amount stipulated above.

4. **Work Completion:** All work submitted to the contractor must be completed within ten (10) business days after the contractor receives the work order for the specified project(s).

Time extensions may be granted for a work order on a case-by-case basis by the City of Muskogee Director of Planning and Community Development, or his designee.

5. **Documentation of Work:** Contractor is required to digitally document (take photographs) before work is started and after work is completed for every work order. Contractor is also required to take photographs of every load or partial load of trash and/or debris to be removed from the abated property. These photographs will be submitted along with the invoice to the City of Muskogee Code Enforcement Supervisor's Office on or before Monday of each week. Should Contractor fail to timely submit photographic documentation of the pre-work and post-work condition of each Property City may withhold payment for said Property due to the failure to submit photographic evidence of the work completed by Contractor.

6. **Mowing and Cleanup:** All properties requiring mowing shall be mowed to a maximum of three (3) inches in height, edged around all structures, trees, fences, sidewalks, curbs, etc. If required, up to one (1) cubic yard of solid waste shall be removed from each location prior to cleaning of the property at no additional cost. The City of Muskogee Director of Planning and Community Development, or his designee will pre-determine the land size to be mowed based on county records recorded at the Muskogee Assessors Office. The abatement area for mowing will be calculated based on the total land size less any structures on the property.

7. **Trash and Debris Removal:** Before beginning the removal of Trash and or Debris from any listed property Contractor shall send the City of Muskogee Director of Planning and Community Development, or his designee, photos of the items to be removed from the property. Only the items approved by the City of Muskogee Director of Planning and Community Development, or his designee, shall be removed from the property. All trash and debris removed from abated properties shall be taken to an approved landfill site or a metal recycling center and the property left in a mow-able state. If more than 20 cubic yards of trash and/or debris is to be removed from a property, Contractor must make contact with the City of Muskogee Director of Planning and Community Development, or his designee to determine if further removal of trash and/or debris will be necessary and to what extent. The approved landfill site is as follows: Waste Management Muskogee Landfill located at 2801 S 54th St W. Muskogee, OK 74401. Approved metal recycling centers shall be as follows; Wheeler Metals located at 3100 W. 40th St N, Muskogee, OK 74401, Yaffee Iron & Metal Company located at 1200 S. G St. Muskogee, OK 74403, and Five Star Recycling located at 8152 Wainwright Road Oktaha OK 74450. Dump and metal recycling receipts shall be provided if requested.

8. **Boarding of Structures:** All structures shall be secured with particle board or plywood on all first-floor openings including doors and windows as necessary. Should any structure contain seven (7) or more openings that need to be boarded the Contractor must, prior to any work being conducted, discuss with the City of Muskogee Director of Planning and Community Development, or his designee the scope of work to be completed at that property.

9. **Additional Contracts:** The City of Muskogee reserves the right to hire additional contractor(s) at any time for any and all work specified in the contract documents.

10. **Subcontracts:** The Contractor will not subcontract parts or the whole of this contract without obtaining the City's consent. If a subcontractor is permitted to execute part, or this entire contract, the contractor will continue to be held responsible for all provisions of the contract in total.

11. **Insurance:** The Contractor shall secure and maintain, at its own expense, Public Liability Insurance in the amounts not less than the following:

    $500,000.00 - Property Damage
    $500,000.00 - Death or Injury to any one person in any one accident

    All of such insurance shall be written and maintained with responsible companies satisfactory to the City. The Contractor shall cause the City to be named as an additional insured in said policies and said policies shall be payable to the Contractor and the City as their respective interests may appear. The Contractor shall provide policies of all insurance to the City. The Contractor shall pay all premiums necessary to keep such insurance policies in effect within ten (10) days after the same shall become due or within fifteen (15) days of demand. Should the Contractor at any time fail to insure or keep insured as aforesaid, the city may do all things necessary to effect or maintain such insurance, and any monies expended by the City for that purpose shall be repayable by the Contractor on demand and failure thereof shall be considered a breach of a material term of this Agreement and shall constitute a default.

12. **Hold Harmless Clause:** This agreement is made upon the express condition that the City, its agents and employees, shall be free from all liabilities and claims for damages and/or suits for or by reason of any injury, or death to any person, or destruction, damages or theft of any property owned, operated, or otherwise utilized by the Contractor, its agents, vendors, employees or third parties from any cause or causes whatsoever, while in or upon said premises, or any part thereof during the term of this Agreement or occasioned by any occupancy or use of said premises or activity carried on by the Contractor, its vendors, and/or employees in connection herewith. Contractor hereby covenants and agrees to indemnify, defend, save and hold harmless the City, its agents and employees from all liabilities, charges, expenses and costs on account of or by reason of any such injuries, deaths, liabilities, claims, suits or losses, however occurring, or damages, demands, costs, and attorney fees growing out the same.

13. **License, Taxes, Permits, and Fees:** The Contractor is fully cognizant that this contract is a contract for services and that an employee-employer relationship does not exist between the Contractor and the City of Muskogee. The Contractor is not an employee of the City and is not covered by Workmen Compensation, group life, accident or health insurance, nor other benefits associated with an employer-employee relationship. Therefore, it is the Contractor's responsibility to obtain, at its own expense, all license and permits, and to pay such taxes and fees as may be required of the Contractor by federal, state and local

governments in the execution of the terms of this contract. The contractor shall comply with all laws, rules, and regulations applicable to the service carried on under this contract.

14. **Signature Page:** Any notice required to be given by the terms of this agreement shall be delivered to City of Muskogee, P.O. Box 1927, Muskogee, OK 74402 to the attention of City Clerk Tammy L. Tracy representing the City, and to Dalton Clay, representing Five Star Demolition, LLC, 8152 Wainwright Road, Oktaha, OK 74450.

15. **Failure to Comply:** Failure to comply with any express term of this agreement by Contract shall be considered a breach of this agreement. Upon any event of breach, City, at its option, may terminate this Agreement by serving Contractor with notice of the same, with said termination effective five days from the date of the notice. Upon such termination, Contractor shall be paid for all outstanding work performed on behalf of the City.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date of the last signature by the parties below.

Five Star Demolition

BY: _____
Dalton Clay

ACKNOWLEDGMENT

STATE OF OKLAHOMA)
) SS.
COUNTY OF _____)

Before me, the undersigned, a Notary Public, in and for said County and State on this _____ day of _____, 2025, personally appeared Dalton Clay to me known to be the identical person who subscribed the name of the maker thereof to the foregoing instrument as its agent and acknowledged to me that he executed the same as his free and voluntary act and deed and as the free and voluntary act and deed of such corporation, for the uses and purposes therein set forth.

Given under my hand and seal of office the day and year last above written.

_____
Notary Public

My commission expires: _____

Commission Number: _____

CITY OF MUSKOGEE

_____

Roger Kolman, Interim City Manager

ATTEST:

(Seal)

_____

Tammy L. Tracy, City Clerk

Approved as to form and legality this _____ day of _____, 2024

_____

Katrina Bodenhamer, City Attorney

Finance Committee **5.**

Meeting Date: 01/13/2025
Submitted For: Dennis Read, Finance
Initiator: Benita Hotema, Assistant Financial Analyst
Department: Finance
Staff Information Source:

Information

AGENDA ITEM TITLE:

Consider approval to award the lowest and best bid for the Abatement Contract (Dilapidated Personal Property) to Five Star Demolition LLC, and authorize the City Manager to negotiate and execute the same, or take other necessary action. (Jody King)

BACKGROUND:

The Planning Department-Code Enforcement division requested bids for an Abatement Contract (Dilapidated Personal Property) with the City of Muskogee. The contractor will abate dilapidated personal property on properties that are in violation of City ordinances. The properties are only abated after they have been through the abatement process and the property owner has failed to comply with notice/order from the City of Muskogee. Once the property is abated by the contractor, all abated property will require pre and post photographic evidence at the time of request for payment. The owner will then be billed for the cost of abatement and a lien placed against their property.

The Planning Department-Code Enforcement division received four (4) bids and are recommending the bid from Five Star Demolition LLC. Five Star Demoltion LLC was the low and best bidder as follows:

Dilapidated Personal Property per cubic yard	$19.00

RECOMMENDED ACTION:

Staff recommends approval and authorization for the City Manager to negotiate and execute the agreement.

Fiscal Impact

Attachments

Five Start DPP Contract

CONTRACT FOR SERVICES
ABATEMENT OF POSTED DILAPIDATED PERSONAL PROPERTY

CITY OF MUSKOGEE
Department of Planning & Community Development
P.O. Box 1927
Muskogee, OK 74402

CONTRACTOR:
Five Star Demolition LLC
8152 Wainwright Road
Oktaha, OK 74450
(918) 685-5403

This Contract For Services for the Abatement of Posted Dilapidated Personal Property (hereinafter Contract) is made and entered into this _____ day of _____, 2025, by and between the City of Muskogee (hereinafter City) a municipal corporation organized and existing under the laws of the State of Oklahoma, and Five Star Demolition, LLC, a limited liability company organized and existing under the laws of the State of Oklahoma, (hereinafter Contractor)

The parties agree as follows:

1. **Performance of Service:** The Contractor agrees to perform dilapidated Personal Property removal for the set rate of nineteen dollars ($19.00) per cubic yard of material removed.

2. **Contract Period:** This contract's performance period shall be from the date above first signed and shall continue through June 30, 2025, with the option to renew for up to two (2) one-year periods if appropriate fiscal year funding is available and under the same terms and conditions, if agreed to by both parties. No changes or amendments to the original agreement will be allowed during this period unless made in writing by mutual agreement of both the City and the Contractor. This Contract may be terminated by either party upon delivery of a notice of cancelation to the other party in writing with at least thirty (30) days prior notice.

3. **Payment Cycle:** The Contractor will submit invoices to the City of Muskogee Code Enforcement Supervisor's Office located at 229 W Okmulgee Ave., Muskogee, OK 74401. Invoices for work completed shall be submitted each Monday before noon during the Contract Period. Timely submitted invoices shall be paid to the Contractor by the City within nine (9) business days. For the purpose of this contract, “business day” shall mean a day that the City of Muskogee City Clerk’s office is open for business. The amount to be paid to the Contractor under the terms of this contract will be that amount stipulated above.

4. **Work Completion:** All work submitted to the contractor must be completed within ten (10) business days after the contractor receives the work order for the specified project(s). Time extensions may be granted for a work order on a case-by-case basis by the City of Muskogee Director of Planning and Community Development, or his designee.

5. **Documentation of Work:** Contractor is required to digitally document (take photographs) before work is started and after work is completed for every work order. Contractor is also required to take photographs of every load or partial load of dilapidated personal property

to be removed from the abated property. These photographs will be submitted along with the invoice to the City of Muskogee Chief Code Officer on or before Monday of each week. Should Contractor fail to timely submit photographic documentation of the pre-work and post-work condition of each Property, along with photos of each load or partial load of dilapidated personal property removed, City may withhold payment for said Property due to the failure to submit photographic evidence of the work completed by Contractor.

6. **Dilapidated Personal Property Removal:** All dilapidated personal property removed from abated properties shall be taken to an approved landfill site or a metal recycling center. The property from which dilapidated personal property is removed shall be left in such a condition that yard mowing can easily occur. The approved landfill site is as follows: Waste Management Muskogee Landfill located at 2801 S 54th St W. Muskogee, OK 74401. Approved metal recycling centers shall be as follows; Wheeler Metals located at 3100 W. 40th St N, Muskogee, OK 74401, Yaffee Iron & Metal Company located at 1200 S. G St. Muskogee, OK 74403, and Five Star Recycling located at 8152 Wainwright Road Oktaha OK 74450. Dump and metal recycling receipts shall be provided if requested.

   The only dilapidated personal property to be removed from the property shall be the dilapidated personal property that is in public view for removal as specified and approved by the City of Muskogee Director of Planning and Community Development, or his designee. If the contractor finds other dilapidated personal property while removing the approved dilapidated personal property, the contractor shall report that back to the Chief Code Officer or the Deputy Director of Planning and Community Development for approval before removing any further property.

   If more than 20 cubic yards of dilapidated personal property is to be removed from a property, Contractor must make contact with the City of Muskogee Director of Planning and Community Development, or his designee to determine if further removal of dilapidated personal property will be necessary and to what extent. Under no circumstances shall Contractor remove more than twenty (20) cubic yards without specific authorization of City, and in no event shall Contractor remove property of the Real Property Owner, or enter backyards without the express written consent of City. Only dilapidated personal property shall be removed from the property, not to include working grills, yard furniture, etc.

7. **Additional Contracts:** The City of Muskogee reserves the right to hire additional contractor(s) at any time for any and all work specified in the contract documents.

8. **Subcontracts:** The Contractor will not subcontract parts or the whole of this contract without obtaining the City's consent. If a subcontractor is permitted to execute part, or this entire contract, the contractor will continue to be held responsible for all provisions of the contract in total.

9. **Insurance:** The Contractor shall secure and maintain, at its own expense, Public Liability Insurance in the amounts not less than the following:

$500,000.00 - Property Damage
$500,000.00 - Death or Injury to any one person in any one accident

All of such insurance shall be written and maintained with responsible companies satisfactory to the City. The Contractor shall cause the City to be named as an additional insured in said policies and said policies shall be payable to the Contractor and the City as their respective interests may appear. The Contractor shall provide policies of all insurance to the City. The Contractor shall pay all premiums necessary to keep such insurance policies in effect within ten (10) days after the same shall become due or within fifteen (15) days of demand. Should the Contractor at any time fail to insure or keep insured as aforesaid, the city may do all things necessary to effect or maintain such insurance, and any monies expended by the City for that purpose shall be repayable by the Contractor on demand and failure thereof shall be considered breach of a material term of this Agreement and shall constitute a default.

10. **Hold Harmless Clause:** This agreement is made upon the express condition that the City, its agents and employees, shall be free from all liabilities and claims for damages and/or suits for or by reason of any injury, or death to any person, or destruction, damages or theft of any property owned, operated, or otherwise utilized by the Contractor, its agents, vendors, employees or third parties from any cause or causes whatsoever, while in or upon said premises, or any part thereof during the term of this Agreement or occasioned by any occupancy or use of said premises or activity carried on by the Contractor, its vendors, and/or employees in connection herewith. Contractor hereby covenants and agrees to indemnify, defend, save and hold harmless the City, its agents and employees from all liabilities, charges, expenses and costs on account of or by reason of any such injuries, deaths, liabilities, claims, suits or losses, however occurring, or damages, demands, costs, and attorney fees growing out the same.

11. **License, Taxes, Permits, and Fees:** The Contractor is fully cognizant that this contract is a contract for services and that an employee-employer relationship does not exist between the Contractor and the City of Muskogee. The Contractor is not an employee of the City and is not covered by Workmen Compensation, group life, accident or health insurance, nor other benefits associated with an employer-employee relationship. Therefore, it is the Contractor's responsibility to obtain, at its own expense, all license and permits, and to pay such taxes and fees as may be required of the Contractor by federal, state and local governments in the execution of the terms of this contract. The contractor shall comply with all laws, rules, and regulations applicable to the service carried on under this contract.

12. **Signature Page:** Any notice required to be given by the terms of this agreement shall be delivered to City of Muskogee, P.O. Box 1927, Muskogee, OK 74402 to the attention of City Clerk Tammy L. Tracy representing the City, and to Dalton Clay, representing Five Star Demolition, LLC, 8152 Wainwright Road, Oktaha, OK 74450.

13. **Failure to Comply:** Failure to comply with any express term of this agreement by Contract shall be considered a breach of this agreement. Upon any event of breach, City, at its option, may terminate this Agreement by serving Contractor with notice of the same, with said

termination effective five days from the date of the notice. Upon such termination, Contractor shall be paid for all outstanding work performed on behalf of the City.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date of the last signature by the parties below.

Five Star Demolition

BY: _____
Dalton Clay

ACKNOWLEDGMENT

STATE OF OKLAHOMA)
) SS.
COUNTY OF _____)

Before me, the undersigned, a Notary Public, in and for said County and State on this _____ day of _____, 2025, personally appeared Dalton Clay to me known to be the identical person who subscribed the name of the maker thereof to the foregoing instrument as its agent and acknowledged to me that he executed the same as his free and voluntary act and deed and as the free and voluntary act and deed of such corporation, for the uses and purposes therein set forth.

Given under my hand and seal of office the day and year last above written.

_____
Notary Public

My commission expires: _____

Commission Number: _____

CITY OF MUSKOGEE

_____

Roger Kolman, Interim City Manager

ATTEST:

(Seal)

_____

Tammy L. Tracy, City Clerk

Approved as to form and legality this _____ day of _____, 2024

_____

Katrina Bodenhamer, City Attorney

Finance Committee **6.**

Meeting Date: 01/13/2025
Submitted For: Dennis Read, Finance
Initiator: Benita Hotema, Assistant Financial Analyst
Department: Finance
Staff Information Source:

Information

AGENDA ITEM TITLE:

Consider approval of proposal for the completion of an Intensive Level Survey for the Central Business District from Terracon Consultants, Inc., in the amount of $68,658.00, or take other necessary action. (Jody King)

BACKGROUND:

The City of Muskogee requested proposals from professionally qualified individuals to complete a historic context and intensive-level survey for remaining portions of the Central Business District known as Downtown, as funding allows. Funding for the project is a federal matching grant-in-aid from the State Historic Preservation Office allocation from the U.S. Department of the Interior's Historic Preservation Fund which was approved on June 24, 2024 by City Council for grant year 2025. The focus for the proposal is to specifically designate the downtown as an historic district and to list it on the National Register of Historic Places.

The consultant shall satisfy the Secretary of the Interior's Professional Qualifications Standards in either architectural history or history and demonstrate recent completion of project work similar to the survey activity that is the subject of this agreement. The properties within the survey area will be documented at the minimum level. The survey work will be conducted in accordance with the Secretary of the Interior's Standards and Guidelines for Identification and Evaluation, and the products will be delivered to the Oklahoma State Historic Preservation Office of Historic Preservation.

Request for Proposals were advertised in the local newspaper and on the City website and communicated to all known vendors. Four (4) proposals were received on December 27, 2024 for the Completion of Intensive Level Survey for Central Business District, and after much consideration of each proposal, staff recommends the proposal from Terracon Consultants, Inc.in the amount of $68,658.

RECOMMENDED ACTION:

Staff recommends Terracon Consultants, Inc. for approval.

Fiscal Impact

Attachments

Terracon Consultants, Inc. Proposal CBD Survey

5307 Industrial Oaks Blvd, #160
Austin, TX 78735
P (512) 442-1122
F (512) 442-1181
Terracon.com

December 24, 2024

Sarah Winkle
Deputy Director of Planning and Community Development
City of Muskogee
PO Box 1927
Muskogee, OK 74402

RE: Proposal for Professional Services for the Intensive-level Survey of Central Business District, located in Muskogee, Muskogee County, Oklahoma, Terracon Proposal No. P96247720

Dear Ms. Winkle:

Terracon Consultants, Inc. appreciates the opportunity to submit this proposal in support of the Intensive-level Survey of the Central Business District located in Muskogee, Muskogee County, Oklahoma. This proposal outlines our understanding of the project, our planned work scope and associated fee, and our terms and conditions associated with the performance of this work.

Terracon has a strong team of historic preservation professionals with significant expertise and experience working collaboratively on comparable projects. Benefits we will bring to this project include:

- **Previous Experience –** As illustrated in the enclosed proposal response, Terracon has extensive, recent, and direct experience with projects of similar scopes and services to the proposed Muskogee Central Business District Survey. With experience working in Oklahoma, our team has an in-depth knowledge of applicable local, state, and federal regulations. **Terracon will be a dependable partner for the duration of this project.**

- **Experienced Staff –** Our proposed key personnel have provided similar services on a full range of projects throughout the United States. The proposed project manager, Heather R. Puckett, PhD, RPA, meets the *Secretary of Interior Professional Qualifications* (*SOI Qualifications*) for Architectural History, History, and Archaeology. The Authorized Project Reviewer (APR), S. Elizabeth Valenzuela, meets the *SOI Qualifications* in Architectural History, History, Architecture, and Historic Architecture, and has served as a historic preservation consultant for more than 20 years. Justin Newhart, who meets the *SOI Qualifications* for History, Architectural History, and Historic Architecture, serves as the Subject Matter Expert (SME). Other key project

team members include Patricia Davenport-Jacobs, who meets the *SOI Qualifications* for Architectural History; Meghan P. Browning, who meets the *SOI Qualifications* for History; Katie Vearil provides expertise in preservation planning; and Cait Parish and Jonathan Moseley provide additional architectural history project support. Greg Scott supports the team in Geographic Information Systems (GIS) expertise. Our team's diverse experience includes expertise in historic building surveys, National Register nominations, cemetery recordation, the development of management plans in both rural and urban areas, public engagement, technical webinars, preservation planning, and both archival and genealogical research. **The City of Muskogee will benefit from dedicated, experienced staff with expertise on comparable projects.**

- **Local Capacity –** Terracon's nationwide architectural history and cultural resources team operate at an average of 65% to 70% capacity. This allows our teams the flexibility to work on multiple projects concurrently (both large and small) to meet our clients' needs. Terracon has offices in more than 175 locations across the United States, including Oklahoma and North Texas. Our technical teams and local offices work in tandem and offer support seamlessly to meet our client's goals. As a result, Terracon can **mobilize a workforce quickly** to respond to both changing needs and accelerated schedules of the City of Muskogee.

