

SAPULPA MUNICIPAL AUTHORITY MEETING
CITY HALL - 425 EAST DEWEY AVENUE
COUNCIL CHAMBERS, 2ND FLOOR
7:00 P.M., MONDAY, MAY 15, 2017

MEETING PROCEDURE: Comments from the public are welcome at two different times during the course of the meeting. A Sign in Sheet is located at the back of the room. Those wishing to address the City Council are to sign in prior to the start of the meeting and identify the item(s) they wish to address. Comments concerning items scheduled on the Agenda will be heard immediately following the presentation by staff or petitioner and Comments concerning items not scheduled on the Agenda will only be heard under the Public Comments section. The City Council will act on an Item after all comments have been heard.

PLEASE COME TO THE PODIUM WHEN THE CHAIRMAN CALLS YOUR NAME

- AGENDA -

1. **CALL TO ORDER.**
2. **ROLL CALL.**
3. **MINUTES.**
 - A. Consider approval of minutes of the regular Municipal Authority meeting of May 1, 2017.
4. **APPOINTMENTS, AWARDS, PRESENTATIONS, AND PROCLAMATIONS.**
5. **CONSENT ITEMS:** All matters under “Consent” are considered by the Municipal Authority to be routine and will be enacted by one motion. Any Municipal Authority Trustee may, however, remove an item from consent by request.
 - A. Consider approving Claims in the amount of \$652,880.28.. (Refer to: Purchase Order Claims Register with City Agenda.)
6. **PUBLIC HEARINGS.**

7. **ADMINISTRATION.**

- A. Consider approving the contract with Garrow Construction in the amount of \$139,955.66 for the Waterline Extension Project at the Sapulpa Youth Sports Park, and authorizing the Mayor to sign all documents related thereto. Said project is to be paid from the GO Bond Fund.

- B. Consider approving the close-out of the Sahoma Lake Dam Improvements Phase 2 Spillway Rehabilitation Contract 1; approve Change Order No. 1 with Circle B Underground; deducting the amount of \$(657.00); approve Final Pay Estimate No. 5 in the amount of \$57,947.75; which includes all retainage withheld; approve all other close-out documents; and establish the warranty date effective March 23, 2017 through March 22, 2018.

8. **NEW BUSINESS.**

9. **INFORMATIONAL ITEMS FROM CHAIRMAN, BOARD OF TRUSTEES, TRUST MANAGER, OR TRUST ATTORNEY.**

- A. Project Status Report from Tetra Tech on various City and Authority projects.

10. **PUBLIC COMMENTS:** The purpose of the Public Comments Section of the Agenda is for members of the public to speak to the Municipal Authority on any subject not scheduled on the Regular Agenda. The Municipal Authority shall make no decision or action, except to direct the Trust Manager to take action, or to schedule the matter for Municipal Authority discussion at a later date.

Please come to the podium when the Chairman calls your name and keep your comments as brief as possible.

11. **ADJOURNMENT.**

Posted this ____ day of _____, 2017 at _____ o'clock p.m., at the Sapulpa City Hall, 425 East Dewey, Sapulpa, Oklahoma.

Name: _____

Title: _____



Oklahoma's Most Connected City
425 EAST DEWEY AVENUE
P.O. BOX 1130•SAPULPA, OK 74067

AGENDA ITEM

Municipal Authority Regular

3.A.

Meeting Date: May 15, 2017

Submitted By: Shirley Burzio, City Clerk

Department: City Clerk

Presented By:

SUBJECT:

Consider approval of minutes of the regular Municipal Authority meeting of May 1, 2017.

BACKGROUND:

RECOMENDATION:

Attachments

minutes.05-01-2017

SAPULPA MUNICIPAL AUTHORITY

TRUST PROCEEDINGS

Meeting of May 1, 2017

The Board of Trustees of the Sapulpa Municipal Trust Authority met in regular session Monday, May 1, 2017, at 7:00 o'clock P.M. in the City Hall Council Chambers, 425 East Dewey Avenue, Sapulpa, Oklahoma.

