



# office memorandum

**DATE:** July 6, 2026

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

**FROM:** Nathan Madenwald, Utilities Engineer *NM*

**SUBJECT:** Approval of Work Order No. UT002 for On-Call Contract K-2526-73  
Wastewater Modeling for Proposed Alameda Trails (Royal Oaks LS)

**BACKGROUND:**

Contract K-2526-73 was approved on January 27, 2026, with Garver, LLC to provide on-call professional services. Under this contract, work orders are to be assigned for work to be completed. Separately, Garver, LLC completed the wastewater master plan including the wastewater collection system model.

**DISCUSSION:**

A developer submitted a preliminary plat for the Alameda Trails development at the northwest corner of Alameda Street and 36<sup>th</sup> Avenue Northwest. This property doesn't currently have access to sewer which would require a new lift station(s) and connection to the Royal Oaks Lift Station. To determine if Royal Oaks Lift Station has sufficient capacity to serve the additional development or if capital improvements to the lift station and force main would be required, Garver, LLC is well-suited to complete the required modeling using the recently updated wastewater collection system model. Funding for this work has been received by the developer to cover these costs.

Staff recommends approval of Work Order No. UT002 to Contract K-2526-73 in the amount not-to-exceed \$7,500 for wastewater modeling services with funding from wastewater master plan update (32290048-46201 / WW0179) which has an available balance of \$62,134.00.

Reviewed by: Chris Mattingly, Director of Utilities *CM*

7-7-26  
Date

*[Signature]*  
Signature

☒ APPROVED  
☐ DISAPPROVED

BY:

☒ Darrel Pyle, City Manager  
☐ Shannon Stevenson, Assistant City Manager

cc: Anthony Purinton, Assistant City Attorney *AP*

WORK ORDER NO. UT002 – Alameda Trails Lift Station Modeling

This Work Order, dated the 7<sup>th</sup> day of July, 2024 (the “Effective Date”), between the Norman Utilities Authority (“City”) and Garver, LLC (“Contractor”) (City and Contractor, together, the “Parties”), adopts and incorporates by reference the terms and conditions of the Agreement for On-Call Professional Services Contract K-2526-73 entered into on January 27, 2026, (“Agreement”) by the Parties. Capitalized terms used by not defined in this Work Order shall have the meanings set out in the Agreement.

WHEREAS, pursuant to Section 3.1 of the Agreement, the Parties wish to enter into this Work Order for purposes of setting forth the rights and obligations regarding the provision of Services by Contractor for wastewater modeling services to assess proposed Alameda Trails development that will contribute flows to the Royal Oaks Lift Station hereinafter described as “Project” for purposes of this specific Work Order).

NOW THEREFORE, for good and valuable consideration contained herein, the exchange, receipt, and sufficiency of which are acknowledged, the parties agree as follows:

1. Scope of Services. Contractor shall perform those services set forth in Exhibit A attached hereto (“Services”).
2. Compensation and Payment. In consideration for the performance of Services under this Work Order, City shall pay to Contractor in an amount and manner as set forth in Exhibit A attached hereto.
3. Schedule. Contractor shall perform the Services in accordance with the schedule set forth in Exhibit A attached hereto.
4. Termination. The term of this Work Order shall commence on the “Effective Date” and end upon the completion of the Services unless otherwise terminated in accordance with the Agreement.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, Contractor has caused this Work Order No. UT001 to be duly executed.

