



P.O. BOX 850 | COWETA, OKLAHOMA 74429 | PH. (918) 486-2189 | FAX (918) 486-5366 | www.cityofcoweta-ok.gov

AGENDA - REGULAR MEETING
COWETA PUBLIC WORKS AUTHORITY
COWETA CITY HALL, 310 S. BROADWAY
IMMEDIATELY FOLLOWING THE MEETING
OF THE COWETA CITY COUNCIL
MONDAY, APRIL 4, 2022 6:00 P.M.

MEETING PROCEDURE: Comments on all scheduled agenda items will be heard immediately following the presentation by staff or the petitioner. Please wait until you are recognized by the Chairman and keep your comments as brief as possible. Individuals addressing the Trustees must identify themselves by name prior to making any comments. The Trust Authority will act on an agenda item after comments from staff and the Trust Authority have been heard.

I. CALL TO ORDER

II. ROLL CALL

EVETTE YOUNG _____
HAROLD CHANCE _____
NAOMI HOGUE _____
LOGAN BROWN _____
RANDY WOODWARD _____

III. CONSENT

(All matters under the "Consent Calendar" are considered by the Board of Trustees to be routine and will be enacted by one motion. Any Trustee may, however, remove an item from consent by request.)

1. MINUTES OF THE REGULAR MEETING

APPROVAL OF THE MINUTES OF THE COWETA PUBLIC WORKS AUTHORITY REGULAR MEETING HELD ON MARCH 7, 2022. (JULIE CASTEEN, ASSISTANT TRUST MANAGER)

Documents:

[220307 MINUTES OF THE PWA.PDF](#)

IV. OLD BUSINESS

1. ENGINEERING CONTRACT - 111TH STREET S

DISCUSSION AND POSSIBLE ACTION ON THE APPROVAL OF A PROFESSIONAL SERVICES AGREEMENT WITH COWAN GROUP ENGINEERING, LLC AND WDB ENGINEERING PERTAINING TO THE DESIGN AND ENGINEERING OF STREET AND DRAINAGE IMPROVEMENTS ON E 111TH STREET S. (ROGER KOLMAN, TRUST MANAGER)

Documents:

[220404 STAFF REPORT ENGINEERING CONTRACT.PDF](#)
[220404 COWETA - E 111TH STREET - PROPOSAL 2022-03-25.PDF](#)

2. RESOLUTION 2022-10 REGARDING BUDGET AMENDMENTS FY 21-22

DISCUSSION AND POSSIBLE ACTION ON THE ADOPTION OF RESOLUTION 2022-10, A RESOLUTION OF THE TRUSTEES OF THE COWETA PUBLIC WORKS AUTHORITY ADOPTING AMENDMENTS TO THE ANNUAL REVENUES AND APPROPRIATIONS FOR THE BUDGET OF THE CITY OF COWETA, OKLAHOMA FOR FISCAL YEAR ENDING JUNE 30, 2022. (JULIE CASTEEN/ASSISTANT TRUST MANAGER)

Documents:

V. NEW BUSINESS

(Business which was not foreseen prior to the posting of the agenda.)

VI. ADJOURNMENT

**IF YOU REQUIRE SPECIAL ACCOMMODATIONS PURSUANT TO THE AMERICANS WITH DISABILITIES ACT,
PLEASE CONTACT CITY HALL BY 9:00 A.M. THE DAY OF THE MEETING.**

**MINUTES OF THE COWETA PUBLIC WORKS AUTHORITY REGULAR MEETING
MARCH 7, 2022 6:51 P.M.**

The Trustees of the Coweta Public Works Authority met in regular session on Monday, March 7, 2022 at 6:51 p.m. following the meeting of the Coweta City Council at the Coweta City Hall, 310 S Broadway, Coweta, Oklahoma.

TRUSTEES PRESENT: Evette Young, Harold Chance, Naomi Hogue, Logan Brown, Randy Woodward.

TRUSTEES ABSENT: None.

I. CALL TO ORDER

The meeting was called to order by Chairman Young.

II. ROLL CALL

Roll call taken. Trustees were present as shown above.

