

**NOTICE
GLENPOOL INDUSTRIAL AUTHORITY
REGULAR MEETING**

A Regular Session of the Glenpool Industrial Authority will be held at 6:00 p.m. immediately following the Glenpool Utility Service Authority meeting on February 3, 2020, at Glenpool City Hall, City Council Chambers, 12205 S. Yukon Ave., 3rd Floor, Glenpool, Oklahoma.

AGENDA

	Page
A) Call to Order - Timothy Lee Fox, Chairman	
B) Roll Call, Declaration of Quorum – Wendy Knight, Secretary; Timothy Lee Fox, Chairman	
C) Scheduled Business	
1) Discussion and possible action to approve minutes from January 6, 2020 meeting. (WendyKnight, Secretary) GIA - 06 Jan 2020 - Minutes - Html	2 - 3
2) Discussion and possible action to approve a Professional Services Agreement received from SMC Consulting Engineers, P.C., in an amount not to exceed \$268,800.00 to be funded from the 2019-2020 budget Account No. 30-6-12-6244 (Engineering Fees), and to authorize the Chairman to execute the same on behalf of the Glenpool Industrial Authority. (Lynn Burrow, Community Development Director) GIA Presentation - SMC Professional Sevices Agreement	4 - 13
3) Discussion and possible action to approve an amendment to the 2019-2020 Budget Account No. 30-6-12-6244 (Engineering Fees), in the amount of \$268,800.00, to be taken from the GIA Reserve Funds balance, Account No. 30-3001 for the foregoing item if approved. (John Gonsalves, Finance Director) 02-03-2020 BUDGET AMENDMENT GIA	14 - 15

D) Adjournment

This notice and agenda was posted at Glenpool City Hall, 12205 S. Yukon Ave., Glenpool, Oklahoma, on January 31, 2020, by 4:00 pm.

Signed: Wendy Knight
Secretary

MINUTES
GIA Meeting
January 6, 2020 Council Chambers 6:00 PM

TRUSTEES PRESENT: Tim Fox
Momodou Ceesay
Joyce Calvert
Jacqueline Triplett-Lund
Brandon Kearns

STAFF PRESENT: David Tillotson
Susan White
Lowell Peterson
Wendy Knight
John Gonsalves
Lynn Burrow
Bart Harris

- A) Call to Order - Timothy Lee Fox, Chairman**
Chairman Fox called the meeting to order at 7:30 p.m.
- B) Roll Call, Declaration of Quorum – Wendy Knight, Secretary; Timothy Lee Fox, Chairman**
Wendy Knight called the roll, Chairman Fox declared a quorum present.
- C) Scheduled Business**
- 1) Discussion and possible action to approve minutes from December 2, 2019 meeting.
(Wendy Knight, Secretary)
- Moved by Joyce Calvert, seconded by Jacqueline Triplett-Lund
- To approve the minutes as presented.*
- | | For | Against | Abstained | Absent |
|---------|------------|----------------|------------------|---------------|
| Tim Fox | x | | | |

GIA
January 6, 2020

Momodou Ceesay			x	
Joyce Calvert	x			
Jacqueline Triplett- Lund	x			
Brandon Kearns	x			
	4	0	1	0

CARRIED.

[GIA - 02 Dec 2019 - Minutes - Html](#)

D) Adjournment

Chairman Fox declared the meeting adjourned at 7:31 p.m.



