

This is **ATTACHMENT H**, consisting of 6 pages, to be incorporated into the **Agreement between Owner and Engineer for Professional Services** dated June 9, 2015.

**AMENDMENT TO OWNER-ENGINEER AGREEMENT**  
**Amendment No. 3**

1. Background Data:

- a. Effective Date of Owner-Engineer Agreement: June 9, 2015
- b. Owner: City of Norman
- c. Engineer: Meshek & Associates, LLC
- d. Project: Lower Imhoff Creek Hydraulic and Hydrologic Study Project

2. Description of Modifications to Services:

- a. Budget Variance Compensation: Exhibit A
- b. Imhoff Creek Bank Stabilization grant management services: Exhibit B
- c. For the Modifications to Services set forth above, Owner shall pay Engineer the following compensation: All work will be billed on a lump sum basis not to exceed \$115,050.00.

<b>AMENDMENT 3</b>	<b>COMPENSATION</b>
<b>Imhoff Creek Bank Stabilization</b>	
i. Budget Variance compensation	\$65,140.00
ii. Grant Management Services	\$49,910.00
iii. <b>AMENDMENT 3 TOTAL</b>	<b>\$115,050.00</b>

- c. The schedule for rendering services is modified as follows: Upon receipt of the Notice to Proceed the services included in the amendment will be scheduled in consultation with the City Project Manager.

*(continued on next page)*

3. Agreement Summary

a. Original Agreement amount:	\$ 143,000.00
b. Net change for prior amendments:	\$ 1,038,536.38
c. This amendment amount:	\$ 115,050.00
d. Adjusted Agreement amount:	\$ 1,296,586.38

Owner and Engineer hereby agree to modify the above-referenced Agreement as set forth in this Amendment. All provisions of the Agreement not modified by this or previous Amendments remain in effect. The Effective Date of this Amendment is 28 April, 2026.

OWNER:

ENGINEER:

\_\_\_\_\_

Brandon Claborn

By: \_\_\_\_\_

By: Mr. Brandon Claborn, PE

Title: \_\_\_\_\_

Title: Vice President, Environmental

Date  
Signed: \_\_\_\_\_

Date:  
Signed: 4/24/26

APPROVED BY CITY OF NORMAN LEGAL DEPARTMENT  
BY [Signature] DATE 4/24/26



Michelle Gourd 4/26/2026

# EXHIBIT A



January 28, 2026

Jason Murphy  
Stormwater Program Manager 201 West Gray  
Building A  
Norman, OK 73069

RE: Imhoff Creek Bank Stabilization, Phase 1 (South of Imhoff Road)

Dear Mr. Murphy,

I am requesting your consideration for additional funding to cover WSB's extra time and effort associated with preparing the construction plans for this project. The City contracted Meshek & Associates in April 2021, and design work began shortly thereafter. The contract fee for Amendment 1 is **\$383,647.00**. The design phase ultimately extended to approximately four and a half years, with construction beginning in August of this year.

**WSB** currently has a **budget variance of \$85,276.00**. While we are not seeking the full amount, we would like to request reimbursement for the unplanned and out-of-scope work that was not anticipated in the original fee estimate. These costs represent additional time and effort in six key areas:

1. Easement Research_____	\$ 6,000.00
2. Utility location (Potholing by Sidewinder)_____	\$ 1,100.00
3. 404 Permitting for an Individual Permit _____	\$ 4,590.00
4. Public Presentations_____	\$10,000.00
5. Planning & Grants_____	\$ 6,015.00
6. SHPO Field Data Collection_____	\$ 7,000.00
7. <b>WSP</b> (sub-consultant) add. time & effort_____	\$30,435.00
<b>Total Request:</b> _____	<b>\$65,140.00</b>

## Summary of Additional Efforts:

- *Easement Research*: Required courthouse research to confirm the City's rights of access for maintenance and construction, followed by documentation and mapping.
- *Utility Location*: Potholing performed in October 2022, with subsequent surveying and integration into construction plans.
- *404 Permitting*: Initially estimated for a Nationwide Permit, but an Individual Permit was required by USACE, involving additional coordination and habitat survey for the Brown Bat.
- *Public Presentation*: Developed and delivered at a public meeting in October 2021.

## EXHIBIT A



- *Planning & Grants*: Adjustments due to a shift from BRIC to Hazard Mitigation Grant Program and an extended FEMA review process.
- *SHPO Data Collection*: Required property access, photography, and evaluation for grant application compliance.
- **WSP** (*sub-consultant*): Additional time and effort for addendum items, clarifications and shop drawing review, and work based on the No Rise certificate application.

These costs represent scope elements added or expanded due to project circumstances and were compounded by the extended design timeline. They total approximately 17% of the original fee.

We respectfully request approval for **\$65,140.00** to cover these unanticipated expenses.

Thank you for your consideration. Please feel free to contact me at **405-229-3260** if you have any questions or need further details.

Sincerely,

A handwritten signature in black ink that reads "Harris C. Wilson".

Harris Wilson , PE  
Senior Project Manager



405.229.3260 (c)  
2420 Springer Dr., Suite 110  
Norman, OK 73069  
[wsbeng.com](http://wsbeng.com)

## EXHIBIT B



February 26, 2026

Jason Murphy  
Stormwater Program Manager  
201 West Gray  
Building A  
Norman, OK 73069

RE: Grant Administration Services for Imhoff Creek Bank Stabilization, Phase 1

Dear Mr. Murphy,

I am requesting your consideration for additional funding to cover WSB's time and effort associated with grant management services for this project. The contract fee for grant management services is **\$49,910.00**. This amount is eligible for 100% reimbursement by FEMA through the Sub Recipient Management Cost program at the close out of the grant. WSB will request the City be reimbursed for these costs with the grant closeout request as part of the scope of work.

SCOPE OF ADDITIONAL SERVICES. Grant management services for the HMGP award. Additional services include the following:

1. Continued correspondence and follow-up with the Oklahoma Department of Emergency Management (OEM) and FEMA.
2. Prepare and submit required quarterly compliance reports to OEM via the OK EMgrants system.
3. Prepare and submit quarterly requests for reimbursement (RFR).
4. Respond to and requests for information (RFI) generated by RFRs.
5. Prepare and submit any necessary period of performance requests.
6. Coordinate and/or attend necessary project meetings pertaining to grant compliance/status.
7. Prepare and submit a period of performance extension request if necessary.
8. Respond to any RFIs generated by the extension request as needed.
9. Prepare and submit a closeout request after the project is completed.
10. Respond to any RFIs generated by the closeout request.
11. Keep the grant account in good standing until the account is officially closed out by FEMA by keeping up with required compliance activities.

The TIME OF COMPLETION will extend to the close of the Hazard Mitigation Grant Period of Performance and allow time for FEMA review and complete the closeout of the award, estimated to be December of 2027.

Thank you for your consideration. Please feel free to contact me at **405-695-9255** if you have any questions or need further details.

Sincerely,

*Wendi Lemons*

Wendi Lemons, AEM  
Senior Project Manager

