



Office memorandum

DATE: July 22, 2025
TO: Shannon Stevenson, Assistant City Manager
FROM: Anthony Purinton, Assistant City Attorney
THROUGH: Rick Knighton, City Attorney
SUBJECT: ALTA Vendor Agreement for 1305 Triad Village Dr.

City Council approved a purchase and sale agreement for 1305 Triad Village Drive on 7/8/2025. Attached is a vendor proposal/agreement for a third-party ALTA survey. City Staff recommends approval of the contract so that the City can complete diligence inspections.

The ALTA survey proposal is from Parkhill/Lemke Land Services quoted at \$4,800 (the same price that was provided by this vendor for 221 Triad Village Dr.) We have used this vendor previously with excellent results. An ALTA survey is standard due diligence services for real property acquisitions and is a requirement of the title policy.

Funds are available in the account for the project. More specific information on funding is available, if requested. 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.

July 21, 2025

Mr. Anthony Purinton
Assistant City Attorney
City of Norman
201 West Gray
Norman, OK 73070

RE: Proposal for Professional Services
1305 Triad Village Drive ALTA Survey
1305 Triad Village Drive, Norman, OK 73071

Dear Mr. Purinton:

Parkhill is pleased to have the opportunity to provide this Proposal for Surveying Services for the referenced Project.

SCOPE OF SERVICES

Parkhill will perform an ALTA Survey that meets the "2021 Minimum Standard Detail Requirements and Classifications for ALTA/NSPS Land Title Surveys" and will include items 1, 2, 3, 4, 7a, 8, 9, 10, 11a, 13, and 16 as set forth in "Table A" of those requirements as attached.

Services specifically excluded from our Scope of Services include, but are not limited to:

- Subsurface Utility Engineering (SUE) report.
- Municipal plats or replats.
- Survey Areas other than those specified.

SCHEDULE

Can be negotiated upon receipt of our Notice to Proceed.

COMPENSATION

Our fee for the Scope of Services described above will be based on a lump sum amount of \$4,800.00 and will be billed on a complete percentage basis.

If this Proposal meets your expectations by returning one signed copy to our office. Upon receipt of an executed Proposal, we will schedule and begin Work.

We appreciate the opportunity to provide Professional Services to you and look forward to the successful completion of your Project. If you have any questions, please do not hesitate to call us.

Sincerely,

PARKHILL

By 
Beau Winfrey, PLS
Surveyor | Associate

By 
Kelly J. Henderson, PLS
Director of Surveying | Partner

CITY OF NORMAN

Signature: 

Name: Shannan Stevenson

Title: Asst. City Manager

Date: 7/22/25

BWW/mcj

Enclosures: ALTA/NSPS Requirements

TABLE A

OPTIONAL SURVEY RESPONSIBILITIES AND SPECIFICATIONS

NOTE: Whether any of the nineteen (19) items of Table A are to be selected, and the exact wording of and fee for any selected item, may be negotiated between the surveyor and client. Any additional items negotiated between the surveyor and client must be identified as 20(a), 20(b), etc. Any additional items negotiated between the surveyor and client, and any negotiated changes to the wording of a Table A item, must be explained pursuant to Section 6.D.ii.(g). Notwithstanding Table A Items 5 and 11, if an engineering design survey is desired as part of an ALTA/NSPS Land Title Survey, such services should be negotiated under Table A, Item 20.

If checked, the following optional items are to be included in the ALTA/NSPS LAND TITLE SURVEY, except as otherwise qualified (see note above):

1. ☒ Monuments placed (or a reference monument or witness to the corner) at all major corners of the boundary of the surveyed property, unless already marked or referenced by existing monuments or witnesses in close proximity to the corner.
2. ☒ Address(es) of the surveyed property if disclosed in documents provided to or obtained by the surveyor, or observed while conducting the fieldwork.
3. ☒ Flood zone classification (with proper annotation based on federal Flood Insurance Rate Maps or the state or local equivalent) depicted by scaled map location and graphic plotting only.
4. ☒ Gross land area (and other areas if specified by the client).
5. ☐ Vertical relief with the source of information (e.g., ground survey, aerial map), contour interval, datum, with originating benchmark, when appropriate.
6. ☐ (a) If the current zoning classification, setback requirements, the height and floor space area restrictions, and parking requirements specific to the surveyed property are set forth in a zoning report or letter provided to the surveyor by the client or the client's designated representative, list the above items on the plat or map and identify the date and source of the report or letter.
☐ (b) If the zoning setback requirements specific to the surveyed property are set forth in a zoning report or letter provided to the surveyor by the client or the client's designated representative, and if those requirements do not require an interpretation by the surveyor, graphically depict those requirements on the plat or map and identify the date and source of the report or letter.
7. ☒ (a) Exterior dimensions of all buildings at ground level.
☐ (b) Square footage of:
☐ (1) exterior footprint of all buildings at ground level.
☐ (2) other areas as specified by the client.

