

## **AGREEMENT FOR PROFESSIONAL SERVICES**

THIS AGREEMENT is entered into between The City of Norman (OWNER) and SMC Consulting Engineers, P.C. (CONSULTANT) for the following reasons:

1. OWNER has contracted with the Oklahoma Department of Mental Health and Substance Abuse Services Real Property Trust for the purchase of approximately 3.23 acres of real property currently owned by OWNER (the Project); and,
2. OWNER requires certain professional engineering services in connection with the Project (the SERVICES); and,
3. CONSULTANT is prepared to provide the SERVICES.

In consideration of the promises contained in this AGREEMENT, OWNER and CONSULTANT agree as follows:

### **ARTICLE 1 - EFFECTIVE DATE**

The effective date of this AGREEMENT shall be \_\_\_\_ day of \_\_\_\_\_, 2025.

### **ARTICLE 2 - GOVERNING LAW; VENUE**

This AGREEMENT shall be governed by the laws of the State of Oklahoma. The venue for any action under this AGREEMENT shall be in the District Court of Cleveland County, Oklahoma or the United States District Court for the Western District of Oklahoma. The parties agree to submit to the subject matter and personal jurisdiction of said court.

### **ARTICLE 3 - SCOPE OF SERVICES**

CONSULTANT shall provide the SERVICES described in Attachment A, Scope of Services.

### **ARTICLE 4 - SCHEDULE**

CONSULTANT shall exercise its reasonable efforts to perform the SERVICES described in Attachment A according to the Schedule set forth in Attachment B.

### **ARTICLE 5 - COMPENSATION**

OWNER shall pay CONSULTANT in accordance with Attachment C, Compensation.

Invoices shall be due and payable within thirty (30) days of receipt. OWNER shall give prompt written notice of any disputed amount and shall pay the remaining amount.

### **ARTICLE 6 - OWNER'S RESPONSIBILITIES**

OWNER shall be responsible for all matters described in Attachment D, Owner's Responsibilities. OWNER hereby represents that it owns the intellectual property rights in any plans, documents or other materials provided by OWNER to CONSULTANT. If OWNER does not own the intellectual property rights in such plans, documents or other materials, prior to providing same to CONSULTANT, OWNER shall obtain a license or right to use, including the right to sublicense to CONSULTANT. OWNER hereby grants CONSULTANT the right to use the intellectual property associated with plans, documents or other materials it owns or has the right to use for the limited purpose of performing the SERVICES. OWNER represents that CONSULTANT'S use of such documents will not infringe upon any third parties' rights.

#### **ARTICLE 7 - STANDARD OF CARE**

The same degree of care, skill, and diligence shall be exercised in the performance of the SERVICES as is ordinarily possessed and exercised by a member of the same profession, currently practicing, under similar circumstances. No other warranty, express or implied, is included in this AGREEMENT or in any drawing, specification, report, opinion, or other instrument of service, in any form or media, produced in connection with the SERVICES.

#### **ARTICLE 8 -INDEMNIFICATION AND LIABILITY**

Indemnification. To the extent permitted by law, including the Constitution of the State of Oklahoma, the CONSULTANT and the OWNER each hereby agree to defend, indemnify, and hold harmless the other party, its officers, servants, and employees, from and against any and all liability, loss, damage, cost, and expense (including attorneys' fees and accountants' fees) caused by an error, omission, or negligent act of the indemnifying party in the performance of SERVICES under this AGREEMENT. The indemnity provided by the CONSULTANT in this regard shall extend in favor of the OWNER to any and all liability, loss, damage, cost, and expense (including attorneys' fees and accountants' fees) caused by an error, omission, or negligent act of any sub-consultant hired by CONSULTANT for the Project. The CONSULTANT and the OWNER each agree to promptly serve notice on the other party of any claims arising hereunder, and shall cooperate in the defense of any such claims. This indemnity is not limited except as provided by applicable Oklahoma law. The acceptance by OWNER or its representatives of any certification of insurance providing for coverage other than as required in this AGREEMENT to be furnished by the CONSULTANT shall in no event be deemed a waiver of any of the provisions of this indemnity provision. None of the foregoing provisions shall deprive the OWNER of any action, right, or remedy otherwise available to the OWNER at common law.

Survival. The terms and conditions of this Article shall survive completion of the SERVICES, or any termination of this AGREEMENT.