III. CONSENT

Motion by Harold Chance, second by Logan Brown to approve the consent calendar items:

1. Minutes of the Coweta Public Works Authority Regular Meeting held on January 3, 2022.
2. Affirmation of the actions taken by the Coweta City Council on February 7, 2022 to accept a certain public utility easement located within Section 17, Township 17 North, Range 16 East of the Indian Base and Meridian, Wagoner County, State of Oklahoma.
3. Affirmation of the actions taken by the Trust Manager to use Emergency Purchasing Authority to cause a water valve to be installed on a 12" water main by Core and Main in the amount of \$18,000.00.

Aye: Harold Chance
Logan Brown
Randy Woodward
Evette Young
Naomi Hogue

IV. OLD BUSINESS

1. Resolution 2022-07

Trust Manager Roger Kolman explained that the City Council has authorized the Coweta Public Works Authority to issue debt to finance certain public safety and street projects, and a resolution now must be passed by the Coweta Public Works Authority to authorize the issuance of the debt.

**MINUTES OF THE COWETA PUBLIC WORKS AUTHORITY REGULAR MEETING
MARCH 7, 2022 6:51 P.M.**

Motion by Harold Chance, second by Randy Woodward to adopt Resolution 2022-07, a resolution authorizing the Coweta Public Works Authority (the “Authority”) to issue its Sales Tax Revenue Note, Series 2022 in the aggregate principal amount of not-to-exceed \$12,500,000.00 (the “Note”); waiving competitive bidding and authorizing the note to be sold on a negotiated basis; approving and authorizing the execution of a Sales Tax Agreement by and between the City of Coweta, Oklahoma (the “City”) and the Authority pertaining to the year-to-year pledge of certain sales and use tax revenue; approving and authorizing execution of Note indenture authorizing the issuance and securing the payment of the Note; providing that the organizational document creating the Authority is subject to the provisions of the Note indenture; authorizing and directing the execution of the Note and other documents relating to the transaction; and containing other provision relating thereto.

Aye: Harold Chance
Randy Woodward
Evette Young
Naomi Hogue
Logan Brown

V. NEW BUSINESS

There was no new business.

VI. ADJOURNMENT

Chairman Young adjourned the meeting at 6:54 p.m.

Evette Young, Chairman

Julie Casteen, Trust Secretary



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Mémorandum

To: Honorable Chairman and Board of Trustees
From: Roger Kolman, Trust Manager
Re: Engineering Contract – 111th Street S
Date: 4/4/2022

BACKGROUND

The City/Trust Engineer, WDB Engineering, has provided the accompanying proposal to design and bid the road and drainage improvements for E 111th Street S in conjunction with Cowan Group Engineering, LLC. The firms will work cooperatively with Wagoner County and the Oklahoma Department of Transportation to design a buildable solution to the current and future traffic and drainage issues that exist in the 111th Street corridor.

The scope of the proposed work includes:

- A four-lane roadway from Highway 51 east to the eastern boundary of the Walmart property
- A three-lane roadway from the eastern boundary of the Walmart property to 276th E Avenue
- A two-lane roadway from 276th E Avenue to the eastern boundary of city limits, approximately 500 feet past 282nd E Avenue
- Realignment of the intersection with Highway 51
- Widening of the intersection with 273rd E Avenue
- Curb and gutter with underground stormwater transmission for the length of the project

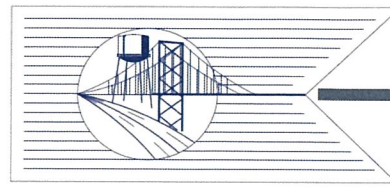
The fee for the proposed work is \$447,500 and the estimated cost of the project is \$4.9M. This project is one of the four priority projects identified by the Coweta City Council for the One For Coweta proposition.

STAFF RECOMMENDATION

Staff recommends approval of the engineering proposal.

