

CHICKASHA MUNICIPAL AUTHORITY

AGENDA
LOCATION OF MEETING
CITY HALL COUNCIL CHAMBERS
117 NORTH FOURTH STREET
CHICKASHA, OKLAHOMA 73018

TIME OF MEETING
6:30 PM

DATE OF MEETING
OCTOBER 21, 2024

All items on this agenda, including but not limited to any agenda item concerning the adoption of any ordinance, resolution, contract, agreement, or any other item of business, are subject to amendment, including additions and/or deletions. This rule will apply to every individual agenda item without exception, and without providing this same amendment language with respect to each individual agenda item. Such amendments should be rationally related to the topic of the agenda item, or the governing body will be advised to continue the item.

The governing body may adopt, approve, ratify, deny, defer, recommend, amend, strike, or continue any agenda item. When more information is needed to act on an item, the governing body may refer the matter to its City/Trust Manager, staff, attorney or to the recommending board, commission or committee.

1. **Call to Order / Roll Call.**
2. **Consent Docket:**
 - a. Accept and ratify the Master Service Agreement and Task Order 1 with Meshek and Associates for the Chickasha Flood Mitigation Project (COC-2404).
 - b. Acceptance of the Minutes of the October 7, 2024 regular meeting.
3. **Discussion/Approval of Items Removed from Consent Docket:**
4. **Consideration and Discussion Items:**

- a. Discussion, consideration, and possible action to authorize Staff to solicit bids for CMA-2404 - City Janitorial Services.
- b. Discussion, consideration, and possible action to award Bid CMA-2405 - Sewage Lift Station Rehabilitation 23rd Street at Grand Avenue to Krapff-Reynolds Construction Co. in the amount of \$73,120.00

5. Motion for Adjournment.

CHICKASHA

Meeting Type: CMA Agenda 10-21-2024

Meeting Date: 10/21/2024

Department: Community Development

Agenda Item No. 2.a.

AGENDA ITEM: Accept and ratify the Master Service Agreement and Task Order 1 with Meshek and Associates for the Chickasha Flood Mitigation Project (COC-2404).

I. BACKGROUND/DESCRIPTION:

For over a century, the City of Chickasha has grappled with severe flooding issues, causing significant damage to property and infrastructure. Despite numerous studies and engineering assessments dating back to 1978, with FEMA studies in 1991, 1993, and 2012, we have yet to implement a comprehensive solution.

The Building Resilient Infrastructure and Communities (BRIC) grant program, administered by FEMA, presents a unique opportunity to secure substantial funding for our flood mitigation efforts. This competitive grant could provide up to \$20 million for our project, with a potential for more based on final scope and FEMA evaluation.

Meshek and Associates, the only firm in Oklahoma to have successfully secured a competitive BRIC grant, has been identified as our potential partner for this crucial initiative. Their expertise in flood mitigation and grant acquisition aligns perfectly with our needs.

The proposed Master Service Agreement (MSA) with Meshek allows for a flexible, phased approach to our flood mitigation efforts. Task Order 1, which is under consideration, encompasses:

1. Review and update of our existing drainage study to improve our BRIC grant application competitiveness
2. Development of a comprehensive BRIC grant application
3. Submission of a Hazard Mitigation Grant Program (HMGP) application to help fund this initial phase

This task will be funded through the HMGP grant, for which we have already submitted a Notice of Intent to Oklahoma Emergency Management. The required 25% match will come from an existing city account designated for flood and drainage projects.

Approving this MSA and Task Order 1 represents a critical first step towards addressing our long-standing flooding issues, potentially securing substantial federal funding, and improving the safety and quality of life for our citizens. This approach offers a low-risk, high-reward pathway to finally executing our flood mitigation plans.

II. RECOMMENDED ACTION:

Accept and ratify Master Service Agreement and Task Order 1 with Meshek and Associates for the Chickasha Flood Mitigation Project (COC-2404).

III. FISCAL INFORMATION -

IV. FUND INFORMATION:

Dept. Director: Edward Oerez, Emergency Management Director	Fund	Account	Amount
	(To)		
	FUND	ACCOUNT	AMOUNT
Meeting Date: October 21, 2024	(From)		

V. ATTACHMENTS:

1. COC-2404 Chickasha Flood Mitigation Project Report
2. Meshek_24CHK02_MSA
3. Meshek_24CHK02_MSA_TO1

Chickasha Flood Mitigation Project: A Crucial Step Forward

Executive Summary

For over a century, the City of Chickasha has grappled with severe flooding issues. Despite numerous studies and engineering assessments dating back to at least 1978, including the comprehensive 2021 Drainage Study by SRB, we have yet to implement a decisive solution. This report outlines a strategic approach to finally address our flooding challenges through the pursuit of a competitive Building Resilient Infrastructure and Communities (BRIC) grant, in partnership with Meshek and Associates.

Historical Context and Current Situation

- For more than 100 years, Chickasha has experienced recurring flood events, causing significant damage to property and infrastructure.
- Multiple studies have been conducted over the decades, with documented assessments as far back as 1978, again in 2016, and most recently in 2021. FEMA studied in 1991, 1993, and 2012 (according to SRB).
- Despite these long-standing efforts, we have not yet implemented large-scale mitigation measures due to funding constraints and other challenges.
- The persistence of this issue underscores the critical need for a comprehensive, actionable solution.

The BRIC Grant Opportunity

The BRIC program, administered by FEMA, offers a unique opportunity to fund our flood mitigation efforts:

- Substantial funding potential for comprehensive flood mitigation projects, with our current estimate around \$20 million based on preliminary assessments. The actual amount may vary based on the final project scope and FEMA's evaluation.
- The program has a cap of \$50 million per project, providing ample room for our needs without requiring us to aim for the maximum.
- Designed to support communities in reducing risks from disasters and natural hazards.
- Highly competitive, requiring expert preparation and a strong application.

Why Meshek and Associates?

We propose partnering with Meshek and Associates for the following reasons:

1. Proven Track Record: They are the only firm in Oklahoma that has successfully secured a competitive BRIC grant.

2. **Specialized Expertise:** Their focus on flood mitigation and grant acquisition aligns perfectly with our needs.

Master Services Agreement (MSA) Contract

We recommend entering into a Master Services Agreement (MSA) with Meshek and Associates. This approach offers several advantages:

1. **Flexibility:** The MSA allows us to define specific tasks or phases as needed, rather than committing to a fixed scope upfront.
2. **Cost Control:** We can manage costs more effectively by approving work on a task-by-task basis.
3. **Scalability:** The contract can easily adapt to the project's needs as we progress through different stages.
4. **Risk Mitigation:** We maintain the ability to reassess and adjust our approach at multiple points throughout the project.

Under the MSA, we propose the following task orders:

Immediate:

1. Review and verify or update the existing drainage study to improve competitiveness of our BRIC grant application, develop a comprehensive BRIC grant application, and submit a HMGP grant application to help fund this task.

Future:

2. Design of flood mitigation measures
3. Construction administration of improvement projects

Task 1 will be funded through a separate grant. It's important to note that **Tasks 2** (Design) and **Task 3** (Construction administration) are integral parts of the project, their specific scope and associated fees will be determined based on the outcomes of **Task 1**. This structure allows us to refine our approach based on the findings of the initial review and the success of our grant application, while maintaining the overall project framework. The end goal is implementation, not just analysis. We're building upon the SRB study, not starting from scratch.