#### **ARTICLE 9 - INSURANCE**

During the performance of the SERVICES under this AGREEMENT, CONSULTANT shall maintain the following insurance:

- a) General Liability Insurance, with a limit of \$1,000,000 per occurrence and \$2,000,000 annual aggregate.
- b) Automobile Liability Insurance, with a combined single limit of \$1,000,000 for each person and \$1,000,000 for each accident.
- c) Workers' Compensation Insurance in accordance with statutory requirements and Employers' Liability Insurance, with a limit of \$500,000 for each occurrence.
- d) Professional Liability Insurance, with a limit of \$1,000,000 per claim and annual aggregate.

CONSULTANT shall, upon written request, furnish OWNER certificates of insurance which shall include a provision that such insurance shall not be canceled without at least thirty (30) days' written notice to OWNER. OWNER shall require all Project contractors to include OWNER, CONSULTANT, and its parent company, affiliated and subsidiary entities, directors, officers and employees, as additional insureds on their General and Automobile Liability insurance policies, and to indemnify both OWNER and CONSULTANT, each to the same extent.

#### **ARTICLE 10 - LIMITATIONS OF RESPONSIBILITY**

CONSULTANT shall not be responsible for (a) construction means, methods, techniques, sequences, procedures, or safety precautions and programs in connection with the PROJECT that are outside of CONSULTANT's reasonable control and/or Scope of Services set forth in Attachment A; (b) the failure of any contractor, subcontractor, vendor, or other Project participant, not under contract to, or otherwise under the control of the CONSULTANT, to fulfill contractual responsibilities to OWNER or to comply with federal, state, or local laws, regulations, and codes; or (c) procuring permits, certificates, and licenses required for any construction unless such procurement responsibilities are specifically assigned to CONSULTANT in Attachment A, Scope of Services. In the event the OWNER requests the CONSULTANT to execute any certificates or other documents, the proposed language of such certificates or documents shall be submitted to the CONSULTANT for review at least fifteen (15) days prior to the requested date of execution. The CONSULTANT shall not be required to execute any certificates or documents that in any way would, in CONSULTANT's sole judgment, (a) increase the CONSULTANT'S legal or contractual obligations or risks beyond the terms of this AGREEMENT; (b) require knowledge, services or responsibilities beyond the scope of this AGREEMENT; or (c) result in the CONSULTANT having to certify, guarantee or warrant the existence of conditions whose existence CONSULTANT cannot reasonably ascertain.

#### **ARTICLE 11 - OPINIONS OF COST AND SCHEDULE**

Because the CONSULTANT has no control over the cost of labor, materials, or equipment furnished by others, or over the resources provided by others to meet project schedules, the CONSULTANT's opinion of probable costs and of project schedules shall be made on the basis of experience and qualifications as a practitioner of its profession. The CONSULTANT does not guarantee that proposals, bids, or actual project costs will not vary from the CONSULTANT'S cost estimates or that actual schedules will not vary from the CONSULTANT'S projected schedules.

#### **ARTICLE 12 - REUSE OF DOCUMENTS**

All documents, including, but not limited to, plans, drawings, and specifications prepared by CONSULTANT as deliverables pursuant to the Attachment A, Scope of Services are instruments of service in respect to the PROJECT. They are not intended or represented to be suitable for reuse by OWNER or others on modifications or extensions of the PROJECT or on any other project. Any reuse without prior written verification or adaptation by THE CONSULTANT for the specific purpose intended will be at OWNER'S sole risk and without liability or legal exposure to CONSULTANT.

#### **ARTICLE 13 - OWNERSHIP OF DOCUMENTS AND INTELLECTUAL PROPERTY**

Except as otherwise provided herein, documents, drawings, and specifications prepared by CONSULTANT and furnished to OWNER as part of the SERVICES shall become the property of OWNER; provided, however, that CONSULTANT shall have the unrestricted right to their use. CONSULTANT shall retain its copyright and ownership rights in its design, drawing details, specifications, data bases, computer software, and other proprietary property. Intellectual property developed, utilized, or modified in the performance of the SERVICES shall remain the property of CONSULTANT.

#### **ARTICLE 14 - TERMINATION AND SUSPENSION**

This AGREEMENT may be terminated by either party upon written notice in the event of substantial failure by the other party to perform in accordance with the terms of this AGREEMENT; provided, however, the nonperforming party shall have fourteen (14) calendar days from the receipt of the termination notice to cure or to submit a plan for cure acceptable to the other party. OWNER may terminate or suspend performance of this AGREEMENT for OWNER'S convenience upon written notice to CONSULTANT. CONSULTANT shall terminate or suspend performance of the

SERVICES on a schedule acceptable to OWNER, and OWNER shall pay CONSULTANT for all the SERVICES performed. Upon restart of suspended SERVICES, an equitable adjustment shall be made to CONSULTANT'S compensation and the project schedule.