- **Commitment –** Terracon commits to providing the staff, equipment, and other resources necessary to **successfully complete the scope of this contract within the proposed schedule.**

Terracon is positioned and ready to meet the needs of the City of Muskogee. If you have any questions or would like to discuss our qualifications, I can be reached at (951) 522-7326 or via email at heather.puckett@terracon.com. We look forward to the opportunity of working with the City of Muskogee, if awarded this project.

Sincerely,
Terracon Consultants, Inc.

Heather R. Puckett, PhD, RPA
Senior Architectural Historian
Project Manager

S. Elizabeth Valenzuela
Senior Architectural Historian
Authorized Project Reviewer

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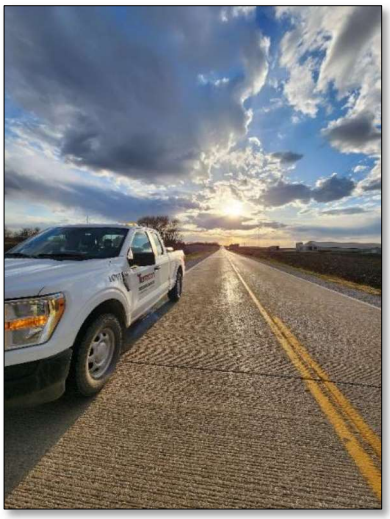
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Company Overview

Wherever you are on your project journey, Terracon's employee-owners are ready to meet you where you are and help you reach your goal. Since our founding in 1965, Terracon has grown into a thriving, employee-owned, multidiscipline engineering consulting firm delivering facilities, environmental, geotechnical, and materials services. Our more than 6,000 curious minds include engineers, scientists, architects, facilities experts, and field professionals focused on solving engineering and technical challenges from more than 175 locations nationwide. On-time and real-time data-driven insights, provided by our talented employee-owners, create an unmatched client experience that spans the lifecycle of any project from earth to sky.

Terracon consistently ranks as a top 20 design firm by Engineering News-Record. Our successful growth has included organic expansion and innovation and acquiring more than 60 firms with specialized capabilities. A focused and uncompromising dedication to safety has been integral to how we support our employees, clients, and communities.





Throughout the life of your project, we won't just point the way – we'll go with you. Together, we are explorers turning big ideas into reality for our partner clients, employees, and the world around us.

From site selection to design and construction to maintaining the structure's life, we'll help you succeed through engineering and scientific expertise, a passion for problem-solving, and a drive to explore.

We're ready when – and where – you are.

Explore with us!

Commitment to Safety

Safety is one of Terracon's core values, and our commitment to an Incident and Injury-Free™ (IIF™)[1] philosophy is one of the pillars of our culture. Successful execution and delivery include the need to work safely and keep our employees and the public safe every day. Terracon is very much a safety-oriented company. We have built health and safety into all aspects of our business and the thinking of our employees. The culture is continued further in our everyday work culture, with meetings beginning with an IIF moment and safety discussion.

WHAT IS INCIDENT AND INJURY-FREE (IIF)?

IIF is about care and concern for people and is our personal and organizational commitment at all levels of the company to everyone going home safely to their family every day. IIF is safety as a core value and an operational priority. Working safely is an inseparable part of working correctly, just as much as other operational priorities, specifically quality, budget, and schedule. IIF is our commitment to our people, whom we value for what they do and who they are. Conducting our work safely means performing our work in the only acceptable way. Incidents, injuries, and accidents will not be viewed as problems to make disappear but as opportunities to strengthen IIF. It is about developing a mindset intolerant of incidents or injuries, no matter how minor or infrequent.



OUR RULES TO LIVE BY

IIF is about Our Rules to Live By, at the foundation of Terracon's IIF culture. These rules give employees straightforward, specific ways to stay safe on the job, covering essential safety aspects, including personal protective equipment (PPE), equipment and tools, working at heights and depths, motorized vehicle safety, and reporting injuries. We regularly follow and discuss Our Rules to Live By in our offices and on job sites to ensure everyone is following these fundamental rules. Our focus on pre-task planning also serves to reinforce this message every day.

[1] *Terracon's safety program incorporates the IIF™ Incident and Injury-Free™ approach to safety trademarked and provided by JMJ Associates.*

Project Approach

The City of Muskogee has issued a Request for Proposals (RFP) for a qualified professional consultant to complete an intensive-level[2] historic resources survey of approximately 400 parcels located within the Central Business District Zone, as identified by the City of Muskogee Planning Department (**Figure 1**). The primary project goals are to: 1) develop a historic context and 2) conduct an intensive-level survey of buildings within the City's downtown area. Although not within the scope of work for this project, the documentation gleaned from the historic resources survey will be sufficient to aid in the compilation of NRHP nomination forms for multiple properties within Muskogee.[3]

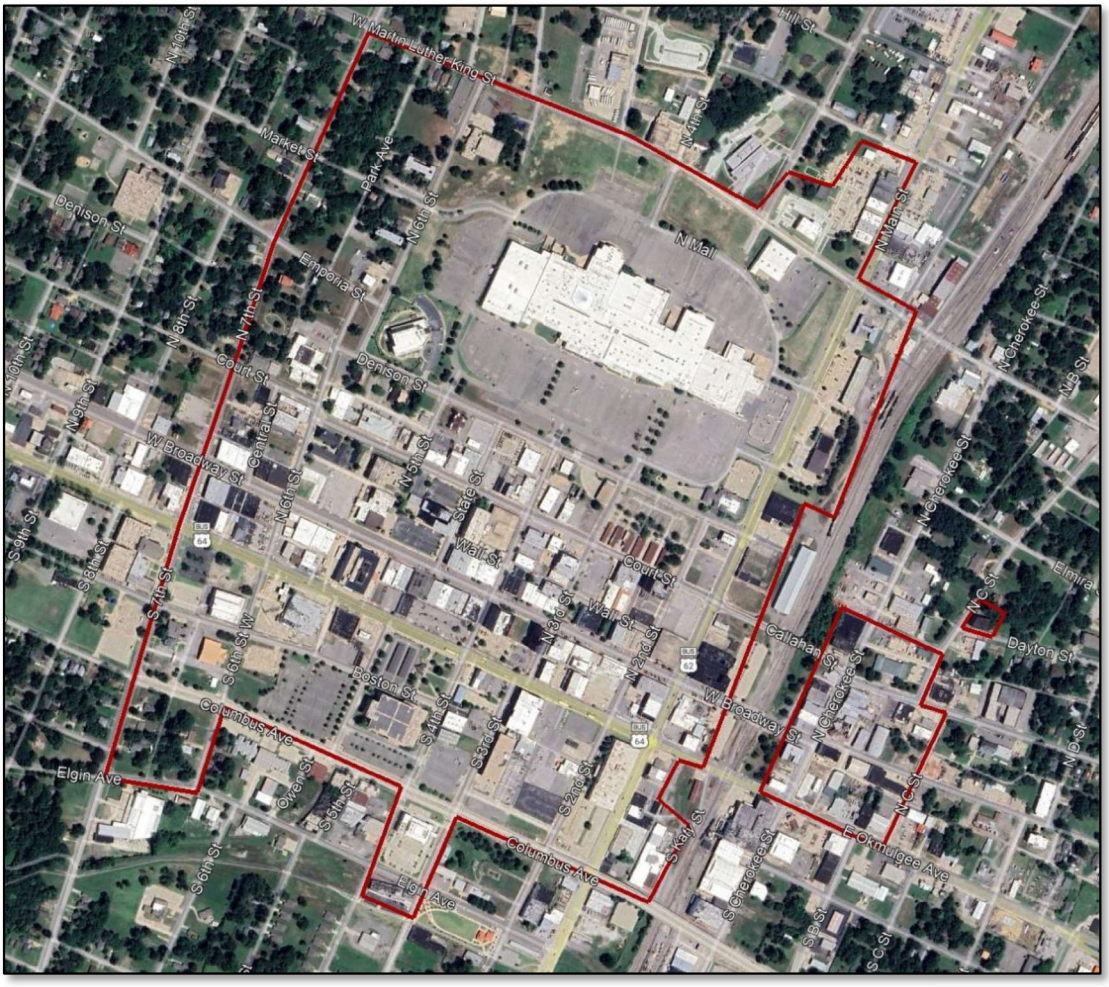


Figure 1. Location of the Central Business District Zone, as identified by the City of Muskogee Planning Department.

[2] *Intensive Level surveys are performed in accordance with the Department of the Interior, National Park Service Archeology and Historic Preservation, Secretary of the Interior's Standards and Guidelines, which are published in the Federal Register, Volume 48, No. 190, September 29, 1983, pages 44716 to 44742.*

[3] *The proposed scope of work (SOW) does not include the preparation of NRHP nominations. However, Terracon has the experience and qualifications to undertake NRHP nominations as part of a future project, if the City of Muskogee desires. Additional studies outside the scope of work detailed within this proposal would require a change order, if selected.*

Terracon proposes to perform the following tasks and subtasks highlighted by the proposal evaluation criteria:

1. Our proposal demonstrates our **understanding of the proposed scope** of work identified in the RFP.
2. Our principal **project personnel meet and exceed the minimum professional qualification standards** of the Secretary of the Interior (36 CFR Part 61).
3. Our team has **successfully completed a multitude of projects similar** to this request for an intensive-level survey of the Central Business District.
4. Terracon **consistently follows the Secretary of Interior's Standards and Guidelines for Identification and Evaluation, the OK/SHPO's published Oklahoma Architectural/Historic Survey Requirements, and National Register of Historic Places (NRHP) Bulletins** 15 – *How to Apply the National Register Criteria for Evaluation*, 16 – *Guidelines for Completing National Register of Historic Places Forms*, and 22 – *Guidelines for Evaluating and Nominating Properties that Have Achieved Significance Within the Past Fifty Years*.
5. The **proposed budget complies with the RFP** and does not exceed the estimated $68,658 allotted to the project. Should additional funding be acquired by the City of Muskogee in support of this project, Terracon will assist the city in recommendations for utilizing those funds to support the Central Business District.

TASK 1. AGENCY COORDINATION, DESKTOP & SAFETY

Terracon believes project success is achieved by **effective communication** and **early coordination**. Task 1 will include facilitating communication between Terracon's qualified professional historic preservation team, the Client (City of Muskogee), and the Oklahoma State Historic Preservation Office (OK/SHPO). Early coordination will include participation in meetings, preparing draft schedules, creation of GIS-based data and figures.

Within ten days of Notice to Proceed (NTP), if awarded, Terracon will coordinate with the Client to schedule a Kick-Off Meeting. Within five days of the Kick-Off Meeting, Terracon will provide a memo summarizing the minutes of the meeting and our understanding of the project. The meeting will identify a schedule for follow-up meetings and monthly progress reports for the duration of the project (January 2025 through August 2025).

Prior to field work, Terracon will coordinate a meeting with the Client regarding safety protocols in accordance with our commitment to be Incident and Injury-Free™ (IIF™) and *Our Rules to Live By* (See *Commitment to Safety*).

1.1 SHPO CONSULTATION

According to OK/SHPO protocol, Terracon will coordinate a telephone call or virtual meeting to discuss the project, previously recorded resources or historic properties, and obtain copies of existing documentation including historic contexts. Based on the RFP, the survey area encompasses approximately 400 parcels and was determined by the City of Muskogee based on the grant award amount from the OK/SHPO and US Department of Interior's Historic Preservation Fund.

1.2 DESKTOP REVIEW

A portion of the survey area includes the Downtown Muskogee Historic District, locally designated in 2008. To provide the City of Muskogee with the products requested, namely a historic context for the entire Muskogee Central Business District, Terracon proposes to conduct a Desktop Review to identify zones of interest. The Desktop Review will allow Terracon to avoid duplicating effort already undertaken in the nomination process for the Pre-Statehood Commercial District (NR 83004210) or the Muskogee Depot and Freight District (NR 06001114), the boundaries of which are overlapped within the zone identified by the City of Muskogee Planning Department. Terracon will focus on the following as part of the desktop review:

- Define historic themes and periods of significance that may not have been identified or documented for the Downtown Muskogee Historic District;
- Review themes identified in the previously designated historic districts documentation to define those that are relevant and/or can expanded for this survey effort; and,
- Based on the desktop research, confirm the expected survey boundaries of a potential National Register of Historic Places (NRHP) historic district encompassing the historic-age resources of the Central Business District for the City of Muskogee.

Terracon believes that the Desktop Review will aid in the preparation of the historic context of the Muskogee Central Business District survey report. The review will incorporate preliminary archival research, such as build dates from the City of Muskogee Tax Assessor's Office, historic maps and aerials, previous survey information, and other pertinent materials. GIS technology will be used to identify areas for more intensive research, provide a minimum level of survey for each property, and identify areas which may not meet age thresholds for current study but may be earmarked for future evaluation.

The Desktop Review also will provide information that Terracon can utilize for Task 2 (Documentation of Properties) as a baseline for what will need to be surveyed, evaluated, and assessed for future work. The data produced as part of the Desktop Review will be incorporated into Task 3 (Reporting).

TASK 2: DOCUMENTATION OF PROPERTIES

Field survey efforts and archival research will be conducted at an intensive level to collect sufficient historical and architectural information to place surveyed resources within their appropriate historic context and determine their association with significant themes, periods of significance, and patterns of development.

Field investigations will follow:

- The Secretary of Interior's Standards and Guidelines for Identification and Evaluation;
- The OK/SHPO's published **Oklahoma Architectural/Historic Survey Requirements**;

- **National Register Bulletin 15** – *How to Apply the National Register Criteria for Evaluation*;
- **National Register Bulletin 16** – *Guidelines for Completing National Register of Historic Places Forms*; and
- **National Register Bulletin 22** – *Guidelines for Evaluating and Nominating Properties that Have Achieved Significance Within the Past Fifty Years*.

Terracon's staff meeting the Secretary of the Interior's Professional Qualification Standards (36 CFR Part 61) in the field of Architecture, Historic Architecture, History, and Architectural History will conduct field investigations.

The fieldwork will involve a combination of pedestrian survey from publicly accessible roadways to document the portions of the downtown central business district of Muskogee, identified as being approximately 400 parcels, using high-resolution digital photography; plot their locations on the applicable USGS quadrangle map(s); and provide site plan sketches, where applicable. Finally, Terracon will provide NRHP eligibility evaluations for identified and recorded historic resources.

2.1 ARCHIVAL RESEARCH

Terracon will conduct a literature review of previous survey reports, records, inventories, National Register of Historic Places (NRHP), and National Historic Landmark (NHL) nomination documentation for resources identified within the City of Muskogee for comparison to the resources within the Central Business District.

Terracon also will conduct archival research, as warranted, to develop an overall historic context for the project area. The historic context will be succinct (not to exceed 25 pages) and sufficient (more than five pages) to make evaluations of the significance of proposed individual historic resources and potential historic districts within the Central Business District. As such, **the context will be coordinated with the OK/SHPO** using themes identified in the "Oklahoma State Historic Preservation Office Comprehensive Historic Preservation Planning Process and Historic Context Development." At a minimum, the historic context will provide a chronology for the study area; appropriate historical themes relative to Oklahoma; the NRHP Criteria for Evaluation; and general physical characteristics for the resource types within the APE. Research may be performed at local repositories in Muskogee, potentially at local college and university repositories, and using other relevant sources. Another potential avenue for research is the Muscogee (Creek) Nation National Library and Archives in Okmulgee, Oklahoma.

Additional research may be performed as part of the desktop review (Task 1), using readily available online resources. The emphasis will be to identify historic settlement patterns, the development of the central business district and surrounding neighborhood(s), and the correlation to local historic themes, ethnic groups, and periods of significance.

2.2 FIELD SURVEY

Terracon understands that this effort includes the documentation of approximately 400 parcels within the Central Business District in the west-central part of the City Muskogee.

As noted under Task 1, a desktop review will be performed and help serve as a baseline for the fieldwork, providing pertinent information such as the build dates, and previously recorded resources. As indicated in the RFP, representative properties within the survey area will be minimally recorded using Historic Preservation Resource Identification (HPRI) Forms, photographed (two elevations or more), and their locations marked for GIS.

During the field survey, Terracon will utilize a hand-held device to document properties within the survey area (i.e., Survey123 or Field Maps) **to support the completion of OK/SHPO HPRI forms**. Each form will include **digital images** (300 dpi minimum) of each property. The hand-held device will document the Global Positioning System (**GPS**) coordinate with a Latitude and Longitude in decimal degrees, as indicated by the RFP.

Using the map provided in the RFP and information gleaned from the archival research, Terracon will identify potential NRHP historic district boundaries for the Central Business District. This could take the form of one large historic district or multiple smaller historic districts, based on the cohesiveness and integrity of surveyed resources. Recommendations for potential historic districts will follow the National Park Service (NPS) standards for listing in the NRHP .

TASK 3: PROJECT SUBMISSIONS & REPORTING

Project deliverables will conform to the following standards and guidelines:

- OK/SHPO's *Architectural/Historic Resources Survey: A Field Guide* and *Oklahoma Architectural/Historic Survey Requirements;*
- National Register Bulletins 15, 16, and 22;
- National Park Service *Historic Preservation Fund Grants Manual;*
- *Secretary of Interior's Standards and Guidelines for Archeology and Historic Preservation*, specifically sections related to Standards for Identification using Intensive Survey techniques; and,
- Written in accordance with *A Manual of Style*, University of Chicago Press

Per the RFP, the report will include the following sections:

- Abstract of Report
- Introduction
- Research Design
- Project Objectives
- Area Surveyed, including maps prepared as part of the study

- Methodology, identifying the types of properties examined and intensity of the survey coverage
- Results
- Kinds of historic properties present in the surveyed area
- Specific properties identified and the techniques used for information collection
- A list of the individual properties that warrant further research to determine their eligibility for inclusion in the NRHP
- A thumbnail sketch (photograph) of each individual property that warrants further research to determine NRHP eligibility and the justification for that evaluation
- Maps documenting the findings of the survey, showing eligible districts, contributing/non-contributing status, and properties that are individually eligible for listing in the NRHP
- A Historic Context
- An Annotated bibliography of reference materials utilized as part of the study
- A concise definitive summary of the project
- An acknowledgement of Support from the OK/SHPO, as warranted

3.1 DRAFT AND FINAL REPORTS OF FINDING

Terracon will develop a tailored historic context for evaluating historic properties in the Central Business District of the City of Muskogee. The context will identify Periods of Significance based on archival research, themes, and field survey efforts, using comparative examples of Multiple Property Listings, Architectural Surveys, etc. The report will outline the nomination process for creating Historic Districts, and provide thresholds for evaluating architectural integrity and historical significance for resource types, as well as thresholds for defining contributing versus non-contributing status within historic districts.

Terracon utilizes a technical editor and an Authorized Project Reviewer (APR) to edit reports for grammar, punctuation, clarity, and to ensure quality control. Terracon understands that comments, edits, or revisions requested by the City of Muskogee will be completed between the draft and final submittal of the reports of finding.

Maps documenting the findings of the survey will be incorporated into the report(s). Maps will be prepared using ArcGIS and copies of related shape files and geodatabases will be submitted to the City of Muskogee and OK/SHPO as part of the project. Maps will include the following:

- Boundaries of the survey area or APE
- Boundaries of eligible historic districts
    - Coded with contributing and non-contributing status of each resource using symbology that may be identifiable when reproduced in black and white photocopies
- Locations of resources identified as individually eligible for listing in the NRHP.

3.2 PHOTOGRAPHS & LOG

Photographic documentation from the field will be incorporated into a photolog to be provided as an appendix to the report. The photolog will incorporate both contextual documentation as well as photographs of individual resources within the Central Business District of Muskogee.

Photographic documentation will meet the digital standards specified by the RFP, with an emphasis on digital photographs.

- Digital images (.jpg, .jpeg format)
- Pixel array of 1200x1600
- Resolution of 300 pixels per inch (ppi)
- RGB color mode
- Property addresses as file names
- In addition to a photolog, the images will be saved on a flash drive, labeled with County, City, Survey Project Number (either printed or handwritten with archival quality markers)
- Printed photographs will measure 3" x 5" or 4" x 6" in size and labeled with pencil or archival-quality marker and placed in appropriately labeled envelopes within the folder for the property it documents (see 3.4 below).

3.3 ANNOTATED BIBLIOGRAPHY

Per OK/SHPO guidelines, an annotated bibliography will accompany the report of findings.

3.4 OKLAHOMA SHPO HPRI FORMS

In addition to the report, and per OK/SHPO guidelines, Terracon will complete a total of 400 Historic Preservation Resource Inventory (HPRI) forms. Inventory forms will include photo documentation of each resource surveyed; a location map; a narrative description of the individual resource; and statement of significance.