MEMORANDUM

**TO: CHAIRMAN and BOARD of TRUSTEES
GENPOOL INDUSTRIAL TRUST AUTHORITY**

**FROM: LYNN BURROW, PE
COMMUNITY DEVELOPMENT DIRECTOR**

**RE: REVIEW and APPROVAL of a PROFESSIONAL SERVICES
AGREEMENT – SMC CONSULTING ENGINEERS, P.C.**

DATE: FEBRUARY 03, 2020

BACKGROUND

This item is for Board consideration and action regarding the review and acceptance of a Professional Services Agreement received from SMC Consulting Engineers, P.C. in Oklahoma City. As noted, the attached Agreement outlines the various Civil Engineering related services needed to provide for the subdivision platting and the supporting engineering design and required permitting involved with a certain parcel of real estate owned by The Glenpool Industrial Trust Authority. The subject property is a parcel containing 37.91 acres located at the Northeast corner of 156th Street and US Highway No. 75 as depicted on the attached A.L.T.A Land Title Survey. The Professional Services Agreement proposed by SMC was generated at the request of the City and is based on the current conceptual land plan being proposed for this development. A copy of this site plan is attached for your review. As detailed in the proposal from SMC, the scope of civil design services and the associated fee schedule is divided into two phases. Phase I of the Agreement covers the following basic items:

- A Phase I Environmental Site Audit
- A Geotechnical Soils Study and Associated Design Recommendations
- A Detailed Topographic Survey of the Property and Surrounding Areas
- All Required Subdivision Platting Documents and Associated City Processing
- An Overall Master Grading Plan
- A Master Drainage Impact Analysis and Associated Mitigation Improvements
- Construction Document Preparation and Permitting Covering:
 1. Public Waterline Extensions
 2. Public Sanitary Sewer Extensions
 3. Public Paving and Drainage Improvements

12205 S. Yukon, Glenpool, OK 74033 OFFICE: 918-322-5409 FAX: 918-209-4641
Mayor Tim Fox, Vice-Mayor Momodou Ceesay, Councilors: Joyce Calvert, Brandon Kearns, and Jacqueline Lund
City Manager David Tillotson, Assistant City Manager Susan White, City Clerk Wendy Knight
www.glenpoolonline.com

4. Stormwater Pollution Prevention Plan
5. Contract Bid Documents and Bid Administration for all Public Improvements

Phase II of the proposal lists various services required to develop documents covering the engineering design, City approval and permitting, and construction contract bidding for certain site improvements allocated to the detailed development of a commercial facility located on proposed Lot 4, Block 3 as illustrated on the attached Concept Site Plan.

The total cost of the professional services being offered (Phase I & II) as described in the proposal totals \$268,800. If the subject Professional Services Agreement from SMC is approved, the specified services are to be paid from the Amended FY 2019/2020 Annual Budget under Account No. 30-6-12-6244 (Engineering Fees)

Staff Recommendation:

The Community Development Staff has reviewed and approved the proposed Contract Agreement covering the listed professional engineering services, its format, the detailed description of services required, and the listed cost breakdown and recommends Board approval – and, if approved, to authorize the Chairman to execute same on behalf of The Glenpool Industrial Trust Authority. Staff also recommends approval of the total expenditure of \$268,800 covering the listed fees (Phase I & II) contained in the SMC Agreement to be funded from the Amended FY 2019/2020 Annual Budget under Account No. 30-6-12-6244 (Engineering Fees)

Attachments:

- A. Professional Services Agreement - SMC Consulting Engineers, P.C.
- B. Conceptual Site Plans
- C. ALTA Boundary Survey



Your Civil Engineering Solution

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

*Civil Engineering
Land Development
Storm Water Management*

Terence L. Haynes
Christopher D. Anderson
Muhammad A. Khan

January 31, 2020

Glenpool Industrial Trust Authority
12205 S. Yukon Avenue
Glenpool, OK 74033

Re: Civil Engineering Design Fee Proposal for Project36
Phase 1: Public Infrastructure Development Work
Phase 2: Site Plan Application Submittal for a 52K sft of Building on Lot 4, Block 3
US Hwy 75 & W. 156th Street South.
Glenpool, OK

Dear Chairman Fox:

SMC Consulting Engineers, P.C. (SMC) is pleased to offer the following proposal for Civil Engineering Design Services for Project36 (SITE) to Glenpool Industrial Trust Authority (CLIENT). It is anticipated that the SITE would be developed in two phases.

Following is scope of Civil Engineering Design Services in Phase 1 for Public Infrastructure Development Work.