- ☐ (c) Measured height of all buildings above grade at a location specified by the client. If no location is specified, the point of measurement shall be identified.
8. ☒ Substantial features observed in the process of conducting the fieldwork (in addition to the improvements and features required pursuant to Section 5 above) (e.g., parking lots, billboards, signs, swimming pools, landscaped areas, substantial areas of refuse).
9. ☒ Number and type (e.g., disabled, motorcycle, regular, and other marked specialized types) of clearly identifiable parking spaces on surface parking areas, lots, and in parking structures. Striping of clearly identifiable parking spaces on surface parking areas and lots.
10. ☒ As designated by the client, a determination of the relationship and location of certain division or party walls with respect to adjoining properties.
11. Evidence of underground utilities existing on or serving the surveyed property (in addition to the observed evidence of utilities required pursuant to Section 5.E.iv.) as determined by:
- ☒ (a) plans and/or reports provided by client (with reference as to the sources of information)
- ☐ (b) markings coordinated by the surveyor pursuant to a private utility locate request.
- Note to the client, insurer, and lender – With regard to Table A, item 11, information from the sources checked above will be combined with observed evidence of utilities pursuant to Section 5.E.iv. to develop a view of the underground utilities. However, lacking excavation, the exact location of underground features cannot be accurately, completely, and reliably depicted. In addition, in some jurisdictions, 811 or other similar utility locate requests from surveyors may be ignored or result in an incomplete response, in which case the surveyor shall note on the plat or map how this affected the surveyor's assessment of the location of the utilities. Where additional or more detailed information is required, the client is advised that excavation may be necessary.*
12. ☐ As specified by the client, Governmental Agency survey-related requirements (e.g., HUD surveys, surveys for leases on Bureau of Land Management managed lands). The relevant survey requirements are to be provided by the client or client's designated representative.
13. ☒ Names of adjoining owners according to current tax records. If more than one owner, identify the first owner's name listed in the tax records followed by "et al."
14. ☐ As specified by the client, distance to the nearest intersecting street.

15. ☐ Rectified orthophotography, photogrammetric mapping, remote sensing, airborne/mobile laser scanning and other similar products, tools or technologies as the basis for showing the location of certain features (excluding boundaries) where ground measurements are not otherwise necessary to locate those features to an appropriate and acceptable accuracy relative to a nearby boundary. The surveyor must (a) discuss the ramifications of such methodologies (e.g., the potential precision and completeness of the data gathered thereby) with the insurer, lender, and client prior to the performance of the survey, and (b) place a note on the face of the survey explaining the source, date, precision, and other relevant qualifications of any such data.
16. ☒ Evidence of recent earth moving work, building construction, or building additions observed in the process of conducting the fieldwork.
17. ☐ Proposed changes in street right of way lines, if such information is made available to the surveyor by the controlling jurisdiction. Evidence of recent street or sidewalk construction or repairs observed in the process of conducting the fieldwork.
18. ☐ Pursuant to Sections 5 and 6 (and applicable selected Table A items, excluding Table A item 1), include as part of the survey any plottable offsite (i.e., appurtenant) easements disclosed in documents provided to or obtained by the surveyor.
19. ☐ Professional liability insurance policy obtained by the surveyor in the minimum amount of \$_____ to be in effect throughout the contract term. Certificate of insurance to be furnished upon request, but this item shall not be addressed on the face of the plat or map.
20. ☐ _____

Adopted by the American Land Title Association on October 1, 2020. More at: www.alta.org.
Adopted by the National Society of Professional Surveyors on October 30, 2020. More at: www.nsps.us.com.