



City of Bixby Bixby Public Works Authority Meeting Agenda

Monday, March 9, 2026

Immediately Following the
City Council Meeting

Bixby Municipal Building
111 N. Cabaniss Ave., Bixby,
OK 74008

Public comments are limited to items on the agenda. Those wishing to speak on agenda items will need to appear in the City Council Chamber.

Call to Order

Chairman

Roll Call

Shannon Duran, City Clerk

Consent Agenda

Secretary's Report

Consider and Approve:

- 1) Minutes for the Bixby Public Works Authority Meeting dated 2/23/26.
- 2) Acknowledge receipt of the Oklahoma Department of Environmental Quality (O.D.E.Q.) Permit No. SL000072260105, Facility No. S20407, Sanitary Sewer Extension, in the Verrado Subdivision, located in Bixby, Oklahoma.
- 3) Acknowledge receipt of the Oklahoma Department of Environmental Quality (O.D.E.Q.) Permit No. WL000072260106, PWSID No. OK1020406, Water Line Extension, in the Verrado Subdivision, located in Bixby, Oklahoma.
- 4) Consider and/or approve three Springtree Lift Station Pump Replacements in the amount of \$78,000.00.
- 5) Consider and/or approve the Consultant Services Agreement with POE and Associates for Sheridan Road Development from 141st to 151st Avenue in the amount of \$358,400.

Regular Agenda

- 1) No Regular Agenda Items
- 2) Adjournment

Notice of Posting

This Notice and Agenda was posted on the bulletin board this day of March 5, 2026, on or before 5:00 p.m., at City Municipal Building, 111 N. Cabaniss Avenue, Bixby, Oklahoma, 74008.

Respectfully Submitted

Shannon Duran
City Clerk

Note: All cell phones and pagers must be turned off or operated silently during all meetings.

21 O.S. Section 280 provides the following: A. It is unlawful for any person, alone or in concert with others and without authorization, to willfully disturb, interfere or disrupt state business, agency operations or any employee, agent, official or representative of the state. B. It is unlawful for any person who is without authority or who is causing any disturbance, interference or disruption to willfully refuse to disperse or leave any property, building or structure owned, leased or occupied by state officials, employees, agents or representatives or used in any manner to conduct state business or operations after proper notice by a peace officer, sergeant-at-arms, or other security personnel. C. Any violation of the provisions of this section shall be a misdemeanor punishable by imprisonment in the county jail for a term Oklahoma Statutes - Title 21. Crimes and Punishments Page 94 of not more than one (1) year, by a fine not exceeding One Thousand Dollars (\$1,000.00), or by both such fine and imprisonment. D. For purposes of this section, “disturb, interfere or disrupt” means any conduct that is violent, threatening, abusive, obscene, or that jeopardizes the safety of self or others.

For Special Accommodations

Persons who require a special accommodation to participate in this meeting should contact City Clerk, Shannon Duran: City Municipal Building, 111 N. Cabaniss Avenue, Bixby, Oklahoma, 74008, 918-366-4430 or email [City Clerk, Shannon Duran](mailto:sduran@bixbyok.gov) (sduran@bixbyok.gov), as far in advance as possible and preferably at least 48-hours before the date of the meeting. Persons using a Telecommunication Device for the Deaf may contact Oklahoma Relay at 1-800-722-0353 and voice calls should be made to 1-800-522-8506 to communicate via telephone with hearing telephone users and vice versa.

Consent Agenda Item Commentary

Item Title

Minutes for the Bixby Public Works Authority Meeting dated 2/23/26.

Initiator**Staff Information Source****Background****Exhibits**

1. 20260223 Bixby Public Works Authority Agenda_Minutes

Key Issue**Council Action****Recommendation****Item No:** 1.**Meeting Date**

March 9, 2026

Meeting

20260309 Bixby Public Works Authority Agenda

Bixby Public Works Authority Meeting Minutes

Bixby Municipal Building
111 N. Cabaniss Ave., Bixby, OK 74008
February 23, 2026 at 6:00 PM

The agenda for the regularly scheduled meeting of the Bixby Public Works Authority of the city of Bixby was posted on the bulletin board at the Bixby Municipal Building, 111 N. Cabaniss Ave., Bixby, OK 74008 on February 19, 2026, on or before 5:00 p.m.

Call to Order

Mayor Girard called the Bixby Public Works Authority Meeting to order at 7:03 pm.