**Garver, LLC (CONTRACTOR)**

By: Mary E. Mach  
 Title: Vice President

Attest: Michael Nye  
 Project Manager

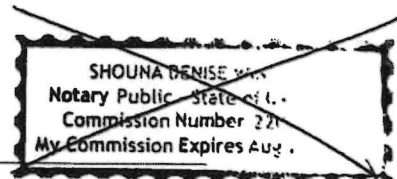
**ACKNOWLEDGEMENT**

STATE OF OKLAHOMA )  
 ) ss.  
 COUNTY OF Cleveland )

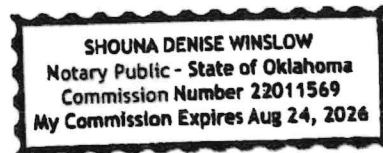
Before me, the undersigned, a Notary Public in and for said County and State, on this 26 day of May, 2026, personally appeared Mary E. Mach, to me known to be the identical person who executed the foregoing instrument as an authorized representative of the Contractor, and acknowledged to me that they executed the same as their free and voluntary act for the uses and purposes therein set forth.

Witness my hand and official seal the day and year above written.

Shouna D Winslow  
 Notary Public



My Commission Expires: Aug 24, 2026  
 My Commission Number: 22011569



IN WITNESS WHEREOF, the City has caused this Work Order No. 2 to be duly executed this 7<sup>th</sup> day of July, 2026.

**NORMAN UTILITIES AUTHORITY**

By: [Signature]  
City Manager – Norman Utilities Authority

Attest: [Signature]  
Secretary – Norman Utilities Authority



Reviewed as to form and legality this 7 day of July, 2026.

[Signature]  
City Attorney



## EXHIBIT A (SCOPE OF SERVICES)

### BACKGROUND

Garver (Contractor) will provide modeling services to Norman Utilities Authority (City) related to the wastewater Service Extension Request (SER) for the Alameda Trails development within the City's service area. The work will consist of modeling proposed improvements to evaluate developer impact on the City's wastewater system. Contractor will utilize the City's InfoWorks ICM hydraulic model for the evaluation.

### ASSUMPTIONS

In developing the scope of work and associated level of effort, Contractor has made the assumptions outlined below:

1. The hydraulic model analysis will be limited to a sanitary sewer corridor beginning at the proposed Alameda Trails lift station (LS) and terminating at Lindsey Street. Gravity sewer capacity will be verified, but gravity sewer improvements are not anticipated to be part of this evaluation.
2. Contractor will only evaluate existing City infrastructure. Developer-proposed infrastructure will not be evaluated.
3. In the March 2025 Wastewater Utility Master Plan prepared by Contractor for the City, existing capacity restrictions downstream of the proposed development were noted. All downstream capacity restrictions noted in the Master Plan are assumed to still be present and will not be re-evaluated.
4. Contractor is not responsible for corresponding directly with the developer(s). The City will coordinate with the developer(s) and/or the developer's engineer(s) and will share necessary information with Contractor.
5. Contractor will not perform design or planning services for the developer under this scope of services. For example, Contractor will not perform iterative modeling to determine allowable single-family equivalents (SFEs) for different development scenarios in City infrastructure.
6. Contractor will generally follow the City's Wastewater Utility Master Plan for any design criteria to be used for evaluating modeled capacity.

### SCOPE OF WORK

Work will be comprised of the following tasks, which are described in detail in the following sections:

1. Task 1 – Project Administration
2. Task 2 – Review Proposed Development
3. Task 3 – Conceptual LS/FM Sizing and Hydraulic Modeling
4. Task 4 – SER Technical Memorandum



### **TASK 1 – PROJECT ADMINISTRATION**

Contractor will complete the following project administration tasks:

1. Project management will include coordination of meetings with the City and requests for information and data. All documents will be transferred electronically unless stated otherwise.
2. Upon request, Contractor will attend up to one (1) virtual meeting with the City staff and developer team to answer developer questions and obtain additional service extension request information.
3. Contractor will prepare and provide no more than one (1) status report and invoice.

### **TASK 2 – REVIEW PROPOSED DEVELOPMENT**

Garver will:

1. Review development application data related to the proposed development, as provided by the developer(s) and the City, and follow up with the City for any clarification or additional information needed to complete the assessment.
2. Review subdivision plat / utility plan, if available, and identify number of proposed single-family equivalents (SFEs).
3. Evaluate developer-provided flow estimates, comparing against the methodologies used to estimate average daily dry weather flow (ADDF) and peak wet weather flow (PWWF) in the City's March 2025 Wastewater Utility Master Plan.

