



DATE: June 17, 2026

TO: Darrel Pyle, City Manager
Shannon Stevenson, Assistant City Manager

FROM: Taylor Johnson, AICP, Transit and Parking Program Manager

SUBJECT: Agreement K-2526-198 with Small Arrow Engineering, LLC
for Professional Services Related to Bus Pantograph Charger
Project

office memorandum

On September 26, 2023, Council approved Resolution R-2324-60 to submit an application to the ACOG Public Fleet Conversion Grant Program for the purchase of pantograph charging infrastructure, which would allow the City's two electric transit buses to be charged in service during a layover at a major stop or at the Norman Transit Center. The pantograph charging solution can be thought of as an awning the bus drives underneath which extends and connects to the charge rails on the top of the bus. Both electric buses owned by the City are already outfitted with the required charging rails. There is a need for pantograph charging infrastructure in order to maintain sufficient charge levels to provide service with these vehicles throughout the day.

On Thursday, February 15, 2024, ACOG approved a ranked list of projects for funding. Because the City of Norman had submitted multiple projects, these were grouped together as a single project, which was ranked first out of nine projects that received funding. Overall ACOG awarded \$2,580,782 to the City of Norman through this grant opportunity. As part of the award, the pantograph charging project received \$1,078,880.

Of the anticipated total costs of \$1,348,600 for this project, 80% (\$1,078,880) would be provided in the Public Fleet Conversion Grant through ACOG and the remaining 20% (\$269,720) would be provided in local match. The \$1,078,880 in grant funding would be reimbursed to the City once the project is completed.

On March 26, 2024 Council approved the acceptance of the ACOG Public Fleet Conversion Grant Funding and contract K-2324-165 with ACOG. In addition, Council approved a budget transfer within the Public Transportation Fund (Fund 27) to cover the local match (\$269,720) for the project. Lastly, Council approved a budget appropriation of \$1,078,880 from the Capital Fund Balance to the Special Grants Fund (Fund 22) to Project BG0094 – ACOG Electric Bus Pantograph Chargers to cover the 80% grant amount until the project is complete.

Due to the pantograph charging equipment being somewhat specialized and unique, staff spent the majority of the time between grant acceptance and now identifying possible avenues for procurement. One such avenue found was contract C-22-MT-001, a cooperative purchasing agreement through Pinellas Suncoast Transit Authority (PSTA). On December 9, 2025 Council approved appropriation of the local match



office memorandum

(\$269,720) from Fund 27 fund balance to the project and authorized the purchase of the equipment. A purchase order was issued on December 11, 2025, ahead of a December 15 deadline that staff were advised of where costs would increase approximately 30%. The timeline is roughly 6 months for the equipment to be delivered.

On February 11, 2026 the City and ACOG extended agreement K-2324-165, updating that invoicing the grant for the project must occur by March 1, 2027 rather than March 1, 2026.

Attached you will find a proposed agreement with Small Arrow Engineering, LLC (SAE) to provide professional survey, design, analysis, and engineering services in connection with the pantograph charger project. The total not to exceed amount for these serves is \$49,500. The services provided will ensure the project has the proper engineering plans to go forward for installation bids to hire a contractor. Furthermore, SAE will ensure the project is completed to the plans that are approved.

Attached: K-2526-198 Agreement for Professional Services with Small Arrow Engineering, LLC

Reviewed by:

Scott Sturtz, P.E. Director of Public Works

Anthony Purinton, Assistant City Attorney

Date

02/18/2026

Signature

☒ APPROVED

BY:

☐ Darrel Pyle, City Manager

☐ DISAPPROVED

☒ Shannon Stevenson, Assistant City Manager

Cc: Jason Huff, Transit Planner and Grants Specialist
Jamie Meyer, City Clerk

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT is entered into between The City of Norman (OWNER) and Small Arrow Engineering, LLC (CONSULTANT) for the following reasons:

1. OWNER intends to construct an EV Transit Bus Pantograph Style Electric Charging Station with Two (2) EV Charging positions retrofitted at the EMBARK Norman Transit Center at 320 E. Comanche Street. (the Project); and,

2. OWNER requires certain professional survey, design, analysis and engineering services in connection with the Project (the Services); and,

3. The CONSULTANT is prepared to provide the Services.

In consideration of the promises contained in this Agreement, OWNER and CONSULTANT agree as follows:

ARTICLE 1 - EFFECTIVE DATE

The effective date of this Agreement shall be ~~18~~th day of June, 2026.