Trustees Present: Reg Green, Chairman
 Louis Martin, Jr., Vice-Chairman
 John Anderson
 Marty Cummins
 Craig Henderson
 Alan Jones
 Hugo Naifeh
 Charles Stephens
 Carla Stinnett

Trustees Absent: Wes Galloway

MINUTES AND CONSENT AGENDA:

Motion was made by Vice-Chairman Louis Martin, seconded by Trustee Charles Stephens, to approve the minutes of the April 17, 2017, regular trust authority meeting, and approve claims in the amount of \$155,752.13.

ROLL CALL: AYE-John Anderson, Marty Cummins, Reg Green, Craig Henderson, Alan Jones, Louis Martin, Hugo Naifeh, Charles Stephens, Carla Stinnett. NAY-None. Motion carried 9-0.

ADMINISTRATION:

Motion was made by Trustees Charles Stephens, seconded by Vice-Chairman Louis Martin, to approve the two year contract of employment with Joan Riley to continue serving in the role of Sapulpa Municipal Authority Trust Manager.

ROLL CALL: AYE-John Anderson, Marty Cummins, Reg Green, Craig Henderson, Alan Jones, Louis Martin, Hugo Naifeh, Charles Stephens, Carla Stinnett. NAY-None. Motion carried 9-0.

SAPULPA MUNICIPAL AUTHORITY
TRUST PROCEEDINGS
Meeting of May 1, 2017

INFORMATIONAL ITEMS FROM CHAIRMAN, BOARD OF TRUSTEES, TRUST MANAGER OR TRUST ATTORNEY:

The project status report from Tetra Tech, Inc, on various city and trust authority projects was submitted for discussion only. There was no action taken by the board.

PUBLIC COMMENTS:

There were no comments made to the council.

ADJOURNMENT:

There being no further business to consider, motion was made by Vice-Chairman Louis Martin, seconded by Trustee Hugo Naifeh, to adjourn the meeting. Motion carried unanimously.



Oklahoma's Most Connected City
425 EAST DEWEY AVENUE
P.O. BOX 1130•SAPULPA, OK 74067

AGENDA ITEM

Administration 7.A.

Municipal Authority Regular

Meeting Date: May 15, 2017

Submitted For: Rick Rumsey, Assistant City Manager

Submitted By: Amy Hoehner, Legal Assistant

Department: Public Works

Presented By: Rick Rumsey

SUBJECT:

Consider approving the contract with Garrow Construction in the amount of \$139,955.66 for the Waterline Extension Project at the Sapulpa Youth Sports Park, and authorizing the Mayor to sign all documents related thereto. Said project is to be paid from the GO Bond Fund.

BACKGROUND:

This project was awarded by the City Council April 17, 2017.

RECOMENDATION:

Staff recommends the Municipal Authority approve this contract.

Attachments

Youth Water Garrow

AGREEMENT

THIS AGREEMENT, made this 1st day of May, 2017, by and between CITY OF SAPULPA, hereinafter called "OWNER" and Garrow Construction, LLC doing business as a corporation (an individual,) or (a partnership,) or (a corporation) hereinafter called "CONTRACTOR".

WITNESSETH: That for and in consideration of the payments and agreements hereinafter mentioned:

1. The CONTRACTOR will commence and complete the construction of SAPULPA YOUTH SPORTS COMPLEX WATERLINE EXTENSION

2. The CONTRACTOR will furnish all of the material, supplies, tools, equipment, labor, and other services necessary for the construction and completion of the PROJECT described herein.

3. The CONTRACTOR will commence the work required by the CONTRACT DOCUMENTS within 14 calendar days after the date of the NOTICE TO PROCEED and will complete the same within 120 calendar days unless the period for completion is extended otherwise by the CONTRACT DOCUMENTS.

4. The CONTRACTOR agrees to perform all of the WORK described in the CONTRACT DOCUMENTS and comply with the terms therein for the sum of \$139,955.66 or as shown in the BID SCHEDULE.