ATTACHMENTS

Proposal Cowan Engineering Group, LLC and WDB Engineering



March 25, 2022

Mr. Roger Kolman
Manager
Coweta Public Works Authority
P.O. Box 850
Coweta, OK 74429

RE: E 111th Street Widening from SH 51 to S 282nd East Avenue
Coweta, OK

Dear Mr. Kolman:

Pursuant to your discussion and meeting with Mr. David Wyatt, the joint venture of Cowan Group Engineering, LLC (CGE) and WDB Engineering, PLLC (WDB) (Consultant) appreciates your interest in our professional services and welcomes the opportunity to present a proposal to you for engineering services for the subject project. The CGE and WDB Team are proud to partner together for providing the engineering services and quality control and overall management for the subject project. The following outlines general project data and detailed scope of services for the subject project:

GENERAL PROJECT DATA

Our proposal for services is based on the following site data:

- Project Name – E 111th Street Widening
- Project Location – E 111th Street from SH-51 to 500 feet east of S 282nd East Avenue
- Project Client – Coweta Public Works Authority (Client)
- Project Type – Transportation
- Project Funding – Local Bond

GENERAL CORRESPONDENCE & MEETINGS

- Client to provide electronic drawings and/or the previous construction drawings.
- Client to deliver to Consultant all reports, drawings, land surveys, sketches, Lidar data in electronic format

BASIC SCOPE OF SERVICES

The basic scope of services includes the planning, design, and construction administration for E 111th Street from SH-51 to 500 feet east of S 282nd East Avenue (approximately 1.15 miles). The typical section for the corridor is a four-lane curb and gutter from SH-51 to the east property line of Walmart, a three-lane curb and gutter from Walmart to S 276th East Avenue, and a two-lane curb and gutter from S 276th East Avenue to 500 feet east of S 282nd East Avenue. Improvements include roadway widening, enclosed storm sewer system, storm cross drains, and intersection widening at S 273rd East Avenue (approx. 200-foot north).

Task 1 – Land Survey

- Scope includes horizontal control, vertical control, land ties according Oklahoma State Plane coordinate system. Provide primary and secondary project control based on available NGS monumentation and/or ties to NGS CORS/OPUS. Project horizontal datum will be NAD1983 projected on Oklahoma State Plane Coordinates North Zone for the entire length of the project.
- Topographic Survey. Field survey of topographic features completed for a 120-foot corridor including buildings, roads, railroads, drainage features, bridges, culverts, fences, driveways, poles, sidewalks, edge of tree groupings, fire hydrants, manholes, catch basins, existing utilities, etc. Locate above-ground natural and man-made features, including fences, drainage structures and trees greater than 8-inches in diameter. Existing underground utilities will be shown based upon available records and Call-Okie locates.
- Research and secure property ownerships, and easements for the entire length of the project
- Provide a grid of ground points along with break lines will be collected for the purpose of creating a digital terrain model (DTM) and provide contours at 1-foot intervals from the DTM data.
- Set and identify six (6) benchmarks relative to NAVD 88 for vertical control
- Contact and locate each privately-owned Utility.

Task 2 – Functional Plans (30%)

- Prepare conceptual/functional horizontal alignment and roadway layout for the entire length of the Project.
- Prepare and develop drainage calculations, determine drainage area map and proposed improvements.
- Prepare two (2) alternate layouts for the intersection of SH-51
 - Reconstruct existing intersection with existing traffic signal
 - Reconfigure intersection with new traffic signal
- Prepare opinion of probable construction costs for the improvements
- Determine required right-of-way and/or easements for the improvements
- Deliver three (3) hard copy drawings (11x17) of the Functional Plans (30%) and contract documents, and electronic PDF format for City review
- Attend one (1) review meeting with Client

Task 3 – Final Design

The scope of the project is to provide design services and prepare construction drawings for the Project. Below is a detailed summary of the task items:

- The scope of work includes preparing complete detailed construction drawings in English units for the Project. The project will include replacement of the existing street and Consultant shall propose the final horizontal and vertical alignment as well as the typical section(s).
- Prepare detailed construction drawings including, but not limited to, plan and profile, grading, drainage, and surfacing.
- Prepare pay quantities and specifications for one (1) base bid.
- Prepare the street design according to the following publications:
 - "A Policy on Geometrics Design of Highways and Streets," Sixth Edition, AASHTO 2011
 - "Oklahoma Department of Transportation (ODOT) Roadway Design Manual," July 1992
 - Roadside Design Guide, AASHTO, 2011
 - Oklahoma Department of Transportation Drainage Design Manual, 2014
 - Manual on Uniform Traffic Control Devices (MUTCD), 2009
- Prepare preliminary quantity and construction cost estimate
- Deliver three (3) hard copy drawings (11x17) of preliminary design plans (60%) and contract documents, and electronic PDF format for City review
- Attend one (1) review meeting with Client and project team for Preliminary Design Plans (60%)