1. **DESIGN TOPOGRAPHIC SURVEYING** **\$16,900**
 - a. ALTA Survey previously provided by CLIENT.
 - b. Prepared Topographic Survey of the 37.91 acres SITE.
2. **PHASE 1 ENVIRONMENTAL SITE ASSESSMENT** **\$15,500**
 - a. Prepare Phase 1 ESA of the SITE consistent with ASTM E1527-13.
 - b. Chain of Title/Environmental Lien Search is not included in the fee.
 - c. Additional non-scope items: None.
3. **GEOTECHNICAL SERVICES** **\$18,500**
 - a. Conduct geotechnical exploration services at the SITE.
 - b. Overall area of the SITE is approximately 37.91 acres.
 - c. A Conceptual Site Plan is provided by the CLIENT.
 - d. Proposed scope of work included soil borings for the public roadways, detention pond, for areas that may require earth retaining structures, building pad on a large anchor tract and associated parking area.
4. **PRELIMINARY AND FINAL PLATS** **\$16,500**
 - a. Prepare Preliminary and final plats for submittal to the City.
 - b. SMC will coordinate with the CLIENT at meetings with TAC, and represent the CLIENT at the Public Meetings, review and approval hearings by the Planning Commission and the City Council.
 - c. Incidental costs, such as Abstractor fees, and recording fees are not included in this proposal. Fees that are advanced by SMC will be billed to CLIENT at no additional cost.
5. **PUBLIC WATERLINE IMPROVEMENT PLANS** **\$19,250**
 - a. Prepare Public Waterline Improvement Plans per City Standards.
 - b. Prepare Engineering Reports and Applications for Permit to Construct the Waterline for ODEQ review and approval.

- c. During the bidding and negotiation phase of Phase 1, provide help with bidding contractor questions, if required.
 - d. Actual Permit Fees that are paid by SMC will be billed to CLIENT at no additional cost in accordance with Item 14.B (REIMBURSABLE EXPENSES).
6. **PUBLIC SANITARY SEWER IMPROVEMENT PLANS** **\$18,750**
- a. Prepare Public Sanitary Sewer Improvement Plans per City Standards.
 - b. Prepare Engineering Reports and Applications for Permit to Construct the Sanitary Sewer for ODEQ review and approval.
 - c. During the bidding and negotiation phase of Phase 1, provide help with bidding contractor questions, if required.
 - d. Permit Fees that are advanced will be billed to CLIENT at no additional cost.
7. **PREPARE MASTER GRADING PLAN** **\$14,100**
- a. Prepare overall grading of the subdivision for a Master Drainage Plan as well as provide estimated rough grade elevations for future parcels.
 - b. Prepare finish grades for public waterline, sanitary sewer, storm sewer, detention pond and roadway profiles.
8. **PREPARE DRAINAGE IMPACT ANALYSIS** **\$12,300**
- a. Prepare Drainage Impact Analysis of the overall subdivision. Perform historic and proposed storm water runoff calculations. Design storm water management of the overall site and provided stage-storage-discharge routing calculations for the Detention Pond.
9. **PUBLIC DRAINAGE AND PAVING IMPROVEMENT PLANS** **\$58,250**
- a. Prepare Public Storm Sewer Improvement Plans per City Standards.
 - b. Prepare Engineering Calculations for the design of Public Storm Sewer System.
 - c. Prepare Public Paving Construction Plans for the extension of Broadway Avenue to W. 156th Street per City Standards.
 - d. Prepare Public Paving Construction Plans for College Avenue.
 - e. During the bidding and negotiation phase of Phase 1, provide help with bidding contractor questions, if required.
10. **STORM WATER POLLUTION PREVENTION PLAN** **\$11,500**
- a. Prepare Erosion and Sedimentation Control Plans in accordance with the City and Oklahoma Department of Environmental Quality (ODEQ) General Permit for Storm Water Discharges from Construction Activities.
 - b. Prepare Storm Water Pollution Prevention Plan (SWPPP) in accordance with the City and ODEQ for Storm Water Discharges from Construction Activities.
 - c. Prepare Notice of Intent for the CLIENT for further submittal to the City and ODEQ prior to start of the construction work.
 - d. Prepare Notice of Termination for the CLIENT for further submittal to the City and ODEQ after the completion of the project.
11. **BID DOCUMENTS, SPECIFICATIONS, SPECIAL PROVISIONS, TECHNICAL PROVISION, ADDENDUMS, CONTRACT DOCUMENTS** **\$9,500**
- a. Assist the CLIENT with preparation of bid documents, project specifications for construction materials and testing, special and technical provisions for