Competitive Advantages for Our BRIC Application

Chickasha is uniquely positioned to submit a strong BRIC grant application:

- **Local Support:** We have backing from the county and the Chickasaw Nation.
- **Justice 40 Initiative:** Our project aligns with federal goals for equitable distribution of benefits.
- **Comprehensive Approach:** We're addressing flood mitigation, economic benefits, and community resilience.

- Potential for Insurance Savings: Successful implementation could lower flood insurance costs for residents.

Financial Considerations

The financial structure of this project has been carefully designed to minimize risk and maximize benefit to the city:

Funding for Initial Task:

- Task 1 (Study Review, BRIC Application, and HMGP Application) will be funded by the Hazard Mitigation Grant Program (HMGP).
- We have submitted a Notice of Intent (NOI) to Oklahoma Emergency Management (OEM) for a potential \$500,000 grant.
- The required 25% match for this grant will be sourced from an existing city account specifically designated for flood and drainage projects, which currently has a healthy balance.

BRIC Grant Funding (for Tasks 2 and 3):

- Grant Amount: Estimated around \$20 million, but may vary based on final project scope and FEMA's evaluation
- Required Match: 25% of the awarded amount
- The consulting and construction costs for Tasks 2 and 3 will be reimbursable through the BRIC grant.
- Tasks 2 and 3, their specific scope and budget likely will be refined based on the outcomes of Task 1.

Match Strategies for BRIC Grant:

- In-kind contributions can significantly reduce the cash match required
- Potential for state or other federal funding to cover part of the match
- The 25% match requirement will be the city's primary financial commitment if the BRIC grant is awarded

Long-term Financial Benefits:

- Reduced flood damage costs
- Potential decrease in flood insurance premiums for residents
- Increased property values in currently flood-prone areas

This funding structure presents a unique opportunity to address our flooding issues with minimal financial risk to the city. The initial task is covered by a separate grant, and the major implementation costs would only be incurred if we successfully secure the competitive BRIC grant.

Conclusion

The Chickasha Flood Mitigation Project represents a pivotal moment in our city's history. By pursuing the competitive BRIC grant with the expertise of Meshek and Associates, under the flexible structure of an MSA, we have an unprecedented opportunity to:

- Address a century-old challenge that has impacted many generations of residents
- Potentially secure substantial funding for improvements to our community
- Implement concrete solutions rather than conducting more studies
- Improve the safety, economic stability, and quality of life for our citizens

The carefully structured funding approach, utilizing the HMGP grant for the initial task and the potential BRIC grant for implementation, provides a low-risk, high-reward pathway to finally executing our flood mitigation plans. This approach truly represents a win-win situation for our citizens, offering the lowest cost and best opportunity to address our longstanding flooding issues.

We urge the council to support this initiative and take a significant step towards a more resilient Chickasha, breaking the cycle of studies and moving towards tangible, life-changing improvements for our community.

Prepared by:

Edward Perez

City of Chickasha

Emergency Management Director | Project Manager

Scott Vaughn

Chisholm Trail Consulting LLC

Master Services Agreement

MASTER SERVICES AGREEMENT
FOR
FLOOD MITIGATION
PROFESSIONAL ENGINEERING SERVICES
PROJECT COC-2404

THIS AGREEMENT made and entered into this ____ day of _____, 2024 between the City of Chickasha, Oklahoma, a Municipality, of the State of Oklahoma, and the Chickasha Municipal Authority, an Oklahoma Public Trust having the City of Chickasha as its sole beneficiary, hereinafter referred to as CITY, and Meshek & Associates, LLC, a limited liability company organized under the laws of the State of Oklahoma, hereinafter referred to as ENGINEER;

WITNESSETH:

WHEREAS, CITY intends to perform the execution of various flood mitigation projects, City Project COC-2404 hereinafter referred to as the PROJECT; and,

WHEREAS, CITY requires certain professional engineering, planning and grant management services in connection with the PROJECT, hereinafter referred to as the SERVICES; and,

WHEREAS, ENGINEER is prepared to provide such SERVICES; and,

NOW THEREFORE, in consideration of the promises contained herein, the parties hereto agree as follows:

- 1.0 SCOPE OF SERVICES: The scope of this PROJECT is described in Attachment A, SCOPE OF SERVICES, which is attached hereto and incorporated by reference as part of this AGREEMENT.
- 2.0 CITY'S RESPONSIBILITIES. CITY shall be responsible for all matters described in Attachment B, RESPONSIBILITIES OF THE CITY, which is attached hereto and incorporated by reference as part of this AGREEMENT.
- 3.0 COMPENSATION. ENGINEER shall be paid in accordance with Attachment C, COMPENSATION, which is attached hereto and incorporated by reference as part of this AGREEMENT.
- 4.0 STANDARD OF PERFORMANCE. ENGINEER shall perform the SERVICES undertaken in a manner consistent with the prevailing accepted standard for similar services with respect to projects of comparable function and complexity and with the applicable laws and regulations published and in effect at the time of performance of the SERVICES. The PROJECT shall be designed and engineered in a good and workmanlike manner and in strict accordance with this AGREEMENT. All engineering work shall be performed by or under the supervision of Professional Engineers licensed in the State of Oklahoma, and properly qualified to perform such engineering services, which qualification shall be subject to review by CITY. Other than the obligation of the ENGINEER to perform in accordance with the foregoing standard, no warranty, either express or implied, shall

Master Services Agreement

apply to the SERVICES to be performed by the ENGINEER pursuant to this AGREEMENT or the suitability of ENGINEER'S work product.

- 5.0 LIMITATIONS OF RESPONSIBILITY. ENGINEER shall not be responsible for construction means, methods, techniques, sequences, procedures, or safety precautions and programs in connection with the PROJECT.
- 6.0 LIABILITY AND INDEMNIFICATION. ENGINEER shall indemnify and hold the CITY and the CITY's officers and employees harmless from damages, losses and judgments arising from claims by third parties, including reasonable attorneys' fees and expenses recoverable under applicable law, but only to the extent they are caused by the negligent acts or omissions of the ENGINEER, its employees and its consultants in the performance of professional services under this Agreement. The ENGINEER's duty to indemnify the CITY under this provision shall be limited to the available proceeds of insurance coverage. Nothing in this paragraph shall make the ENGINEER liable for any damages caused by the CITY or any other Contractor of the CITY.
- 7.0 COMPLIANCE WITH LAWS. In performance of the SERVICES, ENGINEER shall comply with all applicable federal, state, and local laws, rules, regulations, orders, codes, criteria and standards. ENGINEER shall procure the permits, certificates, and licenses necessary to allow ENGINEER to perform the SERVICES. ENGINEER shall not be responsible for procuring permits, certificates, and licenses required for any construction unless such responsibilities are specifically assigned to ENGINEER in Attachment A, SCOPE OF SERVICES.

The Engineer certifies that it and all of its subcontractors to be used in the performance of this Agreement are in compliance with 25 O.S. Sec. 1313 and participate in the Status Verification System. The Status Verification System is defined in 25 O.S. Sec. 1312 and includes but is not limited to the free Employee Verification Program (E-Verify) available at www.dhs.gov/E-Verify.

