



office memorandum

Date: April 17, 2026
 To: File
 From: Kenneth J. Giannone, PE, Capital Projects Engineer *KJG*
 Subject: Contract K-2021-67 - Projects WW0318/WW0325
 Norman WRF Laboratory Improvements and New Maintenance Building
 Amendment No. 2 - Scrivener's Error

This memorandum will serve to give notice and an explanation of a scrivener's error in Amendment No. 2 to Contract K-2021-67, Norman WRF Main Control Building Renovation and New Maintenance Building projects.

On March 24, 2026, the Norman Utilities Authority (NUA) approved Amendment No. 2 to Contract K-2021-67 by and between Norman Utilities Authority and Greeley and Hansen, LLC (G&H). The contract covers engineering services for the design, bidding and construction administration of Norman WRF Main Control Building Renovation and New Maintenance Building projects (Projects WW0325 and WW0318 respectively), while Amendment No. 2 specifically covers additional fees incurred due to changes in the final design and construction administration phases of the project associated with a newly received Community Funding Grant administered by the United States Department of Environmental Protection (USEPA), which will pay for up to 80% of the project construction cost.

The scrivener's error occurred in Exhibit C to Amendment No. 2, entitled "COMPENSATION", which shows the intended fee revisions for Amendment No. 2. (Copy is attached to this memo as Attachment A. NOTE: Highlighting on Attachment were added by writer for purposes of this memorandum). Exhibit C shows the correct totals in columns labeled "Current Fee Per Amendment No. 1" and "Revised Fee Subtotals", \$434,601.00 and \$587,301.00, respectively. However, it has an error in the column labeled "Revision Per Amendment No. 2". Specifically, there is a \$3,000 discrepancy in approved Amendment No. 2. The approved amendment gives \$149,700.00 as the total for this column, and the correct number should be \$152,700.00. This is summarized in the table below.

	Columns in Exhibit C of Amendment No. 2		
	"Current Fee Per Amendment No. 1"	"Revision Per Amendment No. 2"	"Revised Fee Subtotals"
Amendment No. 2 with Scrivener's Error	\$434,601.00	\$149,700.00	\$587,301.00
Actual Amendment No. 2	\$434,601.00	\$152,700.00	\$587,301.00
Discrepancy	\$0.00	\$3,000.00 less	\$0.00

This above-described discrepancy was brought to the attention of the City Attorney's office, specifically to Assistant City Attorney Anthony Purinton. Mr. Purinton reviewed approved Amendment No. 2, and he noted the following points, which he considered most compelling:

- The agenda item approved by NUA in the March 24, 2026 City Council Meeting and the staff report submitted with the agenda item, both referenced the correct amount for new total project fees,

\$587,301.00. The staff report, in fact, referenced this amount in both the subject line and the recommendation section. (Refer to Attachment B (Excerpt from Agenda for March 24, 2026 City Council Meeting) and Attachment C [Copy of Approved Staff Report submitted with March 24, 2026 Agenda Item]. NOTE: All highlighting and clouding were added by writer for the purposes of this memorandum)

- The agenda item approved by NUA in the March 24, 2026 City Council Meeting included a request for \$153,117.00 in funding for Amendment No. 2 including \$100,000 in funds that were transferred within the project budget to the design account for this purpose. This amount was chosen in order to cover the correct Amendment No. 2 fee increase of \$152,700.00. (Refer to Attachment C [Copy of Approved Staff Report submitted with March 24, 2026 Agenda Item]. All highlighting and clouding added by writer for the purposes of this memorandum)

For the above reasons, Mr. Purinton made the determination that this discrepancy was a scrivener's error and should be treated as such. Therefore, Amendment No. 2 need not be corrected and resubmitted to City Council for approval. Instead the approved, executed amendment can be marked up to show the corrected figures and the project may proceed. A copy of Amendment No. 2 with appropriate markup correcting the scrivener's error is attached as Attachment D.