#### **ARTICLE 15 - DELAY IN PERFORMANCE**

Neither OWNER nor CONSULTANT shall be considered in default of this AGREEMENT for delays in performance caused by circumstances beyond the reasonable control of the nonperforming party. For purposes of this AGREEMENT, such circumstances include, but are not limited to, abnormal weather conditions; floods; earthquakes; fire; epidemics; war, riots, and other civil disturbances; strikes, lockouts, work slowdowns, and other labor disturbances; sabotage; judicial restraint; and delay in or inability to procure permits, licenses, or authorizations from any local, state, or federal agency for any of the supplies, materials, accesses, or services required to be provided by either OWNER or CONSULTANT under this AGREEMENT. CONSULTANT shall be granted a reasonable extension of time for any delay in its performance caused by any such circumstances. Should such circumstances occur, the nonperforming party shall, within a reasonable time of being prevented from performing, give written notice to the other party describing the circumstances preventing continued performance and the efforts being made to resume performance of this AGREEMENT.

#### **ARTICLE 16 - NOTICES**

Any notice required by this AGREEMENT shall be made in writing to the address specified below:

**OWNER:**

Shannon Stevenson  
Assistant City Manager  
City of Norman  
P.O. Box 370  
Norman, OK 73070

**CONSULTANT**

Christopher D. Anderson  
SMC Consulting Engineers, P.C.  
815 West Main  
Oklahoma City, OK 73106

Nothing contained in this Article shall be construed to restrict the transmission of routine communications between representatives of OWNER and CONSULTANT.

#### **ARTICLE 17 - DISPUTES**

In the event of a dispute between OWNER and CONSULTANT arising out of or related to this AGREEMENT, the aggrieved party shall notify the other party of the dispute within a reasonable time after such dispute arises. If the parties cannot thereafter resolve the dispute, each party shall nominate a senior officer of its management to meet to resolve the dispute by direct negotiation or mediation. Should such negotiation or mediation fail to resolve the dispute, either party may pursue resolution of the dispute as allowed by applicable law and regulation. During the pendency of any dispute, the parties shall continue diligently to fulfill their respective obligations hereunder.

#### **ARTICLE 18 - EQUAL EMPLOYMENT OPPORTUNITY**

CONSULTANT hereby affirms its support of affirmative action and that it abides by the provisions of the "Equal Opportunity Clause" of Section 202 of Executive Order 11246 and other applicable laws and regulations, including the City of Norman's policies and provisions. The CONSULTANT

affirms its policy to recruit and hire employees without regard to race, age, color, religion, sex, sexual preference/orientation, gender identity or expression, marital status or familial status, including marriage to a person of the same sex, citizen status, national origin or ancestry, place of birth, presence of a disability or status as a Veteran of the Vietnam era or any other legally protected status. It is CONSULTANT'S policy to treat employees equally with respect to compensation, advancement, promotions, transfers and all other terms and conditions of employment. The CONSULTANT further affirms completion of applicable governmental employer information reports including the EEO-1 and VETS-1 00 reports, and maintenance of a current Affirmative Action Plan as required by Federal regulations.

#### **ARTICLE 19 - WAIVER**

A waiver by either OWNER or CONSULTANT of any breach of this AGREEMENT shall be in writing. Such a waiver shall not affect the waiving party's rights with respect to any other or further breach.

#### **ARTICLE 20 - SEVERABILITY**

The invalidity, illegality, or unenforceability of any provision of this AGREEMENT or the occurrence of any event rendering any portion or provision of this AGREEMENT void shall in no way affect the validity or enforceability of any other portion or provision of this AGREEMENT. Any void provision shall be deemed severed from this AGREEMENT, and the balance of this AGREEMENT shall be construed and enforced as if it did not contain the particular portion or provision held to be void.

#### **ARTICLE 21 - INTEGRATION**

This AGREEMENT, including Attachments A, B, C, and D incorporated by this reference, represents the entire and integrated AGREEMENT between OWNER and CONSULTANT. It supersedes all prior and contemporaneous communications, representations, and agreements, whether oral or written, relating to the subject matter of this AGREEMENT.