Roll Call

Shannon Duran, City Clerk, called the roll, and the following were present:

Members Present

Mayor Girard
Vice Mayor Schultz
Councilor Hirshey
Councilor David
Councilor Payne

Staff Present

Joey Wiedel, City Manager
Matthew Price, Assistant City Attorney
Shannon Duran, City Clerk
Charles Barnes, Finance Director
Dylan Warner, Public Works Director
Todd Blish, Police Chief
Joe Sherrell, Fire Chief
Bryan Toney, Public Information Officer

Consent Agenda

- 1) Minutes for the Bixby Public Works Authority Meeting dated 2/9/26.
- 2) Consider and/or approve awarding consultant services for 2026 Wastewater Collection System Master Plan Update to RJN Group in the amount of \$509,760.00.
- 3) Acknowledge receipt of the Oklahoma Department of Environmental Quality (O.D.E.Q.) Permit No. SL000072260079, Facility No. S20438, Bixby Healthcare Facility, located in Bixby, Oklahoma.

- 4) Consider and/or approve the Interlocal Agreement with Tulsa County for 121st/Garnett Intersection, located in the City of Bixby, Oklahoma.
- 5) Consider and/or approve the Interlocal Agreement with Tulsa County for 111th/Garnett Intersection, located in the City of Bixby, Oklahoma.
- 6) Consider and/or approve the Interlocal Agreement with Tulsa County for improvements to 131st/Garnett Intersection, located in the City of Bixby, Oklahoma.
- 7) Consider and/or approve Consent Order 25-264 as requested by Oklahoma Department of Environmental Quality, Water Quality Division regarding E. Coli permit limit violations and closure of the Bixby North Lagoons Treatment Facility.
- 8) Consider and/or approve awarding the planning and design services contract for the 121st Side Path Project from Mingo Road to 106th Street, including connections to existing sidewalks, crosswalks, and related infrastructure, to Planning and Design Group (PDG) in the amount of \$62,000.
- 9) Consider and/or approve the Interlocal Agreement with Tulsa County for improvements to Harvard Avenue from 161st to 151st Streets, in the city of Bixby, Oklahoma.

Mayor Girard said Items 1–9 on the Consent Agenda are up for discussion and consideration.

Mayor Girard asks for a motion to approve items 1–9. Councilor Hirshey made a motion to approve, seconded by Councilor Payne.

The vote was taken with the following results:

Carried:5-0

Ayes: Hirshey, Payne, David, Schultz, Girard

Nays: 0

Regular Agenda

- 1) Discussion, consideration and possible vote for approval awarding consultant services for Leonard Service Area Water Line Replacements to Holloway, Updike and Bellen, Inc. (HUB) in the amount of \$117,100.00.

Mayor Girard said Item 1 on the Regular Agenda is up for discussion and consideration.

Item presented by: Nathan Radach, Assistant Public Works Director

Others who spoke: Michael Childers, Dylan Warner, Public Works Director.

Discussion ensued about why a consultant was needed for this area. Dylan Warner gave an overview of the work that would be done in this area. Michael Childers spoke about the good work that the Public Works department is doing.

Mayor Girard asks for a motion to approve item 1. Councilor Hirshey made a motion to approve, seconded by Councilor Payne.

The vote was taken with the following results:

Carried:5-0

Ayes: Hirshey, Payne, David, Schultz, Girard

Nays: 0

2) Adjournment

Adjournment was called at 7:07 pm.

Mayor

City Clerk

Consent Agenda Item Commentary

Item Title

Acknowledge receipt of the Oklahoma Department of Environmental Quality (O.D.E.Q.) Permit No. SL000072260105, Facility No. S20407, Verrado Subdivision, located in Bixby, Oklahoma.

Initiator

Dylan Warner

Staff Information Source

Gwen Plante

Background

This permit is for the construction of 1,682 linear feet of eight-inch (8) PVC sanitary sewer line and all appurtenances to serve Verrado Subdivision in Bixby, Oklahoma.

The O.D.E.Q. requires that receipt of these permits be acknowledged at a City Council meeting.

Exhibits

1. O.D.E.Q. Sanitary Sewer Permit

Key Issue

ODEQ Sanitary Sewer Permits

Council Action

Acknowledge receipt of permit

Recommendation

Acknowledge receipt of permit

Meeting Date

March 9, 2026

Meeting

City Council Regular Agenda 03.09.2026

Consent Agenda Item Commentary

Item Title

Acknowledge receipt of the Oklahoma Department of Environmental Quality (O.D.E.Q.) Permit No. WL000072260106, PWSID No. OK1020406, Verrado Subdivision.

Initiator

Dylan
Warner

Staff Information Source

Gwen Plante

Background

This permit is for the construction of 72 linear feet of Twelve-inch (12) PVC, 2,350 linear feet of six (6) inch PVC potable water line and all appurtenances to serve Verrado Subdivision in Bixby, Oklahoma.

The O.D.E.Q. requires that receipt of these permits be acknowledged at a City Council meeting.

Exhibits

1. O.D.E.Q. Sanitary Sewer Permit

Key Issue

ODEQ Sanitary Sewer Permits

Council Action

Acknowledge receipt of permit

Recommendation

Acknowledge receipt of permit

Meeting Date

March 9, 2026

Meeting

City Council Regular Agenda 03.09.2026

Consent Agenda Item Commentary

Item Title

Consider and/or approve three Springtree Lift Station Pump Replacements in the amount of \$78,000.00.

