



NORMAN UTILITIES AUTHORITY MEMORANDUM

DATE: 8/6/2024

TO: File

FROM: Kenneth J. Giannone, PE, Capital Projects Engineer *KJG*

RE: Project WA0246
Parsons Addition Waterline Replacement – Phase II
Recommendation of Final Acceptance

As of July 30, 2024, all new waterlines on the above-referenced project had been installed, tested, and placed into service (including appurtenant services, fire lines, etc.) and all restoration had been completed. For these reasons, the project was deemed substantially complete as of that date, which means the contract “clock” officially stopped prior to the Contract Completion Date of August 4, 2024.

A punchlist was generated by Norman Utilities Department staff as of the Substantial Completion Date. It was transmitted to the contractor, Southwest Water Works, LLC (SWWW) by the end of the day on July 30, 2024, and SWWW immediately commenced addressing the items listed. On August 2, 2024, SWWW advised that all punchlist items had been address and requested a final walkthrough, and on August 6, 2024 at 10:00 am, the final walkthrough convened with the following in attendance:

- Ken Giannone, PE – Norman Utilities
- Terry Graven – Norman Utilities
- Luke Cutsinger – Norman Utilities (for part of walkthrough)
- Shane Smith - Southwest Water Works
- Jackson Matthews, Southwest Water Works

Based on the observations of all attendees during the walkthrough, all work listed on the punchlist had been completed. Refer to attached document entitled “Partial Preliminary Punchlist as of 08/06/2024”. It shows the original punchlist created on July 30, 2024 and confirms the results of the final walkthrough on August 6, 2024.

Based on the above, the writer hereby considers this project to be complete. Therefore, it is recommended that City of Norman approve Final Acceptance of this project and authorize payment of Final Payment (including release of all retainage) to the Contractor, Southwest Water Works, LLC.

WA0246 - Parsons Addition Waterline Replacement - Phase II
Partial Preliminary Punchlist as of 08/06/2024

Item No.	Description	Date Completed	Confirmed by (Initials)
A.	ELM STREET		
1.	Remove paving forms, clean up the NW and SW corners of the intersection, backfill and sod all disturbed areas.	8/6/24	ZJP
2.	New fire hydrant at Brooks is too low and the valve box has dirt covering the valve nut.	"	ZJP
3.	The water meter at Zarrow Hall is too shallow.	"	ZJP
4.	720 Elm, fire hydrant od too low, must have center of steamer nozzle a minimum of 18" off the ground, but no more than 24".	"	ZJP
5.	744 Elm, level and sod disturbed area. Remove traffic signs.	"	ZJP
6.	NW corner of Elm and Parsons, remove lids and fill old valve boxes with concrete.	"	ZJP
7.	800 Elm, water meter is too shallow and not centered in box. Level and sod disturbed areas.	"	ZJP
8.	808 Elm, water meter water is too shallow. Level and sod disturbed areas.	"	ZJP
9.	816 Elm, water meter box is too high. Make it level with existing ground, and place sod.	"	ZJP
10.	820 Elm, level area around meter box with top soil and place sod.	"	ZJP
11.	824 Elm, water meters are not centered in meter boxes. Areas around meter boxes need top soil and leveled before placing sod. There are (2) broken irrigation lids to replace. New fire hydrant is too low.	"	ZJP
12.	848 Elm, new fire hydrant is too low and the nut on the watch gate valve is covered with dirt. Clean up the NW corner of the intersection, replace broken valve box lid. Large meter box near ped pole has issues. The bricks have shifted and the water meter is almost completely buried. Need to correct this.....make it easier to access and work on the meter.	"	ZJP
13.	Intersection of Elm and Brooks, fill old valve boxes with concrete. Watch gate valve on new fire hydrant is covered with dirt.....clean out valve box. New fire hydrant is too low.	"	ZJP





