

# **SAPULPA MUNICIPAL AUTHORITY MEETING**

CITY HALL - 425 EAST DEWEY AVENUE

COUNCIL CHAMBERS, 2ND FLOOR

7:00 P.M., MONDAY, AUGUST 20, 2018

MEETING PROCEDURE: Comments from the public are welcome at two different times during the course of the meeting. A Sign in Sheet is located at the back of the room. Those wishing to address the Municipal Authority are to sign in prior to the start of the meeting and identify the item(s) they wish to address. Comments concerning items scheduled on the Agenda will be heard immediately following the presentation by staff or petitioner and Comments concerning items not scheduled on the Agenda will only be heard under the Public Comments section. The Municipal Authority will act on an Item after all comments have been heard.

**PLEASE COME TO THE PODIUM WHEN THE CHAIRMAN CALLS YOUR NAME**

## **- AGENDA -**

1. **CALL TO ORDER.**
2. **ROLL CALL.**
3. **MINUTES.**
  - A. Consider approving the minutes of the August 6, 2018, regular municipal authority meeting.
4. **APPOINTMENTS, AWARDS, PRESENTATIONS, AND PROCLAMATIONS.**
5. **CONSENT ITEMS:** All matters under “Consent” are considered by the Municipal Authority to be routine and will be enacted by one motion. Any Municipal Authority Trustee may, however, remove an item from consent by request.
  - A. Consider approving Claims in the amount of \$539,519.55  
(Refer to: Purchase Order Claim Register with City Agenda.)
  - B. Consider approving Prepaid Claims in the amount of \$5000.00
6. **PUBLIC HEARINGS.**

7. **ADMINISTRATION.**

- A. Discussion and possible action regarding a Resolution Approving Amendment No. 1 to an Engineering Contract with Tetra Tech, Inc., for Skiatook Raw Water Conveyance System, at a Cost of \$7,600.00; Authorizing Bid of the Project; Authorizing an Award of Contract If Within Budget; Authorizing Payment; and Authorizing the Signature of All Related Documents.

8. **NEW BUSINESS.**

9. **INFORMATIONAL ITEMS FROM CHAIRMAN, BOARD OF TRUSTEES, TRUST MANAGER, OR TRUST ATTORNEY.**

- A. Status Report from Tetra Tech regarding various City and SMA projects.

10. **PUBLIC COMMENTS:** The purpose of the Public Comments Section of the Agenda is for members of the public to speak to the Municipal Authority on any subject not scheduled on the Regular Agenda. The Municipal Authority shall make no decision or action, except to direct the Trust Manager to take action, or to schedule the matter for Municipal Authority discussion at a later date.

*Please come to the podium when the Chairman calls your name and keep your comments as brief as possible.*

11. **ADJOURNMENT.**

Posted this 17th day of August, 2018 at or before 5:00 p.m., at the Sapulpa City Hall, 425 East Dewey Avenue, Sapulpa, Oklahoma.

Name: *Amy Hoehner*

Title: *Legal Assistant*



**AGENDA ITEM**

**Municipal Authority Regular**

**3.A.**

**Meeting Date:** August 20, 2018

**Submitted By:** Shirley Burzio, City Clerk

**Department:** City Clerk

**Presented By:**

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**SUBJECT:**

Consider approving the minutes of the August 6, 2018, regular municipal authority meeting.

**BACKGROUND:**

**RECOMMENDATION:**

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**Attachments**

minutes.08-06-2018 sma

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**SAPULPA MUNICIPAL AUTHORITY**  
TRUST PROCEEDINGS  
Meeting of August 6, 2018

The Board of Trustees of the Sapulpa Municipal Trust Authority met in regular session Monday, August 6, 2018, at 7:00 o'clock P.M. in the City Hall Council Chambers, 425 East Dewey Avenue, Sapulpa, Oklahoma.