Initiator

Dylan Warner

Staff Information Source

Nathan Radach

Background

The Springtree Lift Station has required significant repairs over the past 30 days, replacing and impeller and full rebuild of an existing pump. The City incurred significant costs to rent a bypass pump to ensure operation during this down time. The current pumps (Grundfos) are in need of regular repair and maintenance. Upgrading these pumps to the Flygt brand is anticipated to reduce repairs, down time, and costs. Public works is requesting the purchase of three (3) pumps, for a total cost of \$78,000. This will fully outfit the Springtree Lift Station and allow for one replacement motor should a failure occur.

Exhibits

1. OP-589983 Quote r3
2. Cogent Requisition - Springtree Flygt Pumps

Key Issue

Sewer System Redundancy

Council Action

Approve or Deny

Recommendation

Approve

Item No: 4.

Meeting Date

March 9, 2026

Meeting

20260309 Bixby Public Works Authority Agenda

February 18, 2026

ATTN: Jacobs Engineering Group - OK

Quote: OP-589983

Project: Grundfos Pump Replacement

Subject: Quote

Cogent is pleased to present the following Scope of Supply:

Item	Description	Qty	Extended Price
	Option 1 – Replacement of pump only	1	\$
	Flygt NX 3202 Submersible Pump - Rated @ 750 Gpm, 133' TDH - Non-Clog Hard-Iron Impeller - 3~/460V/60Hz Motor - 50' Submersible Cable - MiniCAS Leak Detector Relay		
Total:			\$26,000.00

Subject to Cogent, Inc. Standard Terms & Conditions of Sale. Quote valid for 30 days.

Delivery: 12-18 weeks after submittal approval

DENVER

14452 W. 44TH AVE
 GOLDEN, CO 80403
 303.584.9000 MAIN

BILLINGS

2155 HARNISH BLVD.
 BILLINGS, MT 59101
 303.584.9000 MAIN

CASPER

625 KRAFT LOOP
 CASPER, WY 82601
 303.584.9000 MAIN

NOTES: Selections based on information provided; anything not listed above is not included in price. Changes to design point and/or equipment specifications are subject to re-quote. Pump will be ansi 4" bolt pattern drilled. **Taxes not included. Freight is not included.**

Items not included in the above package: Installation labor, anchor bolts, gauges, control panels, seal or packing flush hardware, video equipment/taping, lubricants, special paint or paint preparation, local taxes, noise or vibration testing, wiring, conduits, field startup, hatch, ladder, lifting chain, shackles, floats, additional factory testing or items not listed in the above proposal.

Startup and commissioning service, in addition to any quoted above, is subject to re-quote.

Regards,

Brennan Bowen

Aftermarket Sales & Service

PH: 918-405-8609

BBowen@cogentcompanies.com

Bret Bernarding

Inside Engineered Sales

PH: 303-524-6930

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303.584.9000 MAIN

STANDARD TERMS AND CONDITIONS

Price is FOB factory. Price does not include any freight charges. Price does not include any applicable duties or sales tax, use tax, excise tax, value-added or other similar taxes that may apply to this equipment and/or project. Unless specifically stated, price does not include manual or automatic controls, starters, protective or signal devices, wiring, anchor bolts, gauges, vibration isolation devices, installation, startup or testing.

If the price is included in a proposal, the price is firm for receipt of an order within 30 days of the date shown on the proposal. Any additional terms and conditions included in the proposal are specifically included in these terms and conditions.

Payment is due upon receipt of the invoice. An interest charge of 1-1/2% per month will be added to past due balances. Retainage of any invoiced amount is unacceptable unless specifically agreed to by Company at the time of order, and shall in no case exceed a period of 120 days. If payments are not timely received by Company, and this account is turned over to an attorney for collections, Customer agrees to pay all reasonable costs and attorney fees incurred in collection of the past due amounts.

Payment of "commercial transaction" invoices by credit card will be charged a fee based upon Cogent's average discount rate for credit card transactions for the prior calendar year. This fee will change annually and is currently 2.55%.

All equipment either rented from or through Company is subject to all of the terms and conditions listed on the back of the rental contract. Pricing does not include any overtime running of power equipment.

In no event shall Company's obligations and liabilities under this Agreement include any direct, indirect, punitive, special, incidental or consequential damages or losses that Customer may suffer or incur in connection with this sale, service or rental, including, but not limited to, loss of revenue or profits, damages or losses as a result of Customer's inability to operate, perform its obligations to third persons or injuries to goodwill; nor shall Company's liability extend to damages or losses Customer may suffer or incur as a result of such claims, suits or other proceedings made or instituted against Customer by third parties. Customer remises, releases and discharges Company from any and all liability or damages which might be caused by failure to deliver any equipment within the agreed time by Company.

