



DATE: 9/3/2026

TO: Darrel Pyle, City Manager
Shannon Stevenson, Assistant City Manager

FROM: Scott Sturtz, Director of Public Works

A handwritten signature in black ink, appearing to be 'SS', is written over the 'FROM' line.

SUBJECT: CONSIDERATION OF ACCEPTANCE, APPROVAL, REJECTION OF
WORK ORDER NO. 1 TO ON-CALL CONTRACT K-2526-87: BY AND
BETWEEN THE CITY OF NORMAN AND WSB LLC, IN THE AMOUNT
OF \$10,100 FOR HIGH HAZARD DAM INSPECTION SERVICES

BACKGROUND:

The Oklahoma Water Resources Board (OWRB) regulates jurisdictional dams within the State of Oklahoma. High hazard-potential dams require periodic inspections by a qualified professional engineer to evaluate the condition of the dam and appurtenant structures and identify deficiencies that may affect the continued safe operation of the dam.

The City utilizes professional engineering services to assist with required inspections and evaluation of high hazard-potential dams. These inspections provide documentation of current conditions and recommendations for maintenance, repair, or additional evaluation when necessary.

On January 27, 2026, City Council approved Contract K-2526-87 with WSB LLC for on-call professional services. The agreement allows the City to issue individual work orders for professional services on an as-needed basis, with the specific scope, schedule, and compensation established by each work order.

DISCUSSION:

The proposed work order will authorize WSB LLC to perform high hazard dam inspection services for Sutton Wilderness Dam (OK12572) and Hall Park Dam (OK11090). The work will include review of available records, field inspection of the dam and appurtenant structures, documentation of observed conditions, identification of deficiencies, and preparation of the required inspection report and recommendations.

Funding for Work Order No. 1 is available within Professional Services Account 10550222-44099.

RECOMMENDATION No. 1:

City staff recommends approval of Work Order No. 1 to Contract K-2526-87 with WSB LLC, in the amount of \$10,100, for high hazard dam inspection services.

office memorandum



9-22-24

Date

Signature

A handwritten signature in black ink, appearing to be "Darrel Pyle", is written over a horizontal line.

☒ APPROVED
☐ DISAPPROVED

BY: ☒ Darrel Pyle, City Manager
☐ Shannon Stevenson, Assistant City Manager

Cc: Scott Sturtz – Director of Public Works
Clint Mercer – Director of Finance
Jamie Meyer – City Clerk
Beth Muckala – Asst. City Attorney

Kim Collier

office memorandum

WORK ORDER NO. PW1

This Work Order, dated the _____ day of _____, _____ (the "Effective Date"), between the City of Norman ("City") and WSB Engineering ("Contractor") (City and Contractor, together, the "Parties"), adopts and incorporates by reference the terms and conditions of the Agreement for On-Call Professional Services entered into on January 27, 2026, ("Agreement") by the Parties. Capitalized terms used by not defined in this Work Order shall have the meanings set out in the Agreement.

WHEREAS, pursuant to Section 3.1 of the Agreement, the Parties wish to enter into this Work Order for purposes of setting forth the rights and obligations regarding the provision of Services by Contractor for City of Norman High Hazard Dam Inspections hereinafter described as "Project" for purposes of this specific Work Order).

NOW THEREFORE, for good and valuable consideration contained herein, the exchange, receipt, and sufficiency of which are acknowledged, the parties agree as follows:

1. Scope of Services. Contractor shall perform those services set forth in Exhibit A attached hereto ("Services").
2. Compensation and Payment. In consideration for the performance of Services under this Work Order, City shall pay to Contractor in an amount and manner as set forth in Exhibit B attached hereto.
3. Schedule. Contractor shall perform the Services in accordance with the schedule set forth in Exhibit C attached hereto.
4. Termination. The term of this Work Order shall commence on the "Effective Date" and end upon the completion of the Services unless otherwise terminated in accordance with the Agreement.
5. [Other Work Order-Specific Terms and Conditions]

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, Contractor has caused this Work Order No. PW1 to be duly executed.

WSB Engineering (CONTRACTOR)

By: Brandon Claborn

Title: VP Environmental

Attest: N/A
Corporate Secretary

ACKNOWLEDGEMENT

STATE OF OKLAHOMA)
) ss.
COUNTY OF _____)

Before me, the undersigned, a Notary Public in and for said County and State, on this 19th day of August, 20 26, personally appeared Brandon Claborn, to me known to be the identical person who executed the foregoing instrument as an authorized representative of the Contractor, and acknowledged to me that they executed the same as their free and voluntary act for the uses and purposes therein set forth.

Witness my hand and official seal the day and year above written.