Present: Reg Green, Chairman  
Louis Martin, Jr., Vice-Chairman  
John Anderson, Trustee  
Marty Cummins, Trustee  
Craig Henderson, Trustee  
Hugo Naifeh, Trustee  
Carla Stinnett, Trustee

Absent: Bruce Bledsoe, Trustee  
Wes Galloway, Trustee  
Charles Stephens, Trustee

Staff Present: Joan Riley, Trust Manager; Rick Rumsey, Assistant Trust Manager; Pam Vann, Trust Treasurer; David Widdoes, Trust Attorney; Shirley Burzio, Secretary

**1. MINUTES, CONSENT ITEMS, AND ADMINISTRATION.**

Motion was made by Vice-Chairman Louis Martin, seconded by Trustee Hugo Naifeh, to approve the following items of business:

- A.** Approve the minutes of the July 16, 2018, regular Municipal Authority meeting;
- B.** Approve claims in the amount of \$366,119.77;
- C.** Approve ratifying the new Employment Agreement with the City Attorney, effective August 1, 2018;
- D.** Approve the professional services agreement with S2 Engineering, PLLC, to perform a Chlaramination System Improvements Evaluation Study in the amount of \$41,800.00;
- E.** Approve Change Order No. 4 to the agreement with T-G Excavating, Inc., for operations and maintenance of the jointly owned Skiatook Raw Water Conveyance System in the additive amount of \$3,282.00;

- F. Approve Supplemental Agreement No. 2 to the agreement for engineering services with Professional Engineering Consultants, P.A., for redesign of North Hickory Street roadway and storm sewer between Dewey Avenue and Muskogee Avenue for a cost of \$18,800.00;
- G. Approve Supplemental Agreement No. 1 to the agreement for engineering services with Professional Engineering Consultants, P.A., for redesigning services for Canyon Road Improvement Project for a cost of \$49,547.00.

ROLL CALL: AYE-John Anderson, Marty Cummins, Reg Green, Craig Henderson, Louis Martin, Hugo Naifeh, Carla Stinnett. NAY-None. Motion carried 7-0.

**2. ADMINISTRATION.**

- A. Addendum No. 1 to professional services agreement for engineering services with Tetra Tech for the planning, design, and project management of the Westside/SeneGence Sanitary Sewer Extension Project was removed from the agenda.

**3. INFORMATIONAL ITEMS FROM CHAIRMAN, BOARD OF TRUSTEES, TRUST MANAGER, OR TRUST ATTORNEY.**

- A. The status report from Tetra Tech regarding various City and SMA projects was presented for discussion. No action was taken by the board.

**4. PUBLIC COMMENTS:**

There were no comments made to the board.

**5. ADJOURNMENT.**

There being no further business to discuss, motion was made by Trustee Craig Henderson, seconded by Vice-Chairman Louis Martin, to adjourn the meeting. Motion carried unanimously.

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Chairman

Attest:

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Secretary



**Consent Agenda 5.A.**

**Municipal Authority Regular**

**Meeting Date:** August 20, 2018

**Submitted By:** Amber Fisher, Accounts Payable Clerk

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**SUBJECT:**

Consider approving Claims in the amount of \$539,519.55

(Refer to: Purchase Order Claim Register with City Agenda.)

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**Consent Agenda 5.B.**

**Municipal Authority Regular**

**Meeting Date:** August 20, 2018

**Submitted By:** Amber Fisher, Accounts Payable Clerk

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**SUBJECT:**

Consider approving Prepaid Claims in the amount of \$5000.00

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**Attachments**

Prepaid Claims 8-20-18

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Prepaid Claims for Agenda 8/20/18  
Submitted by: Amber Fisher A/P

City:

SMA:

US Post Office for mailing out Utility Bills.

Total Amount \$5000.00





## AGENDA ITEM

Administration 7.A.

### **Municipal Authority Regular**

**Meeting Date:** August 20, 2018

**Submitted For:** Rick Rumsey, Assistant City Manager

**Submitted By:** Amy Hoehner, Legal Assistant

**Department:** Public Works

**Presented By:** DAVID WIDDOES

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### **SUBJECT:**

Discussion and possible action regarding a Resolution Approving Amendment No. 1 to an Engineering Contract with Tetra Tech, Inc., for Skiatook Raw Water Conveyance System, at a Cost of \$7,600.00; Authorizing Bid of the Project; Authorizing an Award of Contract If Within Budget; Authorizing Payment; and Authorizing the Signature of All Related Documents.