#### **ARTICLE 22 - SUCCESSORS AND ASSIGNS**

OWNER and CONSULTANT each binds itself and its successors, executors, administrators, permitted assigns, legal representatives and, in the case of a partnership, its partners, to the other party to this AGREEMENT and to the successors, executors, administrators, permitted assigns, legal representatives, and partners of such other party in respect to all provisions of this AGREEMENT.

#### **ARTICLE 23 - ASSIGNMENT**

Neither OWNER nor CONSULTANT shall assign any rights or duties under this AGREEMENT without the prior written consent of the other party; provided, however, CONSULTANT may assign its rights to payment without OWNER'S consent. Unless otherwise stated in the written consent to an assignment, no assignment will release or discharge the assignor from any obligation under this AGREEMENT. Nothing contained in this Article shall prevent CONSULTANT from engaging independent CONSULTANTS, associates, and subcontractors to assist in the performance of the SERVICES.

#### **ARTICLE 24 - NO THIRD PARTY RIGHTS**

The SERVICES provided for in this AGREEMENT are for the sole use and benefit of OWNER and CONSULTANT. Nothing in this AGREEMENT shall be construed to give any rights or benefits to anyone other than OWNER and CONSULTANT.

**ARTICLE 25 - WARRANTY OF AUTHORITY**

The signatories to this AGREEMENT warrant and represent that each is authorized to execute this AGREEMENT and that their respective signatures serve to legally obligate their respective representatives, agents, successors and assigns to comply with the provisions of this AGREEMENT.

**ARTICLE 26 – ACKNOWLEDGEMENT**

If CONSULTANT has 10 or more full-time employees during the term of this Agreement, and this Agreement has a value of one hundred thousand dollars (\$100,000) or more, CONSULTANT hereby represents, warrants, and covenants to the OWNER that, in accordance with and pursuant to 21 O.S. § 1289.31 (i) it does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association, and (ii) will not discriminate against a firearm entity or firearm trade association during the term of this Agreement.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

IN WITNESS WHEREOF, CONSULTANT has executed this AGREEMENT. The parties agree that they may conduct the transaction by electronic means and hereby state that electronic signature is valid and shall have the same force and effect as an original signature.

SMC Consulting Engineers, P.C.  
(CONSULTANT)

Signature

Name Christopher D. Anderson

Title Vice President

Date December 3, 2025

Attest:

Mellonee Pinner  
Secretary

STATE OF OKLAHOMA            )  
  ) SS:  
COUNTY OF OKLAHOMA        )

On this 3rd day of December, 2025, personally appeared before me, Christopher D. Anderson, who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to this Agreement for Professional Services, and acknowledged to me that he/she executed the same in his/her authorized capacity and fully executed the same as his/her free act and deed and for the sole consideration therein expressed.

Laura L. Pons  
NOTARY PUBLIC

MY COMMISSION EXPIRES: 06/01/2027 #03006928



IN WITNESS WHEREOF, OWNER has executed this AGREEMENT. The parties agree that they may conduct the transaction by electronic means and hereby state that electronic signature is valid and shall have the same force and effect as an original signature.

DATED this \_\_\_\_ day of \_\_\_\_\_, 2025.

The City of Norman  
(OWNER)

Signature \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Attest:

\_\_\_\_\_  
City Clerk

Approved as to form and legality this 4 day of Dec 2025.

  
\_\_\_\_\_  
City Attorney



## **ATTACHMENT A SCOPE OF SERVICES**

Article 3 of the AGREEMENT is amended and supplemented to include the following agreement of the parties. CONSULTANT shall, except as otherwise provided for herein, furnish all Engineering services, labor, equipment, and incidentals (SERVICES) as required for this AGREEMENT.

### **DESCRIPTION OF PROJECT**

SMC Consulting Engineers, P.C. (SMC) will be pleased to perform engineering services to assist the City of Norman (CLIENT) in development of the property located at S. Reed Avenue and E. Eufaula Street in Norman, Oklahoma. This proposal is for preparation of the Preliminary Plat and supporting documents, the Final Plat and supporting documents, Public Improvement Plans, and Private Site Development Plans. This project will be for approximately 3.23 acres and it is our understanding that this is for a homeless shelter project.

### **DESIGN SERVICES**

#### **1. SURVEY (ALTA and Topographic)**

- a) SMC will engage a licensed surveyor to prepare an ALTA and Topographic survey for this site.