Customer shall be responsible for determining the good operating condition of all materials and equipment prior to accepting the materials and equipment. NO WARRANTY OR GUARANTEE, EXPRESS OR IMPLIED, INCLUDING ANY WARRANTY AS TO MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE IS MADE UNLESS THE SAME IS SPECIFICALLY SET FORTH IN WRITING AND ACCEPTED IN WRITING BY COMPANY, BUT IN SUCH CASE THE WARRANTY OR GUARANTEE IS LIMITED AS ABOVE PROVIDED. Notwithstanding the foregoing, Company will pass through to the Customer any warranty provided by the manufacturer of any equipment supplied by Company.

Customer covenants and agrees to defend, indemnify and hold Company harmless from any claims, damages or liability arising out of the use, maintenance or delivery of the equipment or materials purchased or rented hereunder. Customer shall further defend, indemnify and hold Company harmless from any and all damages to third persons or to property caused by Customer's use or possession of the equipment or materials, to the fullest extent allowable by law.

In connection with a proposal, if Customer has any further questions or comments regarding the proposal, please feel free to contact Company. If the proposal meets with Customer's approval, please sign, date and mail or fax a copy of the proposal back to Company's office, and the identified equipment will be ordered and/or scheduled for delivery.

This agreement shall be governed by the laws of the state where the Company's branch office is located from which the equipment is rented or purchased. Customer further agrees that venue and jurisdiction shall be appropriate in the county in which Company's branch office is located from which the equipment was rented or purchased. Any provisions hereof which may prove unenforceable under any law shall not affect the validity of any other provision hereof.

Customer Name Printed

Company Name Printed

Customer Signature

Date

Consent Agenda Item Commentary

Item Title

Consider and/or approve the Consultant Services Agreement with POE and Associates for Sheridan Road Development from 141st to 151st Avenue in the amount of \$358,400.

Initiator

Dylan Warner

Staff Information Source

Nathan Radach

Background

Consultant Services for Sheridan Road Development from 141st to 151st Avenue in the amount of \$358,400. Scope of services includes surveying, utility design and coordination, Right-of-Way design, and preliminary and final roadway design. This design will include reconstruction of Sheridan Road between 141st and 151st Ave, and widening with a 2' shoulder. POE and Associates completed the conceptual design for this project, and it is imperative to move forward with design to ensure timely completion.

Exhibits

1. Bixby S. Sheridan Road Engineering Proposal

Key Issue

Street Improvements

Council Action

Approve or Deny

Recommendation

Approve

Item No: 5.

Meeting Date

March 9, 2026

Meeting

20260309 Bixby Public Works Authority Agenda

**ATTACHMENT A
TO
AGREEMENT FOR PROFESSIONAL CONSULTING SERVICES
BETWEEN
CITY OF BIXBY
AND
POE & ASSOCIATES, INC.
FOR
S. SHERIDAN ROAD REHABILITATION AND WIDENING
FROM S. 151ST STREET TO S. 141ST STREET**

SCOPE OF SERVICES

The following scope of services shall be made a part of the AGREEMENT dated the ____ day of _____, 2026.

1.0 PROJECT UNDERSTANDING

CONSULTANT understands that the OWNER has retained their professional services to prepare a Final Plans for improvements to S. Sheridan Road from S. 151st street to S. 141st street. This report should include, but not be limited to, the following: a design manual including all numerical calculations supporting the intent of the design, as well as providing the basis for bid document quantities; construction plans detailing the intent of the project; standard details and standard drawings associated with the project specifics; construction specifications; general conditions, and special conditions.

In addition, the CONSULTANT understands that the OWNER has \$ 4,500,000.00 budgeted for this PROJECT that was originally intended to include all professional consultant fees and right-of-way acquisition. The CONSULTANT is required to keep the OWNER apprised of the PROJECT costs and advise the OWNER of necessary cost reduction measures, if required, during the PROJECT.

Furthermore, CONSULTANT understands: This project consists of improvements of S. Sheridan Road from S. 151st Street north to S. 141st Street, excluding the intersections with S. 151st and S. 141st Streets. The project shall include reconstruction of the existing roadway, expanding the capacity to three lanes, and improved roadway drainage system. Vertical roadway profile improvements will be included in the design. Replacement of the existing culverts will also be included in the project design along with relocation of approximately 1,300 L.F. of an existing 12" waterline, relocation of two sanitary force main air relief valves in conflict. The project shall also include services for the following: Also, consultant will identification additional right-of-way needs, preparation of right-of-way acquisition documents, and acquisitions assistance (if requested), identification of the need for utility relocations, any and all governmental agency coordination/permitting, and the coordination of utility relocations.