5. The term "CONTRACT DOCUMENTS" means and includes the following:
 - (A) ADVERTISEMENT FOR BIDS
 - (B) INFORMATION FOR BIDDERS
 - (C) BID/BID SCHEDULE
 - (D) BID BOND
 - (E) STATEMENT OF BIDDER'S QUALIFICATIONS
 - (F) NONCOLLUSION AFFIDAVIT
 - (G) BUSINESS RELATIONSHIPS AFFIDAVIT
 - (H) AGREEMENT
 - (I) PERFORMANCE BOND
 - (J) MAINTENANCE BOND
 - (K) STATUTORY BOND
 - (L) INSURANCE CERTIFICATE
 - (M) NOTICE OF AWARD
 - (N) NOTICE TO PROCEED
 - (O) GENERAL CONDITIONS

- (P) SUPPLEMENTAL GENERAL CONDITIONS
- (Q) CHANGE ORDERS issued with or subsequent to this Agreement
- (R) SPECIFICATIONS prepared or issued by Sapulpa and dated 2014.

- (S) DRAWINGS prepared by Tetra Tech numbered WL-1 through WL-8, and dated 08/29/2016
- (T) ADDENDA:
 - No. _____, dated _____, 20
 - No. _____, dated _____, 20
 - No. _____, dated _____, 20

6. The OWNER will pay to the CONTRACTOR in the manner and at such times as set forth in the General Conditions such amounts as required by the CONTRACT DOCUMENTS.

7. This AGREEMENT shall be binding upon all parties hereto and their respective heirs, executors, administrators, successors, and assigns.

IN WITNESS WHEREOF, the parties hereto have executed or caused to be executed by their duly authorized officials, this AGREEMENT in 3 (number of copies) each of which shall be deemed an original on the date first above written.

OWNER:

Reg Green

BY: _____

NAME: Reg Green
(Please Type)

TITLE: Mayor

APPROVED:

BY: *JKW*

TITLE: City Attorney

CONTRACTOR:

BY: *William Garrow*

NAME: William Garrow
(Please Type)

ADDRESS: _____

(SEAL)

ATTEST:

Shirley Burzio

NAME: Shirley Burzio
(Please Type)

TITLE: City Clerk

5-1-2017



(SEAL)

ATTEST:

NAME: _____
(Please Type)

TITLE: _____



Administration 7.B.

Municipal Authority Regular

Meeting Date: May 15, 2017

Submitted For: Rick Rumsey, Assistant City Manager

Submitted By: Amy Hoehner, Legal Assistant

Department: Public Works

Presented By: Rick Rumsey

SUBJECT:

Consider approving the close-out of the Sahoma Lake Dam Improvements Phase 2 Spillway Rehabilitation Contract 1; approve Change Order No. 1 with Circle B Underground; deducting the amount of \$(657.00); approve Final Pay Estimate No. 5 in the amount of \$57,947.75; which includes all retainage withheld; approve all other close-out documents; and establish the warranty date effective March 23, 2017 through March 22, 2018.

BACKGROUND:

All items of the contractual project have been completed and inspected, and the Engineer, TetraTech, is recommending close-out of this project.

RECOMENDATION:

Staff recommends the closeout of this project as stated.

Fiscal Impact

Amount: \$57,947.5

To be paid from: GO Bond

Account number:

Attachments

TetraTech closeout letter

Spillway change order

Spillway No.5 pay estimate

Spillway contractors affidavit

Spillway lien release



TETRA TECH

April 24, 2017

Mr. Rick Rumsey
425 E. Dewey
Sapulpa, OK 74067

**RE: SAHOMA LAKE DAM IMPROVEMENTS PHASE 2
SPILLWAY REHABILITATION CONTRACT 1**

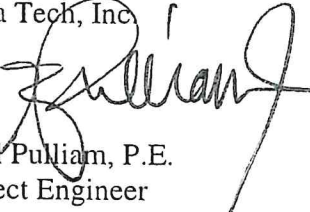
Dear Mr. Rumsey:

A final inspection was conducted Thursday, March 23, 2017, on the referenced project, and no further punch list items were noted. To the best of our knowledge, this project has been constructed in accordance with the approved Contract Documents; therefore, Tetra Tech recommends acceptance of the improvements and the warranty date start March 23, 2017 and end March 22, 2018.

