



City of Enid
401 W. Owen K Garriott
P.O. Box 1768
Enid, Oklahoma 73702
580-234-0400

BOARD OF COMMISSIONERS

NOTICE OF SPECIAL MEETING

Mayor and Board of Commissioners of the City of Enid, Oklahoma, the Trustees of the Enid Municipal Authority, a Public Trust, and the Trustees of the Enid Economic Development Authority, a Public Trust

Notice is hereby given that the Mayor and Board of Commissioners of the City of Enid, Oklahoma, the Trustees of the Enid Municipal Authority, a Public Trust, and the Trustees of the Enid Economic Development Authority, a Public Trust, will meet in special session at 5:00 p.m. on the 15th day of February 2011, in the Council Chambers of the City Administration Building, located at 401 W. Owen K. Garriott Road in said city, and the agenda for said meeting is as follows:

- AGENDA -

MAYOR AND BOARD OF COMMISSIONERS SPECIAL MEETING

1. CALL TO ORDER/ROLL CALL.
2. INVOCATION.
3. FLAG SALUTE.
4. MINUTES OF REGULAR MEETING OF FEBRUARY 1, 2011.
5. AWARDS, PRESENTATIONS, AND ORGANIZATIONAL BUSINESS.
 - 5.1 PRESENT PET AVAILABLE FOR ADOPTION AT THE CITY ANIMAL SHELTER.
6. HEARINGS.
 - 6.1 NONE.

7. COMMUNITY DEVELOPMENT.

7.1 AUTHORIZE STAFF TO NEGOTIATE A CONTRACT WITH FLINTCO CONSTRUCTION SOLUTIONS, LLC FOR CONSTRUCTION MANAGER AT RISK SERVICES FOR A NEW EVENT CENTER THAT MAY INCLUDE CONVENTION HALL AND/OR THE CHEROKEE STRIP CONFERENCE CENTER, M-1109.

BACKGROUND: This project involves the development of a new Event Center that may include Convention Hall, Cherokee Strip Conference Center, or both.

The City of Enid solicited a Request for Qualifications from 56 Construction Management firms and 15 submissions were received. The committee chose five finalists for interviews. On February 7, 2011 the committee interviewed Henson Construction, Key Construction, Manhattan Construction, Sedalco Construction Services and Flintco Construction Solutions, LLC.

Flintco Construction Solutions, LLC was selected to provide Construction Manager at Risk services for the Enid Renaissance Project based on their project experience, qualifications, approach, experience with the role of Construction Manager at Risk and the ability to commence work.

PRESENTER: Chris Bauer.

ATTACHMENT: None.

RECOMMENDATION: Authorize staff and Convergence Design to negotiate Construction Manager at Risk contract.

8. ADMINISTRATION.

8.1 AWARD AND EXECUTE A CONTRACT WITH POE & ASSOCIATES, INC. FOR THE DESIGN OF THE CHESTNUT AVENUE BRIDGE STRUCTURE OVER SKELETON CREEK (R-1108A).

BACKGROUND: The City of Enid solicited proposals from over ten (10) design consultants. Proposals were received from seven (7) of these firms. The selection committee evaluated the qualifications of each firm as provided in the proposals, and selected Poe & Associates, Inc.

This contract provides for the design of the structure, hydraulic analysis, rights-of-way plans and acquisition, utility relocation coordination and utility relocation plans, specifications and bid documents for public utilities in an amount not to exceed \$168,000.00.

Funding is from the Capital Improvement Fund using excess funds from the General Obligation Bond Fund.

PRESENTER: Geoff Covalt, Tetra Tech, GO Bond Program Manager.

ATTACHMENTS: None. Contract is on file with the City Clerk.

RECOMMENDATION: Award and execute contract with Poe & Associates, Inc., in an amount not to exceed \$168,000.00.

8.2 A RESOLUTION AMENDING THE 2010-2011 SPECIAL PROJECTS DEPARTMENT BUDGET BY APPROPRIATING ADDITIONAL FUNDS IN THE AMOUNT OF \$60,000 FOR ADDITIONAL PURCHASES THIS FISCAL YEAR.

BACKGROUND: The Special Projects Department budget is used by the Police Department to purchase items with monies that have been provided through the District Attorney's Council. There have been some unanticipated purchases from this fund such as a vehicle and tactical equipment. The budget needs to be increased to cover these items and those that will be purchased before the end of the fiscal year. There are funds available in the Special Projects Fund to appropriate.