- 1.6 Task 6. Assistance During Bidding Phase Payment: The OWNER shall pay the CONSULTANT a lump sum amount of **\$4,000.00** for Assistance During Bidding Phase. This amount includes all labor, material, overhead and profit associated with the Scope of Services.
- 1.7 Task 7. Project Construction / Close-Out Phase Payment: The OWNER shall pay the CONSULTANT a lump sum amount of **\$14,000.00** for the completion of the Construction / Project Closeout Phase. This amount includes all labor, material, overhead and profit associated with the Scope of Services.

2.0 ADDITIONAL SERVICES BASED ON TIME

The hourly rates set forth below include all salaries, benefits, overhead and other indirect costs including federal, state, and local taxes, plus profit and effective as of May 2025.

Professional Services

Senior Engineer / Project Manager	\$ 230.00
Project Engineering	\$180.00
Designer	\$120.00
CADD Technician	\$110.00

6.0 ADJUSTMENT CLAUSE

The rates and costs described in this AGREEMENT shall not be revised annually, unless mutually agreed upon by both parties.

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2.0 PROJECT SCOPE

CONSULTANT shall coordinate the subsurface exploration and design the subgrade and pavement section(s) as well as structure foundations; perform civil design including water and sewer lines, grading; and perform hydraulics/hydrology necessary to properly design the drainage structures as well as bridge sizing/configuration. All necessary structural design required for the project including foundation design shall be performed by the CONSULTANT. CONSULTANT shall also coordinate gas, electricity, telecommunication, and other utility relocation services with private utility companies.

CONSULTANT shall provide consulting services as follows:

- Geotechnical Coordination
- Survey Services and Coordination
- Geometric, Site Grading, Drainage, and Paving
- Public Utility Design and Relocations (as required)
- Private Utility Relocation Services and Coordination
- Right-of-Way Documents Preparation & Staking
- Governmental Agency Coordination/Permitting

3.0 SCOPE OF SERVICES

3.1 ADMINISTRATIVE/MANAGERIAL DUTIES: CONSULTANT shall be responsible for performing the following tasks throughout the course of the PROJECT:

- 3.1.1 Document all meetings, conferences, coordination, phone conversations, etc. and send documentation to OWNER within three (3) calendar days.
- 3.1.2 Meet with the Owner in a Pre-Design Conference to determine design criteria, requirements and codes and other critical design features of the Project such as preferred alignment as well as project schedule and milestone dates. All designs shall meet current City of Bixby codes, regulations and design criteria as found in the latest versions of the Engineering Design Criteria Manual, Land Subdivision Code, Zoning Code, Traffic Control Manual, Standard Construction Specifications, City Ordinances and Comprehensive Plan.
- 3.1.3 Provide Owner with a list of all proposed sub-consultants and tasks sub-consultants are responsible to perform.
- 3.1.4 Meet with the Owner to discuss review comments on each phase of the project and incorporate appropriate comments into following phase.

3.2 LAND SURVEY: Upon receiving the written Notice to Proceed, the Consultant shall perform the following tasks in accordance with the schedule provided in Attachment E:

- 3.2.1 Establish horizontal and vertical control necessary for the design and construction of the project including the establishment of reference points and benchmarks at each end and at interim points of the project and setting PK nails, at distances no greater than 500 feet between PK nails and at offset locations sufficient as to not be disturbed during construction, throughout the project. Control shall be in accordance with the OWNER'S Engineering Design Criteria.
- 3.2.2 Conduct all field surveys, including topographical, boundary, and aerial surveys, as necessary, for design of the project.

- 3.2.3 Research and field-verify, to the fullest extents possible (typically S.U.E. level "C"), the horizontal and vertical locations of all public and private utilities within the project boundary, which may conflict with the project and include in base survey along with all pertinent utility easements. It is incumbent upon CONSULTANT to determine if further investigation is necessary and advise OWNER of such need.
 - 3.2.4 Determine existing right-of-way and easements.
 - 3.2.5 Prepare and submit right-of-way documents for said project as defined in Section 3.4.
- 3.3 PRELIMINARY DESIGN PHASE: Following approval of the Planning and Concept Design, and upon receiving the written Notice to Proceed, the Consultant shall perform the following tasks in accordance with the schedule provided in Attachment E:
- 3.3.1 Conduct all necessary geotechnical investigations and submit recommendations to the Owner for project sub-grade, pavement and foundation design.
 - 3.3.2 Perform preliminary drainage analysis and design in accordance with City of Broken Arrow Engineering Design Criteria Manual and Stormwater Management Ordinance Chapter 25.
 - 3.3.3 Perform preliminary roadway geometric layout and design.
 - 3.3.4 Perform preliminary bridge layout and design as well as miscellaneous preliminary structural design.
 - 3.3.5 Prepare preliminary construction plans and details, including public utility relocations, as necessary for proposed project.
 - 3.3.6 Attend one (1) public meeting and provide any figures, displays, or media required for use in the public meeting.
 - 3.3.7 Conduct pre-final coordination with private and public utility companies.
 - 3.3.7.1 Meet with utility companies and City of Broken Arrow to conduct coordination for relocation of utility facilities and services in conflict with the project and request relocation plans/proposals from private utility companies.
 - 3.3.7.2 Review relocation plans and proposals submitted by private utilities and provide comments and recommendations prior to City approval and execution of the relocation plans. Obtain releases for non-relocated facilities.
 - 3.3.7.3 Provide preliminary design plans to all utility companies electronically (i.e. pdf or CADD files as required).
 - 3.3.8 Prepare preliminary special provisions.
 - 3.3.9 Prepare preliminary quantity estimate.
 - 3.3.10 Prepare preliminary construction cost estimate using 15% contingency.
 - 3.3.11 Submit six (6) bound sets of ½ size prints, one (1) set of drawings on electronic media (AutoCAD 2018 preferred), one (1) PDF file, and one (1) set of full-size prints (if required) of the Preliminary plans.