Attached are four copies of Pay Estimate No. 5 (final) and four copies of Change Order No. 1 (Reconciliatory) for review, approval, and payment. Each copy is marked for final distribution. Other closing documents included are the Consent to Surety for Final Payment, Lien Releases, and the Contractor's Final Release Claims of Payment of Debts Affidavit.

Sincerely,

Tetra Tech, Inc


Neil Pulliam, P.E.
Project Engineer

NP/lv

Xc: Mr. Darin Dean, Circle B Underground
Mr. Ron Wells, RPR, Tetra Tech

Oklahoma CA No. 2388
Expires 6/30/2017

7645 E. 63rd Street, Suite 301, Tulsa, OK 74133
Tel 918.249.3909 Fax 918.249.3930 www.tetratech.com

Tetra Tech
 7645 E. 63RD STREET, SUITE 301
 TULSA, OK 74133
 Oklahoma CA No. 853, Expires 6/30/2017

CONTRACTOR CHANGE ORDER

Sheet 1 of 2

PROJECT: SAHOMA LAKE DAM IMPROVEMENTS PHASE 2
 SPILLWAY REHABILITATION CONTRACT 1
 SAPULPA, OK 74067

CHANGE ORDER NO. 1 & Reconciliatory
 OWNER: SAPULPA MUNICIPAL AUTHORITY
 P.O. BOX 1130
 SAPULPA, OK 74067

CONTRACTOR: Circle B. Underground, LLC
 1215 N. Main
 Bristow, OK 74010

PROJECT NO.: 200-11386-16002
 DATE: March 20, 2017

You are hereby requested to comply with the following changes from the Contract Plans and Specifications:



C.O. NO.	BID ITEM NO.	DESCRIPTION OF CHANGES - Quantities, units, unit prices, change in completion schedule, etc.	DECREASE IN CONTRACT PRICE	INCREASE IN CONTRACT PRICE
		See attached pages		-\$657.00
		Change in Contract price due to this Change Order		
		Total decrease		
		Total increase		
		Net increase in Contract price		-\$657.00

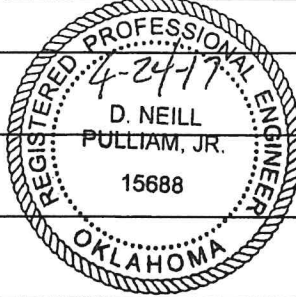
JUSTIFICATION:
 Reconciliatory change order to adjust quantities as installed in the field.

The sum of \$657.00 is hereby deducted from the Contract price of \$779,612.00 and the revised Contract price to date is \$778,955.

At this time, the time provided for completion in the Contract is unchanged.

This document shall become an amendment to the Contract and all provisions of the Contract will apply hereto.

Recommended by:	Construction Group - Tetra Tech, Inc.		
Approved by:		4-24-17	Date 4/24/17
Accepted by:		15688	Date 3-23-17
Approved by:	Owner - Sapulpa Municipal Authority		Date



