



office memorandum

DATE: August 15, 2023
TO: Darrel Pyle, City Manager
FROM: Anthony Purinton, Assistant City Attorney *AP*
THROUGH: Kathryn Walker, City Attorney *KW*
SUBJECT: Imhoff and Oakhurst Affordable Housing Project (Crimson Creek/Crimson Flats) Vendor Agreement For Engineering Services (K-2324-58)

City Council approved a purchase and sale agreement for property located on the NE Corner of Imhoff and Oakhurst on to be used for an affordable housing project. In late spring of 2023, the City released and RFP to select a developer to complete the project using tax credit financing. As part of the proposal package, the City agreed to be responsible for the rezoning the property to a SPUD. Attached is a vendor agreement for engineering services (K-2223-115) for the Preliminary Plat and Site Plan for the property with SMC. The price of the service is \$24,500.00. City Staff recommends approval of the contract so that the City can complete all necessary site work to submit for rezoning on the September 1st application deadline.

K-2324-58



Your Civil Engineering Solution

Consulting Engineers, P.C.
815 West Main
Oklahoma City, OK 73106
405-232-7715
FAX 405-232-7859
www.smcokc.com

Civil Engineering
Land Development
Storm Water Management

Terence L. Haynes
Christopher D. Anderson
Muhammad A. Khan

August 15, 2023

Anthony Purinton
Assistant City Attorney
City of Norman
405-217-7700
Email: Anthony.Purinton@NormanOK.gov

RE: Proposal for Engineering Services
Crimson Creek East
Norman, Oklahoma

Dear Mr. Purinton:

SMC Consulting Engineers, P.C. ("SMC") will be pleased to perform engineering services to assist the City of Norman (CLIENT) in development of the property located at Oakhurst Drive and Imhoff Drive in Norman, Oklahoma. This property was formerly preliminary platted as Crimson Creek East and SMC was the engineer for that previous plat which has since expired. This proposal is for preparation of the new Preliminary Plat and supporting documents. This project will be for approximately 5 acres and it is our understanding that this is for an affordable housing project.

1. SURVEY (ALTA and Topographic)
 - a) SMC will use the survey used in preparation of the original Preliminary Plat from 2008. If it is determined that additional survey is needed, we will work with a surveyor to obtain it, and it will be paid for by the Client.
2. CONCEPTUAL DESIGN
 - a) The Client will provide a Conceptual Plan for the project in AutoCad format which will be used by SMC to prepare the Preliminary Plat and supporting documents.
3. PRELIMINARY PLAT
 - a) SMC will prepare a Preliminary Plat to meet City of Norman requirements and to be submitted to the City Staff for review and to be placed on the agenda of the Planning Commission.
 - b) The Client will prepare the application for Preliminary Plat.
 - c) SMC will attend necessary City Staff meetings, Planning Commission meetings, and City Council meetings.
3. PRELIMINARY SITE PLAN
 - a) SMC will prepare a Preliminary Site Plan to be submitted to the City Staff for review as a companion to the Preliminary Plat.
4. PRELIMINARY DRAINAGE REPORT
 - a) SMC will prepare a Preliminary Drainage Report to meet City of Norman requirements for application of the Preliminary Plat.

5. TRAFFIC MEMO

- a) SMC will hire Traffic Engineering Consultants to prepare Traffic Memo to meet City of Norman requirements for application of the Preliminary Plat.

6. REIMBURSABLE EXPENSES

- a) Permit or filing fees required by City, State, or County for plan review or recording of documents.
- b) Project related expenses incurred by the Consultant during the execution of services rendered within the scope of work contracted, such as printing and copying expenses, express deliveries, courier services, submission fees and travel expenses, will be reimbursable at cost.
- c) All other sub consultants required, such as Phase I Environmental Report, Geotechnical Report, etc.
- d) Landscape and Irrigation Plans are not included as base services.
- e) Off-site work, sewer studies, water studies will be additional services.
- f) Petroleum company issues such as easements, releases of easements, oil well abandonment issues, etc. are not part of basic services.
- g) Changes requested by CLIENT subsequent to authorization to complete plans.

7. FEE ESTIMATES

a) Survey	\$ 0
b) Conceptual Design	\$ 0
c) Preliminary Plat	\$ 10,000.00
d) Preliminary Site Plan	\$ 5,000.00
e) Preliminary Drainage Report	\$ 8,000.00
f) Traffic Memo	\$1,500.00
TOTAL	\$ 24,500.00

The CLIENT shall pay SMC the fees earned according to the above schedule upon submittal to the City of Norman.

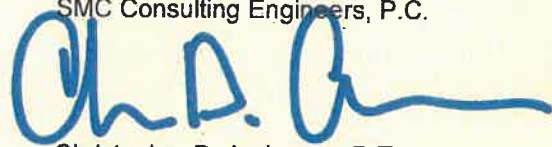
If OWNER fails to make any payment due ENGINEER within 30 days for services and expenses, then SMC shall be entitled to interest at the rate of 10% per annum from said 30th day.

Items herein specified are based on existing requirements adopted by the City of Norman. If, during the engineering phase of this development, new ordinances are passed which change the scope of this proposal, SMC reserves the right to negotiate for additional fees to be commensurate with the new ordinance change.

This proposal is open for 30 days. If accepted, then the terms become valid for one year from the date of acceptance. We appreciate the opportunity for presenting this proposal. At the end of one year, it is agreed that these fees may increase an amount equal to the annual inflation rate at that time. The revised fees will then be valid for one year. If satisfactory, please sign and return the attached executed copy of this letter.

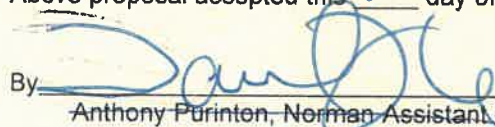
Sincerely,

SMC Consulting Engineers, P.C.



Christopher D. Anderson, P.E.

Above proposal accepted this 15th day of AUGUST, 2023.

By  _____

Anthony Purinton, Norman Assistant City Attorney

Darrel Pyle, City Manager