3.3.12 The Preliminary Design Phase submittal shall include:

- Title Sheet
- Pay Quantities and Pay Item/General Notes
- Typical Sections
- Right of Way Map with proposed right of way
- Project Drainage Area Map
- Right-of-Way Map & Data
- Survey Data Sheet
- Plan and Profiles
- General Plan and Elevation for Bridge
- Typical Section for Bridge
- Construction Sequence for Bridge
- Public Utility Relocation Sheets, as necessary
- Special Details Sheets, as necessary
- Cross Section Sheets

3.3.13 Preliminary Design Review.

3.3.14 Attend a meeting with the CITY to review the Preliminary Design Phase submittal and provide meeting minutes.

3.4 RIGHT-OF-WAY DESIGN PHASE: (ADDITIONAL SERVICES): Following approval of the Planning and Conceptual Design, and upon receiving the written Notice to Proceed, the Consultant shall perform the following tasks in accordance with the schedule provided in Attachment E:

3.4.1 Prepare "Ultimate", see Section 6.4.2 of Engineering Design Criteria Manual, right-of-way documents, in both Microsoft Word and PDF formats along with closure reports, based upon the comments received from the conceptual design review and coordination with utility companies.

3.4.1.1 Prepare "Ultimate" right-of-way instruments which provide sufficient room to accommodate utility relocations and other construction activities. Instruments to be provided in Microsoft Word and PDF formats along with closure reports.

3.4.1.2 Prepare Right-of-Way map/plan sheet(s).

3.4.1.3 Procure and provide Property Reports on unplatted properties and properties with less than "Ultimate" Right-of-Way currently provided.

3.4.1.4 Provide acquisition support services.

3.4.1.5 Submit, **prior to completion of the preliminary design phase**, three (3) bound sets of 1/2 size plan sheets and one (1) set of legal instruments, in both Microsoft Word and PDF formats, indicating "Ultimate" right-of-way documents for the project final taking/acquisitions requirements.

3.4.2 Provide one time only right-of-way staking services for X parcels (**assumed for initial estimating purposes**).

- 3.5 FINAL DESIGN PHASE: Following approval of the Preliminary Design, and upon receiving the written Notice to Proceed, the Consultant shall perform the following tasks in accordance with the schedule provided in Attachment E:
- 3.5.1 Conduct all necessary design functions required to complete the final design phase of the project.
 - 3.5.2 Finalize utility relocation coordination as necessary.
 - 3.5.3 Prepare and complete final design.
 - 3.5.4 Prepare detailed construction plans in conformance with appropriate drafting standards.
 - 3.5.5 Prepare final quantity estimates.
 - 3.5.6 Prepare final estimate of construction costs with a 10% contingency.
 - 3.5.7 Prepare construction specifications; Contract documents other than drawings and estimates on 8-1/2" x 11" plain white bond paper. All documents shall be suitable for original camera-ready copy.
 - 3.5.8 Prepare Contract proposals in units compatible with Bixby specifications.
 - 3.5.9 Submit six (6) bound sets of 1/2 size prints of final construction plans, one (1) bound set of full-size prints (if required) of final construction plans, three (3) sets of final contract bid documents, one (1) PDF file and three (3) sets of 1/2 size prints of final City utility relocation plans, if required, to the Owner for distribution and review.
 - 3.5.10 The Final Design Phase submittal shall include:
 - Structural Design Calculations
 - Title Sheet
 - Pay Quantities and Pay Item/General Notes
 - Typical Sections
 - Quantity & Miscellaneous Summaries
 - Summary of Drainage Structures, as needed
 - Storm Water Management Plan (SWP3)
 - Project Drainage Area Map
 - Right-of-Way Map & Data
 - Survey Data Sheet
 - Plan and Profiles
 - Waterline Relocation Sheets, as necessary
 - Sanitary Sewer Relocation Sheets, as necessary
 - Intersection Details (tie-in to intersection plans by others)
 - Miscellaneous Details Sheet
 - General Plan and Elevation for Bridge Boxes
 - Bridge Box Construction Phasing
 - Special Box Details, as needed
 - Riprap Details
 - Special Details, as needed
 - Signing & Striping
 - Construction Sequencing/Traffic Control
 - Cross Sections
 - Standard Construction Drawings