PARTIAL PAY ESTIMATE NO. 5, FINAL

SAHOMA LAKE DAM IMPROVEMENTS PHASE 2
 SPILLWAY REHABILITATION CONTRACT 1

Item	Description	CONTRACT ITEMS			WORK PERFORMED				% Comp.	
		Quantity	Unit Price	Amount	This Period		To-Date			
					Quantity	Amount	Quantity	Amount		
LABOR										
1	Mobilization & Demolition	1.0	LS	\$40,000.00	\$40,000.00	50%	\$20,000.00	100%	\$40,000.00	100%
2	Clearing and Grubbing	1.0	LS	\$25,000.00	\$25,000.00	0%	\$0.00	100%	\$25,000.00	100%
3	Acre Seeding Method A	2.0	ACRE	\$1,500.00	\$3,000.00	0	\$0.00	2	\$3,000.00	100%
4	Temporary Access Road	272.0	LF	\$118.00	\$32,096.00	0	\$0.00	272	\$32,096.00	100%
5	Temporary Silt Fence	500.0	LF	\$3.00	\$1,500.00	0	\$0.00	281.00	\$843.00	56%
6	Substructure Excavation, Common	793.0	CY	\$50.00	\$39,650.00	0	\$0.00	793.00	\$39,650.00	100%
7	Substructure Excavation, Rock	33.0	CY	\$500.00	\$16,500.00	0	\$0.00	33.00	\$16,500.00	100%
8	Class AA Concrete	450.0	CY	\$900.00	\$405,000.00	0	\$0.00	450.00	\$405,000.00	100%
9	Epoxy Coated Reinforcing Steel	46,422.0	LBS	\$3.00	\$139,266.00	0	\$0.00	46422.00	\$139,266.00	100%
10	Vertical Anchors	239.0	EA	\$100.00	\$23,900.00	0	\$0.00	239.00	\$23,900.00	100%
11	Horizontal Anchors	1,074.0	EA	\$50.00	\$53,700.00	0	\$0.00	1074.00	\$53,700.00	100%
TOTAL CONTRACT					\$779,612.00		\$20,000.00		\$778,955.00	100%

**CONTRACTOR'S FINAL RELEASE CLAIMS OF
PAYMENT OF DEBTS AFFIDAVIT**

TO: Sapulpa Municipal Authority
P.O. Box 1130
Sapulpa, OK 74067

DATE: March 20, 2017

CONTRACT FOR: Sahoma Lake Dam Improvements Phase 2
Spillway Rehabilitation Contract 1

The undersigned hereby acknowledges the receipt of Seven Hundred Seventy Eight Thousand Nine Hundred Fifty Five Dollars (\$ 778,955.00) in full payment of the Contract dated October 3, 2016.

In addition, the undersigned, pursuant to the General Conditions of the Contract for construction, hereby certifies that, except as listed below or attached, he has paid in full or has otherwise satisfied all obligations for all materials and equipment furnished, for all work, labor, and services performed, and for all known indebtedness and claims against the Contractor for damages arising in any manner in connection with the performance of the Contract referenced above for which the owner or his property might in any way be held responsible.

Final payment in the amount of \$ 57,947.75 upon receipt, will complete all payments required as compensation as identified above.

EXCEPTIONS: (If none, write "None." If required by the Owner, the Contractor shall furnish bond or other surety satisfaction to the Owner for each exception.)

SUPPORTING DOCUMENTS ATTACHED HERETO:

1. Consent of Surety to Final Payment: Whenever Surety is involved, Consent of Surety is required. Indicate attachment: (Yes X) (No)
2. Separate Releases or Waivers of Lien from subcontractors and material and equipment suppliers, to the extent required by the Owner, accompanied by a list thereof.

CONTRACTOR: Circle B Underground, LLC
1215 N. Main
Bristow, OK 74010

By: Julie Bell

Title: President

Subscribed and sworn to before me this 23 day of March, 2017.

Notary Public: Isaac Bell

My Commission expires: 6-10-19



RELEASE OR WAIVER OF LIEN

(To be provided by all subcontractors, vendors, & suppliers)

4/13, 2017

State of Oklahoma
County of Creek

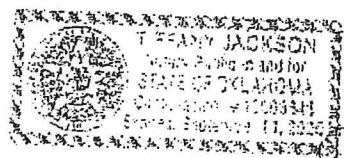
WHEREAS, the Undersigned has entered into a Contract with Circle B Underground to furnish labor and/or material for the project commonly known as Sahoma Lake Dam

NOW THEREFORE, know ye that the undersigned, for and in consideration of the monies to be paid pursuant to the above contract, do hereby waive and release City of Sapulpa (Owner) and Circle B Underground (Contractor), from any and all lien or claim or right of lien on said above described projects and premises.