Per the RFP, five (5) draft survey forms will be submitted for review within sixty days of execution of the contract and allow for a sixty-day review period for the OK/SHPO. Terracon anticipates potential comments or revisions for the survey forms or accompanying materials and will provide updated materials following the draft review by the Client.

For the final submittal, Terracon will submit one original and one copy of each completed survey form, one for the Client and one for the OK/SHPO. The HPRI forms will indicate whether Terracon recommends the historic resources as NRHP-eligible or if they contribute to a historic district, the name of the district, and the justification for the recommendation. For submittal, the HPRI will be placed in individual legal-size folders labeled accordingly, along with appropriate corresponding photographs, field notes, and other pertinent information. The folders will be placed within a manila end-tab pocket folder and cardboard file storage boxes, arranged as:

- Numbered avenues

- Numbered streets
- Named avenues
- Named streets
- Miscellaneous designation
    - Circles, drives, roads, etc.
    - Plat name, with block and lot numbers
    - County, Range, Township, and Section (to nearest quarter).

3.5 CLIENT, SHPO REVIEW & EDITING

Following the completion of the draft report, Terracon will submit a copy to the City of Muskogee for review and comment ahead of submittal to SHPO. The OK/SHPO will have a 30-day review period, followed by a response letter. Depending on the comments received, Terracon will revise and edit the report submittal and resubmit to receive concurrence from OK/SHPO.

3.6 FINAL DELIVERABLE

The final report, including OK/SHPO response, will be completed by August 30, 2025. As indicated by the RFP, the final product will be submitted as a complete Intensive-Level Survey Report for selected properties within the Central Business District and prepared in accordance with the Secretary of the Interior's *Standards and Guidelines for Identification and Evaluation*, and following the OK/SHPO's *Oklahoma Architectural/History Survey Requirements*.

Survey Data deliverables will be submitted on a flash drive, labeled to the content and capacity with archival quality print or ink; using Microsoft Access database; and HPRI forms will be completed in ALL CAPITALS as required by the OK/SHPO.

Project Team: Qualifications, Experience & Skills

TERRACON'S SERVICES

Terracon's architectural history team is widely recognized and respected in the field, with decades of combined experience completing surveys, researching historic properties, writing historic contexts, and preparing NRHPA nominations, MPDFs,. With offices throughout the country, Terracon's historians and architectural historians successfully collaborate with our clients to meet their historic preservation goals and assist with compliance with Section 106 of the National Historic Preservation Act (NHPA). Quality is the cornerstone of the experience we provide our clients, and we have teams with an outstanding record of producing quality deliverables on time and within budget.



Terracon conducted an intensive-level historic resources survey of the Pleasant Street Historic District in Hot Springs, Arkansas.



Terracon conducted an intensive-level historic resources survey of the Central Avenue Historic District in Hot Springs, Arkansas to provide an update and re-evaluation of the 1985 NRHP nomination.

We apply our experience and technical knowledge to each project, producing thoroughly researched, detailed, and thoughtful documentation. Services offered include:

- Archival research, genealogical research, and literature review
- State Historic Preservation Office (SHPO) and Tribal Historic Preservation Office (THPO) consultation
- Historic architectural surveys
- Cemetery surveys
- Historic context preparation
- Evaluations of NRHP eligibility
- NRHP nominations
- Story Maps and website development
- Historic bridge management and rehabilitation plans
- Determination of effects assessments
- Section 106 agreement documents

- HABS/HAER/HALS documentation
- Interpretive and walking tour brochures
- Wayside exhibit panels
- Salvage assessment and recommendations
- Tax Credits

Our historians and architectural historians have surveyed and evaluated a wide array of resources, including:

- Historic districts and landscapes
- Agricultural resources
- Bridges
- Mining and industrial resources
- Historic parks
- Railroads and railroad buildings and structures
- Military buildings and bases
- African American resources
- Cemeteries and churches
- New deal era communities
- World War I, World War II, and Cold War era military structures



Mr. Charles Coleman, Thlopthlocco Tribal Town and Dr. Heather Puckett at the site of Samuel Manac's Tavern along the Federal Road, Alabama

Ethnographic studies document Tribal values of historic properties within areas considered of religious or cultural significance by Native American Tribes and Tribal organizations. These studies explore how these resources fit into the larger traditional and cultural landscapes as identified by Tribes, and document and identify boundaries of traditional cultural properties (TCPs) and their potential eligibility to the NRHP. **Terracon has in-house professionals experienced in ethnography and tribal consultation**.



Terracon Architectural Historians recently completed archival research in Frederick, Oklahoma at the Frederick Public Library.

Our tribal coordination and ethnography services include the following:

- Ethnographic studies
- Incorporation of oral histories and interviews
- Cultural landscape studies
- Traditional Cultural Properties studies
- Treatment and mitigation planning (Historic Property Treatment Plans)

- Tribal participation/engagement mitigation plans
- Coordination of tribal monitoring programs during construction
- Coordination of tribal members in archaeological survey
- Cultural awareness and sensitivity training
- Repatriation of burials and other Native American Graves Protection and Repatriation (NAGPRA) compliance
- Consultation with THPO representatives
- Organization of field visits/site blessings
- Community/agency public presentations

TERRACON'S MUSKOGEE PROJECT TEAM

The Muskogee project team, composed of professional staff from Terracon, offers the City of Muskogee an exceptional level of technical experience in project types of comparable size and complexity. Presented below are brief narrative descriptions of relevant experience and qualifications for project staff that will support the requested Professional Services for the Intensive-Level Survey of the Central Business District in Muskogee. Curriculum vitae or resumes are provided as **Appendix A**.

Proposal Manager/Project Manager: **Heather R. Puckett, PhD, RPA (HRP); Senior Architectural Historian.** A doctoral graduate of the University of Birmingham in the United Kingdom and Registered Professional Archaeologist (RPA), Dr. Puckett offers 29 years in the career field with extensive experience in cultural resources management, archival research, genealogy, and archaeology. She meets or exceeds the *Secretary of the Interior Standards for Professional Qualifications (SOI Standards) for History, Archaeology, and Architectural History*.

Authorized Project Reviewer (APR): **S. Elizabeth Valenzuela (SEV); Senior Associate, Department Manager, Environmental Planning, and Architectural Historian.** With over 26 years of experience, Ms. Valenzuela has participated in and managed historic resource surveys, building documentation, archival research, and historic context development projects throughout the United States. Ms. Valenzuela has a Master of Architecture degree and meets the *SOI Standards* in *Architecture, Historic Architecture, History,* and *Architectural History*.

Subject Matter Expert (SME) / Texas Division Architectural History Discipline Lead: **Justin M. Newhart (JMN); Senior Architectural Historian.** Mr. Newhart has over 13 years of experience in the fields of preservation, historic architecture, urban design, and urban planning. He has a Master of Preservation Studies from Tulane University and meets the *SOI Standards* in *History, Architectural History, and Historic Architecture*.

Additional Team Support

Patricia Davenport-Jacobs (PDJ); Senior Architectural Historian. A graduate of the Savannah College of Art and Design and Auburn University, Ms. Davenport-Jacobs offers more

than 20 years of professional experience in the field of preservation. She meets or exceeds the *SOI Standards for History and Architectural History*.

Meghan P. Browning (MPB); Architectural Historian. With more than 11 years of experience, Ms. Browning holds a Bachelor of Arts in History and meets the *SOI Standards* for History. Previously, Ms. Browning worked with the Jacksonville Historical Society conducting archival research and museum studies. Ms. Browning has extensive experience using advanced field survey forms with digital and 35 mm photography and ESRI Data collection applications. She will provide additional support with field mapping and GIS support.

Jonathan Moseley (JM); Architectural Historian. A graduate of Texas State University with a Master of Arts in Public History, Mr. Moseley has more than four years of experience. He meets the *SOI Standards for History* and *Architectural History.*

Cait Parish (CP); Architectural Historian. Ms. Parish has experience in architectural and historic sites surveys; NRHP eligibility evaluations and nominations; Section 106 and Section 4(f) compliance; HABS and Historic American Engineering Record (HAER) documentation; historic structure reports; conditions assessments; and archival research. Presently, Ms. Parish is working on a Master of Art in Historic Preservation degree through Goucher University.

Katie Vearil (KV); Preservation Planner. A recent graduate of the University of Texas at Austin with a Master of Science in Community and Regional Planning and a Master of Science in Sustainable Design, Ms. Vearil has experience with developing maintenance plans, performing conditions assessments, conservation laboratory and field methods, cemetery documentation, and preparing National Register nominations. She also has experience conducting archival research, developing sustainability programs, writing reports, performing community engagement and public speaking, project programming, and working with Geographic Information Systems (GIS).

Greg Scott (GS); Geographic Information Systems (GIS) Analyst. Mr. Scott has over 25 years of GIS experience, with an emphasis on data management of commercial, residential, and retail development, conservation and urban planning, wetland mitigation, cultural and natural resources, infrastructure planning and design, mining, surveying, land and property assessments, healthcare, recreation, and wind/solar power generation projects.

Initial Analysis of Muskogee's Historic Context



Night View of Muskogee, Linen Postcard, eBay.com

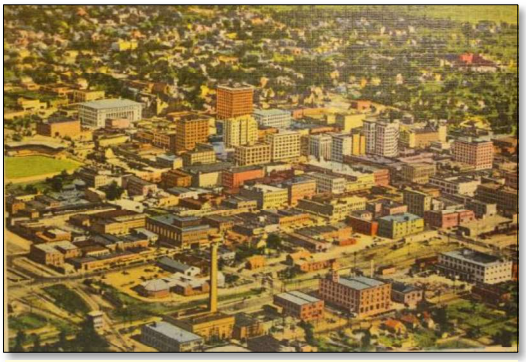
OVERVIEW OF MUSKOGEE, OKLAHOMA

Following the passage of the Indian Removal Act of 1830, between 1836 and 1837, more than 14,000 Mvskoke Indians [members of the sovereign Muscogee (Creek) Nation], and their enslaved, were forced to relocate from their homelands in present-day Georgia and Alabama to the Indian Territory (Oklahoma). At that time, indigenous Native Americans already resided in the area, as did a few isolated settlers and traders.

Upon arrival, the Mvskoke began the task of building new homes, retaining their religion, language, and culture. The Indian Agency was constructed at Agency Hill in west Muskogee, named for the Mvskoke people. In 1857, Almon C. Bacone founded the Indian University (Bacone College) on roughly 160 acres of land near Muskogee; by 1885, the school relocated to Muskogee, where it continues to operate today.

Under the Treaty of 1866 between the US and the Muscogee (Creek) Nation, enslaved Creeks of African descent were emancipated; while they identified as Creek Freedmen, their ethnicity was not included on the Dawes Commission rolls and thus not viewed as members of the Muscogee (Creek) Nation. In 2023, a Muscogee (Creek) Nation Judge ruled that the descendants of Black enslaved tribal members were citizens of the Muscogee (Creek) Nation.

In 1875, the Muscogee (Creek) Nation established the Creek Council House at Okmulgee, Oklahoma, where they met with leaders from more than 34 American Indian Nations. In 1907, when Oklahoma gained statehood, the Muscogee (Creek) Nation reservation lands spanned eleven counties in Oklahoma, but the Nation lost more than two million acres of land due to assimilation, land rushes, and allotments. In 2020, the US Supreme Court ruled in *McGirt v. Oklahoma*, that the reservation lands were not disestablished, returning more than three million acres to the Muscogee (Creek) Nation.



Aerial View of Muskogee, Linen Postcard, eBay.com

Established in 1872, as a railroad station along the Missouri, Kansas and Texas Railway, the City of Muskogee served as an integral location promoting Indigenous cultural education and social progress. At Statehood, the town supported a growing business district, including African American-owned businesses and a rising population.

In 1901, soon-to-be Governor, Charles N. Haskell, arrived in Muskogee and promptly established the first business block with five-story commercial buildings. From the 1896 discovery of oil and the rise in affordability of the automobile through the 1920s, many of the City of Muskogee's businesses turned to cater to this industry, with an increasing number of auto-related businesses along West Broadway Street.

Due to its diverse history, downtown Muskogee, Oklahoma, reflects a wide array of architectural styles which represent the period spanning from pre-statehood to the present:

- Territorial Era buildings, such as the Manhattan, Surety, Hoopes Hardware, and Pinon Creek buildings;
- Classical Revival, such as First Baptist Church, the Masonic Temple, the County Courthouse, Federal Courthouse, and Municipal Building, among others;
- Art Deco, including the former automotive dealership at the corner of 6th and Court streets;
- Mid-Century Modern, including the Muskogee Civic Center, Public Library, Sadler Arts Academy, HeadStart Building, Antioch Church, Arrowhead Mall, and other buildings along Broadway and Main Street; and
- Post-Modern Kitsch, as evidenced by strip shopping along the bypasses, North Main Street, and suburbs.



Terracon's Architectural History Team recently completed an 800-mile historic resources survey for a broadband installation project in Iowa. Among the resources surveyed were those of religious, educational, industrial, commercial, residential, and transportation related buildings, structures, and objects.

Record of Past Performance

As demonstrated above, the proposed project team brings a wealth of knowledge concerning historic themes, architectural styles, and the unique challenges presented by the documentation and evaluation of historic-age resources and cultural landscapes of local, state, and national significance within the proposed survey area. The following matrix illustrates the project team's relevant experience in the identified work categories for the City of Muskogee. Projects that included the completion of NRHP nominations are indicated by an asterisk (*).

Relevant Project Team Experience	Project Management	Authorized Project Reviewer	Meetings and Public Involvement	Historic Resources Inventory & Documentation	National Register Nominations/Historic American Building Survey	Coordination with SHPO/NPS
OKLAHOMA						
Historic Resources Survey Report (HRSR), Tillman Memorial Hospital, Frederick, Tillman County, Oklahoma	**SEV**	**SEV**		**CP, HRP, JM**		**CP, HRP, SEV**
HRSR: Trinity Gardens, Oklahoma City, Oklahoma		**SEV**		**SEV**		**SEV**
HRSR: Sallisaw Creek Sites 13 and 19, Adair County Oklahoma	**SEV**			**SEV**		**SEV**
HABS documentation of Pawnee County Courthouse, Pawnee, Oklahoma	**SEV**			**SEV**	**SEV**	**SEV**
Historic Resources Survey of Langston University, Langston, Oklahoma		**SEV**		**SEV**		**SEV**
NRHP Nomination of the Turpin Grain Elevator, Turpin, Oklahoma*	**SEV**			**SEV**	**SEV**	**SEV**
HRSR: SH 29 roadway improvements, Bray, Oklahoma	**SEV**			**SEV**		**SEV**
TEXAS						
HRSR: Patsy Winn Boulevard Extension, Eagle Pass, Maverick County, Texas				**CP, HRP**		**SEV**
HRSR: Rosenberg Fire Station No. 1, Rosenberg, Fort Bend County, Texas		**SEV**		**CP, HRP**		**SEV**
Gregg County Survey Plan and Gladewater Historic Resources Survey, Gregg County, Texas	**SEV**		**SEV**	**SEV**		**SEV**

Relevant Project Team Experience	Project Management	Authorized Project Reviewer	Meetings and Public Involvement	Historic Resources Inventory & Documentation	National Register Nominations/Historic American Building Survey	Coordination with SHPO/NPS
Alazan-Apache Courts Expansion, Historic Resources Survey (including Memorandum of Agreement [MOA]), San Antonio, Texas	**SEV**	**SEV**	**SEV, HRP**	**SEV, HRP**		**SEV, HRP**
HRSR for the City of San Marcos	**SEV**		**SEV**	**SEV**		**SEV**
IOWA						
HRSR: Young Women's Christian Association (YWCA), Clinton, Iowa	**SEV**	**SEV**		**CP, HRP**		
HRSR: MidAmerican Energy Broadband Installation, Middle Mile, [800 linear miles, 6 routes]		**SEV**	**SEV, HRP, CP**	**SEV, HRP, CP, JM, KV, PDJ, MPB, GS**		**CP, HRP**
FLORIDA						
NRHP nomination for Newtown Historic District, Newtown, Manatee County, Florida*				**PDJ, MPB**	**PDJ, MPB, HRP**	**PDJ, MPB**
ALABAMA						
NRHP nomination for Dupree School*		**PDJ**	**PDJ, MPB**		**PDJ, MPB, HRP**	**PDJ, MPB, HRP**
HRSR, City of Bessemer, Jefferson County, Alabama, Bessemer Commercial Historic District, NRHP Historic District Resurvey and Update*		**PDJ**	**PDJ, MPB, HRP**	**PDJ, MPB, HRP**		**PDJ, MPB, HRP**
NRHP nomination for Headland, Alabama*		**PDJ**	**PDJ, MPB**	**PDJ, MPB**	**PDJ, MPB, HRP**	**PDJ, MPB**
NRHP nomination for Geneva and Henry Counties, Alabama*		**PDJ**	**PDJ, MPB**	**PDJ, MPB**	**PDJ, MPB, HRP**	**PDJ, MPB**
ARKANSAS						
NRHP nomination for Eureka Springs Cemetery, Eureka Springs, Arkansas*	**SEV**		**SEV**	**SEV**	**SEV**	**SEV**
HRSR for Old Town Neighborhood, Russellville, Arkansas		**SEV**	**SEV**	**SEV**		**SEV**
HRSR for the City of El Dorado, Arkansas	**SEV**		**SEV**	**SEV**	**SEV**	**SEV**

Relevant Project Team Experience	Project Management	Authorized Project Reviewer	Meetings and Public Involvement	Historic Resources Inventory & Documentation	National Register Nominations/Historic American Building Survey	Coordination with SHPO/NPS
HRSR and NRHP nomination update, Central Avenue NRHP Historic District, Hot Springs, Arkansas*	**SEV**		**SEV**	**SEV**	**SEV**	**SEV**
HRSR and NRHP nomination for Meadow Spring Historic District, Fayetteville, Arkansas*	**SEV**		**SEV**	**SEV**	**SEV**	**SEV**
HRSR Update for the Pleasant Street Historic District, Hot Springs, Arkansas	**SEV**		**SEV**	**SEV**		**SEV**
HRSR and NRHP nomination for Whittington Avenue Historic District, Hot Springs, Arkansas*	**SEV**		**SEV**	**SEV**	**SEV**	**SEV**
COLORADO						
HRSR: Cleo Parker Robinson Dance Academy, Denver, Colorado	**SEV**	**SEV**		**HRP, CP**		**HRP**
HABS Level I Recordation and Trifold Brochure, Falcon Stadium, U.S. Air Force Academy, Colorado	**SEV**		**SEV**	**SEV, HRP, CP**	**SEV**	
HABS Level I Recordation and Trifold Brochure, Rose House, Rose House Garage, and Farish House, Farish Recreational Area, U.S. Air Force Academy, Colorado	**SEV**		**SEV, HRP**	**SEV, HRP**	**CP, HRP, SEV**	**SEV, HRP**

The proposed project team brings a myriad of experience. These examples provide detailed information for project types that demonstrate our familiarity with historic preservation and highlight our unique ability to provide services to the City of Muskogee that meet project goals and timeline and exceed expectations for level of quality and thoroughness of project deliverables.

Sample project experience performed by our proposed key personnel can be found in Appendix A. Project Capsules demonstrating some of our more recent performance are provided in Appendix B.

References

Project Name	Client Contact Information	Team Member
Survey Plan and Historic Resources Survey Gladewater, Gregg County, Texas	Gregg County Historical Commission Linda Daniels, Survey Committee Chair 903-918-2766 Ldaniels2011@gmail.com	S. Elizabeth Valenzuela
Historic Resources Survey Report, Intensive Survey, North Houston Highway Improvement Project (CSJ 1392-01-048) 3921 Almeda Road, Houston, Texas	Texas Department of Transportation Renee Benn-Lee 512-416-2611 Renee.Benn@txdot.gov	S. Elizabeth Valenzuela Heather R. Puckett, PhD Cait Parish Jonathan Moseley
Historic Resources Survey, City of Bessemer, Jefferson County, Alabama Bessemer Commercial Historic District: NRHP Historic District Resurvey and Update	Toraine A. Norris, MPD, Director, City of Bessemer Economic & Community Development Department 205-424-4060 tnorris@bessemeral.org	Patricia Davenport-Jacobs Meghan Browning Heather R. Puckett, PhD
Historic Resources Survey Report, Reconnaissance Survey (CSJ 0918-47-325) Ross Avenue Roadway Improvements, From Greenville Avenue to Interstate Highway (IH) 345	Texas Department of Transportation Renee Benn-Lee 512-416-2611 Renee.Benn@txdot.gov	S. Elizabeth Valenzuela Cait Parish Heather R. Puckett, PhD
My Historic SMTX City of San Marcos Historic Resources Survey Report (Phase I), San Marcos, Texas	Alison Brake, Historic Preservation Officer City of San Marcos 630 E Hopkins San Marcos, Texas 512-393-8232 abrake@sanmarcostx.gov	S. Elizabeth Valenzuela

Schedule

Assuming data and responses are received in a timely manner from the state, federal agencies, and Client, Terracon is prepared to begin work within five business days upon written notice to proceed (NTP) and a signed contract.