- 8.0 INSURANCE.
- 8.1 During the performance of the SERVICES under this AGREEMENT, ENGINEER shall maintain the following insurance, issued by an insurer authorized to transact business in Oklahoma:
- 8.1.1 General Liability Insurance with a bodily injury and property damage combined single limit of not less than \$1,000,000 for each occurrence.
- 8.1.2 Worker's Compensation Insurance in accordance with Oklahoma statutory requirements and Employers' Liability Insurance with limits of not less than \$100,000 for each occurrence.
- 8.1.3 Professional Liability Insurance with a \$2,000,000 aggregate limit and not less than \$1,000,000 for each occurrence.

Master Services Agreement

- 8.2 The ENGINEER shall provide proof of such coverage:
(a) By providing Certificate(s) of Insurance prior to the execution of this AGREEMENT; and (b) By submitting updated Certificate(s) of Insurance.
- 8.3 The ENGINEER shall not cause any required insurance policy to be cancelled or permit it to lapse. If the ENGINEER cancels, allows to lapse, fails to renew or in any way fails to keep any required insurance policy in effect, the CITY will suspend all progress and/or final payments for the project until the required insurance is obtained. Further, an ENGINEER who fails to keep required insurance policies in effect may be deemed by the CITY to be in breach of contract, ineligible to respond to invitations to submit proposals and/or ineligible to engage in any new agreements.

9.0 OWNERSHIP AND REUSE OF DOCUMENTS.

- 9.1 All documents, including original drawings, estimates, specifications, field notes and data shall become and remain the property of the CITY.
- 9.2 CITY'S reuse of such documents without written verification or adaptation by ENGINEER for the specific purpose intended will be at CITY'S risk.

10.0 TERMINATION OR SUSPENSION OF AGREEMENT.

- 10.1 The obligation to continue SERVICES under this AGREEMENT may be terminated with or without cause by either party upon fifteen days written notice to the other party.
- 10.2 CITY shall have the right to terminate this AGREEMENT, or suspend performance thereof, for CITY'S convenience upon written notice to ENGINEER; and ENGINEER shall terminate or suspend performance of SERVICES under this Agreement on a schedule acceptable to CITY.
- 10.2.1 COMPENSATION. (a) In the event of termination or suspension for CITY'S convenience, ENGINEER shall be compensated for all SERVICES performed up to the date of the notice of termination in accordance with provisions of Attachment C.
- (b) Upon restart of a suspended PROJECT, ENGINEER shall be compensated in accordance with Attachment C, COMPENSATION and/or in accordance with agreed upon rate adjustments pursuant to an amendment to this AGREEMENT.

11.0 NOTICE.

- 11.1 Any notice, demand, or request required by or made pursuant to this AGREEMENT shall be deemed properly made if personally delivered in writing or deposited in the United States mail, postage prepaid, to the address specified below.

Master Services Agreement

11.1.1 To ENGINEER: Meshek & Associates, LLC
1437 S. Boulder Ave., Suite 1550
Tulsa, OK 74119

11.1.2 To CITY: City Manager
City of Chickasha
117 N 4th St
Chickasha, OK 73018

11.2 Nothing contained in this Article shall be construed to restrict the transmission of routine communications between representatives of ENGINEER and CITY.

12.0 UNCONTROLLABLE FORCES. Neither CITY nor ENGINEER shall be considered to be in default of this AGREEMENT if delays in or failure of performance shall be due to forces which are beyond the control of the parties; including, but not limited to:

fire, flood, earthquakes, storms, lightning, epidemic, war, riot, civil disturbance, sabotage; inability to procure permits, licenses, or authorizations from any state, local, or federal agency or person for any of the supplies, materials, accesses, or services required to be provided by either CITY or ENGINEER under this AGREEMENT; strikes, work slowdowns or other labor disturbances, and judicial restraint.

13.0 INTEGRATION AND MODIFICATION. This AGREEMENT includes Attachments A, B, and C, and represents the entire and integrated AGREEMENT between the Parties; and supersedes all prior negotiations, representations, or agreements pertaining to the SCOPE OF SERVICES herein, either written or oral. This AGREEMENT may be amended only by a written instrument signed by each of the Parties.

14.0 DISPUTE RESOLUTION PROCEDURE. In the event of a dispute between the ENGINEER and the CITY over the interpretation or application of the terms of this AGREEMENT, the matter shall be referred to the City's City Manager for resolution. Regardless of these procedures, neither party shall be precluded from exercising any rights, privileges or opportunities permitted by law to resolve any dispute.

15.0 ASSIGNMENT. ENGINEER shall not assign its obligations undertaken pursuant to this AGREEMENT, provided that nothing contained in this paragraph shall prevent ENGINEER from employing such independent consultants, associates, and subcontractors as ENGINEER may deem appropriate to assist ENGINEER in the performance of the SERVICES hereunder.

16.0 APPROVAL. It is understood and agreed that all work performed under this AGREEMENT shall be subject to inspection and approval by the CITY, and any plans or specifications not meeting the terms set forth in this AGREEMENT will be replaced or corrected at the sole expense of the ENGINEER. The ENGINEER will meet with the city staff initially and monthly thereafter and will be available for public hearings and/or CITY presentations. ENGINEER will submit to CITY monthly status reports of progress on each Task Order.

Master Services Agreement

- 17.0 GOVERNING LAW; JURISDICTION; VENUE. This AGREEMENT shall be deemed to have been executed by all parties hereto in Grady County, Oklahoma and accordingly, this AGREEMENT shall be governed by and construed in accordance with the laws of the State of Oklahoma. The Parties agree that any suit, action or proceeding with respect to this AGREEMENT shall be brought in the District Court of Grady County, Oklahoma. All parties hereby irrevocably waive any objections which they may now or hereafter have to the personal jurisdiction or venue of any suit, action or proceeding arising out of or relating to this AGREEMENT brought in any such court and hereby further irrevocably waive any claim that such suit, action or proceeding brought in such court has been brought in an inconvenient forum.
- 18.0 NON-APPROPRIATIONS CLAUSE: Engineer and City acknowledge that the City is bound by constitutional debt limitations; therefore, in the event that the City of Chickasha City Council fails to appropriate funds pursuant to this Agreement, this Agreement shall automatically terminate without penalty.
- 19.0 RELATIONSHIP OF PARTIES. The ENGINEER is, and shall remain at all times, an independent contractor with respect to activities and conduct while engaged in the performance of SERVICES for the CITY under this Agreement. No employees, subcontractors or agents of the ENGINEER shall be deemed employees of the CITY for any purpose whatsoever, and none shall be eligible to participate in any benefit program provided by the CITY for its employees. The ENGINEER shall be solely responsible for the payment of all employee wages and salaries, taxes, withholding payments, fringe benefits, insurance premiums, continuing education courses, materials or related expenses on behalf of its employees, subcontractors and agents. Nothing in this AGREEMENT shall be construed to create a partnership, joint venture, or agency relationship among the Parties. No party shall have any right, power or authority to act as a legal representative of another party, and no party shall have any power to obligate or bind another party, or to make any representations, express or implied, on behalf of or in the name of the other in any manner or for any purpose whatsoever.
- 20.0 INVALIDITY. If any terms of this AGREEMENT shall be declared invalid, illegal, or unenforceable for any reason or in any respect, such invalidity, illegality, or unenforceability shall not affect any other provisions hereof and this AGREEMENT shall be construed as if such provision had never been contained herein.
- 21.0 THIRD PARTIES. This AGREEMENT is between CITY and ENGINEER and creates no right unto or duties to any other person. No person is or shall be deemed a third-party beneficiary of this AGREEMENT.
- 22.0 HEADINGS. The headings used herein are for convenience only and shall not be used in interpreting this AGREEMENT.
- 23.0 BINDING EFFECT. This Agreement shall be binding upon CITY and ENGINEER and their respective successors, heirs, legal representatives and permitted assigns.
- 24.0 WAIVER. The rights and remedies of the parties to this AGREEMENT are cumulative and not alternative. Neither the failure nor any delay by any party in exercising any

