

Rev. 06/10


CONTRACT CHANGE AUTHORIZATION FORM
Amend #3

Client: City of Norman 1311 DaVinci P.O. Box 370 Norman, OK 73069 Attn: Shawn O'Leary, P.E. Public Works Director	FNI Project No.: NRN17290	
	Client Contract Ref.:	
	Date: January 29, 2019	
Project Description: Stormwater Funding Study – Phase 2 – Utility Billing Implementation Assistance		
Description of Services Added/Deleted: As detailed in Attachment A.		
Deliverables: As detailed in Attachment A.		
Compensation shall be adjusted as follows: Basic Services a not to exceed fee of Twenty Thousand Dollars (\$20,000). Special Services: See Attachment C		
	Original Contract, Amd #1, #2	\$136,600
	Amended Amount	\$20,000
	Revised Total Contract	\$156,600
Schedule shall be adjusted as follows: See Attachment B		

The above described services shall proceed upon return of this Contract Change Authorization. Services will be billed as they are done. All other provisions, terms, and conditions of the agreement for services which are not expressly amended shall remain in full force and effect.

- ☐ A contract modification will be submitted.
- ☒ This Contract Change Authorization will serve as contract modification.

FREESE AND NICHOLS, INC.:

BY: _____

 Trey Shanks
 Print or Type Name

TITLE: Associate

DATE: January 29, 2019

CITY OF NORMAN, OKLAHOMA:

BY: _____

 Print or Type Name

TITLE: _____

DATE: _____

Attachment A, Scope of Services
City of Norman Stormwater Utility Billing Implementation Assistance
Amendment #3

BASIC SERVICES

Task 1 Billing Implementation Workshop Meeting

FNI will attend (1) workshop meeting with City staff at City offices to identify and discuss Billing-related actions necessary for implementation of a stormwater utility fee. The workshop discussion will include identification of potential personnel to conduct specific actions.

Task 2 On-Call Support

Upon request by the City, FNI will provide up to 100 hours of on-call support for the implementation of the Stormwater Utility Fee. Additional support will be provided upon request of the City as an Additional Service. Typical services requested for on-call support are to assist with customer inquiries and appeals, utility billing integration follow-up, development of stormwater utility data maintenance processes, and training of staff in stormwater utility administration activities.

Attachment B, Schedule
Norman Stormwater Utility Billing Implementation Assistance

START DATE: Upon Notice to Proceed (NTP)

COMPLETION DATES:

Task 1: Workshop – Scheduled within two (2) weeks of NTP

Task 2: On-Call Services – As needed through January 31, 2020 or until 100 hours effort completed

Attachment C, Compensation
Norman Stormwater Utility Billing Implementation Assistance

- A. **Basic Services:** Compensation to FNI for Amendment 3 of the Basic Services in Attachment A shall be the not-to-exceed fee of Twenty Thousand Dollars (\$20,000).

If FNI sees the Scope of Services changing so that additional services are needed, including but not limited to those services described as Special or Additional Services in Attachment A, FNI will notify OWNER for OWNER's approval before proceeding. Additional Services shall be computed based on the Schedule of Charges. Should the Client request special or additional services, as described in Attachment A, the City will provide in writing notice for the initiation of such service.