### **BACKGROUND:**

On February 5, 2018 the Sapulpa Municipal Authority entered into an agreement with Tetra Tech for the design, bidding, construction administration, and resident project representation services associated with the construction of an additional one-way surge adjacent to the existing surge tank. Amendment No. 1 is for additional engineering services for a new 36" X 26" tee as requested by the City of Sapulpa and the City of Sand Springs.

The City of Sand Springs is apportioned 60% of the costs associated with the agreement for a total amount of \$19,000.00 and the City of Sapulpa is apportioned the remaining 40% resulting in an amount of \$7,600.00. For additional information regarding this item, please refer to the attachments.

### **RECOMMENDATION:**

Staff recommends Trustees approve Resolution and authorize the Chairman to execute same.

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### **Fiscal Impact**

**Amount:** \$7,600.00

**To be paid from:** Sapulpa Municipal Authority

**Account number:** 20-524-315B

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**Attachments**

Resolution

Amendment No. 1 to Agreement

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**RESOLUTION NUMBER \_\_\_\_\_**

A RESOLUTION APPROVING AMENDMENT NO. 1 TO AN ENGINEERING CONTRACT WITH TETRA TECH, INC., FOR SKIATOOK RAW WATER CONVEYANCE SYSTEM; AUTHORIZING BID OF THE PROJECT; AUTHORIZING AN AWARD OF CONTRACT IF WITHIN BUDGET; AUTHORIZING PAYMENT; AND AUTHORIZING THE SIGNATURE OF ALL RELATED DOCUMENTS.

WHEREAS, the City of Sapulpa has entered into an engineering contract for the construction of a second One Way Surge Tank in the Skiatook Raw Water Conveyance System, said tank to be construction on property to be acquired from the John Zink Foundation.

WHEREAS, the surge tank is an essential component to the water system in the area, and construction of a connection to the raw water line during the temporary shutdown of the raw line for other maintenance is necessary to ensure fewer additional disruptions of raw water to the City of Sapulpa and City of Sand Springs;

WHEREAS, approval of the additional contract services, bidding and award of bid are all necessary to avoid any unwarranted delays with the project;

WHEREAS, award of bid and associated alternates is necessary to construct this project;

WHEREAS, authorizing payments pursuant to the contracts is necessary to construct this project;

WHEREAS, approval of the documents associated with this project are in the best interest of the citizens of the City of Sapulpa;

THEREFORE, BE IT RESOLVED by the Trustees of the Sapulpa Municipal Authority as follows:

1. The Mayor and/or City Manager are authorized to sign an amended engineering services agreement with Tetra Tech at an additional amount not to exceed \$19,000. (Sand Springs \$11,400, Sapulpa \$7,600).
2. Bidding of the project is authorized upon completion of design.
3. The Mayor and/or City Manager are authorized to award a bid to the lowest and best bidder, if said bid is within the budgeted funds authorized for the project, and to execute an authorization to proceed.

4. All payments required pursuant to the contracts stated herein are authorized.
5. The Mayor and/or City Manager are authorized to sign all documents associated with the project.

This Resolution is approved in open meeting of the City of Sapulpa, Oklahoma, on the \_\_\_\_ day of August, 2018.

\_\_\_\_\_  
Reg Green, Chariman

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Shirley Burzio, Secretary

\_\_\_\_\_  
David R. Widdoes, Trust Attorney

**AMENDMENT NO. 1  
TO  
AGREEMENT FOR ENGINEERING SERVICES  
BETWEEN  
SAPULPA MUNICIPAL AUTHORITY AND  
SAND SPRINGS MUNICIPAL AUTHORITY, OWNERS  
AND  
TETRA TECH, INC., ENGINEER  
FOR  
SKIATOOK RAW WATER CONVEYANCE DYDTEM  
ONE WAY SURGE TANK**

THIS AMENDMENT NO. 1, made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2018, by and between Sapulpa Municipal Authority and Sand Springs Municipal Authority, hereinafter referred to as Owners, and Tetra Tech, Inc., hereinafter referred to as Engineer, said parties being the same who executed the original Agreement for Engineering Services, dated the 5<sup>th</sup> day of February 2018.

