



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 03/24/2026

REQUESTER: Ken Giannone, P.E., Capital Projects Engineer

PRESENTER: Ken Giannone, P.E., Capital Projects Engineer

ITEM TITLE: CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2526-109: BY AND BETWEEN NORMAN UTILITIES AUTHORITY AND COWAN GROUP ENGINEERING, L.L.C., IN THE AMOUNT OF \$344,000 TO PROVIDE PROFESSIONAL ENGINEERING SERVICES FOR THE FISCAL YEAR ENDING 2024 SEWER MAINTENANCE PROJECT AND BUDGET TRANSFERS AS OUTLINED IN THE STAFF REPORT. (WARD 1)

BACKGROUND:

In 2001, the citizens of Norman approved a five dollar per month maintenance fee providing for the systematic replacement of aged and deteriorating sewer lines throughout our system. The Fiscal Year Ending 2024 (FYE2024) Sewer Maintenance Project (SMP 24) is rehabilitative in nature and includes replacement of approximately 32,000 linear feet of sewer and about 164 manholes. Deteriorated pipe will be replaced primarily using trenchless methods such as pipe bursting or cast in place pipe or open cut methods when absolutely necessary to correct pipe slope or alignment issues. The project area is generally from 12th Ave NE to 24th Ave NE between Lindsey and Alameda (refer to attached map).

On July 17, 2025, the Norman Utilities Authority (NUA) issued Request for Qualifications (RFQ) 2526-8 to engineering firms for various water and wastewater infrastructure projects including SMP 24 (Project WW0337), and Cowan Group Engineering, L.L.C., (Cowan Group) was selected to provide professional engineering services for this project.

DISCUSSION:

This contract provides for Cowan Group to perform the following services:

1. Preliminary Design Phase;
2. Final Design Phase;
3. Bid Phase Services;
4. Limited Construction Administration;
5. Preparation of As-Built Record Documents; and
6. Additional Services for potential Oklahoma Department of Environmental Quality (ODEQ) Requirements.

The proposed contract includes \$182,000 in base services for Tasks 1-5 to complete the design for the project. The contract also includes \$162,000 in Additional Services to account for potential new design and permitting requirements from the ODEQ. Should the ODEQ not require the additional services and those funds not be required for other efforts, the funds would be returned back to the project.

To fund the design, a budget transfer from the SMP 24 Construction account (32193338-46101 / WW0337) in the amount of \$230,000, which has an available balance of \$3,980,000, is proposed in the SMP 24 Design account (32193338-46201 / WW0337). With the budget transfer, the SMP 24 Design account (32193338-46201 / WW0337) would have an available balance of \$350,000.

RECOMMENDATION NO. 1:

Staff recommends the NUA approve Contract No. K-2526-109 in the amount of \$344,000.00 with Cowan Group Engineering, L.L.C., for professional engineering services associated with Fiscal Year Ending 2024 Sewer Maintenance Project (Project WW0337).

RECOMMENDATION NO. 2:

Staff recommends that NUA approve budget transfers within project account as described in this staff report.