the execution and completion of the work, contract documents and bond requirements.

12. **PREBID & PRECONSTRUCTION MEETINGS, SUBMITTAL REVIEWS, INVOICE REVIEWS, REVIEW CHANGE ORDERS, FINAL WALKTHRU** **\$13,750**
- a. Reply to Contractor's Request for Information (RFI).
 - b. Provide review of shop drawing and product data submittals for compliance with the contract documents.
 - c. Provide asbuilt public improvement plans per asbuilt survey provided by the Contractor.
 - d. SMC will be reimbursed by CLIENT for the construction observation on a per trip basis to visit the SITE at intervals appropriate for reviewing the site work per CLIENT's directive. CLIENT may require SMC's assistance to visit the SITE to review something in another area of work.
 - e. SMC does not guarantee the performance of the Contractor(s) by SMC's performance of such construction observations. SMC's undertaking hereunder shall not relieve the Contractor of his obligation to perform the work in conformity with the plans and specifications and in a workmanlike manner; CLIENT shall not make SMC an insurer of the Contractor's performance; and shall not impose upon SMC any obligation to see to it that the work is performed in a safe manner.

It is anticipated that in Phase 2, a Site Plan Application Submittal will be prepared for a 52K sf of building and associated parking area on Lot 4, Block 3 of Project (SITE).

Following is scope of Civil Engineering Design Services for Phase 2.

13. **SITE PLAN APPLICATION SUBMITTAL PACKAGE** **\$44,000**
- a. Prepare civil site, drainage, overall general utility layout, paving, site lighting and landscape Plans for the City's approval of Site Plan Application with the exception of plan & profile drawings, construction details, and specifications.
 - b. Coordination with the Landscape Architect for the design of landscaping work with the proposed site improvements including the underground utilities.
 - c. Attend meetings with the City Staff on behalf of the CLIENT during the Site Plan Application reviews.
14. **REIMBURSABLE EXPENSES**
- a. If additional services are required by the CLIENT, compensation will be based on the normal hourly billing rates established by the ENGINEER as follows: **None of these services will be initiated without prior authorization of the CLIENT.**

CLASSIFICATION	HOURLY RATE
Sr. Principal Eng., P.E.	\$165.00
Design Engineer, P.E.	\$140.00
Design Engineer, E. I.	\$100.00
Design Engineer, E. I. II	\$ 80.00
Sr. Engineering Tech.	\$ 85.00
Engineering Tech. II	\$ 65.00
AutoCAD Tech. III	\$ 75.00
Drainage Engineer	\$165.00

Clerical/Word Processing \$ 60.00

- b. Permit or filing fees for plan review or recording of documents at actual cost.
- c. All shipping, mailing, printing, aerial photographs, and priority mailing.
- d. Prepare legal descriptions of easements; unless otherwise required in the plat.
- e. Revisions to construction plans per CLIENT/City review will be billed as hourly reimbursements.
- f. All off-site work and any additional surveying.
- g. In the event that unmarked buried utilities, pipelines, oil wells, etc. are discovered during the performance of Engineer's Services, CLIENT shall be responsible for relocation, if necessary.
- h. Provide record drawings for public paving, drainage, sanitary sewer and waterlines.