Master Services Agreement

right, power or privilege under this Agreement will operate as a waiver of such right, power or privilege, and no single or partial exercise of any such right, power or privilege will preclude any other or further exercise of such right, power or privilege or the exercise of any other right, power or privilege. To the maximum extent permitted by applicable laws: (i) no claim or right arising out of this Agreement or the documents referred to in this Agreement can be discharged by one party, in whole or in part, by a waiver or renunciation of the claim or right unless in writing signed by the other parties; (ii) no waiver that may be given by a party shall be applicable except to the specific instance for which it is given; and (iii) no notice or demand on one party shall be deemed to be a waiver of any obligation of such party or of the right of the party giving such notice or demand to take further action without notice or demand as provided in this Agreement.

IN WITNESS WHEREOF, the parties have executed this AGREEMENT in multiple copies on the respective dates herein below reflected to be effective on the date executed by the Mayor of the City of Chickasha.

Meshek & Associates, LLC



Brandon Claborn, PE, CFM, CEO, Manager

Date 10/2/24

(SEAL)
APPROVED:

CITY OF CHICKASHA, OKLAHOMA

City Clerk

Mayor

Date _____

APPROVED AS TO FORM:

City Attorney

Master Services Agreement

MASTER SERVICES AGREEMENT FOR FLOOD MITIGATION PROFESSIONAL ENGINEERING SERVICES

SCOPE OF SERVICES

ATTACHMENT A

- A. SCOPE OF PROJECT. The City of Chickasha has experienced significant flooding over the years. Much of this flooding is due to Line Creek as it exceeds its channel capacity and overflow water drains through much of the commercial area of Chickasha. This contract will review, implement and execute the 2021 master drainage plan. General tasks are developing relevant information required for a competitive application to one or more FEMA grant programs, preparation of grant applications, development of a benefit cost analysis, design and preparation of construction plans for a project(s) to reduce flooding risk, and contract administration of construction of the selected project(s).
- B. The ENGINEER will meet with the city staff initially and monthly thereafter and will be available for public hearings and/or CITY presentations. ENGINEER will submit to CITY monthly status reports of progress on each Task Order.
- C. Anticipated Task Orders may include, but are not limited to:
 - a. Task 1 – Pre – Award Services/Post Award HMGP Review & Implementation, BRIC/FMA Application Development & Submission
 - b. Task 2 – BRIC/FMA Engineering & Design
 - c. Task 3 – Execution & Construction of BRIC Award
- D. A specific scope and associated engineering fees of each of the task orders will be developed at the direction of City staff and shall be approved by council prior to commencement of services. See Attachment D for sample task order.

Master Services Agreement

MASTER SERVICES AGREEMENT FOR FLOOD MITIGATION PROFESSIONAL ENGINEERING SERVICES

RESPONSIBILITIES OF THE CITY

ATTACHMENT B

B. RESPONSIBILITIES OF THE CITY. The CITY agrees:

- B.1 Reports, Records, etc. To furnish, as required by the work, and not at expense to the ENGINEER:
 - B.1.1 Available records, reports, studies, plans, drawings, and other data available in the files of the CITY, which may be useful in the PROJECT.
 - B.1.2 Available standard drawings and standard specifications.
- B.2 Access. To provide access to public and private property when required in performance of ENGINEER'S services as permitted by law.
- B.3 Staff Assistance. To furnish the services of at least one of CITY'S employees or staff who has right of entry to, and who has knowledge of, CITY'S facilities relating to this PROJECT.
 - B.3.1 To furnish legal assistance as required in the preparation, review and approval of construction documents.
 - B.3.2 To furnish staff assistance in locating existing City owned utilities.
- B.4 Review. To examine all studies, reports, sketches, estimates, specifications, drawings, proposals and other documents presented by ENGINEER and render in writing decisions pertaining thereto within a reasonable time so as not to delay the SERVICES of ENGINEER.

MASTER SERVICES AGREEMENT
FOR
FLOOD MITIGATION
PROFESSIONAL ENGINEERING SERVICES

COMPENSATION

ATTACHMENT C

- C. COMPENSATION. The CITY agrees to pay, as compensation for services set forth in Attachment A, the following fees, payable monthly as each Phase of the work progresses; and within 30 calendar days of receipt of invoice. ENGINEER shall submit monthly invoices based upon actual work completed at the time of billing. Invoices shall be accompanied by such documentation as the CITY may require in substantiation of the amount billed.
- C.1 TOTAL COMPENSATION. For the work under this Contract, the total maximum billing shall be determined upon execution of task orders by the City.
- C.1.1 Each task order requested by the CITY will be tracked separately for invoicing.
- C.2 COMPENSATION FOR LABOR COSTS, OVERHEAD COSTS, PROFIT, SUBCONSULTANTS AND SUBCONTRACTORS.
- C.2.1 Labor Costs. Labor Costs shall mean actual hourly rates for personnel assigned to the PROJECT based upon the SERVICES completed at the time of billing. All hourly rates are included in Section C.6.
- C.2.2 Subconsultants and Subcontractors. Services of subcontractors and other professional consultants shall be compensated for based upon the percentage of the work completed at the time of billing. Compensation includes actual cost plus 5%.
- C.3 Terminated Services. If this AGREEMENT is terminated, ENGINEER shall be paid for services performed to the effective date of termination.

Master Services Agreement

C.4 Hourly Rates.

Allowance for Office Work			
Project Principal II	\$ 325.00	GIS Project Principal	\$ 240.00
Project Principal I	\$ 300.00	GIS Project Manager II	\$ 230.00
Project Manager II	\$ 265.00	GIS Project Manager I	\$ 185.00
Project Manager I	\$ 190.00	GIS Specialist II	\$ 145.00
Project Engineer II	\$ 190.00	GIS Specialist I	\$ 115.00
Project Engineer I	\$ 135.00	GIS Analyst	\$ 110.00
Engineering Intern	\$ 130.00	GIS Technician	\$ 95.00
Engineering Technician II	\$ 125.00	GPS Field Technician	\$ 85.00
Engineering Technician I	\$ 100.00	ROW Project Manager II	\$ 230.00
CAD Designer	\$ 100.00	ROW Project Manager I	\$ 210.00
3 Man Survey Crew	\$ 315.00	Assistant ROW Project Manager	\$ 140.00
2 Man Survey Crew	\$ 215.00	Acquisition/Relocation Agent	\$ 120.00
Survey CAD Technician	\$ 95.00	Real Estate Trainee	\$ 90.00
Survey Crew Chief I	\$ 100.00	Planning/Grant Project Manager II	\$ 205.00
Survey Crew Chief II	\$ 130.00	Planning/Grant Project Manager I	\$ 170.00
Survey Crew Technician	\$ 85.00	Planner II	\$ 135.00
Survey Project Manager	\$ 205.00	Planner I	\$ 125.00
LiDAR Survey Crew	\$ 250.00	Contract Administrator	\$ 210.00
LiDAR Data Specialist	\$ 140.00	Administrative	\$ 115.00
Miscellaneous Outside Expenses and Fees			
Outside Direct Project Expenses	Passthrough at Cost		
Subconsultant Services	Cost plus 5% management fee		

*Outside Direct Project costs include items such as FEMA effective models and will only be incurred on an as-needed basis as authorized by the City. *

Master Services Agreement

ATTACHMENT D
TASK ORDER NUMBER
MASTER SERVICES AGREEMENT
FOR
FLOOD MITIGATION
PROFESSIONAL ENGINEERING SERVICES

THIS TASK ORDER NUMBER _____ IS GOVERNED BY THE TERMS OF THE MASTER SERVICES AGREEMENT EXECUTED THE _____ OF _____, 2024.