ARTICLE 2 - GOVERNING LAW

This Agreement shall be governed by the laws of the State of Oklahoma.

ARTICLE 3 - SCOPE OF SERVICES

CONSULTANT shall provide the Services described in Attachment A, Scope of Services.

ARTICLE 4 - SCHEDULE

CONSULTANT shall exercise its reasonable efforts to perform the Services described in Attachment A according to the Schedule set forth in Attachment B.

ARTICLE 5 - COMPENSATION

The OWNER shall pay CONSULTANT in accordance with Attachment C, Compensation.

Invoices shall be due and payable upon receipt. The OWNER shall give prompt written notice of any disputed amount and shall pay the remaining amount. Unless otherwise mutually agreed by the parties by contract amendment, compensation under this Agreement shall not exceed \$49,500.00.

ARTICLE 6 - OWNER'S RESPONSIBILITIES

OWNER shall be responsible for all matters described in Attachment D, OWNER'S Responsibilities. OWNER hereby represents that it owns the intellectual property rights in any plans, documents or other materials provided by OWNER to CONSULTANT. If OWNER does not own the intellectual property rights in such plans, documents or other materials, prior to providing same to CONSULTANT, OWNER shall obtain a license or right to use, including the right to sublicense to CONSULTANT. OWNER hereby grants CONSULTANT the right to use the intellectual property associated with plans, documents or other materials it owns or has the right to use for the limited purpose of performing the Services. OWNER represents that CONSULTANT'S use of such documents will not infringe upon any third parties' rights.

ARTICLE 7 - STANDARD OF CARE

The same degree of care, skill, and diligence shall be exercised in the performance of the Services as is ordinarily possessed and exercised by a member of the same profession, currently practicing, under similar circumstances. No other warranty, express or implied, is included in this Agreement or in any

drawing, specification, report, opinion, or other instrument of service, in any form or media, produced in connection with the Services.

ARTICLE 8 - INDEMNIFICATION AND LIABILITY

Indemnification.

The CONSULTANT agrees to indemnify, and hold harmless the OWNER, its officers, directors and employees, from and against legal liability for all third party claims, losses, damage, cost, and expense to the extent such claims are caused by a negligent act, error, or omission of the CONSULTANT in the performance of services under this Agreement.

OWNER agrees to defend, indemnify, and hold harmless the CONSULTANT, its officers, directors, and employees, from and against legal liability for all claims, losses, damage, cost, and expense (including reasonable attorneys' fees and accountants' fees) caused by a negligent act, error, or omission of the OWNER in the performance of services under this Agreement, provided such indemnification shall be applicable only to the extent sovereign immunity has been waived pursuant to Oklahoma law.

The CONSULTANT and the OWNER each agree to promptly service notice on the other party of any claims arising hereunder, and shall cooperate in the defense of such claims. The acceptance by OWNER or its representatives of any certification of insurance providing for coverage other than as required in this Agreement to be furnished by the CONSULTANT shall in no event be deemed a waiver of any of the provisions of this indemnity provision. None of the foregoing provisions shall deprive the OWNER of any action, right, or remedy otherwise available to OWNER at common law.

Survival. The terms and conditions of this Article shall survive completion of the Services, or any termination of this Agreement.

ARTICLE 9 - INSURANCE

During the performance of the Services under this Agreement, CONSULTANT shall maintain the following insurance:

- (a) General Liability Insurance, with a limit of \$1,000,000 per occurrence and \$2,000,000 annual aggregate.
- (b) Automobile Liability Insurance, with a combined single limit of \$1,000,000 for each person and \$2,000,000 for each accident.
- (c) Worker's compensation insurance for ENGINEER's employees as required by Oklahoma Workers Compensation Statutes.
- (d) Professional Liability Insurance, with a limit of \$2,000,000 per claim and annual aggregate.

CONSULTANT shall, upon written request, furnish OWNER certificates of insurance which shall include a provision that such insurance shall not be canceled without at least thirty days' written notice to OWNER. OWNER shall require all Project contractors to include OWNER, CONSULTANT, and its parent company, affiliated and subsidiary entities, directors, officers and employees, as additional insured on their General and Automobile Liability insurance policies, and to indemnify both OWNER and CONSULTANT, each to the same extent.