PRESENTER: Jerald Gilbert and Brian O'Rourke.

ATTACHMENTS: Resolution.

RECOMMENDATION: Approve.

8.3 PRESENTATION ON MUNICIPAL DEBT COLLECTION.

BACKGROUND: The City recently solicited RFPs for municipal debt collection professional services from 14 vendors. Seven vendors responded and those were Credit Bureau Services Association, Hurtt & Associates, Lester's CBI, Credit Collections, Inc., American Municipal Services, Linebarger, and Optio Solutions.

An evaluation committee consisting of Andrea Springer, Jen O'Steen, Scott Morris, Michelle Mears, and Jerald Gilbert selected American Municipal Services (AMS) based on their municipal experience, the resources they would dedicate to City of Enid accounts and the overall satisfaction with their answers to our inquiries. The City will contract for municipal debt collections with AMS and send approximately \$800,000.00 in utility debts, \$700,000.00 in court debts and \$80,000.00 in library debt to the vendor to begin active debt collections immediately.

PRESENTER: Jerald Gilbert.

ATTACHMENT: None.

RECOMMENDATION: Award and execute contract with AMS..

8.4 PRESENTATION ON TRAILS.

BACKGROUND: In October 2008, the City of Enid applied to the Oklahoma Department of Transportation for transportation project funding for trails construction with an award of up to \$400,000.00. In 2009 the Oklahoma Department of Transportation awarded a \$409,425.00 Transportation Enhancement grant for the project originally estimated at \$700,000.00, Federal Aid Number STP-124E (127) EH State Job Number 26883(04). The City of Enid has taken action towards using the grant funding to complete construction on the first phase of the Enid Master Trails Plan.

TetraTech, LLC. completed the construction design for the Transportation Enhancement Grant 1 Phase I/II in December 2010. The project is currently awaiting final approval and notice to proceed from the Department of Transportation. The Phase I/II Trail project funding by Grant 1 contains ADA compliant bridge and walkway design. The purpose of the trail plan is to address recreational, transportation and economic interest of the community with respect to alternative transportation needs. The Master Trail Plan is a phased system totaling 33 corridors that may be constructed over the next 15 years. Safety and security information, trail naming policy, and suggested signage are outlined in the Comprehensive Master Trail Plan which was by adopted by the City in March of 2009.

PRESENTER: Robert Hitt

ATTACHMENT: None.

RECOMMENDATION: Hear Presentation.

9. CONSENT.

9.1 CHANGE ORDER NO. 1 FOR THE 2011 SANITARY SEWER POINT REPAIR PROJECT, S-1101A.

BACKGROUND: Change Order No. 1 will provide for the cleaning and television inspection of approximately 100,000 l.f. of sanitary sewer line. Television inspection will identify defective sanitary sewer lines for locations of needed point repairs. Repair of these sanitary sewer line segments will help prevent backups, overflows, and help eliminate storm water infiltration into the sanitary sewer system.

Television inspection is required in the City of Enid's Capacity, Maintenance, Operation and Management Program (CMOM) that is overseen by the Oklahoma Department of Environmental Quality.

This change order will increase the contract amount by \$270,000.00 and is funded from the Sanitary Sewer Capital Improvement Fund.

PRESENTER: Robert Hitt.

ATTACHMENTS: None. Change Order No. 1 is on file in the office of the City Clerk.

RECOMMENDATION: Approve Change Order No. 1 in the amount of \$270,000.00.

9.2 AMENDMENT WITH ENVIROTECH ENGINEERING & CONSULTING, INC. FOR INSPECTION SERVICES ON THE ADVANCE WATER METER INFRASTRUCTURE (AMI) PROJECT W-0915B.

BACKGROUND: The Advance Water Meter infrastructure project involves the replacement or improvement of up to 19,000 meters throughout the City. In addition to meter replacement, the project includes the repair and replacement of up to 10% of all water meter vaults or settings, placement of data collectors, along with testing and right-sizing of large meters.

The initial contract with Envirotech provided for inspection services for only six months with an extension of services to add as needed. The anticipated completion date is June 2011, with five National Metering Services (NMS) field crews working. This item will allow Envirotech Services to provide three inspectors through April 2011 and one through June 2011.

The original contract provided for an estimated six months of full-time inspection services at \$55.00 per hour, in an amount not to exceed \$134,500.00 This amendment will add an additional four months of contract time for three inspectors.