Archival research will be performed, and the field work will be scheduled within 15 business days of the NTP; the report will be completed within nine calendar weeks from the NTP (45 business days, excluding Terracon observed holidays, i.e., May 26 and July 4). Per the RFP, the City of Muskogee will make a selection between January 6 and 10, 2025. As a result, the following schedule is based on a NTP beginning on or before **January 10, 2025**, for the archival research and associated field survey work. Both internal and external review timelines are built into the schedule for the project; this includes 30-day minimal review time for SHPO and Client between draft and final deliverables.

The final completion date for the submittal of the deliverables will be **August 30, 2025**.

Task	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Notice to Proceed								
Task 1: Agency Coordination & Safety								
1.0 Agency Coordination								
1.2 Desktop Review								
Task 2: Architectural / Historic Survey								
2.1 Archival Research								
2.2 Architectural Survey								
Task 3: Reporting								
3.1 Draft and Final Report(s)								
3.2 Photographs & Log								
3.3 Annotated Bibliography								
3.4 Inventory Forms								
3.5 Client, SHPO Review & Editing								
3.6 Final Deliverables								

Compensation

As indicated in the RFP, the City of Muskogee has received funding through a federal matching grant-in-aid from the OK/SHPO and the US Department of Interior's Historic Preservation Fund estimated at $68,658. The proposed project will be funded via Federal Funds from the U.S. Department of the Interior's Historic Preservation Fund (60%) and non-governmental sources (40%). While additional funding may be available, Terracon submits the following fixed fee cost proposal for your consideration for the proposed project according to the task list for the Scope of Work. Terracon's approach to the project is provided as

:

TASKS	FEE	HOURS	INITIAL FOR AUTHORIZATION
Task 1: Agency Coordination, Desktop Review & Safety			
1.0 Agency Coordination	$1,000.00	15.5	
1.2 Desktop Review	$1,000.00		
Task 2: Architectural / Historic Survey			
2.1 Archival Research	$15,050.00	113	
2.2 Architectural Survey	$30,000.00	180.5	
Task 3: Reporting			
Draft and Final Report(s)	$21,608.00	154	
Photographs & Log			
Annotated Bibliography			
Inventory Forms			
Total Fees	**$68,658.00**	463	

The fee is valid for 90 days from the date of this proposal and assumes that field services will be performed under safety Level D personal protective procedures. The fixed fees are based on the assumptions and conditions provided at the time of this proposal.

We appreciate the opportunity to provide this proposal and look forward to working with you on this project. If you have any questions or require additional information, please feel free to contact Heather Puckett at (951) 522-7326 or via email at Heather.Puckett@Terracon.com.

Appendix A: Resumes of Key Personnel

Heather R Puckett, PhD, RPA

PROJECT SCIENTIST, ARCHITECTURAL HISTORIAN



PROFESSIONAL EXPERIENCE

Heather is a project scientist at Terracon's Austin, Texas, office. Dr. Puckett graduated from the University of Birmingham in the United Kingdom with a Doctorate in 2013 with a focus on Industrial Landscape Archaeology (Research). She has extensive experience in cultural resources management, archival research, genealogy, and archaeology and meets the *Secretary of the Interior's Professional Qualification Standards for History, Archaeology, and Architectural History*. Previously, Heather worked with the Alabama National Guard as the Cultural Resources Manager, where she developed an award-winning preservation program, managed long-term budgets, prepared agreement documents, oversaw thematic studies, and served as a liaison for consultation with the State Historic Preservation Office (SHPO) and Federally Recognized Tribes (Tribes). Her duties and responsibilities with Terracon's Austin office include historical research, technical report preparation, business development, and project management.

PROJECT EXPERIENCE

Falcon Stadium – Air Force Academy, Colorado

Prepared a trifold brochure detailing the construction history for the US Air Force Academy's Falcon Stadium in support of mitigation designed in response to proposed renovations of the stadium.

Farish Recreational Area – Air Force Academy, Colorado

Helped prepare a Historic American Building Survey (HABS) packet for one of three historic properties, the Rose House, within the Farish Recreational Area.

High Plains Housing Development Corporation – Greeley, Colorado

Helped prepare a Historic Resources Survey Report in support of Housing and Urban Development proposed multi-family housing construction, reutilizing a former canning company in a historic agricultural community.

New Dance Theatre – Denver, Colorado

Prepared a historic resources survey report for a proposed expansion to the former Shorter African Methodist Episcopal Church / Cleo Parker Robinson Dance Academy in Denver.

Mid-American Energy Middle Mile Telecommunications – Various Counties, Iowa

Served as subject matter expert for the Middle Mile Telecommunications project which encompassed approximately 755 miles and traversed 29 counties in Iowa. In this capacity, she helped conduct a reconnaissance and field survey of previously recorded historic properties and newly recorded resources within the area of potential effect (APE) identified through consultation with the Iowa SHPO.

Jefferson Water Treatment Plant – Laredo, Texas

Prepared a Historic American Building Survey for the Jefferson Water Treatment Plant in Laredo, Texas, which was identified during surveys for a recreational walking trail along Rio Grande. The treatment plant was once

EDUCATION

Doctor of Philosophy, Industrial Archaeology, University of Birmingham, West Midlands, United Kingdom

Master of Arts, History Mississippi State University, Starkville, MS

Bachelor of Arts, History Mississippi State University, Starkville, MS

REGISTRATIONS/ CERTIFICATIONS

Genealogical Certificate, IAP Career College

Register of Professional Archaeologists (12438)

AFFILIATIONS

Society of American Archaeologists (SAA); Southeastern Archaeological Conference (SEAC); Alabama Historic Ironworks Commission Member; International Association of Professional Genealogists

PRESENTATIONS/ PUBLISHED ARTICLES

A Cultural Landscape Study and History of the San Francisco Mining District and Frisco, Southwest Utah, Dissertation

A Well-Studied Artifact: Irrigation-Related Artifacts and their Implications to the Study of Homesites in Desert Environments, *Proceedings of the Society for California Archaeology,* 18 (2005):10-20

identified as the "most attractive" water treatment plants in the United States and was deemed eligible for the National Register of Historic Places based on its architectural style, which included Mission Revival influenced elements.

Alazán-Apache Courts Expansion – San Antonio, Texas
Prepared a Memorandum of Agreement (MOA), developed mitigation, and conducted public meetings with residents and members of the local area for the proposed new construction and expansion of the historic Alazán Courts and Apache Courts, both representative of the Nation's first affordable housing.

Cultural Resources Management – Calhoun County, Alabama
Served as a cultural resources manager researching and interpreting archaeological sites in Calhoun County, Alabama. Among these were researching the African American communities of Cane Creek, Polkville, Morrisville, Peaceburg, Zula, Mead, and Shady Glen. Oral history from community members provided insight as to unmarked burials of formerly enslaved persons, as well as the locations of African American schools and churches.

Archaeological Resources – Great Basin/Desert West
Dr. Puckett has more than ten years of experience conducting archaeological research, surveys, and testing projects in Southern California, Nevada, and Utah. Projects included public and private clientele, ranging from the Department of Defense to telecommunications, Federal Highways, Federal Railroad Administration, and developers. Dr. Puckett also has volunteer experience in Southern Utah.

S. Elizabeth Valenzuela

SENIOR ARCHITECTURAL HISTORIAN



PROFESSIONAL EXPERIENCE

Ms. Valenzuela is an architectural historian in Terracon's Austin, Texas office. She has over 25 years of professional experience in the field of preservation and historic architecture. Ms. Valenzuela earned a Master of Architecture degree from Texas Tech University and during her career has managed a broad range of cultural resource projects. These projects have included the identification and assessment of resources dating mostly from the early nineteenth century to the mid-twentieth century and have encompassed utilitarian structures, rural landscapes, vernacular and high-style residential, commercial, and institutional buildings. Ms. Valenzuela meets the *Secretary of Interior Standards for Professional Qualifications* in Architecture, Historic Architecture, and Architectural History.

SELECTED PROJECT EXPERIENCE

Preservation Plans and Design Guidelines

Preservation Plan Committee, Chair for the City of Austin Historic Landmark Commission, Texas.
Ms. Valenzuela, as a City of Austin Historic Landmark Commissioner, served as chair of the Preservation Plan Committee from 2015–2023. Under her tenure, the committee developed city-wide Historic Design Standards (approved by Austin City Council in 2022) and worked through Phase I of the Equity-Based Preservation Plan (currently in the public comment phase prior to adoption by Austin City Council). Both efforts were driven by working group participation; the working groups were primarily composed of property owners, designers, developers, advocates, and the Historic Landmark Commission.

Preservation Plan and Design Guidelines for the City of McAllen, McAllen, Texas.
As a Senior Preservation Specialist for HHM, Inc., Ms. Valenzuela served as Project Manager for the development of a city-wide Preservation Plan and Design Guidelines for a residential district and a commercial district. She facilitated public meetings, engagement with the McAllen City Council, and together with her team, created a series of documents, using common vocabulary and illustrative graphics to ensure they were easily used by property owners to understand the standards (rules) and guidelines (recommendations) they would be required to meet as property owners in a historic district.

Historic Resources Surveys and Public Outreach

Historic Resources Survey of the Old Town Neighborhood – Russellville, Pope County, Arkansas
Project manager and architectural historian for a historic resources survey of over 90 historic-age residences within the Old Town residential neighborhood, south of the downtown commercial district, in Russellville, Pope County, Arkansas. The survey project was completed according to the Arkansas Historic Preservation Program (AHPP) requirements and included the preparation of AHPP survey forms and a survey report. *Completed July 2021.*

Mitigative Documentation for Turpin Grain Elevator – Turpin, Oklahoma
Project Manager and architectural historian for the documentation of a 1925 wooden grain elevator, noteworthy for its association with the Light Grain & Milling Company, the Beaver, Mead, and Englewood Railroad, and as an example of innovation and mechanization of American agriculture. Conducted field survey and archival research, and served as primary author for the updated National Register nomination for the grain elevator. *Accepted by NPS and listed in the NRHP on August 21, 2020.*

EDUCATION

Master of Architecture, Texas Tech University, 1998

CERTIFICATIONS

Section 4(f) and 6(f) training, FHWA, 2024

Section 4(f) Training, National Preservation Institute, 2019

Section 106 Training, National Preservation Institute, 2007

TxDOT Pre-certification, Categories 2.15.1 and 2.15.2, 2004/2019

PROFESSIONAL ACTIVITIES

District 2 Commissioner and Vice Chair, City of Austin Historic Landmark Commission, 2015-2023

WORK HISTORY

Terracon Consultants, Inc., Senior Architectural Historian, 2018-Present

Valenzuela Preservation Studio, LLC Principal/Preservation Specialist, 2010-2018

Hardy-Heck-Moore, Inc., Preservation Specialist/Project Manager, 2003-2010

Volz & Associates, Inc., Architectural Intern, 2000-2003

Parshall + Associates, Architectural Intern, 1998-2000

PRESENTATIONS/PUBLISHED ARTICLES

"Community Connection with Rural Texas Landscapes: The Evolution of Social Encampments at the Turn-of-the-Nineteenth Century" presented at the *Southeast Chapter of the Society of Architectural Historians*, October 2020.

"Tear Down or Treasure: A Case for Historic Preservation," presented at the Rio Grande Valley American Institute of Architects annual convention, September 2017.

"Architecture of Survival: A Brief History of Building Techniques of the Big Bend Region" presented at the *Southeast Chapter of the Society of Architectural Historians*, November 1998.

* *Work performed prior to joining Terracon.*

Historic Resources Survey for the City of San Marcos – San Marcos, Texas
As a subcontractor to Hicks & Company, participated in windshield and reconnaissance-level surveys to update three previous historic resources surveys and previously unevaluated commercial districts and residential neighborhoods. The historic resources survey adhered to THC guidelines and was intended to support future planning and development initiatives by the City of San Marcos. Participated in field survey, archival research, and public outreach meetings. *Accepted by Texas SHPO in September 2019.*

Update to National Register Nomination for the Central Avenue Historic District – Hot Springs, Arkansas
Ms. Valenzuela recently completed a survey update (2017) and National Register nomination update (2019) for the Central Avenue Historic District in Hot Springs, Arkansas. The historic district was listed in the National Register in 1985 for its historic significance and architectural merit, representing late 19th and early 20th century commercial buildings associated with the health resort industry. The buildings within the district represent the significant periods of economic development of the city. The survey update included the completion of Arkansas Historic Preservation Program (AHPP) survey forms, archival research and digital photography for 63 historic-age commercial properties between 205 Park Avenue and 702 Central Avenue. The final survey report also provided an analysis of the cohesiveness and integrity of the historic district and provided recommendations for future preservation efforts. The National Register nomination utilized the additional information gathered during the survey and expanded upon the original historical context. The nomination update was included on the National Register in April 2019.

Historic Resources Survey and NRHP Nomination for the Meadow Spring Historic District – Fayetteville, AR*
Project director and report author for intensive-level historic resources survey for 96 historic-age resources located within the original town center for the City of Fayetteville. Completed SHPO Site File forms, mapping, digital photography, and archival research for each resource. Survey accepted by the Arkansas SHPO in August 2017. Author of NRHP nomination for the historic district, based on the results of the survey. *Presented at the August 2018 Arkansas State Board of Review meeting and listed in the NRHP on March 25, 2019.*

Historic Resources Survey and Survey Plan for the Gregg County Historical Commission – Gregg County, TX
As a subcontractor to Hicks & Company, participated in windshield and reconnaissance-level surveys as a case study for the Gregg County Survey Plan. The historic resources survey adhered to THC guidelines and was intended to support future planning initiatives by the Gregg County Historical Commission. Participated in field survey, archival research, and public outreach meetings. Served as primary author for the Gregg County Historic Resources Survey Plan. Document outlined goals for future survey efforts, defined survey project considerations, prioritized recommended future surveys, and provided recommended sources of funding for future surveys. *Accepted by Gregg County Historical Commission in September 2018.*

National Register Nomination for the Eureka Springs Cemetery – Eureka Springs, Arkansas*
Project director and author for the NRHP nomination of a large, rural community burial ground located east of the main commercial center of Eureka Springs. Completed archival research, fieldwork, digital photography and NRHP form preparation per NPS Standards. *Accepted by the Arkansas SHPO in January 2018 and by the Arkansas State Board of Review in April 2018. The Eureka Springs Cemetery was listed in the NRHP on June 6, 2018.*

Historic Resources Survey Update for Pleasant Street National Register District – Hot Springs, Arkansas*
In 2016, Ms. Valenzuela completed a survey update for the Pleasant Street Historic District in Hot Springs, Arkansas. The historic district is noteworthy for its association with John L. Webb, Supreme Custodian of the Woodmen of the Union and graduate of the Tuskegee Institute in Alabama. Webb constructed the Woodmen of the Union building in Hot Springs, Arkansas. The facility served as a hotel, hospital, bathhouse and bank for African Americans during the early twentieth century. The intensive-level historic resources survey provided an update to a 2002 survey of the neighborhood, documenting over 90 residential, religious, commercial, and institutional properties. Accepted by the Arkansas SHPO in April 2016.

Historic Resources Survey and NRHP Nomination for the Whittington Park National Register District – Hot Springs, Arkansas*
Project director and report author for an intensive-level historic resources survey for 77 historic-age resources located northwest of the historic downtown core for the City of Hot Springs. Completed AHPP Site File forms, mapping, digital photography, and archival research for each resource to assess their current integrity. *Historic resources survey accepted by the Arkansas SHPO in 2011; NRHP nomination accepted by NPS and listed on the NRHP on December 19, 2012.*

S. Elizabeth Valenzuela (continued)

Archival Research and Historical Background Studies

Class III Cultural Resources Survey for Non-Potable Reservoir 3 Mains Repair Project, US Air Force Academy – Colorado Springs, El Paso County, CO
Subject matter expert and report contributor for intensive Class III pedestrian survey report. Conducted archival research to prepare land ownership history to support NRHP eligibility recommendations for features documented as part of the 163 acres surveyed at the United States Air Force Academy. *Project completed 2019.*

National Register Nomination of the Togus VA Medical Center and National Cemetery – Togus, Maine*
Senior architectural historian for intensive-level survey of historic-age resources to determine NRHP eligibility and evaluate potential for the designation of an NRHP-listed district. Participated in fieldwork, digital photography, and NRHP evaluations of historic-age resources. Preparation of an NRHP nomination form for the historic district incorporated the results of the intensive-level survey. *Accepted by NPS and listed in the NRHP on August 17, 2012.*

Historic American Building Survey of Buildings 608, 609, and 614, Fitzsimons Campus, VA Center – Aurora, Colorado*
Project manager and principal investigator for an intensive-level survey for three buildings subject to mitigative documentation and SHPO consultation and coordination under *Section 106 of the National Historic Preservation Act of 1966, as amended* (*Section 106*). Project included field survey, mapping, digital and large-format photography, archival research to prepare a HABS Level 2 documentation package (physical description, historic context, photographs, and reproductions of original architectural drawings) for the buildings. *Accepted by SHPO, 2009.*

Architectural Investigations for Building 8, Tomah VA Medical Center – Tomah, Wisconsin*
Senior architectural historian for SHPO and THPO consultation and coordination related to the proposed demolition of residence associated with the Tomah Indian School. Consultation efforts resulted in HABS Level 2 documentation of the building and construction monitoring during demolition.

Historic Preservation and Preservation Planning

HABS Level I Recordation and Trifold Brochure, Bldgs 504, 6966, 6968 – US Air Force Academy, Colorado
Project Manager and architectural historian for the HABS Level I documentation of the Farish Caretakers Cottage (Bldg 504) within the Farish Memorial Recreation Area and the Rose House (Bldg 6966) and associated garage (Bldg 6968) on the USAFA campus. The documentation package for each building will include a historic context, detailed architectural description, measured drawings prepared using data from both LiDAR scans of the interior and exterior and hand measurements, and large-format photography. A trifold brochure detailing the historical significance of the Farish Caretakers Cottage will be prepared as part of the mitigation project. *Project ongoing, expected to conclude October 2024.*

HABS Level I Recordation and Trifold Brochure, Falcon Stadium – US Air Force Academy, Colorado
Project Manager and architectural historian for the HABS Level I documentation of Falcon Stadium. Participated in fieldwork, archival research, and the design of a trifold brochure describing the construction and significance of Falcon Stadium. Final documentation will include the publication-ready trifold brochure, HABS Level I documentation package, large-format photographs (archival quality prints and digital images), and measured drawings prepared with data collected using both LiDAR scans and hand measurements. *Project ongoing, expected to conclude October 2024.*

Mitigative Documentation for the Pawnee County Courthouse – Pawnee, Pawnee County, Oklahoma
Project manager and architectural historian for the survey and documentation to HABS Level 2 standards of a 1939 county courthouse located in northeastern Oklahoma. The project completed in support of MOA between OK SHPO, the FCC, and a rural electric cooperative. Conducted fieldwork, archival research, and oversaw document preparation efforts to ensure deliverable met client and agency expectations. *Accepted by Oklahoma SHPO, July 2022.*

Antiquities Code of Texas Permit for the Rehabilitation of the NRHP-listed Kyle City Hall – Kyle, TX
Preservation specialist providing construction monitoring for the rehabilitation of the designated historic property, Kyle City Hall. Prepared Antiquities Code of Texas permit application and coordinated project with the Texas Historical Commission for the City of Kyle.

S. Elizabeth Valenzuela (continued)

Unpublished Government Documents

HABS/HALS/HAER DOCUMENTATION

Valenzuela, Sarah E., Nicholas C. Powell, Arianna Urban, 2020. "U.S. Air Force Academy Football Stadium, United States Air Force Academy, Colorado Springs vicinity, El Paso County, Colorado." HALS CO-17-B. HALS Outline Format Documentation. Library of Congress, Prints and Photograph Division, Washington, D.C. Historic American Landscapes Survey – Built in America.

Valenzuela, Sarah E. 2005. "U.S. Naval Air Station, Brig, South Avenue, Pensacola, Escambia County, FL: Building No. 8." HABS No. FL-243 (Addendum). HABS Level II Documentation. Library of Congress, Prints and Photograph Division, Washington, D.C. Historic American Buildings Survey – Built in America.

Valenzuela, Sarah E. 2006. "U.S. Naval Air Station, Marine Barracks, Pensacola, Escambia County, FL: Building No. 18." HABS No. FL-246 (Addendum). HABS Level II Documentation. Library of Congress, Prints and Photograph Division, Washington, D.C. Historic American Buildings Survey – Built in America.

Valenzuela, Sarah E. 2005. "U.S. Naval Air Station, Paint Shop, Pensacola, Escambia County, FL: Building No. 52." HABS No. FL-490. HABS Level II Documentation. Library of Congress, Prints and Photograph Division, Washington, D.C. Historic American Buildings Survey – Built in America.

Valenzuela, Sarah E. 2005. "U.S. Naval Air Station, Public Restroom, Pensacola, Escambia County, FL: Building No. 67." HABS No. FL-491. HABS Level II Documentation. Library of Congress, Prints and Photograph Division, Washington, D.C. Historic American Buildings Survey – Built in America.