#### **2. CONCEPTUAL DESIGN**

- a) The Client will provide a Conceptual Plan for the project prepared by an architect in AutoCad format which will be used by SMC to prepare the Preliminary Plat and supporting documents. (See Exhibit D, Owner's Responsibilities)

#### **3. PRELIMINARY PLAT AND PRELIMINARY SITE DEVELOPMENT PLAN**

- a) SMC will prepare a Preliminary Plat to meet City of Norman requirements and to be submitted to the City Staff for review and to be placed on the agenda of the Planning Commission.
- b) SMC will prepare a Preliminary Site Plan to be submitted to the City staff for review as a companion to the Preliminary Plat.
- c) SMC will prepare the application for Preliminary Plat.
- d) SMC will attend necessary City Staff meetings, Planning Commission meetings, and City Council meetings.

#### **4. PRELIMINARY DRAINAGE REPORT**

- a) SMC will prepare a Preliminary Drainage Report to meet City of Norman requirements for application of the Preliminary Plat.

#### **5. TRAFFIC MEMO**

- a) SMC will engage Traffic Engineering Consultants to prepare a Traffic Memo to meet City of Norman requirements for application of the Preliminary Plat.

6. FINAL PLAT AND FINAL SITE DEVELOPMENT PLAN

- a) SMC will prepare a Final Plat to meet City of Norman requirements and to be submitted to the City Staff for review and to be placed on the agenda of the Planning Commission.
- b) SMC will prepare a Final Site Development Plan to be submitted with the Final Plat.
- c) SMC will prepare the application for Final Plat.
- d) SMC will attend necessary City Staff meetings, Planning Commission meetings, and City Council meetings.

7. PUBLIC IMPROVEMENT PLANS

This work shall consist of the following:

- a) Prepare a professional evaluation of the drainage impacts of the proposed development per City of Norman requirements
- b) Prepare Paving and Drainage Plans
  - 1. Preparation of plans detailing the construction of street improvements and drainage appurtenances required to accommodate the proposed project. The plans shall be prepared to the specifications of the City of Norman Public Works Department. Any variances to the specifications must be agreed to by the City.
- c) Prepare Waterline Plans.
  - 1. Preparation of plans detailing the construction of public water main extension and appurtenances required to accommodate the proposed project. The plans shall be prepared to the specifications of the City of Norman Public Works Department and the Oklahoma Department of Environmental Quality (ODEQ) requirements.
  - 2. Preparation of ODEQ Engineering Report for Water Distribution Systems and application for Permit to Construct Public Water Supply Facility.
- d) Prepare Sanitary Sewer Plans.
  - 1. Preparation of plans detailing the construction of public sanitary sewer main extension and appurtenances required to accommodate the proposed project. The plans shall be prepared to the specifications of the City of Norman Public Works Department and the Oklahoma Department of Environmental Quality (ODEQ) requirements.
  - 2. Preparation of ODEQ Engineering Report for Sanitary Sewer Extension and application for Permit to Construct Water Pollution Control Facility.

8. PRIVATE SITE DEVELOPMENT PLANS

- a) Prepare civil site, grading, and utility layout, paving, drainage, and site detail drawings for the city's approval and permitting. The Final Private Site Development Plans will be submitted to the Client for inclusion in the Architect's Building Permit submittal package to the city.
- b) Coordinate with the city for curb cuts and utility connections in public right of way and/or easements (walks, driveways, utilities, etc.).
- c) Coordinate with franchise utility companies for the extension of and/or relocation of existing utilities serving the Property.
- d) Coordinate with Architect for site utilities to 5 feet outside of the building or building pad.
- e) Coordinate with Architect for spot elevations at building entries, sidewalks, and ADA accessible routes.
- f) Prepare civil sitework specifications and project notes to be included in the Private Site Development Plans.
- g) If requested, attend meetings with Client and/or city staff regarding the Project.

9. COMPLY WITH ODEQ CRITERIA (EROSION CONTROL PLANS AND SEDIMENTATION CONTROL DESIGN).

This work consists of the following:

- a) Prepare Erosion and Sedimentation Control Plans in accordance with the Oklahoma Department of Environmental Quality-General Permit OKR10 for Storm Water Discharges from Construction Activities.
- b) Submit Erosion and Sedimentation Control Plans for approval to the City of Norman.
- c) Prepare Storm Water Pollution Prevention Plan (SWPPP) in accordance with the Oklahoma Department of Environmental Quality's General Permit requirements for construction sites larger than 1 acre and submit to ODEQ for review and approval.
- d) File Notice of Intent with the Oklahoma Department of Environmental Quality for the Owner prior to start of the construction work.
- e) File Notice of Termination with the Oklahoma Department of Environmental Quality for the Owner at the completion of the project.

