



PROFESSIONAL SERVICES AGREEMENT  
AMENDMENT #1

CITY OF NORMAN, OK  
201 West Gray, Bldg. A  
P.O. Box 370  
Norman, OK 73069

FNI PROJECT NO. NRN20234  
CLIENT CONTRACT REFERENCE  
DATE: 3/4/2021

**Project Name:** Norman EDC and GSI Updates

**Description of Services:** Please reference the Attachment A

**Amended Deliverables:** Please reference the Attachment A

**Amended Schedule:** Please reference the Attachment B

**Compensation shall be amended as follows:** An amendment amount of Two Hundred Sixty Five Thousand Dollars with a revised total lump sum amount authorized of Three Hundred Ninety Thousand Dollars.

<b>Current Contract Amount:</b>	\$125,000
<b>Amount of this Amendment:</b>	\$265,000
<b>Revised Total Amount Authorized:</b>	\$390,000

*The above described services shall proceed upon execution of this amendment. All other provisions, terms and conditions of the Professional Services Agreement which are not expressly amended shall remain in full force and effect.*

**FREESE AND NICHOLS, INC.**

**CITY OF NORMAN, OK**

BY: \_\_\_\_\_

BY: \_\_\_\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

TITLE: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

**ATTACHMENT A**  
**CITY OF NORMAN**  
**ENGINEERING DESIGN CRITERIA, SPECIFICATIONS AND**  
**GREEN STORMWATER INFRASTRUCTURE UPDATES - PHASE II**  
**SCOPE OF SERVICES**  
**March 4, 2021**

**1.0 BACKGROUND**

**Phase II** will include preparation of the updated Engineering Design Criteria (EDC) and Standard Specifications, including a Green Stormwater Infrastructure (GSI) Criteria section. Updated construction drawings will be provided to reflect new and updated design criteria. Recommendations for proposed ordinance language based on the Diagnostic Report produced in Phase I will also accompany the updated criteria documents. Input from City staff and stakeholders will support the development of user-friendly documents; therefore, stakeholder involvement will continue throughout this phase.

**2.0 PROJECT MANAGEMENT**

FNI will provide project management for all Phase II tasks and activities based on the schedule provided. Project management will include, but not be limited to tracking and managing internal schedules of work; monitoring and addressing issues related to the scope of work, budget and deliverables; preparing and processing monthly billings; providing labor resources necessary to fulfill scoped work; scheduling and participating in quality control reviews; and providing updates to the OWNER on a regular basis.

**3.0 BASIC SERVICES**

**Task 1: Draft EDC Sections**

FNI will draft the revised EDC as defined in the Phase I Diagnostic Report and Community Benchmarking Report.

**1.1 Updated sections will include:**

- General
- Water Mains
- Sanitary Sewer
- Streets
- Stormwater
- Erosion Control
- Sanitary Sewer Lift Stations

**1.2 FNI will draft an expanded EDC section or subsection for Stormwater Quality Controls. This section will include design criteria for up to six (6) regional/centralized controls, up to four (4) Green Stormwater Infrastructure (GSI)/de-centralized controls, up to five (5) Low Impact Development practices, and selection criteria for up to two (2) proprietary systems.**

**Task 2: Draft Standard Specifications and Details**

FNI will draft the revised Standard Specifications and Details as defined in the Phase I Diagnostic Report and Community Benchmarking Report. Sections will include:

- General Information
- General Conditions

- Site Development and Earthwork
- Miscellaneous Construction
- Streets and Drainage
- Water Lines
- Sanitary Sewer
- Sanitary Sewer Lift Stations
- Public Works Administration
- Construction Drawings
- Green Stormwater Infrastructure Criteria and O&M Criteria

#### Task 3: Draft Construction Drawings

FNI will draft modifications to the current construction drawings and up to twenty (20) new construction drawings to provide guidance related to the revised Standard Specifications and Details.

#### Task 4: Code Recommendations

FNI will draft amendments to development codes that are consistent with the updated EDC and following the Diagnostic Report and Community Benchmarking Report.

#### Task 5: Internal and Stakeholder Reviews

A draft of Tasks 1, 2, 3, and 4 will be presented to the City for internal review by the Advisory Committee. FNI will develop one revised set of these documents in response to this review. The revised materials will be distributed for stakeholder reviews and input in advance of an open house-style event to introduce changes to the public.