The amount is funded from the Water Capital Improvement Fund and reimbursed by the ODEQ loan proceeds.

PRESENTER: Robert Hitt.

ATTACHMENTS: None. Amendment is on file in the office of the City Clerk.

RECOMMENDATION: Approve Amendment with Envirotech Engineering and Consulting, Inc., in an amount not to exceed \$80,000.00.

9.3 ACCEPTANCE OF 2009 EPD REMODEL PROJECT, M-0803C AND FINAL CHANGE ORDER NO. 9.

BACKGROUND: This project is complete and a final inspection was performed in November. Final billing has been received and the project has passed inspection and is ready for formal acceptance by the Commission. The final change order includes the deduct amount of \$11,200.00 to the final cost and includes the deletion of the building plaque (\$700.00) and 30 days of liquidated damages in the amount of \$10,500.00. The base contract amount was \$1,471,900.00 and after total change orders of \$115,870.17, the total contract price is now \$1,587,770.17. The remaining balance due is \$68,048.51. This project was funded from the Police Fund.

PRESENTER: Brian O'Rourke.

ATTACHMENTS: None. Change Order No. 9 is on file in the office of the City Clerk.

RECOMMENDATION: Approve.

9.4 APPROVAL OF AMENDMENT NO. 5 TO OWNER-ENGINEER AGREEMENT DATED SEPTEMBER 18, 2007 (CITY OF ENID-COBB ENGINEERING) TO PROVIDE ARCHITECTURAL AND ENGINEERING PLANS AND SPECIFICATIONS FOR PROJECT "CONSTRUCT HANGARS AND APRONS, A-1101A" FOR ENID WOODRING REGIONAL AIRPORT.

BACKGROUND This amendment is required to update the ongoing engineering consultant contract with Cobb Engineering to include additional services. The project to be supported is construction of two hangars. The first is the large hangar designated for military and other transient aircraft. The Oklahoma Strategic Military Planning Commission awarded a \$200,000.00 grant to help finance this hangar which has already been approved by the City Council. The second is a smaller hangar with two bays in which space will be leased for medium-sized general aviation aircraft. Funding for this hangar is included in the Airport's 2011 budget. Cobb Engineering will design both structures and associated apron areas, prepare bid documents, review the bid proposals and make the contract award recommendation. Their fee of \$41,500.00 is also included in the Airport's 2011 budget.

PRESENTER: Dan Ohnesorge.

ATTACHMENTS: None. Amendment No. 5 is on file in the office of the City Clerk.

RECOMMENDATION: Approve and execute Amendment No. 5 to Owner-Engineer agreement between City of Enid and Cobb Engineering.

9.5 APPROVAL OF CLAIMS IN THE AMOUNT OF \$4,381,596.21.

ATTACHMENT: List of claims.

RECOMMENDATION: Approve.

10. RECESS TO CONVENE AS THE ENID MUNICIPAL AUTHORITY.

-AGENDA-

11. TRUSTEES OF THE ENID MUNICIPAL AUTHORITY SPECIAL MEETING.

12. ENID MUNICIPAL AUTHORITY SPECIAL MEETING.

12.1 APPROVAL OF CLAIMS IN THE AMOUNT OF \$50,711.58.

ATTACHMENT: List of claims.

RECOMMENDATION: Approve.

13. ADJOURN TO CONVENE AS THE ENID ECONOMIC DEVELOPMENT AUTHORITY.

-AGENDA-

14. TRUSTEES OF THE ENID ECONOMIC DEVELOPMENT AUTHORITY SPECIAL MEETING.

15. ENID ECONOMIC DEVELOPMENT AUTHORITY SPECIAL MEETING.

15.1 APPROVAL OF CLAIMS IN THE AMOUNT OF \$43,127.00.

ATTACHMENT: List of Claims.

RECOMMENDATION: Approve.

16. ADJOURN TO RECONVENE AS THE ENID CITY COMMISSION.

17. PUBLIC DISCUSSION.

18. CONSIDER CONVENING INTO EXECUTIVE SESSION TO DISCUSS THE PURCHASE AND/OR SALE OF REAL PROPERTY; AND TO RECONVENE INTO SPECIAL SESSION TO TAKE ANY NECESSARY ACTION.

BACKGROUND: The City Attorney recommends the Mayor and Board of Commissioners go into Executive Session pursuant to 25 Okla. Stat. 307(B)(3), “the purchase or appraisal of real property.”

19. ADJOURN.