10. 'AS-BUILTS' FOR PUBLIC IMPROVEMENT WORKS

- a) The ENGINEER will provide the City of Norman with one set of 'As-Builts' plans for public improvement works.

11. REIMBURSABLE EXPENSES

- a) Permit or filing fees required by City, State, or County for plan review or recording of documents.
- b) Project related expenses incurred by the Consultant during the execution of services rendered within the scope of work contracted, such as printing and copying expenses, express deliveries, courier services, submission fees and travel expenses, will be reimbursable at cost.
- c) All other sub consultants required, such as Phase I Environmental Report, Geotechnical Report, etc.
- d) Landscape and Irrigation Plans are not included as base services.
- e) Off-site work, sewer studies, water studies will be additional services.
- f) Petroleum company issues such as easements, releases of easements, oil well abandonment issues, etc. are not part of basic services.
- g) Changes requested by CLIENT subsequent to authorization to complete plans.

**ATTACHMENT B  
PROJECT SCHEDULE**

Article 4 of the AGREEMENT is amended and supplemented to include the following agreement of the parties.

It is understood and agreed that the date of beginning, rate of progress, and the time of completion of SERVICES under this AGREEMENT are essential provisions of this AGREEMENT. It is further understood and agreed that the services under this AGREEMENT shall commence upon execution of the AGREEMENT between OWNER & CONSULTANT and after receipt of a written Notice to Proceed from CONSULTANT. The parties mutually agree that time is of the essence in the performance of this AGREEMENT in order for OWNER to have advantage of existing funding. SUBCONSULTANT agrees to provide SERVICES for each phase of PROJECT as stated in Attachment A – Scope of Services, in accordance with the time frame as stated below:

TASK/MILESTONE	ANTICIPATED COMPLETION DATE

The parties further agree that CONSULTANT will meet this schedule using standards and procedures for their submissions consistent with those currently used by Engineers/Surveyors practicing in Oklahoma. This schedule excludes the governing agency review time (except as provided above) and any time lost while CONSULTANT is waiting for direction either by government agency or OWNER, and any excusable delays as described in Article 15 of the AGREEMENT.

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Dates indicated are dependent upon timely review by OWNER & ODOT, Environmental Clearance, Right-of-Way Acquisition, Utility Relocations, and other factors beyond direct control of CONSULTANT.

**ATTACHMENT C  
COMPENSATION**

Article 5 of the AGREEMENT is amended and supplemented to include the following agreement of the parties.

The CONSULTANT agrees to perform the SERVICES identified in **Attachment A – Scope of Services**, in accordance with the limitations and conditions set forth in the AGREEMENT to pay an amount not to exceed \$106,000.00 unless changed or modified by a mutually executed contract amendment between the OWNER and the CONSULTANT.

The OWNER shall pay the CONSULTANT for completion of the SERVICES of each task identified in **Attachment A – Scope of Services**, in accordance with the amounts stated below:

DESIGN TASK	COMPENSATION
Task 1 – Survey	\$5,500.00
Task 2 – Conceptual Design	\$0.00
Task 3 – Preliminary Plat and Preliminary Site Development Plans	\$15,000.00
Task 4 – Preliminary Drainage Report	\$8,000.00
Task 5 – Traffic Memo	\$1,500.00
Task 6 – Final Plat and Final Site Development Plan	\$10,000.00
Task 7 – Public Improvement Plans	\$21,000.00
Task 8 – Private Site Development Plans	\$31,000.00
Task 9 – Comply with ODEQ Criteria	\$7,000.00
Task 10 – 'As-builts' for Public Improvement Works	\$7,000.00
<b>TOTAL COMPENSATION (not including reimbursable expenses)</b>	<b>\$106,000.00</b>

If OWNER fails to make any payment due ENGINEER within 30 days for services and expenses, then SMC shall be entitled to interest at the rate of 10% per annum from said 30<sup>th</sup> day.

Items herein specified are based on existing requirements adopted by the City of Norman. If, during the engineering phase of this development, new ordinances are passed which change the scope of this proposal, SMC reserves the right to negotiate for additional fees to be commensurate with the new ordinance change.

**ATTACHMENT D  
OWNER'S RESPONSIBILITIES**

Article 6 of the AGREEMENT is amended and supplemented to include the following agreement of the parties.