Valenzuela, Sarah E. 2005. "U.S. Naval Air Station, Refrigeration Plant, Pensacola, Escambia County, FL: Building No. 107." HABS No. FL-492. HABS Level II Documentation. Library of Congress, Prints and Photograph Division, Washington, D.C. Historic American Buildings Survey – Built in America.

Valenzuela, Sarah E. 2005. "U.S. Naval Air Station, YMCA, Pensacola, Escambia County, FL: Building No. 322." HABS No. FL-493. HABS Level II Documentation. Library of Congress, Prints and Photograph Division, Washington, D.C. Historic American Buildings Survey – Built in America.

Valenzuela, Sarah E. 2005. "U.S. Naval Air Station, Assembly and Repair Shop, Pensacola, Escambia County, FL: Building No. 604." HABS No. FL-494. HABS Level II Documentation. Library of Congress, Prints and Photograph Division, Washington, D.C. Historic American Buildings Survey – Built in America.

Valenzuela, Sarah E. 2005. "U.S. Naval Air Station, Laundry, Pensacola, Escambia County, FL: Building No. 636." HABS No. FL-495. HABS Level II Documentation. Library of Congress, Prints and Photograph Division, Washington, D.C. Historic American Buildings Survey – Built in America.

Valenzuela, Sarah E. 2005. "U.S. Naval Air Station, Telephone Workshop and Storehouse, Pensacola, Escambia County, FL: Building No. 738." HABS No. FL-496. HABS Level II Documentation. Library of Congress, Prints and Photograph Division, Washington, D.C. Historic American Buildings Survey – Built in America.

Keller, S. Elizabeth. 1997. "Barker Lodge, Main House (A) and Garage (B), Panther Junction, Brewster County, TX," HABS No. TX-3490. HABS Level I Documentation. Library of Congress, Prints and Photograph Division, Washington, D.C. Historic American Buildings Survey – Built in America.

Keller, S. Elizabeth. 1996. "K-Bar Ranch, Main House & Garage, Panther Junction, Brewster County, TX," HABS No. TX-3412. HABS Level I Documentation. Library of Congress, Prints and Photograph Division, Washington, D.C. Historic American Buildings Survey – Built in America.

Justin M. Newhart

Architectural History Discipline Lead



PROFESSIONAL EXPERIENCE

Justin is an architectural historian in Terracon's Austin, Texas office. He has over 13 years of experience in the fields of preservation, historic architecture, urban design, and urban planning. Justin earned a Masters degree in Preservation Studies from Tulane University and has managed a wide variety of cultural resource and urban design projects, particularly in Texas and Louisiana. These projects have included a comprehensive update of the City of Fort Worth's Historic Preservation Ordinance and Historic Site Tax Exemption program; an update of Fort Worth's Historic Resources Survey; expansion of the Stockyards local historic district; and updates to land-use planning policies and tools. Justin meets the *Secretary of the Interior's Standards for Professional Qualifications* for History, Architectural History, and Historic Architecture.

PROJECT EXPERIENCE

Update of Historic Resource Survey and Historic Context (2018-2024) – Fort Worth, TX

Project manager for ongoing update of the City of Fort Worth's Historic Resource Survey and Historic context, which is a multi-year project that includes resurvey and new surveys across multiple districts throughout Fort Worth.

Expansion of Stockyards Local Historic District – Fort Worth, TX

Project lead for expansion of the Stockyards Local Historic District (originally established in 2017) to incorporate view corridors, view sheds, and other eligible cultural resources.

Panther Island Strategic Vision 2.0 – Fort Worth, TX

Project co-lead for updated strategic vision for Panther Island, which is a large real estate development project adjacent to downtown Fort Worth that is being undertaken in conjunction with the US Army Corps of Engineers Central City flood control project.

Butler Place Disposition and Section 106 Mitigation – Fort Worth, TX

Project lead, technical expert, and chief negotiator between the Texas Historical Commission, City of Fort Worth, and Fort Worth Housing Solutions, for the disposition of the Butler Place Housing Complex, a National Register listed historic district.

Comprehensive Update of the City of Fort Worth's Historic Preservation Ordinance and Historic Site Tax Exemption Program – Fort Worth, TX

Project lead for a complete re-write and update of the City's Historic Preservation Ordinance and Historic Site Tax Exemption (HSTE) program, which included an audit of the HSTE program.

EDUCATION

Master of Preservation Studies, Tulane University, 2011

Bachelor of Arts, University of North Carolina at Asheville, 2006

PROFESSIONAL ACTIVITIES

Board Member, Congregation Ahavath Sholom

International Co-chair, RELATIONSHIPS Theme, ICOMOS GA 2023

South Boulevard/Park Row Landmark District Task Force (Dallas)

Historic Real Estate Finance Development Professional, NDC

WORK HISTORY

City of Fort Worth, Planning Manager, Historic Preservation Officer, and Sr. Planner, 2017-2024

Historic Fort Worth, Inc., Preservation Program Director, 2016-2017

Architexas, Historic Preservation & Business Development Specialist, 2015

Cane River National Heritage Area, Director of Interpretation, 2014-2015

The Cabin Restaurant Group, Market Director, 2013-2014

Bocage Plantation, House Director, 2012-2013

Justin M. Newhart, Architectural History Discipline Lead (continued)

Stockyards Form-Based Code & Design Guidelines – Fort Worth, TX
Project co-lead for creation of the Stockyards Form-Based Code & Design Guidelines, the establishment/rezoning of the form-based code which included a local historic subdistrict as base zoning, and adoption of the district via local legislative processes.

Historic Preservation Handbook for Texans: Laws and Incentives at the Local, State and Federal Levels – Fort Worth, TX
Project lead at Historic Fort Worth, Inc. for the creation of a Historic Preservation Handbook for Texans. The handbook is a compilation of various local, state, and federal laws and incentives that could be used by professionals and laymen to ensure compliance and facilitate preservation projects throughout Texas.

Creation of Guided Tour Interpretation Program for the Cane River National Heritage Area – Natchitoches, LA
Created and implemented a guided tour and interpretation program for the Cane River National Heritage Area, which focused primarily on sites in Natchitoches and along Cane River.

PRESENTATIONS/ PUBLISHED ARTICLES

"The Intersection of Form-Based Codes and Historic Preservation" presented at the CNU Annual Congress, May 2024.

"Managing Growth: How Fort Worth Handles Development Pressure in Historic Districts" presented at the Texas Historical Commission's Real Places conference, April 2024.

"Managing Growth: How Fort Worth Handles Development Pressure in Historic Districts" presented at a Texas Historical Commission's Certified Local Government training event, June 2023.

"Neighborhood Revitalization through Preservation, Design and Advocacy" presented at the Neighborhoods, USA (NUSA) conference, May 2021.

"How to Update a Historic Preservation Ordinance" presented at the Southeast Chapter of the Society of Architectural Historians (SESAH), 2019.

"How to Update a Historic Preservation Ordinance" presented at the Texas Historical Commission's Real Places conference, February 2019.

Patricia Davenport-Jacobs

Senior Scientist



PROFESSIONAL EXPERIENCE

Ms. Davenport-Jacobs brings more than 25 years of professional experience in the field of preservation and historic architecture. Her background includes local planning activities as a Main Street Director and Preservation Planning Officer instituting successful commercial façade grant, and transportation enhancement funded streetscape initiatives. She manages compliance and practical preservation projects and serves as an Approved Project Reviewer for Terracon; has supervised and participated in historic resource surveys, preservation planning documents, building documentation, archival research, and historic context development projects throughout the southeast United States. She has worked with municipal governments, state, and federal agencies to identify, document, and provide National Register of Historic Places (NRHP) eligibility assessments for commercial, residential, governmental, industrial, and rural resources. These projects have involved archival research using primary and secondary source materials at local, state, and national repositories, and condition assessments and field documentation using advance field survey forms with ESRI Data collection applications, DSLR and SLR photography. She has consulted with multiple local governments on preservation planning efforts and managed recordation of over 20,000 resources. Ms. Davenport-Jacobs meets the *Secretary of Interior Standards for Professional Qualifications* in Architectural History and History and has completed Section 106 training with the Advisory Council on Historic Preservation (2014 & 2015).

PROJECT EXPERIENCE

Architectural History – Survey & National Register

Newtown Resource Survey & National Register Nomination
Approved Project Reviewer
The City of Sarasota hired Terracon to perform a survey update and develop a National Register nomination for the community of Newtown, the city's remaining historically Black neighborhood. This project included an updated survey of resources located within the neighborhood and the preparation, submission, and defense of the National Register nomination. Newtown was listed in the NRHP in June 2024

City of Palatka Historical Resources Survey
Approved Project Reviewer
Terracon conducted a survey update of the NRHP-listed North Historic District and South Historic District. This project had two objectives: record resources that had not been surveyed since 1981 and provide the recorded data spatially within a GIS dataset. The survey consisted of a pedestrian investigation to verify, record, and evaluate the resources within the survey area. Terracon surveyed a total of 480 resources and identified a total of 21 resources that could be potentially eligible for individual NRHP listing. Final reporting included planning recommendations for future preservation efforts.

EDUCATION
Master of Fine Arts, Historic Preservation, Savannah College of Art and Design, 2007

Bachelor of Science, Environmental Design, Auburn University, 1999

**AU Rural Studio - 1998*

AFFILIATIONS
National Trust for Historic Preservation

Florida Trust for Historic Preservation

Georgia Historical Society

American Institute for Conservation of Historic and Artistic Works – Associate

Association for Preservation Technology and Training

Northeast Florida Urban Land Institute – Center for Leadership

CERTIFICATIONS
Basic and Advanced Section 106 Training– ACHP

Cemetery Resource Protection Training – Florida Public Archaeology Network

YEARS OF EXPERIENCE: 25

YEARS AT FIRM: 12

Historic Resources Survey

Town Wide Survey – Town of Palm Beach, FL

Project Management and Client Engagement: In 2019-2020, Terracon surveyed the entirety of the Town of Palm Beach constructed in or prior to 1979. As a result, 2,170 resources were surveyed and 1,707 were documented, recorded, and evaluated for historic significance. The team identified nine areas that appear to meet the criteria for listing as historic districts on the National Register of Historic places and provided survey details (maps and data) required for listing and brief histories of each area to provide a framing context from which the Town could move forward with a nomination report. In addition, the team evaluated the Town comprehensively for its potential for an island-wide historic conservation district.

Terracon also provided preservation strategies the Town can consider to further preservation in Palm Beach. While there are many grand estates, alterations and additions threaten the historic integrity of these properties. Historically, there have also been a significant number of modest properties which have been steadily demolished since the end of World War II. The Terracon report included a variety of preservation alternatives to help the Town shape new proposed policies moving forward.

Sarasota Historic Preservation Project, City Wide HRS, Sarasota, FL

Details: 2020 National Award for Best Practices: Identification/Registration from the National Alliance of Preservation Commission

Project Management and Client Engagement: In 2018 – 2019, Terracon undertook a city-wide survey of all resources constructed in or before 1970 in Sarasota, Florida. As a result, over 10,600 properties were surveyed and 8,464 were documented, recorded, and evaluated for historic significance. The team identified seven areas that appeared to meet the criteria for listing as a historic district on the National Register of Historic Places and provided survey details (maps and data) required for listing and brief histories of each area to provide a framing context from which the city could move forward with a nomination report. In addition, Terracon identified eleven neighborhoods that do not meet the criteria for listing as a district but appear to warrant some level of protection. In conjunction, Terracon provided preservation strategies to help protect these areas and to recognize and honor their history within the city.

Terracon also provided a review and data analysis of the city's locally and NRHP-listed historic districts, which included recommendations regarding boundary expansions and expanding periods of significance. The team paid attention to those structures constructed in the Sarasota School of Architecture style and provided recommendations specific to these unique resources, including a Multiple Property Listing on the NRHP and local nominations to provide protection. As a result of the survey, in early 2021, Sarasota decided to pursue listing Newtown, the city's historically Black neighborhood, in the NRHP as a historic district.

County Wide Survey of Historic Resources, Nassau Co., FL

Details: "Very good survey methodology - can be used for other county-wide surveys. Very good recommendations sections that address actions beyond local or National Register designation." Florida Dept. of State review

Project Management and Client Engagement: Terracon was hired to undertake a survey of the entirety of Nassau County (excluding the incorporated limits of Fernandina Beach), which was funded by a Florida Department of State grant. In coordination with the county, we determined that the scope of work necessitated multiple phases in order to deliver data and findings to the county in a timely manner. The first phase focused on the towns of Callahan, Boulogne, Bryceville, Nassauville, and portions of US-1, US-17, and State Road 200 constructed in or before 1970. As a result, just over 400 resources were documented, recorded, and evaluated for historic significance. As a result, Terracon recommended two potential NRHP-eligible historic districts, as well as a multiple property listing for mid-century motel complexes along the major thoroughfares, and fourteen resources that may be individually eligible for listing on the NRHP.

In addition, Terracon also provided alternative preservation strategies the county can consider to further preservation in Nassau. As a relatively rural area that is undergoing rapid development, Terracon was tasked with developing preservation approaches that extend beyond NRHP listing. The survey, analysis, and recommendations also took into consideration properties in flood zones. Review comments from the Florida Department of State included a commendation of the recommendations and noted that the survey methodology could be used as a model for other county-wide surveys.

Historic Resources Phase I-IV, City of Lake Worth Beach, FL
Architectural Historian, Project Manager, Client Development: The city of Lake Worth Beach in south Florida has six local and National Register listed historic districts: College Park, Northeast Lucerne, Old Lucerne, Southeast Lucerne, Old Town, and South Palm Park. In four phases between 2017 – 2020, Terracon re-surveyed all the districts to help the city meet its requirements as a Certified Local Government (CLG). All the properties constructed in or before 1970 were documented, recorded, and evaluated for historic significance. Each phase included an accompanying report that provided a review and data analysis of the surveyed areas. As a part of the final phase, Terracon also provided designation reports for each of the districts to assist the city in updating the district nominations to include the structures that have more recently met the 50-year criteria. Approximately 23,000 resources were recorded across the project, half of which were newly recorded. By providing all four phases – each of which were sent out to bid – Terracon was able to provide the city with a comprehensive survey of all their historic neighborhoods. This allowed us to develop a more thorough understanding of the city, its history, and general expectations regarding the provided data. As a result, later survey phases took less time to both confirm the data before fieldwork and less time in the field.

St. Augustine NRHDs Hurricane Irma Mitigation, City of St. Augustine, FL
Project Management and Client Engagement: In 2020, Terracon was hired to survey all the properties located in the Model Land Company, Abbott Tract, and Lincolnville NRHP-listed historic districts. The Model Land Company and Abbott Tract districts were listed in 1983, and Lincolnville in 1991. None of the districts, however, have been re-surveyed since the initial undertaking in 1979-1980. In addition, all three districts suffered damage during Hurricane Irma and experience regular nuisance flooding.

Information gathered from the survey documented the impact of the hurricane on the estimated 1,200 historic resources within the districts. It also served as the basis for updates to all three NRHP districts. As a part of the project, the NRHP nominations were updated and FMSF forms provided for all the structures in the districts fifty years old or more. Nomination updates included recommendations regarding updated periods of significance, district boundaries, integrity, contributing and non-contributing resources, along with data analysis of the resources and additional recommendations about future planning and preservation efforts within each district.

A separate portion of the project was undertaken by an architectural firm, which evaluated and categorized specific damage to resources from Hurricane Irma based on the survey. Terracon's team worked with the firm to ensure consistency across all deliverables. Terracon was also tasked with developing a publication and brochure for the community and property owners addressing disaster mitigation for historic properties.

Other Noted Architectural History/Preservation Planning Projects:
Franklin County Countywide Historical Resources Survey, Franklin County, Florida
Historic Resources Survey City of Quincy, Gadsden County, Florida
Historic Resources Survey and Update of NRHP District City of Bessemer, Jefferson County, Alabama
Tri-County Historic Resources Survey -Alabama Historical Commission
Franklin County Historic Resources Survey, Franklin Co., FL
Historic Resources Survey – City of Bessemer, AL
Marathon Key Survey and NRHP -- City of Marathon, FL
St. Augustine HRS Phase IV (West Augustine/Ft. Mose) – City of St. Augustine, FL
West Titusville Survey – City of Titusville, FL
Historic Resources Survey for Fiber Optics, Downtown Albany, GA
Meldrim Assessment – Effingham County, GA
Anastasia Island – City of St. Augustine, FL
Architectural survey of historic structures – City of Jacksonville, FL
National Register Nomination for Downtown Historic District – City of Jacksonville, FL

Cemetery Delineation, Condition Assessments, Restoration, & Monument Treatment Plans

Old City Cemetery and Memorial Cemetery Restoration, Jacksonville, FL
Sub-consultant (Lead Conservator) for General Contractor: Terracon of Jacksonville, Florida Currently conducting a restoration of Old City Cemetery in Downtown Jacksonville and Memorial Cemetery located at the corner of Moncrief Road and Edgewood Road in northwest Jacksonville. The objective of the project is to complete a comprehensive restoration of the gravestones, vaults, monuments, fencing, paths, and significant landscape features.

Comprehensive Conditions Assessment for Five Cemeteries, Jacksonville, FL
Prime contractor/Conservator ESI/Terracon conducting a comprehensive assessment of the gravesites and mausoleums in Hillside Cemetery, Memorial Cemetery, Old City Cemetery, Sunset Memorial Cemetery and Mount Olive Cemetery. In addition, we conducted a general condition assessment of the entranceways, vehicle and pedestrian paths, handicap accessibility, fencing and significant landscape features, including the tree canopy, within each cemetery. Collectively, these five cemeteries cover approximately 60 acres and contain a total of approximately 12,875 graves.

Pinehurst Conditions Assessment and Restoration, Jacksonville, FL
Sub-consultant (Lead Conservator) for General Contractor: ESI/Terracon of Jacksonville, Florida conducted a restoration of Pinehurst Cemetery located at the corner of Moncrief Road and Restlawn Road in northwest Jacksonville from early 2019 to June 2020. The objective of the project was to complete a comprehensive restoration of the gravestones, vaults, monuments, fencing, paths, and significant landscape features for Pinehurst Cemetery. The cemetery encompasses approximately eight and one-half acres (8.5) and contains over 1,100 known burial markers. The project sought to clear volunteer, overgrown, and dead vegetation, reset fallen and leaning stones, repair broken stones, reattach and repoint failed masonry joints, repair or replace collapsed vaults, clean monuments and markers, repair the gates and fence, and reestablish the vehicular path. Prior to restoration ESI/Terracon Staff conducted a comprehensive condition assessment of the cemetery and its resources.

VA Cemeteries FCA Update Continental District 4 Including: Louisiana, Mississippi, Texas, Oklahoma, Colorado, and Arkansas
The sites assessed were for National Cemeteries located at: Alexandria, LA; Baton Rouge, LA; Biloxi, MS; Dallas/Fort Worth, TX; Fayetteville, AR; Fort Bliss, TX; Fort Gibson, CO; Fort Logan, CO; Fort Lyon, CO; Fort Sam Houston, TX; Fort Sill, OK; Fort Smith, AR; Houston, TX; Kerrville, TX; Little Rock, AR; Louisiana, LA; Port Hudson, LA; Natchez, MS; San Antonio, TX; and Yellowstone National Cemetery. ESI participated in the in-brief and out-brief meetings and toured the property with the appropriate staff members, as required. ESI evaluated each object in the field, using the Red/Green Report, for existing conditions through visual assessment and photographic documentation. Dimensions were taken as necessary to describe the object and any structural and material failures. Each object was rated according to the "FCA Scoring Guide" on a scale of A-F with A being "Excellent" and F being "Failing/Critical". All materials were provided to Apogee Consulting for inclusion in the final reports.

Vicksburg Mold Remediation, Vicksburg, MS
Collaborated with Aquate II, (Aquate) an 8(a) Tribal Company headquartered in Seminole, Oklahoma to provide mold remediation services in response to the solicitation "Emergency Collection Condition Survey and Conservation, for Vicksburg National Military Park", presented in August 2016, by the National Park Service Southeast Regional Office (NPS SERO) and Vicksburg National Military Park (VICK). The scope of work included "providing all services and materials necessary to evaluate the affected museum objects, clean and conserve the most critical, and provide treatment estimates for the remaining objects; providing the park with written treatment reports and photographic documentation regarding all steps taken and materials used; and making recommendations for improved storage as necessary. Furnished sufficient technical, supervisory and administrative personnel to ensure the accomplishment of the work; while furnishing services, materials, supplies, equipment, investigations, studies, and travel required for the Statement of Work (SOW). ESI/Terracon Historic Resource Specialist, Patricia Davenport (Associate of the AIC), worked with Lower Lodge Conservation, in Natchez, MS on the project. Duties included coordinating the shipment of museum objects to a facility in Natchez for treatment, working with Lower Lodge Conservation and Museum Services (LLCMS) to provide conservation treatment of museum objects with unwanted mold growth, provide services and materials necessary to evaluate the affected museum objects, and providing the park with written treatment reports and photographic documentation regarding all steps taken and materials used. Reviewed all document submittals and provided QA/QC for work performed and provided recommendations for improved storage. Points of contact for the National Park Service included, Sara Strickland, Natural Resources Program Manager, VICK who served

as the local Contracting Officer's Representative (COR) and Park's Project Manager, and Kate Funk, Staff Curator for the NPS Southeast Region.