**WITNESSETH:**

WHEREAS, Owner requires certain engineering services outside the Scope of Services stated in Attachment A of the original Agreement; and

WHEREAS, Engineer is prepared to provide said additional services;

NOW THEREFORE, Engineer and Owners agree to amend certain items of the original Agreement as follows:

**Item No. 1**

Add Item B to Attachment A, Scope of Services to read as follows:

- B. Bidding Phase. Owners desire to construct a portion of the original project and requested the Engineer to provide bidding services. The portion of the project included in this Amendment No. 1 is to cut in a new 36" x 24" tee in the existing 36-inch line and provide a valve and blind flange for future connection to the new one-way surge tank (designed under the original contract). Engineer will prepare a separate and standalone bidding and construction documents from the original scope to include all work required to construct the 36"x24" tee.

The scope for the bidding phase will include the following:

1. Advertisement. Coordinate the bid advertisement with the Owner's staff.
2. Pre-Bid Conference. Conduct a pre-bid conference for the Project to address critical Project matters with potential bidders.
3. Addenda. Prepare and issue all addenda determined necessary throughout the bidding phase.
4. Bid Opening. Attend and assist the Owner at the bid opening.
5. Bid Tabulations and Review. Review all bids, prepare a bid tabulation and investigate the qualifications of the apparent low bidder.
6. Contract Award. Prepare a recommendation for award of the construction contract based on the bid tabulation and investigation of the apparent low bidder.
7. Contract Preparation. Coordinate the preparation and execution of construction contract documents.

**Item No. 2**

Add Item C to Attachment A, Scope of Services to read as follows:

- C. Construction Administration. Owners desire to construct a portion of the original project as described in Item 1 of this Amendment No.1., and requested the Engineer to provide Construction Phase services. The scope for the construction phase will include the following:

1. Pre-Construction Conference. Conduct the pre-construction conference and issue the necessary memorandum. The conference shall initialize the construction administration services on each individual Project. The duration of the construction phase is anticipated to be 4 calendar months.
2. Construction Progress Meetings. All progress and coordination meetings necessary during the Project shall be coordinated by the Engineer. Chairing of said meetings shall be as appropriate to the meeting being held. In general, progress meetings shall be conducted a minimum of monthly during the Project and as often as weekly during critical phases of any work.
3. Submittal Review. Engineer shall review Contractor's material submittals, equipment shop drawings, and material test certifications for compliance with the approved plans and specifications.
4. Pay Estimates. Prepare and process construction pay estimates and make recommendations for each based upon details provided by the Resident Project Representatives.
5. Contractor's Schedule. Review and make comments on the contractor's proposed construction schedules. Monitor the progress of each contractor relative to the approved schedule throughout the construction Project and report problems, concerns, and proposed remedies to Owner.
6. Contractor's Claims. Evaluate to present options and opinions for consideration by the Owner on claims submitted by the contractors.
7. Change Orders. Evaluate and prepare change orders necessary for the Project and make recommendation to Owner.
8. Resident Project Representative(s). Supervise the Resident Project Representative(s). Reports of the daily construction activities shall be prepared by the Resident Project Representative.
9. Clarifications. Engineer shall provide clarifications and decisions in accordance with the contract documents on question regarding the work or intent of the project requirements.
10. Visual Documentation. Compile pre-construction and construction photographic and video documentation of the Project.
11. Pre-Final Inspections. Conduct pre-final inspections with the contractor and prepare the necessary punch lists for distribution.
12. Final Inspections. Conduct the final inspections after completion of the punch lists by the contractors.
13. Acceptance. Prior to final acceptance of the project, Engineer shall review the contractual requirements of the Contractor and, only upon receipt and satisfaction of those requirements, recommend acceptance of the project by the Owner. Review shall include acceptable performance tests of equipment and sequencing required by the construction contract.
14. Record Drawings. Update electronic files (ACAD) of construction drawings to reflect the "as-constructed" configuration of the Project. Submit to Owner 1 set of reproducible record drawings at completion of the Project