**I. OWNER RESPONSIBILITIES**

1. Owner shall furnish to CONSULTANT all available information pertinent to PROJECT including previous reports, and any other data relative to design and construction of PROJECT.
2. OWNER shall be not be responsible for all permit fees, unless OWNER explicitly agrees in writing. Permit fees shall be the responsibility of Chesapeake Community Advisors, Inc. and/or Milestone Property Development, LLC, unless otherwise indicated in writing by OWNER.
3. OWNER shall examine all studies, reports, sketches, estimate specifications, plan drawings, proposals and any other documents presented by the CONSULTANT and render in writing decisions pertaining thereto within a reasonable time so as not to delay SERVICES of CONSULTANT.
4. OWNER shall designate in writing a person to act as its representative in respect to the work to be performed under this AGREEMENT, and such person shall have complete authority to transmit instructions, receive information, interpret and define OWNER's policies and decisions with respect to materials, equipment, elements, and systems pertinent to the services covered by this AGREEMENT.
5. OWNER shall furnish assistance in locating existing OWNER-owned underground utilities and expediting their relocation in preparation for construction.
6. OWNER shall provide for meeting facilities (or arrange for meeting facilities) for all PROJECT meetings with OWNER or Public Meetings in connection with PROJECT.

**II. SPECIAL RESPONSIBILITIES**

1. OWNER shall furnish to CONSULTANT traffic studies as may be required for by ACOG, ODOT, and/or FHWA for consideration of PROJECT funding and/or PROJECT letting.
2. OWNER shall furnish Certificates of Title, Appraisals, and Right-of-Way Acquisition necessary for utility relocations and/or proposed construction of PROJECT.
3. OWNER will provide a Conceptual Plan for the project prepared by an architect in AutoCad format which will be used by CONSULTANT to prepare the Preliminary Plat and supporting documents.



Your Civil Engineering Solution

Consulting Engineers, P.C.  
815 West Main  
Oklahoma City, OK 73106  
405-232-7715  
FAX 405-232-7859  
www.smcokc.com

*Civil Engineering  
Land Development  
Storm Water Management*

Terence L. Haynes, P.E.  
Christopher D. Anderson, P.E.  
Muhammad A. Khan, P.E.

December 3, 2025

Darrel Pyle  
City Manager  
City of Norman  
405-366-5402  
Email: city\_manager@normanok.gov

RE: Proposal for Engineering Services  
Norman Homeless Shelter  
Norman, Oklahoma

Dear Mr. Sturtz:

SMC Consulting Engineers, P.C. ('SMC') will be pleased to perform engineering services to assist the City of Norman (CLIENT) in development of the property located at S. Reed Avenue and E. Eufaula Street in Norman, Oklahoma. This proposal is for preparation of the Preliminary Plat and supporting documents, the Final Plat and supporting documents, Public Improvement Plans, and Private Site Development Plans. This project will be for approximately 3.23 acres and it is our understanding that this is for a homeless shelter project.

1. SURVEY (ALTA and Topographic)

- a) SMC will engage a licensed surveyor to prepare an ALTA and Topographic survey for this site.

2. CONCEPTUAL DESIGN

- a) The Client will provide a Conceptual Plan for the project prepared by an architect in AutoCad format which will be used by SMC to prepare the Preliminary Plat and supporting documents.

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- b) SMC will prepare a Preliminary Site Plan to be submitted to the City staff for review as a companion to the Preliminary Plat.
- b) SMC will prepare the application for Preliminary Plat.
- c) SMC will attend necessary City Staff meetings, Planning Commission meetings, and City Council meetings.

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- c) Prepare Waterline Plans.
  - 1. Preparation of plans detailing the construction of public water main extension and appurtenances required to accommodate the proposed project. The plans shall be prepared to the specifications of the City of Norman Public Works Department and the Oklahoma Department of Environmental Quality (ODEQ) requirements.
  - 2. Preparation of ODEQ Engineering Report for Water Distribution Systems and application for Permit to Construct Public Water Supply Facility.
- d) Prepare Sanitary Sewer Plans.
  - 1. Preparation of plans detailing the construction of public sanitary sewer main extension and appurtenances required to accommodate the proposed project. The plans shall be prepared to the specifications of the City of Norman Public Works Department and the Oklahoma Department of Environmental Quality (ODEQ) requirements.
  - 2. Preparation of ODEQ Engineering Report for Sanitary Sewer Extension and application for Permit to Construct Water Pollution Control Facility.