ESI/Terracon performed all duties related to the project between September 2016 to September 30, 2017. All duties were performed in accordance with the *Code of Ethics and Guidelines for Practice* of the American Institute for Conservation of Historic & Artistic Works (AIC).

Other Noted Cemetery Delineation, Conditions Assessments, Restorations; Monuments
Manatee County Burying Grounds Conditions Assessment and Preservation Plan – Manatee County, FL
New Hope Cemetery Delineation and Restoration – Uniontown, Perry County, AL
Thiele Kaolin Mine: Shelton and Purvis Family Cemeteries Delineation, Warren County, GA
Colonial Park Cemetery and Laurel Grove Cemetery Marker Restoration-- Savannah, GA
St. Peter's Episcopal Church Cemetery, conditions assessment for grounds/ monuments–Fernandina Beach, FL
Randolph Cemetery preservation including cleaning & consolidation of headstones and curbing–Columbia, SC
Prioleau Cemetery preservation including masonry repointing, marker cleaning and vegetation removal,
US Naval Weapons Station, Joint Base – Charleston, SC

Building Assessments/Conservation Treatments/HABS Documentation
Research and Documentation of Historic CCC Structures Cherokee National Forest – US Forest Service
Loran-C Tower Jupiter Inlet, HABS Level III – Palm Beach County, FL
Northrop Grumman Hangars, Archival Documentation -- St. Johns County, FL
St. Augustine Shipyards, HABS Documentation – St. Johns County, FL
Old Fort Jackson Casemates and Moat Wall, removal of unwanted biological growth – Savannah, GA
Tender Frame Shop rehabilitation and adaptive use; Boiler Room building assessment.
Compressor Room masonry assessment and roofing project Old Central of Georgia Railroad
Roundhouse Complex – Savannah, GA
Baron Von Steuben and Marquis de Lafayette Monuments preservation, Lafayette Square -- Washington DC
Universalists Unitarian Church of Savannah paint analysis – Savannah, GA
Asbury United Methodist Church paint analysis – Savannah, GA
Graham Condominium historic research and architectural assessment -- Savannah, GA
Ethel Tison House building assessment -- Savannah, GA

Section 106 Compliance DOT/FCC/USACE
Des Moines Transload Facility – Des Moines, IA
FECR San Sabastian Bridge Replacement – St. Augustine, Florida
Historic Structures Report Stormwater Improvements – City of Altamonte Springs, FL
Colling Road: Historic Bridge Repair/Replacement – DOT, Orange Park FL
Moncrief-Dinsmore Bridge Replacement – DOT, Jacksonville, FL
Archaeological and visual assessment, Peak Mt. – Ashe County, NC
Architectural assessment and disturbance letter, Hamilton Beach – Beaufort County, NC
Disturbance letter, 5GB0366 – Guilford County, NC
Visual assessment and disturbance letter, 478-195 (AT&T) – Pender County, NC
Arch assessment, Bushy Fork – Person County, NC
Arch/visual assessment, Hyco Lake – Person County, NC
Arch/visual assessment, Nixon's Farm – Surry County, NC
Visual assessment, DT Wendell – Wake County, NC
Arch disturbance letter and visual assessment, Raleigh Rooftop Tower – Wake County, NC

Presentations/articles/papers
Historic Resource Survey in the Digital Age: Data Collection with New Technologies – Florida Trust for Historic Preservation
APT Communique Co-Editor
Preservation Treatments for Sod Structures in the Midwest – Virginia Lime Conference and APTi
Testing Protocols for the Remediation of Unwanted Biological and Vegetative Growth on Historic Structures, Contributor with Dr. Judy Bischoff, NPS Harpers Ferry, WVA

Guest Lecturer
Flagler Intro the Historic Preservation, 2015
SCAD Conservation Laboratory, Instruction on Vegetation Control Issues for Historic Structures, 2007
SCAD Philosophy and Criticism "Taking What You Learn and Putting it to Use", 2006
University of Florida PIN Guest Lecture Series in Nantucket, 2005
SCAD Building Assessment II Instruction on paint analysis for Asbury United Methodist Church, 2004

Workshops
Cemetery/Marker cleaning Best Practices – Florida Trust Annual Mtg. Jacksonville, Florida
Water Intrusion and Cleaning Methods for Masonry Buildings -- Florida Association of Museums
Organized/Hosted Preservation Engineering Workshop on Non-Destructive Testing Methods, Association for Preservation Technology International and the National Center for Preservation Technology and Training – Charleston, SC
Organized/Hosted Historic Preservation Commission Training with the University of Georgia Outreach Program and GA Department of Community Affairs – Fitzgerald, GA
Organized/Hosted Hands-On Training course on design assistance for Main Street Directors with GA Trust Main Street Design Assistance Coordinator – Fitzgerald, GA

Meghan Browning

Historian



PROFESSIONAL EXPERIENCE

Meghan brings 11 years of experience in the field of history and cultural resource management. Meghan is a Historian for the Historic Preservation Group, Cultural Resource Department in Jacksonville, Florida. Ms. Browning assists with the management of compliance projects, historic resource surveys, and National Register of Historic Places nominations. Her duties include archival and historic context development and projects that include the identification, documentation, and assessment of significant historic properties. Field work includes leading field team and collection methods for historic resources on small-scale or large-scale surveys utilizing the latest collection methods such as ESRI platform applications. In addition, Ms. Browning has a understanding of ArcGIS Pro software, including field data collection and geographic map creation for field analysis and report graphics. Meghan meets the Secretary of the Interior's Professional Qualification Standards in History.

PROJECT EXPERIENCE

Newtown Historic District National Register Nomination – City of Sarasota, Florida

In 2021, Terracon was awarded the Newtown Historic District National Register Nomination, which is partially funded by a National Park Service Underrepresented Community Grant. This project includes an updated survey of resources located within the neighborhood and the preparation and submission of a National Register nomination document. The nomination was submitted to the Florida SHPO in 2024 with a unanimous concurrence among the Florida Review Board.

City-wide Historic Resources Survey – City of Sarasota, Florida

Meghan led the field survey team that encompassed the entire city of Sarasota. Over 10,600 resources were surveyed, and 8,464 documented, recorded, and evaluated for historic significance. The project received a national award for Best Practices: Identification/Registration from the National Alliance of Preservation Commission in 2020.

Other Noted Projects:

Franklin County Historical Resource Survey – Franklin County, Florida

Historic Resource Mitigation & NRHP Survey Updates – St. Augustine, Florida

Town of Palm Beach Town-wide Survey – Palm Beach, Florida

FDOT Amelia Avenue – DeLand, Volusia County, Florida

Middle Georgia State University Cross County New Construction – Macon, Georgia

FDOT Bay Street – Jacksonville, Duval County, Florida

Village of 5th CRAS – Augusta, Georgia

City of Albany – Dougherty County, Georgia

EDUCATION

Bachelor of Arts, History,
Florida State University,
Tallahassee, FL

CERTIFICATIONS

Section 106: An Introduction
National Preservation Institute
NEPA & 106 Integration &
Coordination, Advisory Council
on Historic Preservation
BACE: Archival and Museum
Studies Certification, AASLH
and Council of State Archives
CRPT: Cemetery Resource
Protection Training, Florida
Public Archaeology Network

AFFILIATIONS

Florida Planning and Zoning
Association (FPZA) Board
Member
Southeastern Society of
Architectural Historians
(SESAH)
Society of Architectural
Historians (SAH)
National Trust for Historic
Preservation
Florida Trust for Historic
Preservation
Florida Historical Society
Jacksonville Historical Society
St. Augustine Historical Society
Alabama Historical Association

YEARS OF EXPERIENCE: 11

YEARS AT FIRM: 7

City of Marathon Florida Historic Resource Survey and Preservation Plan – Marathon, Monroe County, Florida
City of Titusville Historical Resource Survey and Preservation Plan – Brevard County, Florida

National Register Nominations

Alabama Southeast Counties Survey and National Register Nomination – Geneva, Houston, and Henry Counties
Newtown National Register Nomination – Sarasota, Sarasota County, Florida
Historic Resource Mitigation & NRHP Survey Updates – St. Augustine, Florida

Cultural Resource Assessment Survey and Section 106 Compliance

FDOT Amelia Avenue – DeLand, Volusia County, Florida
Norfolk HUD Renovations – Norfolk, Virginia
Park Shirlington HUD Renovation – Arlington, Virginia
The Simpson Apartment Mitigation – Atlanta, Georgia
Middle Georgia State University Cross County New Construction – Macon, Georgia
FDOT Bay Street – Jacksonville, Duval County, Florida
Verizon Telecommunications Compliance – State of Florida, Georgia Massachusetts, New York, New Jersey,
Southtown HUD Development – Birmingham, Alabama
Village of 5th CRAS – Augusta, Georgia
JEA Office Building – Jacksonville, Florida
Floribraska Avenue – Tampa, Florida
Transload Facility – Des Moines, Iowa
City Albany – Dougherty County, Georgia
City of Altamonte Springs – Seminole County, Florida
Collins Road Bridge Repair – Jacksonville, Florida
Town of Meldrim Historic Resources Assessment – Effingham County, Georgia

Jonathan, Moseley, M.A.

Architectural Historian, Principal Investigator



PROFESSIONAL EXPERIENCE

Jonathan is an architectural historian in Terracon's Austin, Texas, office, working with the environmental team to complete reporting for Section 106 requirements of the National Historic Preservation Act of 1966, as amended. In addition to conducting field work, Jonathan prepares Historic Resource Survey Reports (HRSR), Historic American Buildings Surveys (HABS), visual effects reports, and state architectural surveys.

During Graduate School at Texas State University, Jonathan interned with the Department of Arkansas Heritage's Arkansas Historic Preservation Program in Little Rock, to conduct state architectural surveys and completed a National Register nomination and has been an architectural historian in Tennessee and Texas. Previously, Jonathan also worked as a Historic Preservation & Housing Planner at East Tennessee Development District, where he served as an extension of the Tennessee Historical Commission, serving Knox and the surrounding 15 counties, conducting architectural surveys, completing a National Register nomination, wrote Tennessee historic preservation grants, conducted Section 106 reviews, and consulted for Historic Zoning Commissions, and Certified Local Governments.

Most recently, Jonathan worked for the Texas Historical Commission as a natural disaster project reviewer, and the federal and state project reviewer for East Texas; Section 106 applications; Texas Antiquities Code applications; and mitigation to ensure compliance with Secretary of Interior's Standards for Rehabilitation. Jonathan also consulted for the annual Texas Historic Preservation grant.

PROJECT EXPERIENCE

NWA Shooting Complex (HRSR) – Bentonville, AR

As an architectural historian, conducted field work and photo-documentation for the state architectural survey; completed Arkansas Historic Preservation Program survey forms; conducted archival research; and coauthored a Historic Resources Survey Report (HRSR) for the Arkansas Fish and Wildlife.

Visual Effects Reports – Multiple Locations

Coauthored Visual Effects Reports for Verizon Telecommunications projects in Iowa, Washington, and Utah.

Ross Avenue Roadway Improvements (HRSR) – Dallas, TX

Assisted with the archival research and photo-documentation of historic properties for an HRSR for a TxDOT roadway improvement project. The emphasis was on a historic rug cleaning operation.

EDUCATION

Bachelor of Arts, History, Freed-Hardeman University, Henderson, TN
Master of Arts, Public History, Texas State University, San Marcos, TX

REGISTRATIONS/ CERTIFICATIONS

SOI-qualified Architectural Historian

PROFESSIONAL TRAINING

Terracon Health & Safety
NPI Section 106
TxDOT Section 4(f)

PRESENTATIONS/ PUBLISHED ARTICLES

Pocahontas Federal Savings and Loan, National Register nomination, August 24, 2019

Laurel Springs Primitive Baptist Church, National Register nomination, April 12, 2021

North Houston Highway Improvement Project/Rossonian Cleaners (HABS-HRSR) - Houston, TX
Conducted archival research and served as a contributing author to the HRSR and HABS documentation. The project focused on the documentation of the historic Rossonian Cleaners dating from 1928 to the present prior to demolition.

Smother's Bridge Mitigation Plan - Lavaca, TX
Conducted archival research for bridge work in Lavaca County, Texas, in support of a TxDOT project.

Williamson Pointe - Lakewood, CO
Conducted archival research and prepared building inventory forms for a Housing and Urban Development (HUD) project near Denver, Colorado. The project included compilation of Colorado State Architectural Survey inventory forms for 21 properties.

Boerne Independent School District – Boerne, TX
Served as an architectural historian, conducting field work and photo-documentation of the Duenneberg family heritage farm. Assisted with the compilation of photograph catalogs and helped coauthor the HRSR.

Rosenberg Fire Station No.1 - Rosenberg, TX
Conducted archival research at local repositories to support compilation of a historic context; assisted with the writing of the NRHP-evaluations for historic properties within the City of Rosenberg, Texas, as part of the HRSR.

Cait Parish, BA

Architectural Historian



PROFESSIONAL EXPERIENCE

Ms. Parish brings three years of experience in historical studies with a particular emphasis on the built environment. Her experience includes architectural and historic sites surveys, National Register of Historic Places (NRHP) eligibility evaluations and nominations, Section 106 and Section 4(f) compliance, Historic American Buildings Survey (HABS) and Historic American Engineering Record (HAER) documentation, historic structure reports, conditions assessments, and archival research. Ms. Parish has experience on projects in numerous states for Departments of Transportation, national and regional rail companies, and a range of energy providers, as well as other governmental and private entities.

PROJECT EXPERIENCE

Tillman County Memorial Hospital – Tillman County, Oklahoma (2024) Coordinated mobilization efforts for and conducted architectural survey of newly recorded resources for the proposed replacement of the Tillman County Memorial Hospital in Frederick, OK. Co-authored Historic Resources Survey Report (HRSR) including the finding of effects for resources within the visual Area of Potential Effect (APE) for the project.

Middle Mile Broadband – Multiple Counties, Iowa (2024) Coordinated mobilization efforts for and conducted architectural survey of previously recorded historic properties and newly recorded resources for the installation of a multi-county broadband project. Co-authored Historic Resources Survey Report (HRSR) including the finding of effects for resources spanning approximately 755 miles in 29 counties in Iowa.

Rosenberg Fire Station No. 1 – Rosenberg, Texas (2024) Coordinated mobilization efforts for and conducted architectural survey of previously recorded historic properties and newly recorded resources for the proposed demolition and replacement of Fire Station No. 1 for the City of Rosenberg. Co-authored the finding of effects for the HRSR.

Rossonian Cleaners – Houston, Texas (2024) Conducted archival research at local repository locations to support historic context development. Co-authored the HRSR as part of a mitigation plan ahead of the demolition of the Rossonian Cleaners building in Houston, Texas.

NWA Shooting Range – Bentonville, Arkansas (2024) Coordinated mobilization efforts for and conducted architectural survey of newly recorded resources in the Bentonville-area. Authored the HRSR report including the finding of effects for the proposed construction of a shooting range in Northwest Arkansas.

Clinton YWCA – Clinton, Iowa (2024) Coordinated mobilization efforts for and conducted architectural survey and authored the finding of effects for the proposed construction of a low-income housing project in Clinton.

EDUCATION

Bachelor of Art, History, Texas State University, San Marcos, TX, *2020*

Master of Art, Historic Preservation, Goucher College, Baltimore, MD, *On-going*

REGISTRATIONS/ CERTIFICATIONS

Section 106 Review. Presented by the Advisory Council on Historic Preservation (2022).

Coordinating NEPA and Section 106. Presented by the Advisory Council on Historic Preservation (2022).

Protecting Historic Properties in Disaster Response. Presented by the Advisory Council on Historic Preservation (2022).

PROFESSIONAL TRAINING

TxDOT Section 4(f) training

OSHA 40-hour Health & Safety

AFFILIATIONS

Preservation Texas (2024–present)

Preservation Dallas, Texas (2022–present)

Cait Parish, BA (continued)

Ross Avenue Roadway and Sidewalk Repair – Dallas, Texas (2023–2024) Arranged the Project Coordination Request (PCR). Coordinated mobilization efforts for and conducted architectural survey and authored the HRSR for Texas Department of Transportation (TxDOT) sidewalk repair project in Dallas.

Reeves County Truck Bypass Route – Pecos, Texas (2023–2024) Conducted architectural survey and assisted with the formatting for the PCR for a proposed truck bypass in Pecos, Texas. Authored the Research Design and conducted archival research at local repository locations to support historic context development.

13th Avenue Sidewalk Repair – Belton, Texas (2023) Arranged the PCR for TxDOT sidewalk repair project in Belton.

TX 1047 – Leander, Texas (2023) Completed deed research for and authored the historic findings section for a rock wall archaeology site identified in support of a TxDOT project in Leander.

FM 6 Road Repair and Widening – Nevada and Josephine, Texas (2023) Authored architectural descriptions and eligibility statements for resources surveyed along the Farm-to-Market 6 between two communities.

River Vega Trail – Laredo, Texas (2023) Authored architectural descriptions for the Jefferson Water Works facility in Laredo within the Area of Potential Effect (APE) for the proposed walking trail.

OTHER EXPERIENCE

Architectural Historian for a variety of projects in Mississippi; Texas; Tennessee; New York; Kentucky; Oklahoma; New Jersey; Missouri; and Indiana. Preformed the reconnaissance survey for proposed solar farms; conducted field survey to assess effects of an increase in height of an existing transmission tower; prepared historic contexts on historic railroads and freight yards, and the New Jersey Atlantic City Boardwalk, Ocean City Boardwalk, and Wildwoods Boardwalk; preparation of site and building inventory forms for a variety of historic properties; authored and co-authored reports of finding; and compiled data for HABS and HAER projects. Additionally, performed Phase I archaeological survey for proposed facility expansion in support of the US Space Force, Lake Kickapoo Site, in Archer County, Texas.

Katie Vearil

Architectural Historian, Urban Planner

PROFESSIONAL EXPERIENCE

Katie is an architectural historian and urban planner at Terracon's Austin, Texas office. She comes to Terracon having experience with developing maintenance plans, performing conditions assessments, conservation laboratory and field methods, cemetery documentation, and preparing National Register nominations. Additionally, Ms. Vearil has experience conducting archival research, writing reports, performing community engagement, and working with Geographic Information Systems (GIS). She also has experience in developing sustainability programs, project programming, and public speaking. As a preservationist with a planning lens, she believes in preservation and planning that restores and revitalizes communities, enjoys a process that involves meaningful community led preservation, equitable outcomes, and economically and environmentally sustainable practices.

PROJECT EXPERIENCE

Frijole Ranch Museum – Salt Flat, Texas

Removed non-historic coating on masonry on Frijole Ranch Museum. Completed masonry repointing on Pinery Station with local stone and earth mortar. Prepared a treatment report for each structure.

Red Hill Cemetery Project – Waycross, Georgia

Documented the oldest African American cemetery in Waycross. Digitized death records to develop an online database.

Neil Cochran Slave Quarters – Austin, Texas

Prepared research design for the only remaining intact slave quarters in Austin. Completed acid digestion testing on plaster. Determined tools used on wood floors by comparing images of historic tool marks. Identified wood species through microscopic analysis.

Dinosaur Track House – Austin, Texas

Prepared a historic and materials context for a 1940 Works Progress Administration (WPA) building which houses dinosaur tracks from Glen Rose, Texas.

Hays County Jail – San Marcos, Texas

Prepared a Finish Analysis Report. Conducted on site and laboratory analysis of finish samples following ASTM E1610-14 methodology. Matched paint samples to Munsell Color System.

ATX Transit Report – Austin, Texas

Prepared a report on the barriers and recommendations for successful implementation of Project Connect. Wrote a historic context of transit in Austin. Conducted focus groups to understand the experience of transit riders.



EDUCATION

Master of Science, Community and Regional Planning, University of Texas, Austin, TX

Master of Science, Sustainable Design, University of Texas, Austin, TX

Bachelor of Arts, Interdisciplinary Studies, Concentration Environmental Studies, University of North Florida, Jacksonville, FL

AFFILIATIONS

Phi Alpha Theta
Tau Sigma Delta
Leadership Jacksonville
North Florida Green Chamber of Commerce Student Advisory Board
University of North Florida Environmental Leadership Program

PRESENTATIONS/ PUBLISHED ARTICLES

The Feasibility of a Deconstruction and Salvage Policy in Jacksonville, Florida, Thesis

Katie Vearil (continued)

Littlefield House – Austin, Texas
Prepared a conditions assessment on an 1894 Victorian mansion. Developed a short-term and long-term maintenance plan.

Dove Springs – Austin, Texas
Prepared a future land use plan for the neighborhood of Dove Springs. Developed a civic participation plan. Performed a suitability analysis of the neighborhood with ArcGIS Pro. Assessed various future land use plans utilizing ArcGIS Urban.

Beyond the Trail – Jacksonville, Florida
Partnered with Timucuan Parks Foundation to develop a series of outdoor educational events centered on the St. Johns River.