ARTICLE 10 - LIMITATIONS OF RESPONSIBILITY

CONSULTANT shall not be responsible for (a) construction means, methods, techniques, sequences, procedures, or safety precautions and programs in connection with the Project; (b) the failure of any contractor, subcontractor, vendor, or other Project participant, not under contract to CONSULTANT, to fulfill contractual responsibilities to OWNER or to comply with federal, state, or local laws, regulations, and codes; or (c) procuring permits, certificates, and licenses required for any construction unless such procurement responsibilities are specifically assigned to CONSULTANT

in Attachment A, Scope of Services. In the event the OWNER requests CONSULTANT to execute any certificates or other documents, the proposed language of such certificates or documents shall be submitted to CONSULTANT for review at least 15 days prior to the requested date of execution. CONSULTANT shall not be required to execute any certificates or documents that in any way would, in CONSULTANT's sole judgment, (a) increase CONSULTANT'S legal or contractual obligations or risks; (b) require knowledge, services or responsibilities beyond the scope of this Agreement; or (c) result in CONSULTANT having to certify, guarantee or warrant the existence of conditions whose existence CONSULTANT cannot ascertain.

ARTICLE 11 - OPINIONS OF COST AND SCHEDULE

Because CONSULTANT has no control over the cost of labor, materials, or equipment furnished by others, or over the resources provided by others to meet Project schedules, CONSULTANT's opinion of probable costs and of Project schedules shall be made on the basis of experience and qualifications as a practitioner of its profession. CONSULTANT does not guarantee that proposals, bids, or actual Project costs will not vary from CONSULTANT'S cost estimates or that actual schedules will not vary from CONSULTANT'S projected schedules.

ARTICLE 12 - REUSE OF DOCUMENTS

All documents, including, but not limited to, plans, drawings, and specifications prepared by CONSULTANT as deliverables pursuant to the Scope of Services are instruments of service in respect to the Project. They are not intended or represented to be suitable for reuse by OWNER or others on modifications or extensions of the Project or on any other project.

ARTICLE 13 - OWNERSHIP OF DOCUMENTS AND INTELLECTUAL PROPERTY

Except as otherwise provided herein, documents, drawings, and specifications prepared by CONSULTANT and furnished to OWNER as part of the Services shall become the property of OWNER; provided, however, that CONSULTANT shall have the unrestricted right to their use.

ARTICLE 14 - TERMINATION AND SUSPENSION

This Agreement may be terminated by either party upon written notice in the event of substantial failure by the other party to perform in accordance with the terms of this Agreement; provided, however, the nonperforming party shall have 14 calendar days from the receipt of the termination notice to cure or to submit a plan for cure acceptable to the other party. OWNER may terminate or suspend performance of this Agreement for OWNER'S convenience upon written notice to CONSULTANT. CONSULTANT shall terminate or suspend performance of the Services on a schedule acceptable to OWNER, and OWNER shall pay CONSULTANT for all the Services performed. Upon restart of suspended Services, an equitable adjustment shall be made to CONSULTANT'S compensation and the Project schedule.

ARTICLE 15 - DELAY IN PERFORMANCE

Neither OWNER nor CONSULTANT shall be considered in default of this Agreement for delays in performance caused by circumstances beyond the reasonable control of the nonperforming party. For purposes of this Agreement, such circumstances include, but are not limited to, abnormal weather conditions; floods; earthquakes; fire; epidemics; war, riots, and other civil disturbances; strikes, lockouts, work slowdowns, and other labor disturbances; sabotage; judicial restraint; and delay in or inability to procure permits, licenses, or authorizations from any local, state, or federal agency for any of the supplies, materials, accesses, or services required to be provided by either OWNER or CONSULTANT under this Agreement. CONSULTANT shall be granted a reasonable extension of time for any delay in its performance caused by any such circumstances.

Should such circumstances occur, the nonperforming party shall, within a reasonable time of being prevented from performing, give written notice to the other party describing the circumstances

preventing continued performance and the efforts being made to resume performance of this Agreement.

ARTICLE 16 - NOTICES

Any notice required by this Agreement shall be made in writing to the address specified below:
OWNER:

Taylor Johnson, AICP
Transit and Parking Program Manager
City of Norman
1310 Da Vinci
Norman, OK 73069

CONSULTANT:

John H. Bolte, PE
Principal
Small Arrow Engineering, LLC
1302 S. Main Street, Suite B
Joplin, MO 64801

Nothing contained in this Article shall be construed to restrict the transmission of routine communications between representatives of OWNER and CONSULTANT.