Attachments

cc: File
Nathan Madenwald, P.E., Utilities Engineer
Gay Webb, Utilities Admin. Tech

Exhibit C
 Amendment No. 2 to Contract K-2021-67
 Agreement for Engineering Services

COMPENSATION

COMPENSATION is amended by the following:

Activity	Current Fee Per Amendment No. 1	Revision Per Amendment No. 2	Revised Fee Subtotals
Preliminary Design	\$183,481		\$183,481
Final Design Phase 1	\$162,120		
Final Design Phase 2*			
Project Management		\$7,300	
Contract Document Review and Site Visit		\$22,200	
Code Review and Updates		\$18,100	
BABA Updates		\$16,500	
Final Design Subtotals =			\$226,220
Bidding	\$20,000	\$1,000	\$21,000
Construction Administration* (12 month construction period**)	\$59,000	\$3,000	
Additional Services – Submittal review time for change in design and construction delivery		\$56,300	
Additional Services –RFC review time change in design and construction delivery		\$13,800	
Additional Services –CO review time for change in design and construction delivery		\$8,200	
CA Services for Additional Scope – Cart Entrance, Fire Alarm Panel, and UPS		\$5,800	
Construction Administration Subtotals =			\$146,100
As-Build Record Documents	\$10,000	\$500	\$10,500
CONTRACT TOTALS =	\$434,601	\$149,700	\$587,301

*Compensation amendments include a 2026/2027 labor rate adjustments for all remaining activities. **Consultant reserves the right request additional fees for Construction Administration services if the construction period extends past 12 months from the CONTRACTOR'S start date of construction.

Attachment B
Scrivener's Error to Amendment No. 2
to Contract K-2021-67

10. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT ONE TO CONTRACT K-1920-96: A CONTRACT BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND CH2MHILL ENGINEERS, INC. INCREASING THE CONTRACT AMOUNT BY \$121,687 FOR A REVISED CONTRACT AMOUNT OF \$401,934 FOR THE ROBINSON 30-INCH TRANSMISSION MAIN, 12TH AVE NE TO 24TH AVE NE, PROJECT. (WARDS 4 AND 6)
11. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT TWO TO CONTRACT K-2021-67: BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND GREELEY AND HANSEN, L.L.C., INCREASING THE CONTRACT AMOUNT BY \$149,700 FOR A REVISED CONTRACT AMOUNT OF \$587,301 FOR THE NORMAN WATER RECLAMATION MAIN CONTROL BUILDING RENOVATION AND WATER RECLAMATION FACILITY NEW MAINTENANCE STORAGE BUILDING PROJECTS AND FUND TRANSFER AS OUTLINED IN THE STAFF REPORT. (CITY)
12. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER THREE FOR CONTRACT K-2324-70: BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND KRAPFF REYNOLDS CONSTRUCTION COMPANY INC., INCREASING THE CONTRACT AMOUNT BY \$161,798.25 FOR A REVISED CONTRACT AMOUNT OF \$5,582,788.75 FOR THE SEWER MAINTENANCE PROGRAM 2019, FINAL ACCEPTANCE AND FINAL PAYMENT OF THE PROJECT. (WARD 2)
13. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER ONE TO CONTRACT K-2425-69: BY AND BETWEEN THE CITY OF NORMAN AND SAC SERVICES, INC., DECREASING THE CONTRACT AMOUNT FROM \$1,406,744.80 TO \$1,275,786.55, FINAL ACCEPTANCE AND FINAL PAYMENT OF \$66,220.72 FOR THE BOYD STREET STORM SEWER REPLACEMENT PROJECT (WARD 4)
14. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE FINAL ACCEPTANCE OF CONTRACT K-2425-92: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND DOWNEY CONTRACTING, L.L.C., FOR THE ALAMEDA STORMWATER PARK CONSTRUCTION PROJECT AND FINAL PAYMENT OF \$54,002.51. (WARD 4)
15. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER ONE TO CONTRACT K-2425-96: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA AND ELLSWORTH CONSTRUCTION OKC, L.L.C., INCREASING THE CONTRACT AMOUNT FROM \$940,547.29 TO \$958,371.31, FINAL ACCEPTANCE AND FINAL PAYMENT OF \$47,918.54 FOR THE FYE 2025 URBAN RECONSTRUCTION PROJECT. (WARD 4)



