



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 02/13/2024

REQUESTER: Nathan Madenwald, Utilities Engineer

PRESENTER: Nathan Madenwald, Utilities Engineer

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF AMENDMENT ONE TO CONTRACT K-2021-72: BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND MESHEK & ASSOCIATES, LLC, INCREASING THE CONTRACT BY \$67,000 FOR A REVISED CONTRACT AMOUNT OF \$134,000 FOR LINKING AS-BUILT RECORDS TO THE CITY GIS SYSTEM FOR WATER AND SANITARY SEWER PROJECTS AND BUDGET TRANSFERS.

BACKGROUND:

The Norman Utilities Department currently operates and maintains the water and sanitary sewer systems including approximately 650 miles of water mains and 530 miles of sanitary sewer mains and associated appurtenances. These mains were installed through a combination of private development projects and capital improvement projects. Upon the completion of construction, the originally approved plans are marked up by the engineer to document as-built conditions or how the project was actually built to match or account for field conditions.

The City of Norman currently utilizes a file folder system for the storage and access of as-built record documents. While this provides access to the files, the search for the documents can sometimes be inefficient due to variations in file naming or lack of specific record number for each project.

Contract K-2021-72 was approved by the Norman Utilities Authority (NUA) on December 1, 2020, to Meshek & Associates, LLC. This contract provided for Meshek to complete a pilot area for linking as-built records for private development and capital projects and also linking plats to the plat boundaries plus organizing and consistently naming files. Following completion of the pilot area, work would be completed for additional areas as remaining funds allowed.

DISCUSSION:

Work was completed on the pilot area pursuant to the contract. The results met the requirements of the NUA for the pilot area but staff and Meshek realized that the requirements to complete the work would exceed the fee that was originally proposed for the project.

This amendment will provide sufficient fee for Meshek to complete this work for the entire City with payment tied to deliverables for the project based on completion of the work for specific areas of the City. Capital projects will be eliminated from the scope and this effort will be completed with in-house staff after Meshek completes their work.

The amendment fee is \$67,000 with funding to be split equally between the Water (31) and Water Reclamation (32) funds. Funding for this work is proposed to be split as follows:

1. Water – Transfer \$33,500 from Sooner Mall Waterline, Design (Account 31996683-46201 / Project WA0339) which has an available balance of \$85,000 into GIS As-Built Linking, Design (Account 31993395-46201 / Project WA0365); and
2. Wastewater Reclamation – Transfer \$33,500 from WRF Non-Potable Reuse System, Design (Account 32993394-46201 / Project WW0205) which has an available balance of \$65,180, into GIS As-Built Linking, Design account (31993395-46201 / Project WA0365).

RECOMMENDATION 1:

Staff recommends that NUA approve Amendment 1 to Contract K-2021-72 with Meshek & Associates, LLC in the amount of \$67,000 increasing the total contract amount to \$134,000 for GIS As-Built Linking Services.

RECOMMENDATION 2:

Staff recommends that NUA approve budget transfer from Sooner Mall Waterline, Design (Account 31996683-46201 / Project WA0339) in the amount of \$33,500, into GIS As-Built Linking, Design (Account 31993395-46201 / Project WA0365).

RECOMMENDATION 3:

Staff recommends that NUA approve budget transfer from WRF Non-Potable Reuse System, Design (Account 32993394-46201 / Project WW0205) in the amount of \$33,500 into GIS As-Built Linking, Design (Account 31993395-46201 / Project WA0365).