NAME OF TASK ORDER: INSERT GENERAL TASK NAME.

SCOPE OF SERVICES: INSERT DETAILED SCOPE OF SERVICES.

TIME OF COMPLETION

TOTAL FEE: INSERT MAXIMUM NOT TO EXCEED AMOUNT FOR TASK ORDER.

IN WITNESS WHEREOF, the parties have executed this AGREEMENT in multiple copies on the respective dates herein below reflected to be effective on the date executed by the Mayor of the City of Chickasha.

Meshek & Associates, LLC

Brandon Claborn, PE, CFM, CEO, Manager

Date _____

(SEAL)
ATTESTED:

CITY OF CHICKASHA, OKLAHOMA

City Clerk

Mayor

Date _____

APPROVED AS TO FORM:

City Attorney

MASTER SERVICES AGREEMENT

ATTACHMENT D
TASK ORDER NUMBER ONE
MASTER SERVICES AGREEMENT
FOR
FLOOD MITIGATION
PROFESSIONAL ENGINEERING SERVICES
PROJECT COC-2404

THIS TASK ORDER NUMBER ONE IS GOVERNED BY THE TERMS OF THE MASTER SERVICES AGREEMENT EXECUTED THE _____ OF _____, 2024.

NAME OF TASK ORDER: Pre – Award Services/Post Award HMGP Review & Implementation.

SCOPE OF SERVICES:

Pre-Award Services

Meshek staff will offer technical support throughout the FEMA grant application and funding process, draft the scope of work, contract documents, and a work plan/schedule for City staff review before the grant is awarded. Once a contract is executed and the Notice to Proceed is received, Meshek will prepare and submit the application for HMGP funds (or BRIC/FMA funds if HMGP funds are not available), targeting a grant for scoping/advanced assistance to help finance the project's scoping and feasibility stage. Meshek aims to include these pre-award costs in the grant application, allowing a portion of these expenses to be reimbursed to the City.

Post-Award: HMGP Scoping, Feasibility & BRIC/FMA Application, BRIC/FMA Application Development & Submission

1. Planning & Coordination

i. Task Management

Meshek will coordinate with City staff to administer the contract and attend all meetings requested by the City. Meshek project PM will facilitate regular correspondence with the City, keeping all team members informed of progress and achievement of agreed upon milestones. Meshek's team will provide internal QA/QC ensuring compliance and correct work. Meshek will attend meetings at a cadence established by the City. Meshek will schedule and facilitate up to one public meeting.

ii. Grant Sources/Strategy/Application

a. HMGP/BRIC/FMA

Meshek will seek and apply for grant funding to review, implement and execute the 2021 Master Drainage Plan. Grant funding will be utilized to develop conceptual designs to aid in project identification, selection, BCA, and cost estimation for future construction. In collaboration with City staff, Meshek will prioritize the identified projects based on the findings and targeted outcomes to prepare for the FY25 BRIC/FMA Grant Submittal.

b. FY25 BRIC/FMA Grant Submittal

Meshek staff will prepare and submit a BRIC/FMA grant application on behalf of the City, based on project recommendations prior to the FY25 BRIC/FMA deadline, expected around December 1, 2025. Additionally, Meshek will work closely with the City to respond to any Requests for Information (RFIs) that may arise following the application submission.

iii. Data Acquisition

All data and documentation from the previous studies, including the SRB report and supplemental information will be utilized to establish a project approach and cost effectiveness.

Meshek will collaborate with City officials to review existing building codes and gather essential details required to optimize points for a competitive grant application.

Survey crews will conduct work to identify finished floor elevations.

Other sources will be utilized to supplement the application, including but not limited to the current hazard mitigation plan, City planning documents, and other documents identified during the project.

iv. Planning Project Approach

Meshek will identify partnerships in the project area. This will include, but is not limited to federal, state, local, tribal, private sector, non-profits, school districts and other existing county partnerships.

Immediate alternatives and/or projects that can be done in short order will be explored.

In addition to BRIC and FMA, alternate funding sources will be identified and communicated to City staff. If/when subcontractors are necessary, local vendors will be utilized when possible.

v. Summary Memorandum to Client

Prior to the grant application submission, identified projects will be prioritized based on the immediate needs of the City and a summary report of findings and suggestions will be provided.

2. H&H Analysis & Damage Calculations

i. Data Review

Meshek staff will review all existing studies and provide recommendations for prioritized implementation.

ii. Modeling (H&H/GIS)

HMS and RAS models will be reviewed and updated as necessary. To have sufficient detail in the existing AO Zone area, a 2-Dimensional (2D) model may be developed. Most of this area is inundated due to overflow from Line Creek. Once Line Creek overflows the water entering this area will flow overland and in multiple directions. FEMA places significant emphasis on planning ahead, therefore future conditions will be analyzed to improve application scoring for the future BRIC application. For future conditions modeling, areas within the City limits will be urbanized. Fully urbanized flow rates will be utilized to run the analyses. Using the base modeling, the amount of existing damage will be computed. We will utilize FEMA's Benefit Cost Analysis (BCA) application, which will provide the base information needed for the analysis and information on the structures impacted by the floodplains. We will collect the finished floor elevations of each of the structures and determine the water surface elevation for each modeled frequency. Other considerations may include social benefits, possible detours, and other items that may impact the structures analyzed in the BCA. Once this initial phase of the BCA is run, we will have the expected damages for the area along Line Creek and the overflow area. This dollar amount for the damages will tell us the project size that can be considered for us to achieve a BCA ratio greater than 1.0.

3. Solution Designs and BCA

i. Project Concept and Design

Once the preliminary damage calculations for Line Creek and the overflow area are completed, the alternative analysis will begin, using alternatives provided in the Master Drainage Plan initially. It is anticipated that up to 12 ponds, 8 roadway bridges/culverts, 2 channel improvements, and 8 floodplain storage excavation areas will be included. Once alternatives are analyzed, the associated

benefits to the areas of flooding will be reviewed and cost estimates developed for each of the alternatives. All the alternatives will be reviewed with City staff and the recommended solutions will be determined using a prioritization schema. That schema will be developed with City staff to ensure that issues critical to the City of Chickasha are included. From the recommended solutions, associated cost estimates, and benefit/cost ratios, specific projects will be selected to include in the grant application(s).