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 03/24/2026

REQUESTER: Ken Giannone

PRESENTER: Ken Giannone, Capital Projects Engineer

ITEM TITLE: CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT TWO TO CONTRACT K-2021-67: BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND GREELEY AND HANSEN, L.L.C., INCREASING THE CONTRACT AMOUNT BY \$149,700 FOR A REVISED CONTRACT AMOUNT OF \$587,301 FOR THE NORMAN WATER RECLAMATION MAIN CONTROL BUILDING RENOVATION AND WATER RECLAMATION FACILITY NEW MAINTENANCE STORAGE BUILDING PROJECTS AND FUND TRANSFER AS OUTLINED IN THE STAFF REPORT. (CITY)

HG/MP
9/10

BACKGROUND:

The laboratory in the Main Control Building at the Norman Water Reclamation Facility (WRF) was constructed in 1982. In spite of changing regulations that have consistently expanded the quantity and types of testing required, the laboratory has only had minimal improvements in the years since. As a result, it has become increasingly critical that the laboratory facilities at the WRF be both improved and expanded in order for the facilities to continue to comply with current and future regulations. In addition, over the past several decades, areas in the Main Control Building that were originally dedicated to WRF maintenance activities have been gradually repurposed to accommodate other critical needs. An expansion of the laboratory would necessarily result in the repurposing of the limited remaining maintenance space. For all of these reasons, a renovation of the Main Control Building including upgrades and expansion of the laboratory and the construction of a new dedicated Maintenance Building were deemed necessary.

A Request for Proposal was issued on August 14, 2020 for a project combining the WRF Main Control Building Renovation (WW0325) and the WRF New Maintenance Storage Building (WW0318) projects. Greeley and Hansen, L.L.C., (G&H) was selected as the consultant, and Norman Utilities Authority (NUA) approved Contract K-2021-67 for Consulting Services in the amount of \$384,000 on June 8, 2021, which called for completing these projects using Construction Management at Risk (CMAR) project delivery. Design efforts commenced immediately thereafter. In June 2022, when final design was ongoing but before procurement of the Construction Manager at Risk commenced, NUA decided to defer construction of this project so that other critical projects at the WRF could proceed. As a result, G&H was directed

to complete final design on the basis of a traditional design-bid-build (DBB) project delivery in lieu of CMAR with final design to be completed immediately and with the project to be bid at a future date to be determined. Amendment No. 1 to the contract, in the amount of \$50,601.00, was executed on December 12, 2023, and it covered additional fees related to minor scope revisions and fee impacts to the design and bidding processes resulting from changing the project delivery method from CMAR to DBB.

In March 2024, NUA learned that it had awarded a federal Community Funding Grant administered by United States Environmental Protection Agency (USEPA) in the amount of \$5,000,000 for the construction of an unrelated project at the WRF. However, that project had been bid in 2023, and the bidding documents had not been compliant with newly-updated USEPA funding requirements. For this reason, USEPA approved a technical correction in September 2024 that allowed this grant to be used for the construction of these two projects instead.

DISCUSSION:

Proposed Amendment No. 2 would cover the following fee revisions to their Contract:

- Review and update technical specifications to meet requirements of USEPA Community Funding Grant;
- Review and update final design for compliance with latest building codes;
- Revise construction administration services associated with the change in project delivery methodology from CMAR to DBB; and
- Revise construction administration services associated with requirements of USEPA Community Funding Grant.