Cherence Ponds Construction
(Company)

By: [Signature]

SUBSCRIBED AND SWORN to before me this 13th day of April, 2017.



Terry Jackson
Notary Public

My Commission expires 11/13, 2020

RELEASE OR WAIVER OF LIEN

(To be provided by all subcontractors, vendors, & suppliers)

April , 2017

State of Oklahoma

County of Tulsa

WHEREAS, the Undersigned has entered into a Contract with Cherokee Pride , to furnish labor and/or material for the project commonly known as Sahoma Lake

NOW THEREFORE, know ye that the undersigned for and in consideration of the monies to be paid pursuant to the above Contract, do hereby waive and release Circle B Underground (Owner) and Cherokee Pride (Contractor), from any and all lien or claim or right of lien on said above described projects and premises.

Crimson Steel Supply LLC
(Company)



By: [Signature]

SUBSCRIBED AND SWORN to before me this 11th day of April , 2017.

[Signature]
Notary Public

My Commission expires September 10, 2018.

RELEASE OR WAIVER OF LIEN

(To be provided by all subcontractors, vendors, & suppliers)

4-11, 2017

State of OKLAHOMA

County of TULSA

WHEREAS, the Undersigned has entered into a Contract with CHEROKEE PRIDE, to furnish labor and/or material for the project commonly known as SATONNA LAKE DAM IMPROVEMENTS

NOW THEREFORE, know ye that the undersigned for and in consideration of the monies to be paid pursuant to the above Contract, do hereby waive and release SATONNA LAKE DAM (Owner) and CHEROKEE PRIDE (Contractor), from any and all lien or claim or right of lien on said above described projects and premises.

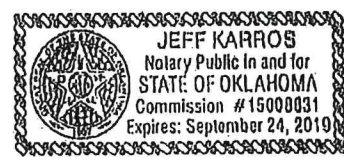
MID-CONTINENT CONCRETE
(Company)

Barbara Duvall
By:

SUBSCRIBED AND SWORN to before me this 11 day of April, 2017.

Jeff Karros
Notary Public

My Commission expires 9-24, 2019.





Oklahoma's Most Connected City
425 EAST DEWEY AVENUE
P.O. BOX 1130•SAPULPA, OK 74067

AGENDA ITEM

Municipal Authority Regular

9.A.

Meeting Date: May 15, 2017

Submitted By: Anna Jo Fife, City Manager Assistant

Department: City Manager

Presented By:

SUBJECT:

Project Status Report from Tetra Tech on various City and Authority projects.

BACKGROUND:

RECOMENDATION:

Attachments

tt report 5-15-17

TETRA TECH, INC.
 PROJECT STATUS REPORT
 SAPULPA, OKLAHOMA
 MAY 15, 2017

STATUS
 O = Operations
 P = Planning
 E = Engineering Design
 C = Construction

PROJECT	TETRA TECH CONTACT	STATUS	FUNDING	COMMENTS	RECOMMENDED ACTION
1. Water Atlas Creation	Ryan Mittasch, P.E.	P		Tetra Tech is waiting for atlas markups from city staff to document facilities that were not in the plans previously provided.	City to review draft atlas and provide updated information to Tetra Tech for data entry.
2. N02-N04 Lift Station, Force Main, and Gravity	Ryan Mittasch, P.E.	E		Design was completed and submitted for ODEQ approval on March 1, 2017. Easement exhibits were provided for ROW acquisition.	Acquire the necessary right-of-way for construction.
3. Youth Sports Complex PH1A Waterline Design	Josh Muskopf	E		Contract approved with Garrow Construction on 4/17/17.	
4. Dewey Ave. Sewer Connection	Ryan Mittasch, P.E.	E		Plans and specs have been approved by ODEQ. There is an ONG gas line in conflict with proposed construction that must be relocated by ONG.	Prepare to advertise for construction once the gas line has been moved.