**Item No. 3**

Add Item D to Attachment A, Scope of Services to read as follows:

- D. Resident Project Representation. Owners desire to construct a portion of the original project as described in Item 1 of this Amendment No.1, and requested the Engineer to provide Resident Project Representation Services. The scope for the construction phase will include the following:

Engineer shall provide PART-TIME resident project representation services. The basic scope is based on a 4-calendar-month construction period. A maximum of 40-hours of on-site representation is included in the basic scope.

**Item No. 4**

Modify Item I.A. of Attachment B of the original agreement as follows:

For basic engineering services performed under Article 3, the Owners will pay the Engineer at the hourly rates, plus burdened expenses, set forth in Engineer's Rate Schedule. The rates include

all costs including overhead and profit. Total Maximum billing shall not exceed for each phase as follows:

- a. Design Phase. The total billing shall not exceed \$44,700.00. **(No change)**
- b. Bidding Phase. The total billing shall not exceed \$6,500.00. **(An increase of \$6,500)**
- c. Construction Phase. The total billing shall not exceed 12,500.00. **(An increase of \$12,500)**

Total fee for all phases of Basic Engineering Services shall not exceed \$63,700.00. **(An increase of \$19,000).**

IN WITNESS WHEREOF, Owner and Engineer have executed this Amendment.

OWNER: Sapulpa Municipal Authority

ENGINEER: Tetra Tech, Inc.

By

By

\_\_\_\_\_

  
\_\_\_\_\_

Jon D. Nelson, P.E.  
Senior Vice President

Title

Date \_\_\_\_\_

Date 8-1-18

APPROVED

Municipal Authority Attorney

\_\_\_\_\_

ATTEST

Secretary

\_\_\_\_\_

OWNER: Sand Springs Municipal Authority

\_\_\_\_\_

Title

\_\_\_\_\_

Date \_\_\_\_\_

APPROVED

Municipal Authority Attorney

\_\_\_\_\_

ATTEST

Secretary

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**Municipal Authority Regular**

**9.A.**

**Meeting Date:** August 20, 2018

**Submitted For:** Rick Rumsey, Assistant City Manager

**Submitted By:** Amy Hoehner, Legal Assistant

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**SUBJECT:**

Status Report from Tetra Tech regarding various City and SMA projects.

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**Attachments**

Tetra Tech Status Report

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**STATUS****O = Operations****P = Planning****E = Engineering Design****C = Construction**

**TETRA TECH, INC.**  
**PROJECT STATUS REPORT**  
**SAPULPA, OKLAHOMA**  
**AUGUST 20, 2018**

PROJECT		TETRA TECH CONTACT	STATUS	FUNDING	COMMENTS	RECOMMENDED ACTION
1.	Water Atlas Creation	Ryan Mittasch, P.E.	P		Tetra Tech is waiting for atlas markups from city staff to document facilities that were not in the plans previously provided.	City to review draft atlas and provide updated information to Tetra Tech for data entry.
2.	N02-N04 Lift Station, Force Main, and Gravity	Ryan Mittasch, P.E.	E		Construction has begun.	None.
3.	SeneGence/Westside Sewer Plan	Josh Muskopf, P.E.	E		Survey and geotech complete. Potholing of conflicting utilities upcoming. Preliminary design delayed due to SeneGence representative opinion of gravity alignment.	None.
4.	Sapulpa Fire Training Facility Waterline	Josh Muskopf, P.E.	E		Permit approvals from ODOT, ODEQ, and Stillwater Central Railway received. Bid package production underway.	None.
5.	Hobson Street Study	Josh Muskopf, P.E.	P		Study area flow monitoring underway. Survey complete.	None.
6.	Frankoma Road Sanitary Sewer Extension	Josh Muskopf, P.E.	P		Survey complete, environmental information document and engineering report in progress.	None.