The proposed amendment would increase the contract by \$149,700 for a revised contract amount of \$587,301. Funding is proposed to be from the WRF Main Control Building Renovation design account (32999911-46201 / Project WW0325) which has an available balance of \$53,117. To fully fund the project, a budget transfer of \$100,000 is proposed from the WRF Main Control Building Renovation construction account (32999911-46101 / Project WW0325), which has an available balance of \$3,000,000, into the WRF Main Control Building Renovation design account. With the transfer, the new available balance in the WRF Main Control Building Renovation design account (32999911-46201 / Project WW0325) will be \$153,117.

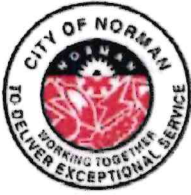
The EPA Community Funding Grant has been awarded and funding should be available for drawdown as soon as construction costs on this project are incurred. Upon approval of the amendment, G&H will immediately commence review and updating of design documents, and project should be ready for bidding by in summer 2026.

RECOMMENDATION NO 1:

Staff recommends Norman Utilities Authority approve Amendment Two to Contract K-2021-67 by and between Norman Utilities Authority and Greeley and Hansen, L.L.C., increasing the contract by \$149,700 for a revised contract total of \$587,301 for the Norman WRF Water Reclamation Facility Main Control Building Renovation (WW0325) and the Norman WRF New Maintenance Storage Building (WW0318).

RECOMMENDATION NO. 2:

Staff recommends that NUA approve the fund transfer as outlined in the Staff Report.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 03/24/2026

REQUESTER: Ken Giannone

PRESENTER: Ken Giannone, Capital Projects Engineer

ITEM TITLE: CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT TWO TO CONTRACT K-2021-67: BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND GREELEY AND HANSEN, L.L.C., INCREASING THE CONTRACT AMOUNT BY ~~\$149,700~~ FOR A REVISED CONTRACT AMOUNT OF \$587,301 FOR THE NORMAN WATER RECLAMATION MAIN CONTROL BUILDING RENOVATION AND WATER RECLAMATION FACILITY NEW MAINTENANCE STORAGE BUILDING PROJECTS AND FUND TRANSFER AS OUTLINED IN THE STAFF REPORT. (CITY)

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- Review and update final design for compliance with latest building codes;
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The proposed amendment would increase the contract by ~~\$149,700~~ for a revised contract amount of \$587,301. Funding is proposed to be from the WRF Main Control Building Renovation design account (32999911-46201 / Project WW0325) which has an available balance of \$53,117. To fully fund the project, a budget transfer of \$100,000 is proposed from the WRF Main Control Building Renovation construction account (32999911-46101 / Project WW0325), which has an available balance of \$3,000,000, into the WRF Main Control Building Renovation design account. With the transfer, the new available balance in the WRF Main Control Building Renovation design account (32999911-46201 / Project WW0325) will be \$153,117.

The EPA Community Funding Grant has been awarded and funding should be available for drawdown as soon as construction costs on this project are incurred. Upon approval of the amendment, G&H will immediately commence review and updating of design documents, and project should be ready for bidding by in summer 2026.

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\$152,700

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RECOMMENDATION NO. 2:

Staff recommends that NUA approve the fund transfer as outlined in the Staff Report.

**Attachment D
Scrivener's Error to Amendment No. 2
to Contract K-2021-67**

**AMENDMENT NO. 2
CONTRACT K-2021-67
AGREEMENT FOR ENGINEERING SERVICES**

This Amendment No. 2, dated this 24 day of February, 2026 is made a part of Contract K-2021-67 (AGREEMENT) dated June 8, 2021, between Norman Utilities Authority (OWNER) and Greeley and Hansen LLC (CONSULTANT) for professional engineering services.

The following items are hereby amended and supplemented as described:

1. Project Schedule, as amended and supplemented by Exhibit A to Amendment No. 2, attached hereto and incorporated by reference herein.
2. Scope of Services as amended and supplemented by Exhibit B to Amendment No. 2, attached hereto and incorporated by reference herein.
3. Compensation, as amended and supplemented by Exhibit C to Amendment No. 2, attached hereto and incorporated by reference herein.