8. PRIVATE SITE DEVELOPMENT PLANS

- a) Prepare civil site, grading, and utility layout, paving, drainage, and site detail drawings for the city's approval and permitting. The Final Private Site Development Plans will be submitted to the Client for inclusion in the Architect's Building Permit submittal package to the city.
- b) Coordinate with the city for curb cuts and utility connections in public right of way and/or easements (walks, driveways, utilities, etc.).
- c) Coordinate with franchise utility companies for the extension of and/or relocation of existing utilities serving the Property.
- d) Coordinate with Architect for site utilities to 5 feet outside of the building or building pad.
- e) Coordinate with Architect for spot elevations at building entries, sidewalks, and ADA accessible routes.
- f) Prepare civil sitework specifications and project notes to be included in the Private Site Development Plans.
- g) If requested, attend meetings with Client and/or city staff regarding the Project.

9. COMPLY WITH ODEQ CRITERIA (EROSION CONTROL PLANS AND SEDIMENTATION CONTROL DESIGN).

This work consists of the following:

- a) Prepare Erosion and Sedimentation Control Plans in accordance with the Oklahoma Department of Environmental Quality-General Permit OKR10 for Storm Water Discharges from Construction Activities.



- b) Submit Erosion and Sedimentation Control Plans for approval to the City of Norman.
- c) Prepare Storm Water Pollution Prevention Plan (SWPPP) in accordance with the Oklahoma Department of Environmental Quality's General Permit requirements for construction sites larger than 1 acre and submit to ODEQ for review and approval.
- d) File Notice of Intent with the Oklahoma Department of Environmental Quality for the Owner prior to start of the construction work.
- e) File Notice of Termination with the Oklahoma Department of Environmental Quality for the Owner at the completion of the project.

10. 'AS-BUILTS' FOR PUBLIC IMPROVEMENT WORKS

- a) The ENGINEER will provide the City of Norman with one set of 'As-Builts' plans for public improvement works.

11. REIMBURSABLE EXPENSES

- a) Permit or filing fees required by City, State, or County for plan review or recording of documents.
- b) Project related expenses incurred by the Consultant during the execution of services rendered within the scope of work contracted, such as printing and copying expenses, express deliveries, courier services, submission fees and travel expenses, will be reimbursable at cost.
- c) All other sub consultants required, such as Phase I Environmental Report, Geotechnical Report, etc.
- d) Landscape and Irrigation Plans are not included as base services.
- e) Off-site work, sewer studies, water studies will be additional services.
- f) Petroleum company issues such as easements, releases of easements, oil well abandonment issues, etc. are not part of basic services.
- g) Changes requested by CLIENT subsequent to authorization to complete plans.

12. FEE ESTIMATES

a) Survey	\$ 5,500.000
b) Conceptual Design	\$ 0
c) Preliminary Plat and Preliminary Site Development Plan	\$ 15,000.00
d) Preliminary Drainage Report	\$ 8,000.00
e) Traffic Memo	\$ 1,500.00
f) Final Plat and Final Site Development Plan	\$ 10,00.000
g) Public Improvement Plans	\$ 21,000.00
h) Private Site Development Plans	\$ 31,000.00
i) Comply with ODEQ	\$ 7,000.00
j) "As-Built" Plans	\$ 7,000.00
<b>TOTAL</b>	<b>\$ 106,000.00</b>

The CLIENT shall pay SMC the fees earned according to the above schedule upon submittal to the City of Norman.

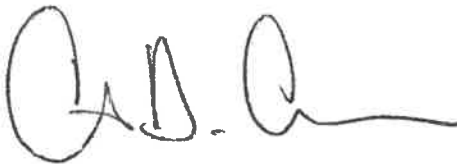
If OWNER fails to make any payment due ENGINEER within 30 days for services and expenses, then SMC shall be entitled to interest at the rate of 10% per annum from said 30<sup>th</sup> day.

Items herein specified are based on existing requirements adopted by the City of Norman. If, during the engineering phase of this development, new ordinances are passed which change the scope of this proposal, SMC reserves the right to negotiate for additional fees to be commensurate with the new ordinance change.

This proposal is open for 30 days. If accepted, then the terms become valid for one year from the date of acceptance. We appreciate the opportunity for presenting this proposal. At the end of one year, it is agreed that these fees may increase an amount equal to the annual inflation rate at that time. The revised fees will then be valid for one year. If satisfactory, please sign and return the attached executed copy of this letter.

Sincerely,

SMC Consulting Engineers, P.C.

A handwritten signature in dark ink, appearing to read 'C.D. Anderson', with a long horizontal flourish extending to the right.

Christopher D. Anderson, P.E.

Above proposal accepted this \_\_\_\_ day of \_\_\_\_\_, 2025.

By \_\_\_\_\_  
Darrel Pyle, Norman City Manager