- Incorporate comments from Client and private utilities and prepare final construction drawings. Drawings shall include, but not limited to:
 - Cover Sheet
 - Pay Quantities and Notes
 - Summary Sheets
 - Typical Section(s)
 - Plan and Profiles
 - Survey Data Sheet
 - Right of Way Plan (as required)
 - Drainage Area map
 - Cross Sections
 - Standard Details
 - Special Details
 - Signing and Striping Plan
 - Erosion Control
 - Construction Sequence and Traffic sheets
- Prepare SWMP plan sheet and include in construction drawings
- Prepare pay quantities and specifications for one (1) base bid
- Prepare final quantities and construction cost estimate
- Deliver three (3) hard copy drawings (11x17) of Final Design Plans and contract documents, and electronic PDF format for City Review
- Attend one (1) review meeting with Client and project team
- Incorporate comments into Bidding Documents

Task 4 – Bidding

- Finalize the construction drawings and specifications for one (1) bid package
- Assist the City in advertisement for the Project
- Attend pre-bid conference meeting (as required)
- Review bid tabulations with City and make recommendation to City

Task 5 – Construction Administration

- Attend Pre-Construction Meeting
- Review and approval of submittals
- Address request for information from Contractor
- Prepare addendums and change orders, as required
- Attend monthly construction meetings for a total of ten (10) meetings
- Prepared record drawings (as required)
- Conduct one (1) final inspection, acceptance, and report

Task 6 – Utility Coordination

- Distribute drawings to public and privately-owned utilities
- Coordinate one (1) Utility Meeting with utility owners
- Review relocation plans of privately-owned utilities for construction
- Provide a Notice to Proceed to utility owners for utility relocation construction

Task 7 – Right-of-Way Exhibits

- Prepare easement exhibit and legal description as required (based on 20 parcels)

Task 8 – Geotechnical Investigation

- Pavement and Subgrade Survey: Field Work, Laboratory and Analysis
 - Obtain samples at stagger locations within the extents of the proposed pavement improvements at intervals approximately 500 feet.
 - Obtain fifteen (15) cores within the project extents.
 - Visually inspect the existing pavement for cracking and distresses.
 - Measure and record pavement core thicknesses.
 - Obtain subgrade soil samples to a depth of 36"
 - Backfill borings with auger cuttings, compacted by tamping, and patch pavement with cold asphalt patch.
 - Report similar soil classifications within the station extents.
 - Measure and report groundwater depths or perched water zones from the top of ground elevation at the end of drilling.
 - Perform Dynamic Cone Penetrometer (DCP) testing to evaluate the existing subgrade conditions.
 - Collect composite bulk samples for each different soil extent along the entire project.
 - Laboratory test the collected samples for Soils classifications, including sieve analysis, and Atterberg Limits, soil moisture content, moisture-density relationship and California Bearing Raito
 - Place temporary traffic control for field work.
- Geotechnical Report will include the following:
 - Computer generated boring and core logs with soil classification
 - Laboratory test results summary
 - Vicinity map and boring locations plan
 - Subsurface soil conditions
 - Geological information
 - Earthwork recommendations including engineered fill requirements
 - Compaction requirements
 - Subgrade preparation
 - Recommendations of Flexible and Rigid pavement design based upon the design year traffic loading and the subgrade characteristics determined with the sampling and testing.

ADDITIONAL SERVICES

Other services that are not associated with the agreed Scope of Services shall be considered as additional services. Additional services would include Owner directed work that is clearly outside of the base contract. The fee structure for additional services shall be based on time and expense effort unless otherwise negotiated prior to services being rendered. See Attachment "A". Additional services may include the following, but not limited to:

- Plan Revisions: Street plan revisions (minor alterations) are expected and therefore are included as part of our services in the base contract. Although, if plan adjustments exceed normal revisions (i.e. road alignment, etc.) or if a complete redesign is required then additional services shall be negotiated to meet an adjusted scope of services.
- Design and production of utility relocation construction plans for franchise and/or public utilities
- Design of stormwater detention facilities
- On or Off-site water line, pump stations or tower design
- On or Off-site sanitary sewer line or pump stations design
- Easement Exhibits (\$800 per parcel)
- Traffic study and/or traffic signal design
- Phase I environmental study and clearance
- USACE permitting
- Right of way or easement acquisitions
- Permit fees for City, County or State
- Construction material testing
- Construction surveying
- Land Survey for record drawings
- Resident Project Representation for the Project
- Landscape or lighting features