- 3.5.11 Final Design Review.
 - 3.5.12 Attend a meeting with the CITY to review the Final Design Phase submittal and provide meeting minutes.
 - 3.5.13 Provide final design plans to all utility companies electronically (i.e. pdf or CADD files as required).
 - 3.5.14 Incorporate final review comments and furnish one (1) complete set of full-size drawings and contract documents, three (3) 1/2 size sets of final drawings, one (1) set of final drawings in pdf format and electronic media (MicroStation preferred), one (1) master set of final specifications on electronic media, in both Microsoft Word and pdf formats, and paper.
- 3.6 ASSISTANCE DURING BIDDING PHASE: Upon receiving the written Notice to Proceed, the Consultant shall perform the following tasks in accordance with the schedule provided in Attachment E:
- 3.6.1 Provide the Owner services during advertisement of the Project for bid (i.e. providing plans in pdf format along with one hard copy, specifications, written project description and electronic bid proposal).
 - 3.6.2 Attend and conduct a pre-bid conference as required by Owner.
 - 3.6.3 Serve as the technical question point of contact to answer requests for information during bidding and draft any necessary addenda to clarify Contract documents.
 - 3.6.4 Assist in preparing addenda and addenda plan sheets as required.
- 3.7 PROJECT CLOSE-OUT PHASE:
Upon receiving the written Notice to Proceed, the Consultant shall perform the following tasks in accordance with the schedule provided in Attachment E:
- 3.7.1 Incorporate changes into the drawings and produce Record Drawings.
 - 3.7.2 Submit record drawings on electronic media (MicroStation preferred and pdf).
 - 3.7.3 Submit any revisions to the Design Manual caused by construction changes.
- 3.8 CONSTRUCTION ASSISTANCE PHASE: This Phase includes the following tasks:
- 3.8.1. Answer design-related questions.
 - 3.8.2. Review contractor submittals and provide comments back to the OWNER.
 - 3.8.3. Attend progress meetings (at the request of OWNER).
 - 3.8.4. Respond to OWNER requests, and Requests for Information (RFI's).
 - 3.8.5. Make site-visits as requested by OWNER.
 - 3.8.6. Attend final walk-through inspection and assist with identification of punch list items.

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**ATTACHMENT C
TO
AGREEMENT FOR PROFESSIONAL CONSULTING SERVICES
BETWEEN
CITY OF BIXBY
AND
POE & ASSOCIATES, INC.
FOR
S. SHERIDAN ROAD REHABILITATION AND WIDENING
FROM S. 151ST STREET TO S. 141ST STREET**

COMPENSATION AND ADDITIONAL SERVICES

The following compensation and hourly rates shall apply as described in Attachment C and shall be made a part of the AGREEMENT dated the ____ day of _____, 2026.

1.0 BASIC COMPENSATION

The basic compensation for the Professional Consultant to perform all duties and responsibilities associated with the Scope of Services as described in Attachment A shall be in accordance with the following payment breakdown:

- 1.1 Task 1. Land Survey Payment: The OWNER shall pay the CONSULTANT a lump sum amount of **\$54,600.00** for the completion of the Land Survey Phase. This amount includes all labor, material, overhead and profit associated with the Scope of Services.
- 1.2 Task 2. Utility Design and Coordination Payment: The OWNER shall pay the CONSULTANT a lump sum amount of **\$28,800.00** for the completion of the Coordination and Public Utility Design Phase. This amount includes all labor, material, overhead and profit associated with the Scope of Services.
- 1.3 Task 3. Right-of-Way Design: The OWNER shall pay the CONSULTANT a fee of **\$13,100.00** (per parcel) for the completion of the Right-of-Way Phase. This amount includes all labor, material, overhead and profit associated with the Scope of Services. Number of parcels estimate to be acquired is between 1 to 12. Final cost is dependent on plating and designing within existing right of way and owner selection.
- 1.4 Task 4. Preliminary Roadway Design Payment: The OWNER shall pay the CONSULTANT a lump sum amount of **\$113,500.00** for the completion of the Preliminary Phase. This amount includes all labor, material, overhead and profit associated with the Scope of Services.
- 1.5 Task 5. Final Roadway Design Phase Payment: The OWNER shall pay the CONSULTANT a lump sum amount of **\$148,400.00** for the completion of the Final Design Phase. This amount includes all labor, material, overhead and profit associated with the Scope of Services.