4. BRIC/FMA Grant Application Development and Submission

i. Grant Selection

Once the City has confirmed their project priorities, Meshek staff will coordinate with the City to complete and submit the BRIC and/or FMA applications. Due to the competitive nature of these grants, Meshek will determine which program(s) are most applicable to the identified project(s) and prepare and submit the appropriate grant program application(s). If the identified project is a fit for both grant programs, applications will be made for both to increase the City's chances of being awarded funding

ii. Coordination with OEM and FEMA

Meshek staff have strong working relationships with both OEM and FEMA and will maintain constant communication with both agencies to ensure a smooth process and prevent any confusion. Additionally, our team will submit the NOIs and applications through EMGrants and FEMA GO.

iii. Grant Management

Grant management will be conducted in compliance with 2 CFR regulations. Quarterly reports to funding agencies will be filed on time in coordination with City staff. Requests for reimbursement will be submitted quarterly unless the City wishes to adjust the timing. At the end of the grant, all necessary closeout documentation will be submitted to OEM or agencies as required within the timeframe required by those agencies. Any RFIs will be addressed within the timeframe provided by OEM and FEMA. Finally, if this project is selected for audit or monitoring, Meshek staff will support the City throughout the process.

TOTAL FEE NOT TO EXCEED: \$500,000.00

IN WITNESS WHEREOF, the parties have executed this AGREEMENT in multiple copies on the respective dates herein below reflected to be effective on the date executed by the Mayor of the City of Chickasha.

Meshek & Associates, LLC



Brandon Claborn, PE, CFM, CEO, Manager

Date 10/2/24

(SEAL)

ATTESTED:

CITY OF CHICKASHA, OKLAHOMA

City Clerk

Mayor

Date _____

APPROVED AS TO FORM:

City Attorney

CHICKASHA

Meeting Type: CMA Agenda 10-21-2024

Meeting Date: 10/21/2024

Department: City Clerk

Agenda Item No. 2.b.

AGENDA ITEM: Acceptance of the Minutes of the October 7, 2024 regular meeting.

I. BACKGROUND/DESCRIPTION:

II. RECOMMENDED ACTION:

III. FISCAL INFORMATION -

IV. FUND INFORMATION:

Dept. Director:
NAME, TITLE

Fund	Account	Amount
(To)		
FUND	ACCOUNT	AMOUNT
(From)		

Meeting Date:
October 21, 2024

V. ATTACHMENTS:

1. CMA 10-7-2024

October 7, 2024

The **REGULAR** meeting of the **CHICKASHA MUNICIPAL AUTHORITY** was held in the council chambers in city hall on the 7th day of October 2024 as specified by advance public notice with a properly prepared agenda stating the subject matter or matters to be discussed at said meeting. Chairman Grayson called the meeting to order at 7:38 p.m.

ITEM 1.

Call to Order / Roll Call:

CHAIRMAN AND TRUSTEES

PRESENT:

Zachary Grayson, Chairman
Georgianne Hebblethwaite, Vice Chairman
Kelly Boyd
Oscar Nelson
Kea Ginn
Erica Alexander
Charlie Burruss
Brian Gerdes

ABSENT:

John P. Smith

STAFF

PRESENT:

Keith Johnson, City Manager
Amanda Mullins, City Attorney
Rachel Bernish, Asst. City Manager
Susan M. McDaniel, City Clerk
Chief Music, Police Dept.
Darren Martin, Chief Building Inspector
Tony Samaniego, Fire Chief
Jim Crosby, Public Works Director
Elaine Jensen, Finance Director
Spencer Winzenried, Parks & Rec Director
Lillie Huckaby, Library Director
Shae Mortimer, Marketing and Civic Engagement Manager

ITEM 2.

Consent Docket: ITEM 2a – ITEM 2d.

ITEM 2a.

Acceptance of the Minutes of September 16, 2024, regular meeting.

ITEM 2b.

Acceptance of Claims List.

ITEM 2c. Accept and ratify authorization to renew coverage for General Liability, Property, and Auto Insurance Coverage.

ITEM 2d. Acknowledge receipt of the August 2024 financials

*Motion by Trustee Hebblethwaite, second by Trustee Boyd to approve Items 2a – 2d.

Roll call vote:

Ayes:” Boyd, Nelson, Ginn, Hebblethwaite, Alexander, Gerdes, and Grayson.

“Nays:” None

“Abstain:” Burruss

Motion carried. 7-0-1

ITEM 3. Discussion / Approval of Items Removed from Consent Docket:

No action taken on Item 3.

ITEM 4. Discussion and Consideration Items:

ITEM 4a Discussion, consideration, and possible action to authorize Staff to solicit RFQ’s for CMA-2406 – Management Services for the Operations of the Water Treatment Plant, Waste Water Plant and Industrial Pretreatment Program.

*Motion by Trustee Hebblethwaite, second by Trustee Alexander to authorize Staff to solicit RFQ’s for CMA-2406 – Management Services for the Operations of the Water Treatment Plant, Waste Water Plant and Industrial Pretreatment Program.

Roll call vote:

Ayes:” Boyd, Nelson, Ginn, Hebblethwaite, Alexander, Burruss, Gerdes, and Grayson.

“Nays:” None

“Abstain:” None

Motion carried. 8-0

ITEM 4b Discussion, consideration, and possible action to authorize the 2” overlay (Type B asphalt) from 29th Street and Grand to Country Club for an amount not to exceed \$152,473.25 as per Interlocal Agreement with Grady County District #3.

*Motion by Trustee Burruss, second by Trustee Gerdes to authorize the 2” overlay (Type B asphalt) from 29th Street and Grand to Country Club for an amount not to exceed \$152,473.25 as per Interlocal Agreement with Grady County District #3.

Roll call vote:

TIME 8:19 P.M.

Ayes:"	Boyd, Nelson, Ginn, Hebblethwaite, Alexander, Burruss, Gerdes, and Grayson.
"Nays:"	None
"Abstain:"	None
Motion carried.	8-0

Motion to Adjourn.

*Motion by Trustee Boyd, second by Trustee Alexander to adjourn.

Meeting adjourned.

TIME: 7:42 PM

Approved this 21st day of October 2024.

Zachary Grayson, Chairman

Susan M. McDaniel, CMC – City Clerk

(ATTEST)

CHICKASHA

Meeting Type: CMA Agenda 10-21-2024

Meeting Date: 10/21/2024

Department: Public Works

Agenda Item No. 4.a.

AGENDA ITEM: Discussion, consideration, and possible action to authorize Staff to solicit bids for CMA-2404 - City Janitorial Services.

I. BACKGROUND/DESCRIPTION:

Staff wishes to solicit bids for cleaning of city buildings and offices.

II. RECOMMENDED ACTION:

Authorize Staff to solicit bids for CMA-2404 - City Janitorial Services.

III. FISCAL INFORMATION -

IV. FUND INFORMATION:

Dept. Director:

	Fund	Account	Amount
	(To)		
	FUND	ACCOUNT	AMOUNT
Meeting Date: October 21, 2024	(From)		

V. ATTACHMENTS:

1. REQUESTS FOR PROPOSALS CMA 2404 - Janitorial Services

REQUESTS FOR PROPOSALS CMA-2404

CITY JANITORIAL SERVICES

The Chickasha Municipal Authority, Chickasha, Oklahoma is accepting sealed proposals for the REP CMA 2404 City Janitorial Services.