BASE CONTRACT FEE STRUCTURE (as outlined above)

ITEM	DESCRIPTION	FEE	
	Basic Scope of Services		
1	Land Survey	LS	\$32,200
2	Functional Plans (30%)	LS	\$93,000
3	Final Design	LS	\$222,900
4	Bidding	LS	\$8,100
5	Construction Administration	LS	\$30,100
6	Utility Coordination	HNTE	\$29,300
7	Right-of-Way Exhibits	NTE	\$16,000
8	Geotechnical Investigation	NTE	\$15,900
Total:			\$447,500

SCHEDULE

Notice to Proceed	May 2, 2022
Survey	July 1, 2022 (60 Days)
Functional Plans (30%)	October 29, 2022 (120 Days)
Functional Plans (30%) - City Review	November 28, 2022 (30 Days)
60% Plans	March 28, 2023 (120 Days)
60% Plans - City Review	April 11, 2023 (14 Days)
90% Plans	July 10, 2023 (90 Days)
90% Plans - City Review	July 24, 2023 (14 Days)
Final Plans & Specifications	September 7, 2023 (45 Days)
Bid Advertisement	September 21, 2023

REIMBURSABLE EXPENSES

The following expenses shall be considered as reimbursable expenses:

- Application and Review Fee(s) to Applicable Government Agency
- Cost of ownership list and/or title work required
- Travel expenses to include lodging, transportation & meals
- Shipping and postage
- Plotting and reproduction for progress meetings, presentations and submittals
- Large format scans (11" x 17" and larger documents)
- Large format colored plots (11" x 17" and larger documents)
- Board mounted presentation graphics

COMPENSATION

For BASIC CONTRACT engineering design services performed under this agreement, the Owner shall pay the Consultant **a fixed fee amount not to exceed \$447,500**, including reimbursable expenses as defined in the TOTAL BASE CONTRACT FEE STRUCTURE. Consultant will invoice on a monthly interval, and invoices are due and payable within 30 days of date of invoice. Invoices past due are subject to interest at the rate of 1½% per month.

ATTACHMENTS

As a supplement to this proposal please find the following documents:

- **Attachment "A"** – 2022 Professional Hourly Rate Schedule

TERMS AND CONDITIONS

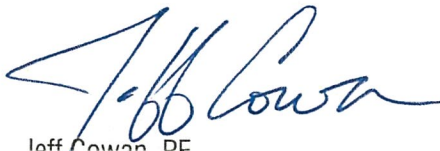
See Cowan Group Engineering, LLC's Mandatory STANDARD TERMS AND CONDITIONS FOR PROFESSIONAL SERVICES at <http://www.cowangroup.co/terms-and-conditions>.

If you concur with this proposal, please sign and date this letter, then return stating your approval for Cowan Group Engineering and WDB Engineering to begin work on this project. This proposal will become void after 60-days from the date submitted.

Should you have any questions, please do not hesitate to contact Mr. David Wyatt, PE at 405.741.7090 wdbengineering@sbcglobal.net

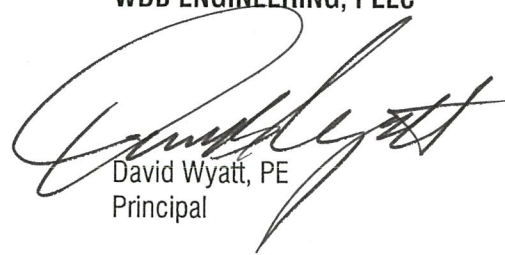
Sincerely,

COWAN GROUP ENGINEERING, LLC



Jeff Cowan, PE
Principal

WDB ENGINEERING, PLLC



David Wyatt, PE
Principal

NOTICE TO PROCEED

The above proposal is understood and accepted. By accepting this proposal you are also agreeing to Cowan Group Engineering, LLC GENERAL CONDITIONS (PROFESSIONAL SERVICES).