ARTICLE 17 - GOVERNING LAW; VENUE

The parties mutually agree and acknowledge that this is an Oklahoma Agreement and any dispute shall be resolved in accordance with the Laws of the State of Oklahoma and all actions arising hereunder shall be brought in the District Court of Cleveland County. In the event of ambiguity in any of the terms of this Agreement, it shall not be construed for or against any party on the basis that such party did or did not author the same.

ARTICLE 18 - EQUAL EMPLOYMENT OPPORTUNITY

CONSULTANT hereby affirms its support of affirmative action and that it abides by the provisions of the "Equal Opportunity Clause" of Section 202 of Executive Order 11246 and other applicable laws and regulations. CONSULTANT affirms its policy to recruit and hire employees without regard to race, age, color, religion, sex, sexual preference/orientation, marital status, citizen status, national origin or ancestry, presence of a disability or status as a Veteran of the Vietnam era or any other legally protected status. It is the CONSULTANT'S policy to treat employees equally with respect to compensation, advancement, promotions, transfers and all other terms and conditions of employment. CONSULTANT further affirms completion of applicable governmental employer information reports including the EEO-1 and VETS-1 00 reports, and maintenance of a current Affirmative Action Plan as required by Federal regulations.

ARTICLE 19 - WAIVER

A waiver by either OWNER or CONSULTANT of any breach of this Agreement shall be in writing. Such a waiver shall not affect the waiving party's rights with respect to any other or further breach.

ARTICLE 20 - SEVERABILITY

The invalidity, illegality, or unenforceability of any provision of this Agreement or the occurrence of any event rendering any portion or provision of this Agreement void shall in no way affect the validity or enforceability of any other portion or provision of this Agreement. Any void provision shall be deemed severed from this Agreement, and the balance of this Agreement shall be construed and enforced as if it did not contain the particular portion or provision held to be void. The provisions of

this Article shall not prevent this entire Agreement from being void should a provision which is of the essence of this Agreement be determined void.

ARTICLE 21 - INTEGRATION

This Agreement, including Attachments A, B, C, and D incorporated by this reference, represents the entire and integrated agreement between OWNER and CONSULTANT. It supersedes all prior and contemporaneous communications, representations, and agreements, whether oral or written, relating to the subject matter of this Agreement.

ARTICLE 22 - SUCCESSORS AND ASSIGNS

OWNER and CONSULTANT each binds itself and its successors, executors, administrators, permitted assigns, legal representatives and, in the case of a partnership, its partners, to the other party to this Agreement and to the successors, executors, administrators, permitted assigns, legal representatives, and partners of such other party in respect to all provisions of this Agreement.

ARTICLE 23 - ASSIGNMENT

Neither OWNER nor CONSULTANT shall assign any rights or duties under this Agreement without the prior written consent of the other party, which consent shall not be unreasonably withheld; provided, however, CONSULTANT may assign its rights to payment without OWNER'S consent. Unless otherwise stated in the written consent to an assignment, no assignment will release or discharge the assignor from any obligation under this Agreement. Nothing contained in this Article shall prevent CONSULTANT from engaging independent CONSULTANTS, associates, and subcontractors to assist in the performance of the Services.

ARTICLE 24 - NO THIRD-PARTY RIGHTS

The Services provided for in this Agreement are for the sole use and benefit of OWNER and CONSULTANT. Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than OWNER and CONSULTANT.

ARTICLE 25 - EXCLUDED PARTIES BASED UPON SUSPENSION AND DEBARMENT

This Agreement is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such the CONSULTANT is required to verify that none of the CONSULTANT, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.920) or disqualified (defined at 2 C.F.R. § 180.935). The CONSULTANT must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into. This certification is a material representation of fact relied upon by OWNER. If it is later determined that the CONSULTANT did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to the State of Oklahoma and OWNER, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.