The project consists of providing Janitorial Services to a number of City offices and buildings.

Bids shall be made in accordance with this invitation for Bids and the Bidding Documents.

Sealed proposals shall be addressed to Susan M. McDaniel, City Clerk, Chickasha Municipal Authority, 117 North 4th Street, Chickasha Oklahoma 73018, and shall be labeled "CMA2404. "DO NOT OPEN". Proposals shall be submitted no later than 1:30 p.m., local time on November 19, 2024. It is the sole responsibility of the proponent to ensure that this proposal is actually in the City Hall of the City of Chickasha prior to the expiration of the time and date stated above. Bids will be opened in the City Conference Room, Second Floor City Hall, 117 N. 4th Street, Chickasha, Oklahoma 73018.

The issuing Office for the Bidding Documents is: Chickasha Municipal Authority. Technical questions should be emailed to Jim Crosby, Public Works Director, at jim.crosby@chickasha.org or by calling 405-222-6085. Bidding documents also may be examined at: City of Chickasha Website <http://www.chickasha.org/Bids.aspx>. Bid documents must be obtained by accessing the project on QUESTCDN.com, linked to the previously listed page.

Upon consideration of the proposal, the Chickasha Municipal Authority reserves the right to accept or reject any and all proposals, to waive technicalities and to make any investigation deemed necessary concerning the proponent's ability to provide the services as covered by the specifications, and to accept what in their judgment is the most advantageous proposal.

Due to the type of project this is, the contractor will not be able to use tax exempt purchases on this project.

Keith Johnson

Keith Johnson, General Manager

CERTIFICATION

I certify that the above "Request for Proposal" was posted on the bulletin board of City Hall, City of Chickasha, Oklahoma, on the 22nd day of October 2024.

Susan McDaniel, CMC - City Clerk

CITY OF CHICKASHA

BID SPECIFICATIONS JANITORIAL SERVICES CMA-2404

SPECIFICATIONS FOR JANITORIAL SERVICES TO BE PROVIDED FOR THE FOLLOWING LOCATIONS.

City Hall	117 North 4 th Street
Police Station #1	2001 West Iowa Ave.
911 Dispatch Center	1528 West Country Club Road (Basement only)
Chickasha Public Library	525 West Iowa
Public Works Facility	502 North Genevieve
Municipal Airport Terminal	2344 Beechcraft Road

Bids are solicited pursuant to the Public Competitive Bidding Act of 1974 as amended (Title 61, U.S 1981, Section 101-136 et seq.)

The City reserves the right to reject any or all bids; to waive any informalities or irregularities and to purchase the services from one or more bidders; to award separate contracts for each facility.

ITEM-A

A. ROUTINE SERVICES TO BE PERFORMED AT EACH CLEANING WILL INCLUDE THE FOLLOWING:

1. Floors shall be clean, free of scuffmarks, dirt, and stains and shall have a glossy finish. (This shall include any trim base or molding) This shall include all hard surface floors.
2. Carpet shall be spot cleaned free of dirt, stains and lint.
3. Dust and/or clean countertops, windows, windowsills, bookshelves, desks and file cabinets or other areas likely to collect dust, webs, fingerprints or trash. Blinds, vents, light fixtures and grille shall be free of dust and webs.
4. All trash containers shall be emptied each cleaning day. (Trash bags are to be changed only if soiled, not if just full of paper, trashcans shall be returned to their previous location).
5. Restrooms shall be cleaned, sanitized and free of soap and water stains. The tissue, paper towels. Soap and deodorizer replenished. (City will furnish tissue, paper towels, and soap and trash bags).
6. 6. Windows shall be clean, free of dirt, fingerprints and streaks. Ground floor windows of all facilities shall be cleaned inside.

7. Walls to be clean, free of dirt, fingerprints, scuffmarks and dust. Walls shall be cleaned in a manner that will minimize marking the wall. Decorative plaster shall be clean and free of dust.
8. All doormats and rugs shall be taken up and the floor cleaned. The mats or rugs shall be vacuumed and/or brushed clean during each cleaning day.
9. All exterior trash containers and smoking disposal receptacles shall be emptied and placed back to their previous location.
10. The contractor, regardless of the cause, shall be responsible for cleaning up sills, mud, marks, dirt, stains etc. The only exception shall be in case of flood or other natural disaster.
11. The contractor shall clean the coffee machines and break areas as needed. All dishes that are found in the break area shall be washed and stored.
12. All routine services are to be included at all listed facilities.

General Information and Requirements

1. Inspection sheets will be placed at all buildings. The vendor will be required to fill out the form and leave it at the facility.
2. Vendor shall furnish all cleaning products and tools including buffers, vacuums, etc.
3. The Contractor shall clean on the days listed. They may not switch days unless authorized in writing by the Department head for that facility.
4. The hours of access to each facility shall be worked out between the contractor and the supervisor who is over the specific facility. Police station #1 shall be cleaned before 3:00 p.m. on the days listed.
5. Vendor shall provide a Certificate of Insurance after bid award for the following Liability: Vehicle and Workers Compensation Insurance. Janitorial service shall not begin until approved.
6. The policies of insurance shall be executed by insurance or indemnity carrier authorized to do Governmental Tort Claims Act, Title 51 Oklahoma Statutes Section 1515 et seq. With liability limits to be no less than the amounts specified therein, and with the City of Chickasha as an additional insured on all such required policies of insurance. You must supply Workers Compensation Insurance for all employees. For you and the family members, you will need to provide the City with an Exemption Letter from the Oklahoma Department of Labor.
7. The Vendor shall provide the City with a list of 3 customer references.
8. The City may extend this bid for additional year(s) if both parties agree and the cost of the janitorial services does not increase more than the CPI for the previous year.

Cleaning schedule: The city may change day of service at any time.

ITEM #1	City Hall	(2) days per week (Wednesday and Sunday Night)
ITEM #2	Police Station	(2) days per week (Monday and Thursday before 3:00 p.m.)
ITEM #3	Public Works Facility	(2) days per week (Monday and Thursday Night)
ITEM #4	Chickasha Public Library	(2) days per week (Sunday and Thursday Night)
	*Restrooms	(Monday, Wednesday, Thursday, Sunday)

- | | | |
|---------|---------------------------|--|
| ITEM #5 | Airport Terminal Building | (2) days per week
(Monday and Thursday Night) |
| ITEM #6 | 911 Dispatch Center | (2) days per week
(Monday and Thursday Night) |

*Library restroom cleaning shall include emptying all trash in the building and cleaning the restrooms, entry area and meeting room.

GENERAL NOTE NO. 1

The City reserves the right to reject any and all bids, waive any irregularities or technicalities without assigning reason therefore, and make awards in the best interests of the City. Each month this vendor shall be evaluated. If during the period any of the work is determined to be unsatisfactory then the vendor shall be notified and on the second or subsequent occurrence 10% of the contract price for the facility for that month shall be retained by the City. The City reserves the right to immediately terminate the contract for failure to perform as outlined in the bid specification with written notice.

GENERAL NOTE NO. 2

The vendor shall provide the City with a list of employees to be used to clean the buildings. The city may do a background investigation on all persons assigned to clean City Facilities. The city reserves the right to approve the individuals that have access to our Facilities. Current or past employees of the City of Chickasha shall not be considered for the janitorial service. A copy of a government issued photo ID shall be attached to the list for each employee that is to have access to the City facilities. The vendor shall notify the city anytime an employee is dismissed and if a new employee is added the vendor must submit a government issued photo ID for the new person before allowing them on the premises. No employee is allowed inside our facilities until written approval is given.