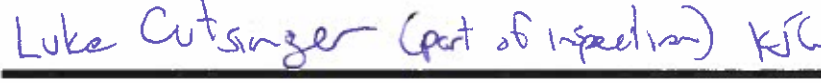
B.	COLLEGE AVENUE		
1.	New valve box at far south end, valve installed north of the 16" main.....is not straight or centered over nut. New fire hydrant is also too low. Level and sod all disturbed areas. Turn new FH steamer nozzle towards College Ave.	8/6/24	[Signature]
2.	828 College, water meter is not straight or centered in box.	"	[Signature]
3.	834 College, fire hydrant is too low.	"	[Signature]
4.	Intersection of Parsons, the north, south and west valve boxes are not straight or centered above the new valve nuts.....correct this.	"	[Signature]
5.	730 College, new fire hydrant is too low, pour sidewalk repair and then clean up the area. Place top soil, level and sod all disturbed areas.	"	[Signature]
6.	700 College, level area and place sod.	"	[Signature]
7.	Intersection of Brooks Street, remove old fire hydrant, new fire hydrant is too low, remove plastic covers on new ramps (do this to all new ramps on the project), remove sand bags and signs, level and sod all disturbed areas.	"	[Signature]
8.	701 College, clean up the area, level and sod all disturbed areas, repair any damaged sprinklers.	"	[Signature]
9.	809 College, water meter is not centered in the box.	"	[Signature]
10.	819 College, water meter is too shallow. Water meters must be at least 8" below lid to top of meter.	"	[Signature]
C.	CHAUTAUQUA AVENUE		
1.	945 Chautauqua, replace water meter lid. The key hole is blocked.	8/6/24	[Signature]
2.	943 Chautauqua, the sidewalk area is way too rough. Level area with topsoil and place new sod as needed to make it smooth and maintainable.	"	[Signature]
3.	941 Chautauqua, water meters are not centered or straight inside the boxes. Drive steel bars into the ground to support the meters.	"	[Signature]
4.	925 Chautauqua, level and sod all disturbed areas.	"	[Signature]
5.	917 Chautauqua, level and sod all disturbed areas.	"	[Signature]
6.	913 Chautauqua, level and sod all disturbed areas.	"	[Signature]
7.	903 Chautauqua, level area around meter box.	"	[Signature]

8.	820 Chautauqua, remove all traffic signs.	8/6/24	2 JB
9.	Intersection of Brooks, clean up the entire area, repair any damaged sprinklers, remove sand bags, remove old fire hydrant, level and sod all disturbed areas.	"	2 JB
10.	800 Chautauqua, level and sod all disturbed areas.	"	2 JB
11.	820 Chautauqua, one valve box in street is full of dirt and the nut is completely covered. Clean out the valve box. Level and sod all disturbed areas.	"	2 JB
12.	Across from 845 Chautauqua, level and sod all disturbed areas.	"	2 JB
13.	Intersection of Parsons, clean up the entire area, level and place sod on all disturbed areas.	"	2 JB
14.	910 Chautauqua, level and sod all disturbed areas. Clean up gravel from existing driveway.	"	2 JB
15.	930 Chautauqua, repair all damaged sprinklers. Clean up the area, backfill, level and sod all disturbed areas. The first gate valve box in the street is not centered over the operating nut. Remove and replace valve box to make it centered. Water meter box is too low.	"	2 JB
16.	944 Chautauqua, level and sod all disturbed areas.	"	2 JB
17.	948 Chautauqua, water meter is not centered inside the box. Level and sod all disturbed areas.	"	2 JB
D	BROOKS STREET		
1.	At the intersection of Elm, clean up the entire area, backfill, level and sod all disturbed areas. Repair any damaged sprinklers.	8/6/24	2 JB
2.	Pick up sign base at the north side of Zarrow Hall.	"	2 JB
3.	701 College (along Brooks) clean up the area, repair any damaged sprinklers, level and sod all disturbed areas.	"	2 JB
4.	Intersection of College, clean up the area, remove traffic signs, remove old fire hydrant, raise new fire hydrant, level and sod all disturbed areas.	"	2 JB
5.	605 Brooks, level and sod all disturbed areas.	"	2 JB
6.	Area across from 605 Brooks, level and sod disturbed area.	"	2 JB

E	PARSONS STREET		
1.	845 Chautauqua (along Parsons).....level and sod around water meter.	8/6/24	ZJD
2.	New fire hydrant at corner of College Ave is too low. Level and sod all all disturbed areas. Repair any damaged sprinklers.	"	ZJD
3.	801 College (along Parsons) water meter is not centered in meter box.	"	ZJD
F	GENERAL		
1.	Remove all related traffic control outside the primary work area on side streets. Make sure all gravel is swept away on all streets.	8/6/24	ZJD
2.	Clean up staging area	"	ZJD
3.	Return all salvaged materials to City of Norman Line Maintenance Facility.	"	ZJD

FINAL INSPECTION ON 8/6/2024 AT 10 a.m.

Attendees:

	Kenneth J. Giamore, C.O.N.	8/6/2024
Signature	Printed	date
	Terry Graven, C.O.N.	8/6/2024
Signature	Printed	date
	Shane Smith, Southwest Waterworks	8/6/2024
Signature	Printed	date
	Jackson Matthews, Southwest Waterworks	8/6/2024
Signature	Printed	date
	Luke Cutsinger, C.O.N.	8/6/2024
Signature	Printed	date