### **TASK 3 – CONCEPTUAL LS/FM SIZING AND HYDRAULIC MODELING**

Contractor will complete the following tasks:

1. Allocate proposed flow contributions (as defined in Task 2) at a single node in the existing model network where the proposed development will connect to the system.
2. Run the Existing Conditions Peak Wet Weather Flow model evaluating the following two (2) scenarios:
  - a. Assuming only the proposed development contributes flow to the Alameda Trails LS.
  - b. Assuming both the proposed development and the Summit Lakes LS contribute flow to the Alameda Trails LS. This scenario assumes the Summit Lakes LS can be decommissioned and re-routed by gravity to the proposed development.
3. Compare peak flows from the model scenario to existing lift station, force main, and gravity sewer capacities to evaluate impacts. Contractor will develop a table comparing modeled peak flows versus capacity (existing) for each modeled asset along the corridor of interest.
4. For the two modeled scenarios, develop conceptual force main and lift station sizing to convey peak wet weather flows within the City's design criteria.
5. Note any significant changes in modeled surcharge within the gravity sewers along the corridor of interest. Generally, existing sizing will be considered adequate if hydraulic



modeling indicates no new overflows are created and surcharging does not exceed the City's allowable level of surcharge.

#### **TASK 4 – SER TECHNICAL MEMORANDUM**

Garver will:

1. Develop and submit one (1) draft technical memorandum summarizing the evaluation and conclusions. A table of capacity calculations, a map figure showing impacts, and a map figure showing conceptual improvements (if any) will be included.
2. After the City has reviewed and provided comments, Contractor will revise based on City's comments and submit one (1) final version of the technical memorandum. Additional Services may be required if comments significantly change the format or content of the technical memorandum. All submittals will be delivered electronically in PDF format.

#### **PROJECT DELIVERABLES**

The following will be submitted to the City by Contractor:

1. Digital copy (PDF) of the Draft SER Technical Memorandum.
2. Digital copy (PDF) of the Final SER Technical Memorandum.

#### **EXTRA WORK**

The following items are not included under this Agreement but will be considered as extra work:

1. Design services of any kind.
2. Field data collection of any kind, such as Survey.
3. Pump testing or pump sizing at system pumping facilities
4. Modeling of additional developments or development scenarios outside those explicitly described in the Scope of Services.
5. Review or modeling of potable water infrastructure. This Scope of Services is limited to wastewater modeling services.
6. Rework for the Owner's convenience or due to changed conditions after previous alternate direction and/or approval.
7. Developer cost allocation calculations or any analysis pertaining to CIP cost-sharing.
8. Submittals or deliverables in addition to those listed herein.
9. Services necessitated by errors, omissions, or inaccuracies in information provided or specified by Owner, a separate consultant of Owner, or the developer(s).

Extra Work will be as directed by the City in writing for an additional fee as agreed upon by the City and Contractor.

#### **COMPENSATION AND PAYMENT**

The City will compensate Contractor on an hourly, not to exceed (NTE) basis for Project rendered. The hourly NTE fee is broken down below as defined in the Scope of Services:

| <b>Task Description</b>                   | <b>Total Fee Amount</b> | <b>Fee Type</b> |
|-------------------------------------------|-------------------------|-----------------|
| Alameda Trails<br>Development Sewer Study | \$7,500                 | Hourly NTE      |



Contractor may submit interim statements, not to exceed one per month, for partial payment for Project rendered. The statements to City will be by task for work completed. The City shall make interim payments within 30 calendar days in response to Contractor's interim statement

#### **SCHEDULE**

Contractor shall begin work under this Agreement within ten (10) days of a Notice to Proceed and shall endeavor to complete the work within the estimated duration of **30 days**.