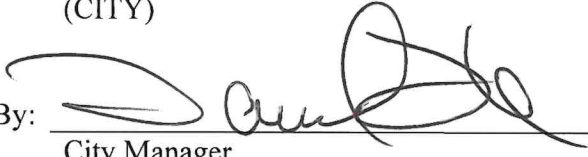
Michelle Gourd
Notary Public

My Commission Expires: 4/5/30
My Commission Number: 22004792

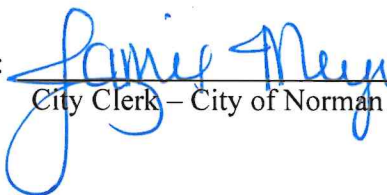


IN WITNESS WHEREOF, the City has caused this Work Order No. PW1 to be duly executed this 22 day of September, 2026.

[CITY OF NORMAN, OKLAHOMA]
(CITY)

By: 
City Manager

Attest:


City Clerk – City of Norman



Reviewed as to form and legality this 22 day of September, 2026.


City Attorney

EXHIBIT A

SCOPE OF SERVICES

Scope of Services

For each dam (Sutton Wilderness Dam (OK12572) and Hall Park Dam (OK11090)), our scope of services will include, at a minimum:

- Perform an annual visual inspection of the dam by an Oklahoma licensed Professional Engineer experienced in dam safety.
- Inspect the embankments, crest, abutments, principal and emergency spillways, outlet works, toe drains, and other appurtenant structures.
- Document the condition of the dam, identify any observed deficiencies or maintenance concerns, and provide recommendations for corrective actions or additional evaluation, as appropriate.
- Complete the current OWRB Dam Inspection Checklist for the dam.
- Prepare a signed and sealed inspection report suitable for submission to the Oklahoma Water Resources Board.

Each inspection report will include, at a minimum:

- Executive Summary
- Dam and Watershed Information
- Visual Inspection Findings
- Structural Stability/Condition Assessment
- Operations and Maintenance Review
- Recommendations
- Color Photographs with Captions
- Figures and Location Maps, as appropriate
- Completed OWRB Dam Inspection Checklist

Assumption and Exclusions

- The owner will provide as-built drawings, the current Emergency Action Plan, previous, annual dam inspection reports, and available maintenance records for each dam prior to the site visit.
- The owner will provide reasonable site access to each dam, including access through any locked gates, and will coordinate the removal of vegetation obstructing visual inspection of critical features, if needed.
- This proposal assumes one inspection visit per dam; additional site visits, if requested or required due to site conditions, may be billed as additional services.
- This proposal does not include hydrologic/hydraulic capacity analysis, dam breach analysis, or structural/stability calculations beyond the visual structural stability assessment.
- Survey, mapping, or updated topographic data are not included; existing available record drawings and data will be used where applicable.

EXHIBIT B
COMPENSATION

Lump Sum fee of **\$10,100.**

EXHIBIT C
SCHEDULE

Dam Inspection Field Work
Dam Inspection Reports

Completed by October 2nd, 2026
Completed by October 23rd, 2026



August 4, 2026

Jason Murphy, Stormwater Program Manager
City of Norman
225 North Webster Ave.
Norman, OK 73070

**Re: Sutton Wilderness Dam (OK12572) and Hall Park Dam (OK11090 Inspections
2026 Scope and Fee**

Dear Mr. Murphy:

We appreciate the opportunity to provide you with a proposal for the annual dam inspections of Sutton Wilderness Dam and Hall Park Dam for the City of Norman. This proposal outlines our scope of services, project fees, schedule, and qualifications of the responsible Professional Engineer.

This project would include visual inspection and evaluation of the dam, review and reporting of maintenance records, reporting of the status of the Emergency Action Plan, and filing of the inspection report to the OK Water Resources Board.

Scope of Services

For each dam, our scope of services will include, at a minimum:

- Perform an annual visual inspection of the dam by an Oklahoma licensed Professional Engineer experienced in dam safety.
- Inspect the embankments, crest, abutments, principal and emergency spillways, outlet works, toe drains, and other appurtenant structures.
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Project Fees

Work will be billed on a lump-sum basis with a total fee of \$10,100. Engineering fees are as follows:

Sutton Wilderness Dam (OK12572)

Visual Inspection	\$3,200
Report	\$1,500
OWRB Filing Fee	\$350

Visual Inspection	\$5,050
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Sutton Wilderness Dam (OK12572)

Visual Inspection	\$3,200
Report	\$1,500
OWRB Filing Fee	\$350

Visual Inspection	\$5,050
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Schedule

The dam inspection date will be determined in coordination with City maintenance crews during late summer or fall. The final submittal is expected to be completed within 2 weeks from the inspection date.



Professional Engineer Qualifications

The inspection will be performed under the responsible charge of Zach Hollandsworth, PE, CFM Project Engineer with WSB. Mr. Hollandsworth has over 16 years of experience in dam safety engineering, including service with the Oklahoma Water Resources Board's Dam Safety Program and has conducted numerous dam safety inspections and prepared inspection report for dams across Oklahoma.

If you find this proposal acceptable, we will provide an agreement for your execution. If you have any questions or need any additional information, please contact me at Zach.Hollandsworth@wsbeng.com. We look forward to working with you on this project.

Sincerely,

Zach Hollandsworth, PE, CFM
Project Engineer