



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 08/26/2025

REQUESTER: Nathan Madenwald, Utilities Engineer

PRESENTER: Nathan Madenwald, Utilities Engineer

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT NUMBER THREE TO CONTRACT K-2223-46: AN AMENDMENT TO THE CONTRACT BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND RJN GROUP, INC., IN THE AMOUNT OF \$155,000 FOR WASTEWATER FLOW MONITORING SERVICES.

BACKGROUND:

In March 2002, the Norman Utilities Authority (NUA) approved Contract K-0102-50 with RJN Group, Inc. (RJN) which began a program to measure wastewater flows from satellite collection systems. Satellite systems are privately-owned wastewater (sewage) collection systems that discharge into the NUA system. The program began with the installation of 10 flow meters at discharge points serving the University of Oklahoma (OU). The scope of services included metering equipment selection, installation, calibration and software for data collection and reporting, and meter maintenance. The contract was amended several times to authorize continued maintenance, data collection and reporting.

In 2007, a Request for Proposal (RFP) was forwarded to interested engineering firms. On August 28, 2007, Contract K-0708-42 for Permanent Wastewater Flow Metering services was awarded to RJN in an annual amount not to exceed \$150,000. Under Contract K-0708-42, additional unit prices were provided to perform meter maintenance, if necessary, and install a total of 19 meters. Additional meters were installed at discharges from several satellite systems such as mobile home parks and apartment complexes to determine if permanent meters were justified at these locations. Additional meters were installed to determine wastewater flows prior to and following improvements under the Sewer Maintenance Program (SMP) to determine the effectiveness of the sewer main replacements. The NUA approved five amendments to Contract K-0708-42. In 2014, Contract K-1415-34 was awarded to RJN to continue this flow monitoring work. Under this contract and its amendments, RJN provided flow monitoring services and also developed a website management system for the data to provide easier access for staff and provided flow data to support efforts to measure virus loads in wastewater during the pandemic.

In 2022, Contract K-2223-46 was awarded to the RJN Group, Inc., due to their experience in working with our system and processes and lack of other available competitors for this work. The flows are used to measure effectiveness of the SMP project, billing for OU, and overall flow measurements to be used to monitor system capacity and for future modeling purposes. Amendments 1 and 2 to Contract K-2223-46 for flow monitoring services were approved August 8, 2023, and July 9, 2024, respectively.

DISCUSSION:

Amendment 3 to Contract K-2223-46 has a “not to exceed” amount of \$155,000. It is based on continued maintenance, meter repairs, data collection and reporting for a total of 17 meters for a duration of 12 months. Separately, staff is budgeting for equipment purchases and replacements to maintain a reliable stock of flow meters.

The new unit price for monthly monitoring and data collection increased to account for cost increases for servicing the meters. The seventeen (17) metering installations include eight meters for OU billing purposes, seven meters to measure dry and wet weather flow data from interceptors entering the Water Reclamation Facility (WRF) and two additional meters for sewer rehabilitation evaluation under the Sewer Maintenance Plan (SMP).

The Fiscal Year Ending 2026 (FYE26) budget includes \$160,000 in Water Reclamation Fund, Professional Services (Account 32955252-44099) and is sufficient to fully fund Amendment 3 to Contract K-2223-46 with RJN.

RECOMMENDATION:

Staff recommends approval of Amendment 3 to Contract K-2223-46 with RJN Group, Inc. to perform wastewater flow monitoring services in an amount not to exceed \$155,000.