ARTICLE 26 – BUY AMERICA REQUIREMENTS

This Agreement is funded in whole or in part with Federal Highway Administration (FHWA) funds. To the extent applicable, the CONSULTANT shall comply with the requirements of 23 U.S.C. § 313 and 23 CFR § 635.410. The CONSULTANT shall not furnish, acquire, or incorporate any steel, iron, manufactured products, or construction materials subject to FHWA Buy America requirements unless such materials comply with applicable Federal requirements or an approved waiver. If materials subject to Buy America requirements are acquired under this Agreement, the CONSULTANT shall maintain documentation sufficient to demonstrate compliance and shall provide such documentation upon request by the OWNER, FHWA, or other authorized governmental representatives. The CONSULTANT shall immediately notify OWNER if it becomes aware of any

actual or potential noncompliance with applicable Buy America requirements. If no steel, iron, manufactured products, or construction materials are acquired under this Agreement, this provision shall be deemed satisfied by the CONSULTANT'S certification that the Agreement is for services only.

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ARTICLE 24 - NO THIRD-PARTY RIGHTS

The Services provided for in this Agreement are for the sole use and benefit of OWNER and CONSULTANT. Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than OWNER and CONSULTANT.

IN WITNESS WHEREOF, OWNER and Small Arrow Engineering, LLC have executed this Agreement.

DATED this 17th day of June, 2026.

The City of Norman
(OWNER)

Small Arrow Engineering, LLC
(CONSULTANT)

Signature Shannon Stevenson

Signature John H. Bolte

Name Shannon Stevenson

Name John H. Bolte, P.E.

Title Assistant City Manager

Title Principal/Managing Member

Date 06/18/2026

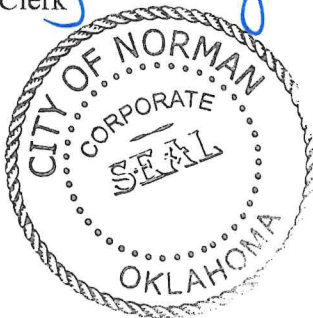
Date May 29, 2026

Attest:

Attest:

Amie Meyer
City Clerk

Troy E. Dunlap
Secretary – Troy E. Dunlap



Approved as to form and legality this 17 day of June 2026.

[Signature]
City Attorney

AGREEMENT FOR
PROFESSIONAL ENGINEERING SERVICES
SAE PROJECT NO 26635
SCOPE OF SERVICES
ATTACHMENT A

- A. **SCOPE OF SERVICES.** The services to be performed by the ENGINEER Small Arrow Engineering, LLC, under this AGREEMENT will consist of the project described below. Further, it is understood and agreed that the date of beginning, rate of progress, and the time of completion of the work to be done hereunder are essential provisions of this AGREEMENT (See Attachment 2 – PROJECT Schedule); and it is further understood and agreed that the work embraced in this AGREEMENT shall commence upon execution of this AGREEMENT and receipt of Notice-to-Proceed. It is further understood that the PROJECT will be designed and constructed in accordance with applicable City of Norman design criteria and specifications for construction.
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The Basic Services of ENGINEER include, but are not necessarily limited to, the following tasks:

- Utilizing professional knowledge and experience, identify, consider and evaluate the relevant field data required to perform its SERVICES under this Agreement.
- The scope of services includes miscellaneous industrial design and inspection services as needed at City of Norman facilities. The miscellaneous design and inspection services will be for items proposed by the ENGINEER and approved by the CITY for any items listed in this Attachment A.
- Designate a representative to coordinate all information between ENGINEER and CITY.
- Perform necessary investigations for the PROJECT.
- Prepare all drawings in conformance with CITY requirements.
- Provide routine progress reports to CITY staff.
- Prepare all drawings in conformance with the drafting standards set forth by CITY staff. Construction Drawings shall be 11" X 17" in size. Record Drawings shall be 22" X 34" in size. Record Drawings are not part of this agreement.
- Provide the CITY with a budget analysis and cost estimates for all components of the PROJECT and verify that such cost estimates are within the estimates set forth in the PROJECT Budget provided by CITY to ENGINEER.

A.1 PHASE 1. DESIGN The Project Design phase shall include:

- A.1.1** Attend initial design workshop with CITY officials and other stakeholders to review general requirements, establish critical design parameters, and discuss scheduling for the project.
 - A.1.2** Perform Site Observation and review of existing Electrical systems. Complete Topographic Survey with Base Map for Equipment Pads / Components design.
 - A.1.3** Evaluate EV Equipment and make recommendations for installation.
 - A.1.3.1** Evaluate existing Transit Facility Footprint for placement of charging components
 - A.1.3.2** Evaluate ABB charging Control System(s) and options for Transit Bus charging positions
 - A.1.3.3** Evaluate EV Switchgear and Power Transformer placement locations on existing site footprint
 - A.1.3.4** Prepare Site Plan Layout of full EV charging system with conduits, pull boxes, conductors, and security screening measures (i.e.- bollards, fences, barriers, landscaping, etc.)
 - A.1.3.5** Prepare Construction Plans, Specifications and Estimate for Bid Package to Install and Integrate EV System components
 - A.1.4** Coordination with CITY personnel as to methods of arranging construction work so that a Sequence of Construction can be developed for the contractor to maintain continuous traffic flow for the Transit Fleet at the EMBARK Transit Center.
 - A.1.5** Engineer will submit the preliminary plans to the CITY for review along with a preliminary estimate of construction costs.
 - A.1.6** Furnish three (3) copies of the design, construction plans, specifications, and other documents listed in this Section A.1 to the CITY.
 - A.1.7** Representatives of the project team, including the project manager, will be present during the construction documents review meeting and field review with the CITY. Prepare minutes of the meeting and disseminate them to all attendees.
 - A.1.8** Incorporate CITY comments, additions, deletions, and/or corrections to the plans, specifications and bid documents.
 - A.1.9** Furnish final construction drawings, and final contract documents with bidding proposal to the CITY for final approval and signatures.
 - A.1.10** Prepare final estimate for cost of construction.
 - A.1.11** Furnish construction drawings and contract documents as required during bidding cycles (via contractor deposits).
 - A.1.12** ENGINEER shall furnish three (3) ½ -size plan sets, and two (2) full size plan sets that contain all addendum changes in paper and 1 electronic copy to the CITY.
-

A.2 PHASE 2. BIDDING PHASE

- A.2.1** CITY will disburse construction documents to prospective bidders via contractor deposits.
- A.2.2** Answer questions from prospective bidders and issue interpretations and clarifications in writing to CITY.
- A.2.3** Prepare necessary addenda for distribution to all plan holders by the CITY.
- A.2.4** Attend pre-bid conference with CITY staff and prospective bidders to present project requirements and answer project related questions.
- A.2.5** Attend bid opening. Prepare a tabulation of the bid proposals received and a recommendation for award of the Equipment supply contract.

A.3 PHASE 3. SERVICES DURING CONSTRUCTION

- A.3.1** Attend pre-construction conference.
- A.3.2** Engineering surveys for horizontal and vertical controls will be established by the CONTRACTOR. Any necessary adjustments or re-establishment of controls will be by CONTRACTOR.
- A.3.3** Respond to requests for information.
- A.3.4** Respond to requests for clarifications.
- A.3.5** Review and approve, or take other appropriate action on detailed drawings, shop drawings, and material information submitted by the contractor. Such checking shall be only for conformance with the design concept of the Project and compliance with the information given in the contract documents.
- A.3.6** ENGINEER will perform periodic review of construction to observe the work for general conformance with the plans and specifications.
- A.3.7** Attend project progress meetings.
- A.3.8** ENGINEER will prepare and submit change orders and time extensions to the CITY for approval together with the reason for the change order and a recommendation. This shall include detailed backup information and any necessary drawings to resolve actual field conditions encountered.
- A.3.9** Attend final inspection. The ENGINEER will prepare a detailed listing of items requiring further attention by the contractor in order to comply with project requirements, prior to making recommendations for final payment.
- A.3.10** Prepare for the CITY a set of drawings suitable for scanning or microfilming showing those changes made during the construction process based on marked-up prints, drawings and other data furnished by the Contractor to ENGINEER, such information being required of the Contractor in the construction Contract Documents. "Record" drawings shall be submitted in the full size/half size form and on a flash drive in digital format.

END OF SCOPE OF SERVICES

[illegible]

**ATTACHMENT C - SMALL ARROW ENGINEERING FEE SCHEDULE - SAE PROJECT NO 26635
EV BUS PANTOGRAPH CHARGING STATION INSTALLATION - MAY 2026
CITY OF NORMAN, OKLAHOMA**