By: _____
(Signature)

For: _____
(Organization)

Date: _____

ATTACHMENT "A"

2022 Professional Hourly Rates

Professional Services:

Principal	\$260.00
Associate	\$224.00
Client Manager	\$204.00
Team Lead	\$191.00
Project Manager	\$185.00
Project Engineer III	\$174.00
Project Engineer II	\$165.00
Project Engineer I	\$153.00
Engineer Level II	\$142.00
Engineer Level I	\$130.00
Engineering Technician II	\$123.00
Engineering Technician I	\$112.00
CAD Technician	\$100.00
GIS Technician I	\$78.00
Survey Technician I	\$78.00
Survey Technician II	\$92.00
Survey Manager	\$158.00
Survey Crew - One-Man	\$138.00
Survey Crew - Two-Man	\$215.00
Survey Crew - Scanner	\$297.00
Construction Services Administrator	\$148.00
Resident Project Representative II	\$118.00
Resident Project Representative I	\$109.00
Administrative	\$112.00
Clerical	\$80.00
Intern	\$54.00

Expenses:

Xerox Copies Letter or Legal	\$0.15 per copy
Xerox Copies Ledger	\$0.25 per copy
Plot Prints	\$0.75 per S.F.
Color/Mylar Plot Prints	\$1.75 per S.F.
Mileage	IRS Allowable

The rates and expenses described may be revised annually



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Memorandum

To: Honorable Chairman and Members of the Board of Trustees

From: Julie Casteen, Assistant Trust Manager

Re: Supplemental Appropriations

Date: April 4, 2022

BACKGROUND

The Coweta Public Works Authority closed on a Sales Tax Revenue Note on March 23, 2022. The proceeds will be used to fund improvements that were established prior to the sales tax election held on February 8, 2022. Supplemental appropriations are needed to record the note proceeds and associated appropriations from the 2022 Sales Tax Revenue Note:

Project Description	Estimated Cost
Public Safety Facility	\$7,000,000
Street Improvements 121st Street – Hwy 51 to 278th E Avenue	\$4,900,000
Note Issuance Costs	\$293,250
Contingency	\$306,750
Total	\$12,500,000

STAFF RECOMMENDATION

Staff recommends approval of supplemental appropriations per Resolution 2022-10.

Attachments:

Resolution 2022-10

**COWETA PUBLIC WORKS AUTHORITY, COWETA, OKLAHOMA
RESOLUTION 2022-10**

A RESOLUTION OF THE TRUSTEES OF THE COWETA PUBLIC WORKS AUTHORITY ADOPTING AMENDMENTS TO THE ANNUAL APPROPRIATIONS FOR THE BUDGET OF THE COWETA PUBLIC WORKS AUTHORITY FOR COWETA, OKLAHOMA, FOR FISCAL YEAR ENDING JUNE 30, 2022.

WHEREAS, the Coweta Public Works Authority has received monies that were not anticipated that have not been appropriated in the budget for fiscal year 2021-2022; and

WHEREAS, the Coweta Public Works Authority has expenses for which the budget for fiscal year 2020-2021 exceeds available resources; and

WHEREAS, the Coweta Public Works Authority desires to make supplemental appropriations for revenue sources and expenditures not appropriated in the budget.

NOW THEREFORE BE IT RESOLVED by the Trustees for the Coweta Public Works Authority for Coweta, Oklahoma, that the following supplemental appropriations be made:

1% SALES TAX FUND

Account Number	Description	Amount	Reason for Expenditure	Funding Source	Revenue Amount	Revenue Account
36-5010.037	Administrative Fees	\$293,250	Issuance cost of Sales Tax Note	Note Proceeds	\$293,250	36-04.03.86
36-5405.007	Buildings & Improvements	7,000,000	Public Safety Building	Note Proceeds	7,000,000	36-04.03.86
36-5410.015	Infrastructure	4,900,000	Streets Projects	Note Proceeds	4,900,000	36-04.03.86
36-5300.037	Other Charges and Services	306,750	Contingency	Note Proceeds	306,750	36-04.03.86
	Total	\$12,500,000			\$12,500,000	

PASSED BY THE COWETA PUBLIC WORKS AUTHORITY FOR COWETA, OKLAHOMA,
and signed by the Chairman this 4th Day of April 2022.

Evette Young, Chairman

Attest:

Approved as to form:

Julie Casteen, Trust Secretary

Ronald D. Cates, Trust Attorney