Acceptance of the terms of this Amendment is acknowledged by the following authorized signatures of the parties to the Agreement. All other particulars in the original Agreement and Amendment No. 1, and not specifically referenced in Amendment No. 2, remain in effect and unchanged.

IN WITNESS WHEREOF, OWNER and ENGINEER have executed this AMENDMENT dated this 24 day of February, 2026.

Greeley and Hansen LLC - CONSULTANT

By: *Joseph Teusch*
Printed Name: Joseph Teusch, P.E.
Title: Authorized Agent, Vice President of Greeley and Hansen

ATTEST

Brent Sevcik
Printed Name: Brent Sevcik, AIA
Title: Project Manager

Norman Utilities Authority- OWNER

APPROVED as to form and legality this 20th day of March, 2026.


[Signature]
City Attorney

APPROVED by the Trustees of the Norman Utilities Authority this 24th day of March, 2026

ATTEST

By: *[Signature]*
Printed Name: Stephen T. Holman
Title: Chairman

Jamie Meyer
Jamie Meyer
Secretary



**Exhibit A
Amendment No. 2 to Contract K-2021-67
Agreement for Engineering Services
SCHEDULE**

SCHEDULE is amended by the following:

B. CONSULTANT agrees to recommence and complete the services described in Exhibit A, Scope of Services, in accordance with the following revised project schedule. Revised project schedule to superseded prior AGREEMENT project schedule on Attachment A.

ACTIVITY	START	FINISH
Preliminary Design	June 2021	October 2021
Final Design (Phase 1 - completed 9/22)	October 2021	September 2022
Notice to Recommence - 10/24		
Final Design (Phase 2)	February 2026	May 2026*
Bidding	June 2026	August 2026
Construction Administration**	September 2026	August 2027

*Dependent of Oklahoma Department of Environmental Quality (ODEQ) review time

**Consultant reserves the right request additional fees for Construction Administration services if the construction period extends past 12 months from the CONTRACTOR'S start date of construction.

Exhibit B
to Amendment No. 2 to Contract K-2021-67
Agreement for Engineering Services
SCOPE OF SERVICES

SCOPE OF SERVICES is amended by the following:

B.3 FINAL DESIGN

~~B.3.2 100% Construction Documents. (DELETED)~~

B.3.2 100% Construction Documents (Final Design Phase 2). (ADDED)

- A. Phase 1 of Final Design ended in September of 2022. After Notice to Recommence and an agreed upon updated schedule and fee, begin Final Design Phase 2.**
- B. Conduct code review to identify applicable codes revisions including but not limited to the IBEC which was updated from the 2015 version to 2018 in June of 2023 following the first phase of Final Design. Identify the necessary updates to the contract documents. Update plans and specifications together with contract documents to comply with code updates.**
- C. Review OWNER's grant requirements, specifically Build America, Buy American updates. Identify the necessary updates to the technical specifications and contract drawings. Update plans and specifications together with contract documents to comply with OWNER's grant requirements. Perform QA/QC review on the deliverable.
*Deliverable – 98% Plans and Specifications***
- D. Lead workshop review with OWNER and receive comments. Revise 98% Construction Documents as appropriate to address review comments and submit final document. This is a Final Design activity held over from the original agreement, no amended fee.**
- E. Furnish one digital copy of the 100% Contract Documents for use by OWNER.
*Deliverable – 100% Plans and Specifications***
- F. Permitting Documents: Prepare Construction Documents and Permit Application Form(s) as necessary to facilitate construction permit(s). Respond to any comments relating to approval and issuance of a construction permit. This is a Final Design activity held over from the original agreement, no amended fee.**

B.4 BIDDING:

SECTION B.4.1 AND B.4.2 AMENDED TO THE FOLLOWING:

- B.4.1 Prepare Construction Document(s) consisting of plans, specifications and contract documents necessary for bidding.**

Deliverable – Digital Bidding Documents

B.4.2 Attend and participate in virtual Pre-Bid Meeting.
Deliverable – meeting notes

B.5 CONSTRUCTION ADMINISTRATION: **(DELETED)**

B.5 CONSTRUCTION ADMINISTRATION: Design/Bid/Build Delivery **(ADDED)**

B.5.1 Attend virtual Pre-construction Conference. Provide digital copy of conformed plans at the time of reflecting any redesign work or revisions made thru Addenda. CONTRACTOR to prepare and issue all meeting notes for CONSULTANT review and comment.

B.5.2 Assist the OWNER'S Resident Project Representative to review and approve or take appropriate action on shop drawings and product information submitted by contractors for conformance with the design concept of the PROJECT and compliance with the information given in the Contract Documents. The OWNER'S Resident Project Representative will provide first review of submittals to verify complete and accurate contents, before transferring to CONSULTANT for review and approval. Submittals shall not extend to means, methods, techniques, sequences, or procedures of construction or to safety precautions and programs incident thereof. Up to one hundred (100) submittals with up to two rounds of submittal review each included. CONSULTANT reserves the right to request additional compensation for the review of more than one hundred (100) submittals and submittal reviews exceeding two rounds, at an average of 3 hours per submittal round. Language will be added to the construction documents establishing the CONTRACTOR'S obligation to reimburse the client for the CONSULTANT'S costs associated with submittal review exceeding two rounds. The CONSULTANT will work with the client to recommend associated retainage or withholding during CONTRACTOR payment review.

Deliverables – Approved or Approved as Noted shop drawings and submittals, Revise and Resubmit show drawings and submittals, Acknowledged submittals, Incomplete shop drawings and submittals

B.5.3 Assist the OWNER'S Resident Project Representative to respond to routine clarifications of the contract documents in response to OWNER-initiated inquiries and Contractor-initiated Requests for Clarification (RFCs). Respond to suggestions made by CONTRACTOR or Authority regarding minor changes to the work shown on drawings or in specifications. Prepare written clarifications and supplemental drawings when necessary, to clarify the Contract Documents, and transmit to Contractor and maintain an RFC log. Up to fifteen (15) RFCs to be included. CONSULTANT reserves the right to request additional compensation for the review of more than fifteen (15) RFCs, at an average of 8 hours per RFC.

Deliverables – Written response to RFCs, Supplementary drawings as needed

B.5.4 Change Order documentation will be prepared by the OWNER for execution. If required, CONSULTANT will review Change Orders and assist with justification, negotiation, recommendation, and execution of change orders including those that OWNER driven, CONTRACTOR driven, or necessary to resolve field conditions encountered. Review of up to eight (8) Change Orders to be included. CONSULTANT reserves the right to request additional compensation for more than eight (8) Change Orders excluding those pertaining to the CONSULTANT's standard of care per Article 7, at an average of 10 hours per change order.

Deliverables – Recommendation on prepared change order documentation

B.5.5 Review estimates of partial and final payments to the contractor and submit same to City staff with a recommendation. One payment application review per month.

Deliverables – Partial and Final Payment Review Documentation

B.5.6 Attend monthly virtual progress meetings with CONTRACTOR, OWNER, City staff and OWNER'S Resident Project Representative. Following the meeting, CONTRACTOR to prepare and issue all meeting notes for CONSULTANT review and comment.

B.5.7 Revise the Contract Drawings to show conditions as recorded by the CONTRACTOR on prints of the contract drawings maintained by the CONTRACTOR in the field. Delivered digital record drawing files will not be sealed or signed.

Deliverables – One full-size hard copy of Record Drawings and electronic copies of Record Drawings in CAD and PDF formats

Exhibit C
 Amendment No. 2 to Contract K-2021-67
 Agreement for Engineering Services

COMPENSATION

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\$152,700