		Principal	Project Engineer	Design Technician	2-Man Survey Crew	Total Hours	Total Fees
		\$ 195.00	\$ 140.00	\$ 95.00	\$ 300.00		
DESIGN PHASE							
Develop Conceptual Equipment Plan		4	8	8		20	\$ 2,660.00
Charger System Evaluation		4	8	4		16	\$ 2,280.00
Topo Survey and Updated Base Map		4	2	4	20	30	\$ 7,440.00
Switchgear / Controls Evaluation		4	4	4		12	\$ 1,720.00
Project Meetings/Site Visits	2 Trips	8	8			16	\$ 2,680.00
Prepare Installation Cost Estimates		4	8	8		20	\$ 2,660.00
Prelim. Equip. Plans/Plan Reviews		4	8	8		20	\$ 2,660.00
Construction PS&E / City Electrical Permit		8	8	16		32	\$ 4,200.00
SUB-TOTALS		40	54	52	20	166	\$ 26,300.00

BIDDING PHASE

Project Meetings/Site Visits	1 Trip	12	12		24	\$ 4,020.00
Bidding Phase/Pre-bid (1 Bid Package)		8	8		16	\$ 2,680.00
Bid Tabulation/Recommendation (1 Bid Package)		8	8	0	16	\$ 2,680.00
SUB-TOTALS		28	28	0	56	\$ 9,380.00

CONSTRUCTION PHASE

Project Meetings/Site Visits	2 Trips	20				20	\$ 3,900.00
Const. Phase Support		8	8	4		20	\$ 3,060.00
Prepare Record Drawings		4	8	12		24	\$ 3,040.00
SUB-TOTALS		32	16	16	0	64	\$ 10,000.00

GRANT ADMINISTRATION

ACOG Support / Agenda Memos	4	4			8	\$ 1,340.00
	0		0		0	\$ -
SUB-TOTALS	4	4	0	0	8	\$ 1,340.00

Total Project Hours

Reimbursables Requiring Additional Documentation

Travel/Mileage	(470mi @ \$0.725 x 5 trips)	\$ 1,700.00
Lodging/Meals		\$ 780.00
SUB-TOTAL		\$ 2,480.00

TOTAL OF ALL ANTICIPATED FEES (N.T.E.)

= \$ 49,500.00

SMALL ARROW ENGINEERING, LLC



Attachment C – Norman Transit EV Station Installation

SAE Hourly Billing Rates – May 2026

<u>Job Classification</u>	<u>Hourly Rate</u>
Engineer Principal	\$ 195.00
Senior Project Manager	165.00
Senior Engineer	160.00
Project Engineer	140.00
Engineer Intern	130.00
Senior Designer	165.00
Design Technician	95.00
CAD Technician	80.00
Traffic Technician	95.00
Resident Project Representative	95.00
Electrical Engineer	195.00*
Structural Engineer	195.00*
Professional Land Surveyor	185.00*
Survey Technician / Instrument Man	115.00*
Robotic Survey Instrument	60.00*
Administrative / Secretarial	65.00
Computer for AutoDesk / Civil 3D	20.00
Mileage (2026 IRS Rate)	\$0.725/mi

*SAE Subconsultants



1302 S. Main Street * PO Box 1538 * Joplin, MO 64802
Ph: 417.624.2333 * Fax: 417.624.2441
www.smallarrow.com

AGREEMENT FOR
PROFESSIONAL ENGINEERING SERVICES
SAE PROJECT NO 26635
OWNER'S RESPONSIBILITIES
ATTACHMENT D

D. RESPONSIBILITIES OF THE CITY. The CITY agrees:

- D.1 Reports, Records, etc. To furnish, as required by the work, and not at expense to the ENGINEER:
 - D.1.1 Records, reports, studies, plans, drawings, and other data available in the files of the CITY which may be useful in the PROJECT.
 - D.1.2 Standard drawings and standard specifications.
 - D.1.3 EV Charging Equipment Manuals (Including Switchgear).
- D.2 Access. To provide access to public and private property when required in performance of ENGINEER'S services. To coordinate progress meetings with the Transit Program Manager for the EMBARK Transit Center upgrades.
- D.3 Staff Assistance. To furnish the services of at least one of CITY'S employees or staff who has right of entry to, and who has knowledge of, CITY'S facilities relating to this PROJECT.
 - D.3.1 To provide staff assistance in locating existing utilities and in expediting their relocation.
- D.4 Review. To Examine all studies, reports, sketches, estimates, specifications, drawings, proposals and other documents presented by ENGINEER and render in writing decisions pertaining thereto within a reasonable time so as not to delay the services of ENGINEER.
- D.5 Record Drawings. Provide the ENGINEER with the construction information required to prepare record drawings at the conclusion of construction. This work will be completed under a separate agreement.