15. FEE ESTIMATES

PHASE 1: PUBLIC INFRASTRUCTURE DEVELOPMENT WORK

1. Design Topographic Survey	\$ 16,900.00
2. Phase 1 Environmental Site Assessment	\$ 15,500.00
3. Geotechnical Services	\$ 18,500.00
4. Preliminary and Final Plats	\$ 16,500.00
5. Public Waterline Improvement Plans	\$ 19,250.00
6. Public Sanitary Sewer Improvement Plans	\$ 18,750.00
7. Master Grading Plan	\$ 14,100.00
8. Drainage Impact Analysis	\$ 12,300.00
9. Public Drainage and Paving Improvement Plans	\$ 58,250.00
10. Storm Water Pollution Prevention Plan	\$ 11,500.00
11. Bid Documents, Specs, Provisions, Contract Documents	\$ 9,500.00
12. Construction Phase	\$ 13,750.00
Sub-total	\$ 224,800.00

PHASE 2: SITE PLAN APPLICATION SUBMITTAL PACKAGE

13. Site Plan Application Submittal	\$ 44,000.00
Grand Total	\$ 268,800.00

The CLIENT shall pay SMC the fees earned according to the above schedule. Fees will be invoiced monthly as the work progresses. Under the terms of this proposal, payment is due within 30 days of the invoice date.

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

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

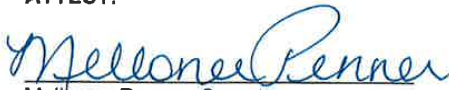
Sincerely,

SMC Consulting Engineers, P.C.



Muhammad A. Khan, P.E., CFM
Vice President

ATTEST:



Mellonee Penner, Secretary

Above proposal accepted this ____ day of _____, 2020.

GLENPOOL INDUSTRIAL TRUST AUTHORITY

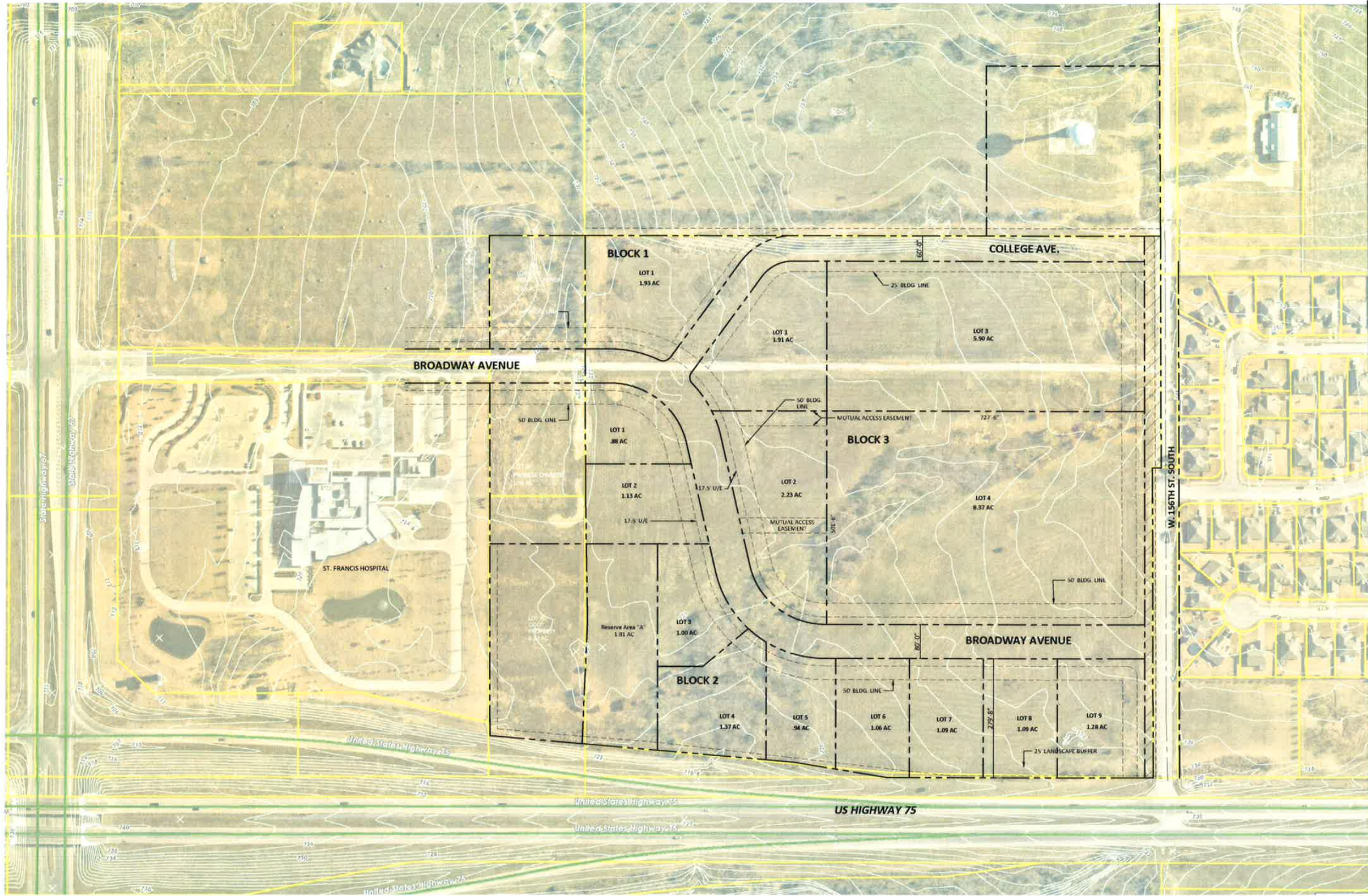
By _____
Timothy L. Fox, Chairman, Board of Trustees