If the vendor uses non approved employees, the contract shall be terminated immediately.

No one under the age of 18 shall be permitted inside any City facility during the execution of the work associated with this contract.

The following list is a general description of the services to be provided but is not all inclusive of the work to be performed. (Daily indicates each cleaning day)

General Office and Public Areas.	Frequency
1. Empty waste baskets	Daily
2. Dust desk	Daily
3. Dust mop hard surface floors	Daily
4. Vacuum carpeting	Daily
5. Damp wipe counter areas	Daily
6. Clean interior glass surfaces	Daily
7. Spot clean interior and exterior doors and jams.	Daily
8. Dust file cabinets	Daily
9. Spot clean walls around switches	Daily
10. Dust horizontal surfaces and ledges	Daily
11. Damp mop hard surface floors	Daily
12. Spray and buff tile surfaces	Daily
13. Sweep/mop and clean stairways including handrails	Daily

14. Dust blinds Daily

Restroom/Locker Rooms

- | | |
|---|-------|
| 1. Clean and sanitize all fixtures | Daily |
| 2. Clean counter tops | Daily |
| 3. Empty waste baskets | Daily |
| 4. Dust and mop tile surfaces, including floors | Daily |
| 5. Damp and mop tile surfaces, including floors | Daily |
| 6. Remove Stains | Daily |
| 7. Wipe down/clean tile walls | Daily |

Break Rooms

- | | |
|--|-------|
| 1. Empty waste baskets | Daily |
| 2. Damp wipe tables and counter tops | Daily |
| 3. Clean sinks | Daily |
| 4. Spot clean refrigerator and microwave | Daily |
| 5. Dust all surfaces | Daily |

All facilities

1. Strip and wax hard surface floors at the beginning of the contract and every six months thereafter.
2. Interior windows shall be cleaned monthly.
3. First floor exterior windows shall be cleaned at the beginning of each quarter.

BID RETURN

All items will be awarded to one (lowest/best) bidder.

Item #1	City Hall	\$ _____
Item #2	Police Station	\$ _____
Item #3	Public Work Facility	\$ _____
Item #4	Chickasha Public Library	\$ _____
Item #5	Chickasha Airport Terminal	\$ _____
Item #6	911 Dispatch Center	\$ _____
Item #7a	strip and wax hard surface floors ad directed. (Includes Restrooms)	\$ _____
Item #7b	Exterior first floor as directed	\$ _____

CHICKASHA

Meeting Type: CMA Agenda 10-21-2024

Meeting Date: 10/21/2024

Department: Public Works

Agenda Item No. 4.b.

AGENDA ITEM: Discussion, consideration, and possible action to award Bid CMA-2405 - Sewage Lift Station Rehabilitation 23rd Street at Grand Avenue to Krapff-Reynolds Construction Co. in the amount of \$73,120.00

I. BACKGROUND/DESCRIPTION:

II. RECOMMENDED ACTION:

Award Bid CMA-2405 - Sewage Lift Station Rehabilitation 23rd Street at Grand Avenue to Krapff-Reynolds Construction Co. in the amount of \$73,120.00

III. FISCAL INFORMATION -

IV. FUND INFORMATION:

Dept. Director:	Fund	Account	Amount
Jim Crosby, Public Works Director	(To)		
	FUND	ACCOUNT	AMOUNT
Meeting Date: October 21, 2024	(From)		

V. ATTACHMENTS:

1. CMA-2405 Let of Awd Recommendation w.bid tabs



CHISHOLM TRAIL CONSULTING, LLC

R. Scott Vaughn, P.E., CFM
Professional Engineering Services
580-467-8130
rscottv11@gmail.com

October 17, 2024

Chickasha Municipal Authority
Mr. Jim Crosby
Public Works Director
117 North 4th Street
Chickasha, Oklahoma 73018

RE: RFP CMA-2405
SEWAGE LIFT STATION REHABILITATION
23RD STREET AT GRAND AVENUE

Dear Sir:

After carefully reviewing the sole bid submitted on October 16, 2024 for the referenced project, we find that the bid submitted by Krapff-Reynolds Construction Co. of Oklahoma City, Oklahoma is responsive. Please refer to the attached Bid Tabulations for more information.

This project consists of 1) rehabilitating the interior walls of the lift station wet well and nearby manholes and 2) replacing rings and lids on these nearby manholes. As you know, this is part of an ongoing effort to address conditions at the lift station to ensure compliance with ODEQ regulations. We anticipate future projects will be necessary to replace sanitary sewer mains and possibly pumps. This project is needed to repair acute deterioration of the lift station wet well interior walls and to mitigate infiltration and inflow in the nearby manholes.

Krapff-Reynolds Construction Co has successfully completed many projects of a similar nature in Oklahoma. It is the recommendation of Chisholm Trail Consulting that the Chickasha Municipal Authority award a contract to C4L, LLC for CMA-2402 Drainage Structure Improvements Project in the amount of \$170,117.00.

If you have any questions, or require additional information, please do not hesitate to call me.

Sincerely,

R. Scott Vaughn, P.E., CFM

Enclosures
Cc: File



CITY OF CHICKASHA
RFP CMA-2405
SEWAGE LIFT STATION REHABILITATION
BID TABULATION SUMMARY

DATE OF BID OPENING 10/16/2024
TIME OF BID OPENING 1:30 p.m.

COMPANY NAME	TOTAL BID	BID BOND	AFFIDAVIT OF NON-COLLUSION	BUSINESS RELATIONSHIPS AFFIDAVIT
GRADE WORK CONSTR.	NO BID			
KRAPFF-REYNOLDS	\$ 73,120.00	YES	YES	YES
ENGINEER ESTIMATE	\$ 51,800.00	N/A	N/A	N/A





CITY OF CHICKASHA
RFP CMA-2405
SEWAGE LIFT STATION REHABILITATION
BID TABULATION DETAILED

	DATE OF BID OPENING	10/16/2024					
	TIME OF BID OPENING	1:30 p.m.		KRAPFF-REYNOLDS		ENGINEER ESTIMATE	
PAY ITEM	PAY ITEM DESCRIPTION	UNITS	EST QTY	EST UNIT PRICE	EST TOTAL PRICE	UNIT PRICE	TOTAL PRICE
618	SEWAGE FLOW CONTROL	LSUM	1	\$ 20,000.00	\$ 20,000.00	\$ 30,000.00	\$ 30,000.00
1	MANHOLE FRAME AND RING, INSTALLED	EA	4	\$ 1,000.00	\$ 4,000.00	\$ 1,000.00	\$ 4,000.00
2	MANHOLE REHABILITATION	VF	33	\$ 160.00	\$ 5,280.00	\$ 200.00	\$ 6,600.00
3	LIFT STATION REHABILITATION	VF	20	\$ 2,152.00	\$ 43,040.00	\$ 500.00	\$ 10,000.00
4	FENCE REMOVAL AND RESTORATION	LF	80	\$ 10.00	\$ 800.00	\$ 15.00	\$ 1,200.00
TOTAL					\$ 73,120.00		\$ 51,800.00