Greg R. Scott
Senior GIS Analyst



PROFESSIONAL EXPERIENCE

Mr. Scott is a GIS Analyst with over 25 years of experience in our Jacksonville, FL office. His private sector experience includes direct support of civil engineering, environmental, forestry and facility/land planning and design companies. Mr. Scott's public sector experience includes extensive work with local, state and federal government agencies. He specializes in large dataset acquisition/creation and management, cartographic/thematic mapping, environmental/ specialized analysis, mobile GPS technologies, technical design, client coordination and report writing. His broad GIS experience includes areas of transportation, commercial/residential/retail development, conservation/urban planning, wetland and wildlife analysis/mitigation, cultural and natural resources, infrastructure planning and design, mining, surveying, land/property/facility assessments, healthcare, recreation, and wind/solar power generation. Mr. Scott has been responsible for GIS program development and management of company geospatial services and staff during the last ten years.

PROJECT EXPERIENCE

Red Hills Conservation, Tallahassee, Leon County, FL

Prepared all exhibits in support of Phase I Environmental Site Assessment (ESA) and Baseline Documentation reports to be delivered to the Florida Department of Environmental Protection (FDEP). The map package for this 961-acre site included Project Location, Existing Land Use, Wetlands Inventory, Photographic Index, NRCS SURRGO Soils, Existing Development, and Invasive/Exotic Species.

Southwest Intertie Project, North; Elko and White Pine County, NV

Provided GIS mapping of Appendix exhibits in support of the Class III archaeological survey within the Nevada portion of the Southwest Intertie Project-North ("SWIP-North"). SWIP-North is a 285-mile, 500-kilovolt transmission line project connecting the Midpoint power substation near Twin Falls, Idaho, with the Robinson Summit substation near Ely, Nevada. Appendix mapping supported both Geotechnical and Main Transmission Line Reports and were produced to Bureau of Land Management (BLM) graphic standards. Class III fieldwork and mapping identified 336 historic and prehistoric archaeological sites and covered over 221 miles in Nevada across two counties, which included 49 miles of Congressional transmission line reroutes. SWIP-North was selected to be part of the Department of Energy's Transmission Facilitation Program in April of 2024. All GIS data was delivered to BLM as part of the deliverable.

Harlem Solar, Winnebago County, IL

Set up ArcGIS Online web map to support onsite wetland delineation services on this 36-acre site northeast of Rockford, Illinois. Reporting Map Package graphics included Aquatic Resources and Topography exhibits, created from a Digital Terrain Model (DTM) surface image.

EDUCATION

◦ Masters of GIS (MGIS) Penn State University, 2019
◦ GIS Postbaccalaureate Certificate Penn State University, 2010
◦ Bachelor of Landscape Arch (BLA) Ball State University, 1993

CERTIFICATION

GISP Certification, 2014, No. 83420

AFFILIATIONS

◦ Amer. Society of Photogrammetry and Remote Sensing (ASPRS)
◦ Asso of Amer. Geographers (AAG)
◦ Florida Urban and Regional Info. Systems Association (FLURISA)

FLORIDA WORK HISTORY

◦ Terracon Consultants, Inc., Sr. GIS Analyst, April 2021 - Present
◦ Prosser, Inc., GIS Manager, Jan 2017 – April 2021
◦ R-A-M Professional Group, GIS Specialist, Jan 2013 – Dec 2016
◦ Lan Associates GIS Analyst, April 2011 – Dec 2012
◦ Aerotek, Inc. (Rayonier contractor), GIS Analyst, Jan 2010 – April 2011
◦ England-Thims & Miller, Inc., GIS Analyst & Land Planner, June 2001 – May 2009
◦ Carlson, Inc., OSP Analyst, April 2000 – June 2001
◦ Prosser Hallock & Kristoff, Inc., Land Planner & GIS Analyst, May 1997 - April 2000

FDACS Rural and Family Lands, Highlands, Okeechobee, Baker and Putnam County, FL
This project included fieldwork, graphics and reporting on four different tracts of land in four different Florida counties, in support of the Rural and Family Lands Protection Program at the Florida Department of Agriculture and Consumer Services (FDACS). These four sites represented over 3000 acres of rural family lands and map documentation included utilizing the Florida Land Use, Cover and Forms Classification System (FLUCFCS) to produce the Existing Land Use exhibits. Terracon collected GPS data and photo documented each site for its Significant Natural Areas, Existing Development and Invasive Species documentation, while graphics illustrating this field work utilized deployment of web mapping technology on Terracon's Enterprise Portal as part of the graphic deliverable workflow.

I-95 Widening from I-295 to S.R. 202, Duval County, FL
Provided GIS analysis/graphics in support of FDEP State 404 Jurisdiction Permit application. Exhibits provided for this 2-mile stretch of interstate highway covered soils, land use existing site conditions, and proposed site conditions showing wetland impacts and areas of road widening.

RiverTown, Ravines Trail Network and Boardwalk ERP, St. Johns County, FL
Coordination with design engineer to use CAD drawings in preparation of GIS exhibits for permitting trail wetland impacts, preservation and creation areas as well as tracking wetlands to remain and producing an exhibit for an off-site mitigation location.

Gopher Tortoise Mitigation Bank, St. Johns County, Clay County and surrounding Northeast Florida counties
Production of spatial pods based on soils analysis and field verification by Terracon Ecologists for purposes of gopher tortoise relocation from other development sites. Several sites including Longleaf, St. Johns and Green Creek Mitigation Banks, as well as five FWC sites has been provided geographical information assistance. Additional GIS suitability analysis on surrounding Northeast County lands meeting ideal gopher tortoise habitat criteria has been performed in an effort to locate future mitigation banks.

Hildreth Solar Power Plant, Suwannee County, FL
GIS creation and management of databases to provide storage of feature class datasets, analyses and GPS field collections supporting Terracon's gopher tortoise survey services.

Times Union Assessment Background Study, Jacksonville, FL
Provide web mapping to support GPS field work locating existing/proposed soil borings and monitoring wells and delineation of hydrocarbon plume contamination; use provided AutoCAD drawings to illustrate locations of proposed buildings and rerouting of McCoy's Creek to subdivide parcel.

RiverTown, Parcel 47, St. Johns County, FL
Provide GIS analysis during annual Submerged Aquatic Vegetation (SAV) survey reporting. Use AutoCAD and GIS to produce transect water depth and dock length calculations and exhibits necessary for permitting four docks along parcel's St. Johns River water bank.

Trail Ridge Landfill, Duval County, FL
Use as-built surveys to create GIS wetland creation areas as well as exhibits illustrating timber thinning and clear-cutting areas, including corresponding transects being monitored in the field of those areas.

Appendix B: Project Capsules





Intensive-Level Historic Resources Survey and NRHP Nomination

CENTRAL AVENUE HISTORIC DISTRICT, HOT SPRINGS, ARKANSAS

Terracon completed an intensive-level **historic resources survey for the City of Hot Springs** to complete an updated National Register of Historic Places (NRHP) nomination for the Central Avenue Historic District. The project received Arkansas Historic Preservation Program (AHPP) state-level funding and the survey fulfilled the City of Hot Spring's preservation goals as a Certified Local Government (CLG). The project included a **re-evaluation of 64 resources within the boundaries of the historic district and presentation** of the results in an updated NRHP nomination form.

To fulfill the goals of the project, Terracon conducted initial public outreach efforts to inform business owners and the Historic District Commission about the project goals, timeline, survey process, and the benefits of listing in the National Register. The team performed a literature review of original documents and photos related to the project area at local repositories, including the 1985 NRHP nomination and subsequent survey updates. A site by the project team documented each building with the recommended district boundaries using intensive-level survey methods. Through evaluation of the research and survey results, Terracon confirmed a revised period of significance and evaluated the overall architectural integrity and historical significance for resources within the expanded period. Public outreach efforts continued with updates on the results of the field survey and recommendations for the revised NRHP nomination.

"It was a pleasure working with you again on another successful historic preservation project here in Hot Springs."

-Rick Stauder, Planning/CLG Coordinator, City of Hot Springs, Arkansas

Terracon prepared the updated nomination for the historic district, containing the results of the research and survey work completed. The Terracon project manager presented the nomination to the Arkansas State Board of Review (SBOR) for their review and consideration. The updated NRHP nomination was accepted by the SBOR in April 2019 and has been forwarded to the Keeper for listing in the NRHP.

CLIENT:

Rick Stauder
Planning Director
City of Hot Springs
133 Convention Blvd
Hot Springs, AR 71901
501-321-6872
RStauder@cityhs.net

DATE:

September 2018 – April 2019

PROJECT VALUE:

$7,910

HIGHLIGHTS:

Archival Research

Public Outreach Efforts

Meetings with Historic District Commission

Intensive-level Historic Resources Survey

NRHP Eligibility Re-evaluations

Integrity Evaluation

National Register nomination





San Marcos Historic Resources Survey

SAN MARCOS, HAYS COUNTY, TEXAS

As a sub-consultant to Hicks & Company, Terracon completed a series of reconnaissance-and windshield-level historic resources surveys for the My Historic SMTX Historic Resources Survey. The project deliverables now serve as a guide for the City of San Marcos Historic Landmark Commission as they work to establish preservation priorities, consider potential local landmark and local historic district designations and National Register of Historic Places (NRHP) nominations, and identified resources meriting further research. The project included a re-evaluation of 1,406 resources within the boundaries of the city-wide project area.

To fulfill the goals of the project, Terracon conducted initial public outreach efforts to promote interest and city pride. The team conducted archival research to develop a historic context for the project areas, which served as the framework for evaluation of historic resources encountered during the survey. Terracon performed reevaluations (evaluation and update) to the three existing historic resources surveys that were conducted in the 1990s. The project team conducted reconnaissance and windshield surveys that included the identification, documentation, and prioritization of new resources that had not been surveyed within the survey boundary areas, and the completion of a Historic Resources Survey Report which contained valuable recommendations to assist the city with future designations, to review and assess future planning initiatives and development proposals, and to provide guidance on resources that are most threatened.

CLIENT:
Elizabeth Porterfield, MSHP
Hicks & Company
1504 W. 5th Street
Austin, TX 78703
United States of America
ph: (512) 478-0858
eporterfield@hicksenv.com

DATE:
August 2018 – September 2019

PROJECT VALUE:
$19,740.00

HIGHLIGHTS:
Archival Research

Reconnaissance and Windshield Surveys

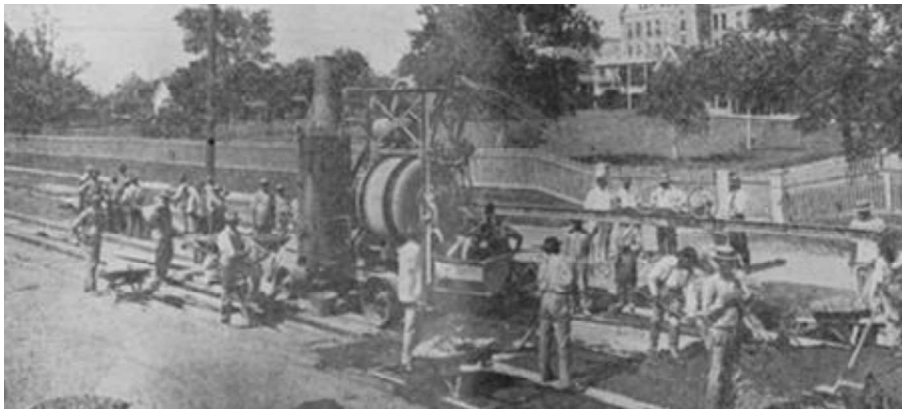
Public Outreach Efforts

Historic Resources Survey Report

NRHP Eligibility Re-evaluations

Integrity Evaluation

My Historic SMTX Historic Resources Survey recommended a total of 204 individual resources as high preservation priority. Based on the results of the reconnaissance survey and the integrity and significance of the surveyed resources, five expansions of existing districts and one new potential historic district were recommended within the survey area.





Ross Avenue Roadway and Sidewalk Improvements

Dallas, Texas

In addition to other environmental services, Terracon contracted with the City of Dallas to conduct a Historic Resources Survey in accordance with Section 106 of the National Historic Preservation Act (NHPA). The Project proposes the widening and re-construction of sidewalks along Ross Avenue between its intersections with Greenville Avenue and the NorthCentral Expressway Frontage Road.

Terracon architectural historians conducted a historic resources survey along the Project alignment. Present in this alignment is early- and mid-twentieth century commercial buildings, a 1915 school complex, a 1906 single-family residence (now social clubhouse), and an early-twentieth century church complex. Of these, one of the properties is a Recorded Texas Historic Landmark, the Alexander Mansion; and one property, the James W. Fannin Elementary School Historic District, is listed on the National Register for Historic Placed (NRHP).

Historically, Ross Avenue was lined with late-nineteenth century and early-twentieth century residences. From approximately 1880 to about 1910, Ross Avenue was known for its stately residences, of which only two remain. After about 1910, travel in Dallas shifted away from street rail to the automobile, causing many former Ross Avenue residents to relocate to Swiss Avenue (Munger's Place). Saint Mary's College [of Dallas], acknowledged as a prestigious college, was opened near the intersection of Ross and Garrett avenues in 1899, and the James W. Fannin Elementary School was constructed at the corner of Ross Avenue and San Jacinto Street in 1915. Automobile-related businesses encroached the street between the 1920s and 1930s.

CLIENT:
Elizabeth Perez Long
Environmental Coordinator II
City of Dallas
1500 Marilla Street, 7AN
Dallas, TX 75201
(214) 671-8977
elizabeth.perez@dallas.gov

DATE:
November 2023 – April 2024

PROJECT VALUE:
$88,770.74

HIGHLIGHTS:
National Register of Historic Places, Section 106 Documentation, Section 4(f) Compliance

Interesting Aspect(s) of the project – Terracon architectural historians from the Austin, Texas office documented the resources along Ross Avenue. Of interest was the remaining historic fabric that marked change along the roadway, particularly the Beaux Arts style Alexander Mansion (1906), the Gothic Revival Saint Matthew's Cathedral (1929), the Spanish Revival James W. Fannin Elementary School (1915), the Mission Revival style Oriental Rug Cleaning Company building (1926), and the former Safeway turned Dallas Independent School District administration building (1965) constructed in the Marina-style, exemplifying Mid-Century Modern design and aesthetics.

Finance Committee **7.**

Meeting Date: 01/13/2025

Initiator: Tammy Tracy, City Clerk

Department: City Clerk

Staff Information Source:

Information

AGENDA ITEM TITLE:

Consider approval to award a bid in the amount of $225,704.00 to EKA Consulting, for the City of Muskogee Rehabilitation Program for the remaining eight (8) single-family structures from the 2021-2022 grant period, and authorize the City Manager to negotiate the same, or take other necessary action. (Jody King)

BACKGROUND:

Since the original application period in 2021-2022, the City, with the assistance of third-party home inspector(s), identified 14 single-family residential properties that needed repairs that were owned by elderly or disabled people whose Area Median Income (AMI) was 50 - 80 (or more) of Muskogee. The original applications were evaluated using guidelines for assisting low and extra-low-income people in the City created by the Department of Housing and Urban Development (HUD).

After an original bidding period in 2023, the City awarded all 14 structures; 5 structures were awarded to Home Designs and 9 structures were awarded to NCC, LLC. Home Designs completed their structures and NCC withdrew from the award. The City had to rebid those 9 structures. We opened bidding on those structures originally from August 9, 2024, to August 30, 2024, and received zero responses. We rebid the structures from October 11, 2024, to November 1, 2024 receiving a single bid from EKA Consulting.

EKA Consulting was evaluated by the Contractor's Pre-Qualification Board as required by Chapter 2, Division 16, Section 2-548 of the City Code of Ordinances on November 26, 2024. In a Special Call Session, the Board approved EKA as a pre-qualified contractor making them eligible to receive an award for the rehabilitation program.

Given the difficulty in completing the structures that were originally applied for many years ago, and some of the structures experiencing further deterioration due to age, the Planning Department recommends approval of the bid of $225,704.00 to award the contract to EKA Consulting.

The funding mechanism for Area 10 was grant funding from the City of Muskogee Foundation. To date, we have $394,135.00 remaining in grant funding. This was a budgeted line item for the 2025 Fiscal Year.

RECOMMENDED ACTION:

Approve the Bid by EKA Consulting and authorize the City Manager to negotiate and execute the agreement.

Fiscal Impact

FUNDING SOURCE:
260-7010-463.39-90

Attachments

EKA Consulting Bid Document

MUSKOGEE
Planning Department

229 W. Okmulgee
Muskogee, OK 74401
(918) 684-6232

Rehab Bid Document
2717 W. Broadway Street

Contractor: **EKA Consulting Company**

Roof License No.: **OK #0668 (Subcontracted)**

Scope of Work

Windows & Framing Replacement	$15,580.00
Back Deck/Ramp Repair	$2,300.00
Siding Repairs & Paint	$8,225.00
Fascia & Soffit Repairs & Paint	$1,200.00
TOTALS	**$27,305.00**

Comments: **15 WORKING DAYS TO COMPLETE**



MUSKOGEE
Planning Department

229 W. Okmulgee
Muskogee, OK 74401
(918) 684-6232

Rehab Bid Document
2606 W. Broadway Street

Contractor: **EKA Consulting Company**

Roof License No.: **OK #0668 (Subcontracted)**

15 WORKING DAYS TO COMPLETE PROJECT

Scope of Work

Concrete Patio Repair	$6,100.00
Roof Replacement	$9,842.00
Siding Replacement	$10,900.00 (Prep and Paint only. Price **is not** for replacement of asbestos
Fascia & Soffit Repairs	$2,200.00
Window & Framing Repairs/Replacement	$25,155.00 (all windows replace and reframe)
Front Door Replacement	$900.00
TOTALS	**$55, 097.00**

Comments: For siding EK provided a price for prep and paint, similar to 2434 Court Street. Price **is not** for replacement



MUSKOGEE
Planning Department

229 W. Okmulgee
Muskogee, OK 74401
(918) 684-6232

Rehab Bid Document
2811 Oklahoma Street

Contractor: EKA Consulting Company

Roof License No.: OK #0668 (Subcontracted)

Scope of Work

Windows & Window Framing Replacement	$10,995.00	(15- reframe only, 7- replace and reframe)
Painting of Brick (owner requested)	$7,200.00	
Siding – Brick & Mortar Repairs	$3,000.00	
Wood Siding Replacement	$2,100.00	
Porch Repairs/Replacement	$5,000.00	
Soffit & Fascia Repairs & Paint	$4,800.00	
Roof & Gutter Repairs/Replacement	$11,211.00	
TOTALS	**$44,306.00**	

Comments: 15 WORKING DAYS TO COMPLETE



MUSKOGEE
Planning Department

229 W. Okmulgee
Muskogee, OK 74401
(918) 684-6232

Rehab Bid Document
2434 Court Street

Contractor: **EKA Consulting Company**

Roof License No.: **OK #0668 (Subcontracted)**

Scope of Work

Windows & Window Framing Replacement	$6,435.00	(6- frame only 5- new window and frame)
Siding Replacement and painting	$5,500.00	
Roof Repair/Replacement	$7,166.00	
Soffit & Fascia Replacement and Painting	$1,200.00	
Porch Repairs	$750.00	
Replace Guttering	$885.00	
TOTALS	**$21,936.00**	

Comments: **15 WORKING DAYS TO COMPLETE**

Bid Price for Siding ($5,500) includes prepare surface and paint existing asbestos siding. Does not include abatement/ remediation of asbestos siding or installation of new siding of any kind.