ATTEST:

Wendy Knight, City Clerk

APPROVED AS TO FORM

Lowell Peterson, City Attorney



1 REVISED 1-8-2020
CONCEPTUAL SITE PLAN
SCALE: 1" = 100' 0"
NORTH

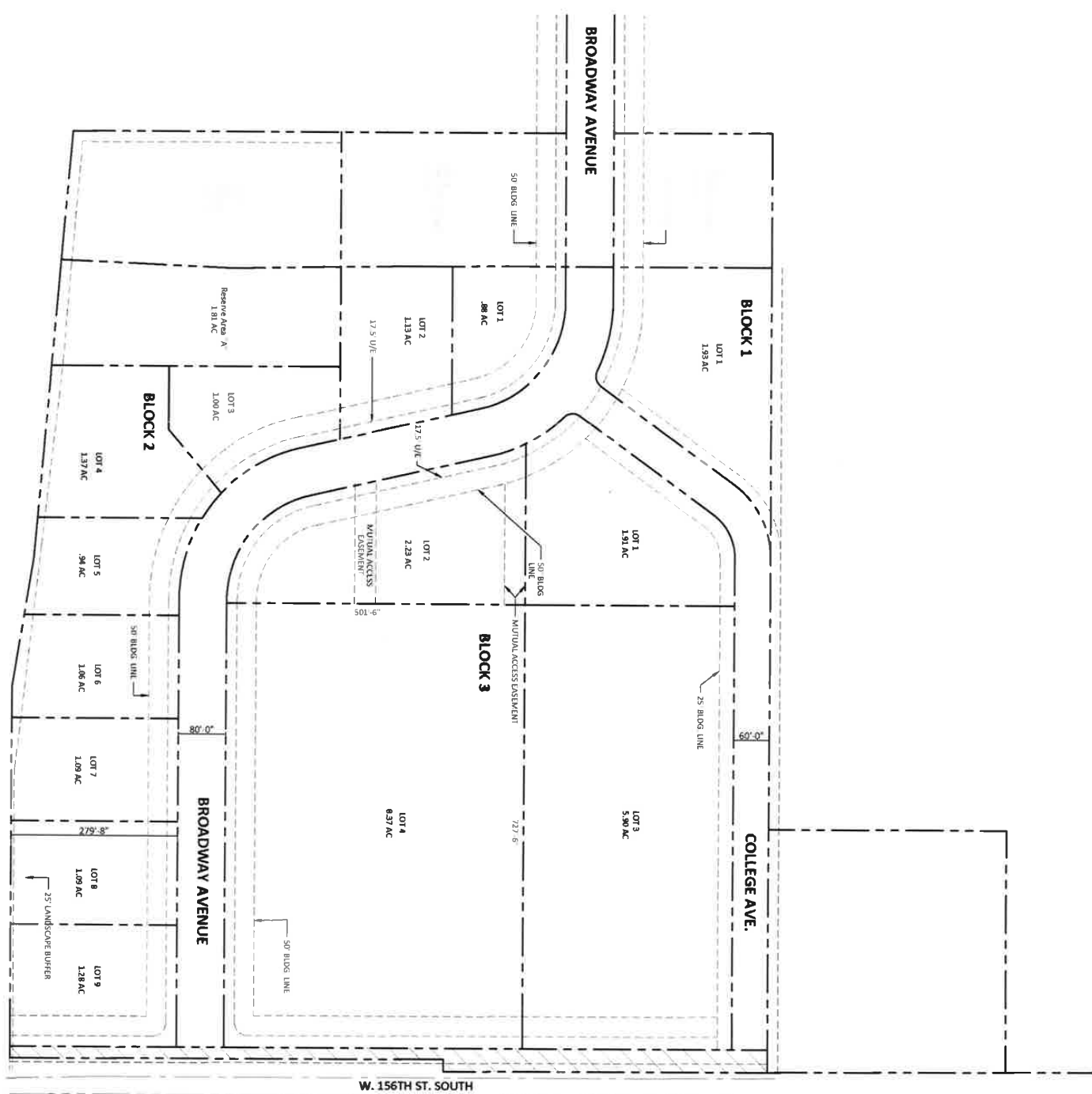


City of
Glenpool
Creating Opportunity
80 ACRE MASTER PLAN

Plan Number:	Drawn by:	Checked by:	Date:
CONCEPTUAL SITE PLAN			

Revision	Description	Date

Sheet Number
CS1.0



ST. FRANCIS HOSPITAL

US HIGHWAY 75

Plan Number:	Issue:	Description:	Date:
Drawn by:	Revision:	Description:	Date:
Checked by:			
Date:			





MEMORANDUM

TO: HONORABLE CHAIRMAN AND GIA BOARD OF TRUSTEES

FROM: JOHN GONSALVES, FINANCE DIRECTOR

RE: BUDGET AMENDMENT TO COVER PROFESSIONAL SERVICES AGREEMENT – SMC CONSULTING ENGINEERS, P.C.

DATE: FEBRUARY 03, 2020

BACKGROUND

The requested budget amendment is to cover the cost associated with the Professional Services Agreement received from SMC Consulting Engineers, P.C. in Oklahoma City. The Professional Services Proposal from SMC was generated at the request of the City and is based on the current conceptual land plan being proposed for this development.

The total cost of the professional services being offered (Phase I & II) as described in the proposal totals \$268,800.

Staff Recommendation:

Staff is requesting an amendment to the 2019-2020 budget for \$268,800 to cover the cost of phase I & II. Account 30-6-12-6244 (Engineering fees), will be increased from \$0.00 to \$268,800 and the funds will come from the GIA Reserve funds balance, Account 30-3001.

Attachments:

Budget Amendment Form

Glenpool Industrial Authority
Budget Amendment

Fiscal Year: FY19-20
Amendment No: 1
Date Requested: 30-Jan-20

Trasnfer From:					Transfer To:				
Fund	Account Number	Acct Name	Amount	Remaining Balance	Fund	Account Number	Acct Name	Amount	Account Balance
GIA	30-3001	Fund Balance	\$ 268,000.00	\$ 837,755.78	GIA	30-6-12-6244	Engineering Fees	\$ 268,000.00	\$ 268,000.00
Total:			\$ 268,000.00		Total:			\$ 268,000.00	

Approved by the Glenpool Industrial Authority:

Chair

Date