**ATTACHMENT E
TO
AGREEMENT FOR PROFESSIONAL CONSULTING SERVICES
BETWEEN
CITY OF BIXBY
AND
POE & ASSOCIATES, INC.
FOR
S. SHERIDAN ROAD REHABILITATION AND WIDENING
FROM S. 151ST STREET TO S. 141ST STREET**

PROJECT SCHEDULE

The following schedule shall be made as part of the AGREEMENT dated the ____ day of _____, 2026. On issuance of notice proceed by the OWNER, the CONSULTANT shall provide the OWNER with a Gantt chart schedule, utilizing the phases and durations provided below.

- | | | |
|------------|---|----------------|
| 1.0 | LAND SURVEY PHASE: | 60 Days |
| | 1.1 Notice to Proceed: | |
| | 1.2 Conduct Topographical Surveying: | |
| | 1.3 Submit Land Survey: | |
| | 1.4 Owner Review: | |
|
 | | |
| 2.0 | UTILITY (PUBLIC) DESIGN PHASE: | 30 Days |
| | 2.1 Notice to Proceed: | |
| | 2.2 Prepare & Submit Conceptual (60%) Plans: | |
| | 2.3 Owner Review: | |
|
 | | |
| 3.0 | RIGHT-OF-WAY PLAN DESIGN PHASE: | 15 Days |
| | 2.1 Notice to Proceed (concurrent with preliminary design phase): | |
| | 2.2 Prepare & Submit Proposed Right-of-Way plans depicting proposed right-of-way map/plans.
instruments, closure reports, and certified property reports. (After Approval and Prelim Roadway Design) | |
| | 2.3 Owner Review: | |
| | 2.4 Right-of-Way Staking (as required for an assumed parcels): | |
|
 | | |
| 3.1 | RIGHT OF WAY DOC / ACQUISITION PHASE: | 60 Days |
| | 3.1.1 Prepare Parcel Maps, instruments, closure reports and certified property reports. | |
| | 3.1.2 Provide and review appraisals. | |
| | 3.1.3 Provide acquisition service | |

- 4.0 PRELIMINARY DESIGN PHASE: 45 Days**
- 4.1 Notice to Proceed (concurrent with R/W phase):
 - 4.2 Prepare Typical / Pavement Section for review and approval.
Recommendations/Report
 - 4.3 Coordinate & Review utility relocation plans:
 - 4.4 Prepare & Submit Preliminary (60%) Plans:
 - 4.5 Owner Review:
- 5.0 FINAL DESIGN PHASE: 75 Days**
- 5.1 Notice to Proceed:
 - 5.2 Finalize utility relocation plans:
 - 5.3 Prepare & Submit final (90%) plans and
Specifications for City Review:
 - 5.4 Prepare final cost estimate:
 - 5.5 Prepare ODEQ Permit for Owner
 - 5.6 Owner review:
 - 5.7 Prepare & Submit bid documents (100% plans and
specifications):
- 6.0 ASSISTANCE DURING BIDDING PHASE: 30 Days**
- 6.1 Providing bid documents:
 - 6.2 Attend pre-bid conference:
 - 6.3 Answer RFI's & prepare addenda:
 - 6.4 Provide Bid Tab and Recommendation for Award
- 7.0 CONSTRUCTION SERVICES PHASE: TBD**
- 7.1 Attend Pre-Construction Conference
 - 7.2 Review Material Submittals
 - 7.3 RFI Review and Response
 - 7.4 Monthly Site Visits and Progress Meetings
 - 7.5 Attend Final Inspection with Owner
 - 7.6 Record Drawings: 30 days after receipt of contractor's red lines

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**CITY OF BIXBY
S. SHERIDAN ROAD RECONSTRUCTION
SCHEDULE - PROJECT**

TASK DESCRIPTION	FEBRUARY 26'	MARCH 26'	APRIL 26'	MAY 26'	JUNE 26'	JULY 26'	AUGUST 26'	SEPTEMBER 26'	OCTOBER 26'	NOVEMBER 26'	DECEMBER 26'	TO BE DETERMINED
												BIDDING & CONSTRUCTION
PROGRESS MEETING (TEAMS)												
NOTICE TO PROCEED												
SURVEY												
RIGHT OF WAY PLANS												
PRELIMINARY PLANS												
CITY REVIEW / APPROVAL												
UTILITY COORDNATION MEETINGS												
FINAL PLANS												
RIGHT OF WAY DOCS / ACQUISITION												
CITY REVIEW / APPROVAL												
BID PLANS / SPECIFICATION												
ADVERTISEMENT / BID OPENING												
PROJECT AWARD												
CONSTRUCTION												

Regular Agenda Item Commentary

Item Title

No Regular Agenda Items

Initiator**Staff Information Source****Background****Exhibits****Key Issue****Council Action****Recommendation****Item No:** 1.**Meeting Date**

March 9, 2026

Meeting

20260309 Bixby Public Works Authority Agenda