MUSKOGEE
Planning Department

229 W. Okmulgee
Muskogee, OK 74401
(918) 684-6232

Rehab Bid Document

2625 Arline Avenue

Contractor: **EKA Consulting Company**

Roof License No.: **N/A**

Scope of Work

Window Shutter Repairs	$500.00
Soffit Vent Repairs	$600.00
TOTALS	**$1,100.00**

Comments:

2 WORKING DAYS TO COMPLETE



MUSKOGEE
Planning Department

229 W. Okmulgee
Muskogee, OK 74401
(918) 684-6232

Rehab Bid Document
719 S. 29th Street

Contractor: **EKA Consulting Company**

Roof License No.: **OK #0668 (Subcontracted)**

Scope of Work

Siding Repair/Replacement	$1,500.00
Roof Repair/Replacement	$9,200.00
Fascia, Soffit, & Eaves Repair/Replacement	$900.00
TOTALS	**$11,600.00**

Comments:

10 WORKING DAYS TO COMPLETE



MUSKOGEE
Planning Department

229 W. Okmulgee
Muskogee, OK 74401
(918) 684-6232

Rehab Bid Document
2908 Williams Avenue

Contractor: **EKA Consulting Company**

Roof License No.: **OK #0668 (Subcontracted)**

Scope of Work

Siding Repair/Replacement	$7,200.00	
Facia & Soffit Repair/Replacement	$2,100.00	
Window & Framing Replacement	$13,755.00	(All windows new replacement)
Exterior Door Moulding Replacement	$900.00	
TOTALS	**$23,955.00**	

Comments: 15 WORKING DAYS TO COMPLETE



MUSKOGEE
Planning Department

229 W. Okmulgee
Muskogee, OK 74401
(918) 684-6232

Rehab Bid Document
2723 Garland Street

Contractor: **EKA Consulting Company**

Roof License No.: **OK #0668 (Subcontracted)**

15 WORKING DAYS TO COMPLETE PROJECT

Scope of Work

Windows & Framing Replacement	$16,335.00
Back Deck/Ramp Repair/Guardrail Install	$1,500.00
Siding Repairs & Paint	$11,500.00
Fascia & Soffit Repairs & Paint	$2,100.00
Exterior Door & Framing Replacement	$950.00
Roof Replacement	$8020.00 (See Comments below. Price is for replacement if required)
TOTALS	**$40,405.00**

Comments: **Based on inspection report and visual observation, the roof appears to have more life. Price provided is for roof replacement if the City decides to replace.**



Finance Committee			**8.**
Meeting Date:	01/13/2025		
Submitted For:	Jeff Reeves, Public Works	**Initiator:**	Ashley Wallace
Department:	Public Works		
Staff Information Source:			

Information

AGENDA ITEM TITLE:

Consider approval of final payment to Cook Consulting, in the amount of $213,083.39, for the Walnut Creek, Project No. 2020007, or take other necessary action. (Jody King)

BACKGROUND:

The City of Muskogee's work on the Walnut Creek Subdivision, including streets, water, sewer, drainage, sidewalks, etc. and clean-up, has been completed. The sidewalk installation was pushed back until the driveways were in place to avoid issues.

RECOMMENDED ACTION:

Staff recommends approval.

Fiscal Impact

Attachments

Walnut Creek Final Pay App

COOK CONSULTING LLC
P.O. BOX 10
FORT GIBSON, OK 74434

PROJECT NAME/NUMBER: Walnut Creek Subdivision

December 9, 2024 PAY APPLICATION NUMBER 3FINAL

1	INITIAL CONTRACT VALUE:		$	889,599.75
2	TOTAL VALUE OF CHANGE ORDERS:		$	(2,888.80)
3	ADJUSTED CONTRACT VALUE (1+2):		$	886,710.95
4	VALUE OF WORK COMPLETED TO DATE (from attached schedule)		$	886,710.95
5	RETAIN AGE REDUCTION FOR WORK COMPLETED TO DATE	0%	$	-
6	VALUE OF MATERIALS STORED ON SITE (Attached Summary)			$0.00
7	RETAIN AGE REDUCTION ON MATERIALS STORED	5%	$	-
8	TOTAL EARNED, LESS RETAIN AGE (4+6-5-7)		$	886,710.95
9	TOTAL PREVIOUSLY PAID		$	673,627.56
10	TOTAL DUE THIS ESTIMATE			**$ 213,083.39**

Total Weather Days requested 0

This is to certify that we have verified this Periodical Estimate, and that to the best of our knowledge and belief it is a true and correct statement of work performed and materials supplied by the contractor and that the Contractor's certified statement of his account and the amount due him is correct and just, and that all work and materials included in this Periodical Estimate have been performed in full accordance with the terms and conditions of the corresponding construction documents and authorized changes thereto. Payment of this estimate is recommended.

12/09/24
By Contractor

12-16-24
By Engineer of Record

By Owner / Trustee

By Owner / Trustee

Walnut Creek Subdivision
PAY APP NO: 3FINAL

Bid Schedule

Cook Consulting LLC
Fort Gibson, OK

		UNIT QUANTITY	UNIT COST	BID AMOUNT	COMPLETED TO DATE		COMPLETED PREVIOUSLY		COMPLETED THIS PERIOD		PERCENT COMPLETE
Mobilization	LS	1	$ 77,550.00	$77,550.00	1	$ 77,550.00	1	$ 77,550.00		$ -	100%
STREETS Earth Work	LS	1	$100,000.00	$100,000.00	1	$ 100,000.00	1	$ 100,000.00		$ -	100%
Silt Dike	LF	100	$ 10.00	$1,000.00	100	$ 1,000.00	10	$ 100.00	90	$ 900.00	100%
Silt Fence	LF	3000	$ 1.00	$3,000.00	3000	$ 3,000.00	3000	$ 3,000.00		$ -	100%
Sod	Sy	5000	$ 4.00	$20,000.00	5000	$ 20,000.00	0	$ -	5000	$ 20,000.00	100%
6" paving	Sy	3735	$ 40.16	$149,999.80	3735	$ 149,999.80	0	$ -		$ -	100%
6" approaches	Sy	405	$ 49.38	$19,999.95	405	$ 19,999.95	0	$ -		$ -	100%
Sidewalk	Sy	1667	$ 44.99	$75,000.00	1667	$ 75,000.00	0	$ -	1667	$ 75,000.00	100%
Curb and Gutter	Lf	2998	$ 15.01	$44,999.98	2998	$ 44,999.98	0	$ -		$ -	100%
Agg base	Cy	785	$ 44.59	$35,000.00	785	$ 35,000.00	0	$ -		$ -	100%
Agg base sw	Cy	93	$ 48.39	$4,500.00	93	$ 4,500.00	1	$ 48.39	92	$ 4,451.61	100%
Sub grade B	Sy	4709	$ 1.70	$8,000.00	4709	$ 8,000.00	0	$ -		$ -	100%
Curb inlet	Ea	1	$ 3,500.00	$3,500.00	1	$ 3,500.00	0	$ -		$ -	100%
18"	Lf	173	$ 60.69	$10,499.99	173	$ 10,499.99	173	$ 10,499.99		$ -	100%
18" end section	Ea	1	$ 2,000.00	$2,000.00	1	$ 2,000.00	0	$ -	1	$ 2,000.00	100%
HC ramp	Ea	8	$ 250.00	$2,000.00	8	$ 2,000.00	0	$ -	8	$ 2,000.00	100%
Construction entrance	Ls	1	$ 2,500.00	$2,500.00	1	$ 2,500.00	1	$ 2,500.00		$ -	100%
6" c900	Lf	1557	$ 20.55	$32,000.01	1557	$ 32,000.01	1557	$ 32,000.01		$ -	100%
6" GV w box	Ea	10	$ 750.00	$7,500.00	10	$ 7,500.00	10	$ 7,500.00		$ -	100%
FH w/ Gv	Ea	2	$ 3,500.00	$7,000.00	2	$ 7,000.00	2	$ 7,000.00		$ -	100%
6" tap	Ea	1	$ 3,800.00	$3,800.00	1	$ 3,800.00	1	$ 3,800.00		$ -	100%
6" bore hdpe	Lf	45	$ 155.56	$7,000.00	45	$ 7,000.00	45	$ 7,000.00		$ -	100%
Service Setting	Ea	40	$ 100.00	$4,000.00	40	$ 4,000.00	0	$ -	40	$ 4,000.00	100%
3/4" service connect	Ea	40	$ 100.00	$4,000.00	40	$ 4,000.00	0	$ -	40	$ 4,000.00	100%
3/4" service line	Lf	1485	$ 10.00	$14,850.00	1485	$ 14,850.00	0	$ -	1485	$ 14,850.00	100%
8" sdr 35 sewer	Lf	1570	$ 35.03	$55,000.00	1570	$ 55,000.00	1570	$ 55,000.00		$ -	100%
4' Id mh	Ea	7	$ 2,500.00	$17,500.00	7	$ 17,500.00	7	$ 17,500.00		$ -	100%
4" service line	Lf	884	$ 20.36	$18,000.01	884	$ 18,000.01	200	$ 4,072.40	684	$ 13,927.61	100%
Service Connection	Ea	40	$ 250.00	$10,000.00	40	$ 10,000.00	40	$ 10,000.00		$ -	100%
Tie to ex mh	Ea	1	$ 4,000.00	$4,000.00	1	$ 4,000.00	1	$ 4,000.00		$ -	100%
Back flow valves	Ea	40	$ 150.00	$6,000.00	40	$ 6,000.00	0	$ -	40	$ 6,000.00	100%
Detention pond Earth Work	Ls	1	$100,000.00	$100,000.00	1	$ 100,000.00	0.9	$ 90,000.00	0.1	$ 10,000.00	100%
Concrete channel	Lf	400	$ 40.00	$16,000.00	400	$ 16,000.00	0	$ -	400	$ 16,000.00	100%
Weir Structure	Ea	1	$ 2,500.00	$2,500.00	1	$ 2,500.00	1	$ 2,500.00		$ -	100%
36" storm	LS	1	$ 17,400.00	$17,400.00	1	$ 17,400.00	1	$ 17,400.00		$ -	100%
36" headwall	Ea	1	$ 3,500.00	$3,500.00	1	$ 3,500.00	0	$ -	1	$ 3,500.00	100%
CO#1											
Back Flow Valves	ea	-40	$ 150.00	-$6,000.00	-40	$ (6,000.00)		$ -	-40	$ (6,000.00)	100%
6" bore hdpe	lf	20	$ 155.56	$3,111.20	20	$ 3,111.20	20	$ 3,111.20		$ -	100%
				$886,710.95		$ 886,710.95				$ 170,629.22	100%

Finance Committee			**9.**
Meeting Date:	01/13/2025		
Submitted For:	Mark Wilkerson, Parks & Recreation	**Initiator:**	Ashley Wallace
Department:	Parks & Recreation		
Staff Information Source:			

Information

AGENDA ITEM TITLE:

Consider approval of final payment to Heritage Hills Roofing & Construction, in the amount of $298,500.00, for the Swim and Fitness Center, Roof Replacement Project No. 2024002, or take other necessary action. (Mark Wilkerson)

BACKGROUND:

The Muskogee Swim and Fitness Center underwent interior renovations and needed roof replacement in order to remedy leaks and ensure protection of the recent investment in the facility. The City proposed and approved construction of a new TPO system for the entire roof. Project construction was completed by Heritage Hills Roofing and Construction. Staff is recommending final payment and closeout of the project.

RECOMMENDED ACTION:

Staff recommends approval.

Fiscal Impact

Attachments

Final Pay App

HERITAGE HILLS ROOFING
& CONSTRUCTION

INVOICE

(405) 693-4628

andy@heritagehills roofing.com

7424 Skipping Stone Dr.
Edmond, OK 73034

Invoice No:	Invoice Date:	Account Number:
785	12/10/2024	Cityt Of Muskogee

Bill To: City of Muskogee
PO Box 1927
Muskogee, OK 74402

ADDRESS	AMOUNT
FINAL INVOICE FOR Muskogee Swim and Fitness Center Roof Replacement	$298,500.00

SUBTOTAL:	$298,500.00
TOTAL:	$298,500.00

PLEASE MAKE PAYMENT TO:

SOONERDREW CONSULTING, LLC
7424 SKIPPING STONE DR.
EDMOND, OK 73034

Thank you for your business!

Andy Jacks

Finance Committee **10.**

Meeting Date: 01/13/2025
Submitted For: Avery Rigney, Public Works
Initiator: Benita Hotema, Assistant Financial Analyst
Department: Finance
Staff Information Source:

Information

AGENDA ITEM TITLE:

Consider approval to accept the best and only bid for Catch Basin Repair Contract from Cook Consulting, LLC, not to exceed $200,000.00, or take other necessary action. (Mike Stewart)

BACKGROUND:

The Catch Basin Repair Contract involves replacing existing, outdated open-mouth catch basins with new, modern catch basin grates, frames, and curb hoods. The goal is to enhance the efficiency, durability, and safety of the storm water drainage system. The scope includes the removal of old catch basin components and installation of the updated infrastructure to improve functionality and reduce maintenance needs. The prices provided by the bidder per catch basin will include the cost of materials (grates, frames, curb hoods), labor, site preparation, and disposal of old components.

The bid request was advertised in the local newspaper and on the City website and communicated to all known vendors. One bid was received on January 7, 2025 for the Catch Basin Repair Contract and staff recommends approval of the one bid from Cook Consulting, LLC not to exceed $200,000 as follows:

PRICE:	
per catch basin with curb hood	$6,090
per catch basin with no curb hood	$5,890
per catch basin double grate and frame with curb hood	$6,990
per catch basin double grate and frame with no curb hood	$6,790

RECOMMENDED ACTION:

Staff recommends approval for the Catch Basin Repair Contract from Cook Consulting, LLC not to exceed $200,000.

Fiscal Impact

FUNDING SOURCE:

Stormwater Fund 504-6010-430.39-90

Attachments

Bid Tab-Catch Basin Repair Contract

Tabulation Sheet

City of Muskogee

Bid Item: Catch Basin Repair Contract
Date: 1/7/2025 2pm
Department: Public Works

Approved by Purchasing: _____

Approved by City Council: _____

Vendors:	Cook Consulting						
Price:							
per catch basin with curb hood	$1609.0						
per catch basin with no curb hood	5890						
per catch basin double grate and frame with curb hood	6990						
per catch basin double grate and frame with no curb hood	6790						

Witnessed by: Beverly Hotema

Approved by:

Finance Committee			**11.**
Meeting Date:	01/13/2025		
Submitted For:	Jeff Reeves, Public Works	**Initiator:**	Ashley Wallace
Department:	Public Works		
Staff Information Source:			

Information

AGENDA ITEM TITLE:

Consider approval of final payment to Harness Roofing Inc., in the amount of $29,948.30, for the Roxy Theater Roof Project No. 2024004, or take other necessary action. (Roger Kolman)

BACKGROUND:

The Roxy Theater Building had multiple leaks throughout the structure and the roofing material was at the end of its useful life. City Staff proposed providing a new TPO roofing system. The completed improvements will alleviate all leaks and provide protection to the structure and its contents. City Staff requested bids for the project to replace the existing roofing system and awarded to Harness Roofing Inc. The proposed project has been completed by Harness Roofing Inc., and City Staff is requesting final payment and project closeout.

RECOMMENDED ACTION:

Staff recommends approval.

Fiscal Impact

Attachments

Final Pay App Roxy Theater Roof

To Owner: City of Muskogee
1401 S. B Street
Muskogee, OK 74401

Project: Roxy Theater Waterproofing

Application No. 03
Period To: 12/12/2024
Project Number: 24-51-0142
Contract Date:

From Contractor:
Harness Roofing Inc.
415 South Main
Harrison, AR 72601

Contract For:

Contractor's Application for Payment

Application is made for payment, as shown below, in connection with the Contract.
Continuation Sheet is attached.

1.	**Original Contract Sum**	$ 299,483.00
2.	**Net Change by Change Orders**	
3.	**Contract Sum to Date** (line 1 +/- 2)	$ 299,483.00
4.	**Total Completed and Stored to Date** (Column G)	$ 299,483.00
5.	**Retainage:**	
	a: 0.00 % of Completed Work (Columns D+ E)	
	b: % of Stored Material (Column F)	
	Total Retainage (Line 5a + 5b or total in column I)	$ 269,534.70
6.	**Total Earned Less Retainage** (Line 4 less Line 5 Total)	$269,534.70
7.	**Less Previous Certificates for Payment** (Line 6 from prior Certificate)	$ 29,948.30
8.	**Current Payment Due**	$ 0.00
9.	**Balance to Finish, Including Retainage** (Line 3 less Line 6)	

Architect's Certificate for Payment

Architect's signature below is his assurance to Owner, concerning the payment herein applied for, that: (1) Architect has inspected the Work represented by this Application, (2) such Work has been completed to the extent indicated in this Application, and the quality of workmanship and materials conforms with the Contract Documents, (3) this Application for Payment accurately states the amount of Work completed and payment due therefore, and (4) Architect knows of no reason why payment should not be made.

ENGINEER
~~Architect~~:

By: Michael Taylor Date: 12/17/24

Neither this Application nor payment applied for herein is assignable or negotiable. Payment shall be made only to Contractor, and is without prejudice to any rights of Owner or Contractor under the Contract Documents or otherwise.

I hereby certify that the work performed and the materials supplied to date, as shown on the above represent the actual value of the accomplishment under the terms of the Contract (and all authorized changes thereof) between the undersigned and the City of Muskogee relating to the above referenced project. I also certify that the contractor has paid all amounts previously billed and paid by the owner.

CONTRACTOR

By: _____

Date: 12.13.2024

State Of Oklahoma County Of Tulsa
Subscribed and sworn to before me this 13th day of Dec, 2024

Notary Public Stephanie Torres
My commission expires: 11.03.2025

STEPHANIE TORRES
Notary Public, State of Oklahoma
Commission # 21014410
My Commission Expires 11-03-2025

Application No. 03
Application Date: 12/12/2024
Period To: 12/12/2024
Project No. 24-51-0142

A	B	C	D	E	F	G		H	I
Item No.	Description of Work	Scheduled Value	Work Completed		Materials Presently Stored (Not in D or E)	Total Completed & Stored to Date (D+E+F)	% (G/C)	Balance To Finish (C-G)	Retainage
			From Previous Application (D+E)	This Period					
1	Labor	28,590.00	28,590.00			28,590.00	100.00		
2	Material	50,893.00	50,893.00			50,893.00	100.00		
	Totals	79,483.00	79,483.00			79,483.00	100.00		

Finance Committee			**12.**
Meeting Date:	01/13/2025		
Submitted For:	Roger Kolman, Assistant City Manager	**Initiator:**	Ashley Wallace
Department:	Assistant City Manager		
Staff Information Source:			

Information

AGENDA ITEM TITLE:

Consider approval of the lowest and best bid in the amount of $3,547,338.00, from AC Owen Construction, for the Oklahoma Music Hall of Fame, Remodel Project No. 2024006, or take other necessary action. (Roger Kolman)

BACKGROUND:

The historic Frisco Freight Depot, built in 1903 and expanded in 1920, has been home to the Oklahoma Music Hall of Fame since 2003. The 100-plus-year-old building was in need of renovations.

The project will be close to a 100% remodel. The exterior of the project will consist of a new roof and HVAC units, exterior graphics, marquee sign, facade, lighting, entrance ramp, decking, and the Caboose will be painted. The interior will include remodeled bathrooms, kitchen, and welcome entrance.

Bids were solicited in the newspaper and online in multiple bid rooms. Two (2) competitive bids were received and Narrate Design is recommending an award to the low bidder, AC Owen Construction.

The project is being funded by the Oklahoma Department of Commerce, the City of Muskogee and the Oklahoma Finance Development Authority.

RECOMMENDED ACTION:

Staff recommends approval.

Fiscal Impact

FUNDING SOURCE:

213-1520-413-61.00 - $3,420,000.00 (Oklahoma Dept of Commerce and P3 Funding)
392-1520-413-69.50 - $496,629.00 (City of Muskogee)

Attachments

Recommendation Letter and Bid Tab

narrate
ARCHITECTURE | INTERIORS | PLANNING

Ashley Wallace
Project and Contract Coordinator
Project Department
City of Muskogee
PO Box 1972
Muskogee, OK 74402

January 6, 2025

RE: Oklahoma Music Hall of Fame
Project # 2024006

Dear Ashley:

Narrate Design respectfully submits an award recommendation for the Oklahoma Music Hall of Fame project for consideration and approval by the City of Muskogee.

A bid tabulation sheet for the project is attached for reference. All requested bidding information was provided by the bidder, and a spot check of their references appears to make them qualified for the work. Recommendation is as follows:

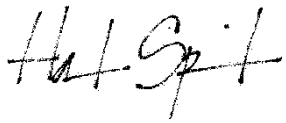
Oklahoma Music Hall of Fame
AC Owen Construction

City of Muskogee Cost: $367, 885
Oklahoma Music Hall of Fame Cost: $3,179,453
Total Base Bid: $3,547,338

Deduct Alternate No 1: $49,000
Deduct Alternate No 2: $55,000

Total Award Recommendation: $3,547,338

Sincerely,



Hank Spieker AIA
Principal

Oklahoma Music Hall of Fame Bid Tab

	1: AC Owen Construction	2: HOEY Construction
Bid Form	X	X
Attended Pre Bid Meeting	X	X
Addenda A	X	X
Addenda B	X	X
Addenda C	X	X
Addenda D	X	X
Addenda E	X	X
Bid Bond + Certified Check	X	X
Business Relationships Affidavit	X	X
Noncollusion Affidavit	X	X
Certificate of Non Segregated Facilities	X	X
Certificate of Non Segregated Discrimination	X	X
Project Superintendent & Supervision Roster	X	X
EEO	X	X
Subcontractor List	X	X
City of Muskogee Cost	$ 367,885.00	$ 451,980.00
Oklahoma Music Hall of Fame Cost	$ 3,179,453.00	$ 4,878,020.00
Base Bid	$ 3,547,338.00	$ 5,330,000.00
Deduct Alternate No 1 (Shipping Container Scope)	$ 49,000.00	$ 110,000.00
Deduct Alternate No 2 (Listening & Theater Room Scope)	$ 55,000.00	$ 25,000.00
Unit Cost No 1 (Brick Tuck Point)	$ 6.00	$ 7.00
Unit Cost No 2 (Wood Awning Replacement)	$ 25.00	$ 15.00
Unit Cost No 3 (Wood Floors)	$ 30.00	$ 24.00
Duration (Calendar Days)	210	365