



Office memorandum

DATE: July 11, 2025

TO: Shannon Stevenson, Assistant City Manager

FROM: Anthony Purinton, Assistant City Attorney

THROUGH: Rick Knighton, City Attorney

SUBJECT: Vendor Agreements for 221 & 1305 Triad Village Dr.

City Council approved a purchase and sale agreement for 1305 Triad Village Drive on 7/8/2025. Attached are two vendor agreements for third-party survey and inspection services. City Staff recommends approval of the contract so that the City can begin due diligence inspections as soon as possible

The first is for an environmental site survey (Environmental Phase I) for 1305 Triad Village Drive. The service from Redbud Environmental LLC is quoted at \$2,050.00. This vendor also completed the Phase I for 221 Triad and is already familiar with the area. The second is for an ALTA survey from Parkhill/Lemke Land Services quoted at \$4,800 for 221 Triad Village Dr. We anticipate using Parkhill as well for 1305 Triad ALTA survey once the title documents are received from the closing company. We have used both vendors previously with excellent results. Both surveys are standard due diligence services for real property acquisitions.

If approved, please sign and return so that we can provide the vendors with notice to proceed. Let me know if you have any questions or concerns.

K-2526-28





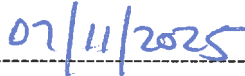
Redbud Environmental LLC
2124 Dakota Street
Norman, OK 73069
405-255-8677
Daphne@RedbudEnvironmental.com

Engagement of Services Agreement for Development Land at 1305
Triad Village Drive, Norman, OK 73071

This letter engages Redbud Environmental, LLC to perform a **Phase One Environmental Site Assessment** for the property listed above. The report will be performed in accordance with the American Society for Testing and Materials (ASTM) most current standard E-1527-21 All Appropriate Inquiry and will provide the client with a technical summary and supporting data regarding recognized environmental conditions. The Phase One report will meet SBA requirements and contain maps, photographs, land use documentation, regulatory compliance issues, interviews, and other items of due diligence. The objective of the report is to provide CERCLA liability protection to the buyer and lender. Additional environmental or real estate conditions which may adversely affect the use of the property will be reviewed including oil and gas activities. The environmental consultant meets ASTM criteria for doing the Phase One reports and carries \$1,000,000 of professional liability insurance with Traveler's insurance company.

The cost for the Phase One report will be \$2,050.00 payable at the time of report delivery. No testing will be conducted unless specified by the client. The Phase One report will be submitted electronically within 15 working days.

I acknowledge and agree by my signature below to engage Redbud Environmental LLC under the terms described above to conduct a Phase one report for the property listed.

	 
Client Clearly Printed Name	Title
	
Client Signature	Date

Please send the signed Engagement Letter to: Daphne@RedbudEnvironmental.com

THE FOLLOWING INFORMATION IS REQUIRED TO COMPLETE REPORT:

- Contact information for current owner for interviews and site visit.
- How should the report be titled (Name, Title, and Mailing Address)?
- If available, please provide appraisals or historical appraisals and historical Phase I/Phase II reports or other environmental reports.

Cancellation Policy: Minimum \$500 due if database reports have been ordered; time and materials due once report writing has begun and/or site visit has occurred.