



## CITY OF NORMAN, OK STAFF REPORT

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**MEETING DATE:** 4/28/2026

**REQUESTER:** Jason Murphy, Stormwater Program Manager

**PRESENTER:** Scott Sturtz, Director of Public Works

**TITLE:** CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT THREE TO CONTRACT K-1415-134: BY AND BETWEEN THE CITY OF NORMAN AND WSB, L.L.C./MESHEK & ASSOCIATES, L.L.C., FOR ADDITIONAL DESIGN SERVICES AND GRANT MANAGEMENT SERVICES ASSOCIATED WITH THE LOWER IMHOFF CREEK STABILIZATION PROJECT IN THE AMOUNT OF \$115,050.00 AS OUTLINED IN THE STAFF REPORT.

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### **BACKGROUND:**

On June 9, 2015, City Council approved Contract K-1415-134 with Meshek & Associates, LLC for professional engineering services related to the Lower Imhoff Creek Hydraulic and Hydrologic Study Project.

Since the original agreement, the contract has been amended to provide additional engineering design services associated with stabilization efforts along Lower Imhoff Creek. Amendment No. 1 authorized engineering design services and FEMA Hazard Mitigation Grant Program (HMGP) application preparation. Amendment No. 2 authorized additional design services and included services related to real estate acquisition necessary for the project. Amendment No. 3 subsequently removed the real estate acquisition services from the engineering contract and reduced the overall contract amount accordingly.

In 2025, Meshek & Associates, LLC merged with WSB LLC, a national engineering and consulting firm. As a result of this merger, Meshek & Associates continues to operate under the WSB organization, and project management responsibilities for the Lower Imhoff Creek Stabilization Project are being carried out by former Meshek personnel now employed by WSB. The merger does not alter the contractual relationship, scope of services, or obligations under Contract K-1415-134, and continuity of project staff and institutional knowledge has been maintained throughout the transition.

Phase 1 construction of the Lower Imhoff Creek Stabilization Project is currently underway and funded in part through the FEMA Hazard Mitigation Grant Program (HMGP), administered through the Oklahoma Department of Emergency Management and Homeland Security (ODEMHS).

**DISCUSSION:**

Amendment No. 3 provides compensation for additional design services that were required during the Phase 1 design process as well as grant management services necessary to administer the FEMA Hazard Mitigation Grant Program associated with the project.

**Budget Variance Compensation**

During the design phase of the Lower Imhoff Creek Bank Stabilization Project, additional work was required beyond the originally anticipated scope. These additional services included:

- Easement research and documentation
- Utility location and potholing coordination
- Additional permitting coordination with the U.S. Army Corps of Engineers for an Individual Section 404 permit
- Preparation and delivery of public presentations
- Additional planning and grant coordination resulting from the transition from the BRIC program to the HMGP program
- State Historic Preservation Office (SHPO) field data collection
- Additional subconsultant coordination and engineering effort

These unanticipated services resulted in additional engineering effort and associated costs. Amendment No. 3 provides \$65,140.00 in compensation to address this documented budget variance.

**Grant Management Services**

The Lower Imhoff Creek Stabilization Project is funded in part through FEMA’s Hazard Mitigation Grant Program. Federal grant administration requires ongoing reporting, reimbursement requests, responses to Requests for Information (RFIs), coordination with the Oklahoma Department of Emergency Management, and preparation of final grant closeout documentation.

WSB LLC has proposed providing grant administration services for the project through the anticipated grant closeout period in December 2027. The cost for these services is \$49,910.00, which is eligible for 100% reimbursement by FEMA through the Sub-Recipient Management Cost program at the completion of the grant.

**Contract Summary**

Following approval of Amendment No. 3, the contract amount will be adjusted as follows:

Description	Amount
Original Agreement	\$143,000.00
Net Change from Prior Amendments	\$1,038,536.38
Amendment No. 3	\$115,050.00

Description	Amount
Adjusted Agreement Amount	\$1,296,586.38

With savings from the Boyd Street Storm Sewer Replacement Project funds are available in Boyd St. Pipeline Replacement, Const (Project DR0036, Account 50599968-46101).

**RECOMMENDATION 1:**

Staff recommends transfer of funds in the amount of \$115,050.00 from Boyd St. Pipeline Replacement, Const (Project DR0036, Account 50599968-46101) to Imhoff Creek Stabilization, Design (Project DR0062, Account 50595531-46201).

**RECOMMENDATION 2:**

Staff recommends approval of Amendment No. 3 to Contract K-1415-134 with WSB LLC / Meshek & Associates, LLC in the amount of \$115,050.00 for additional design services and grant management services associated with the Lower Imhoff Creek Stabilization Project.