##### 5.1 Advisory Committee Meetings

FNI will facilitate up to three (3) meetings with the Advisory Committee to discuss draft content and review revisions based on committee feedback.

- Two (2) meetings will focus on initial comments and revisions of draft content.
- One (1) meeting will serve as a Final Review prior to adoption.

##### 5.2 Stakeholder Meetings

FNI will conduct multiple check-in/charette meetings with Stakeholders identified by the City. Internal and external stakeholders will be provided the opportunity to provide input within committees selected to focus on each update area. Possible committees may include GSI and Stormwater, Traffic, Transportation and Utilities. FNI intends to facilitate up to fifteen (15) stakeholder meetings.

##### 5.3 Open House Meeting

FNI will prepare materials and facilitate one (1) open house-style meeting to gather public input. This event may be presented in-person or virtually depending on local public health conditions related to the COVID-19 pandemic and the City's direction.

##### 5.4 City Council Briefing

Following the open house meeting, FNI will coordinate with the City, make any final adjustments to draft EDC, Standards and Specifications, and Code Recommendations. FNI will present a project update to the City Council.

































Task 6: Adoption and Final Documents




















After all Task 5 activities are concluded, FNI will support the adoption process by presenting the final drafts of the EDC and Standards and Specifications and Code Recommendations at one (1) City Council meeting.

Final deliverables will include:

- Updated EDC including Green Stormwater Infrastructure section
- Updated Standards and Specifications
- Updated Construction Drawings
- Draft code amendments

## Attachment B

ID		Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names	21	Feb	Mar	Qtr 2, 2021		Qtr 3, 2021		Qtr 4, 2021			Qtr 1, 2022			
												Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
0			<b>Norman-EDC and GSI Phase II</b>	<b>231 days</b>	<b>Mon 3/15/21</b>	<b>Mon 1/31/22</b>																
1			Notice To Proceed	1 day	Mon 3/15/21	Mon 3/15/21																
2			Kickoff Meeting	4 days	Tue 3/16/21	Fri 3/19/21	1															
3			Draft EDC Sections	60 days	Tue 3/16/21	Mon 6/7/21	1															
4			Draft Standard Specifications and Details	60 days	Tue 3/16/21	Mon 6/7/21	1															
5			Draft GSI Development	40 days	Tue 3/16/21	Mon 5/10/21	1															
6			Internal QC	20 days	Tue 6/8/21	Mon 7/5/21	4															
7			Draft Contruction Drawings	21 days	Tue 6/8/21	Tue 7/6/21	4															
8			Initial Submittal	1 day	Tue 7/6/21	Tue 7/6/21	6															
9			City Review of Initial Submittal	20 days	Wed 7/7/21	Tue 8/3/21	8															
10			Review Meeting	7 days	Wed 8/4/21	Thu 8/12/21	9															
11			Finalize EDC Sections	40 days	Fri 8/13/21	Thu 10/7/21	10															
12			Finalize Standard Specifications and Details	40 days	Fri 8/13/21	Thu 10/7/21	10															
13			Finalize GSI Development	50 days	Fri 8/13/21	Thu 10/21/21	10															
14			Code Reccommendations	14 days	Fri 10/8/21	Wed 10/27/21	12															
15			Internal QC	20 days	Fri 10/8/21	Thu 11/4/21	12															
16			Finalize Contruction Drawings	20 days	Fri 10/8/21	Thu 11/4/21	12															
17			Pre-Final Submittal	1 day	Fri 11/5/21	Fri 11/5/21	16															
18			City Review of Pre-Final Submittal	20 days	Mon 11/8/21	Fri 12/3/21	17															
19			Pre-Final Submittal Meeting	7 days	Mon 12/6/21	Tue 12/14/21	18															
20			City Council Check-in	7 days	Wed 12/15/21	Thu 12/23/21	19															
21			Finalize EDC Sections	20 days	Wed 12/15/21	Tue 1/11/22	19															
22			Finalize Standard Specifications and Details	20 days	Wed 12/15/21	Tue 1/11/22	19															
23			Finalize GSI Development	20 days	Wed 12/15/21	Tue 1/11/22	19															
24			Finalize Code Recommendations	14 days	Wed 1/12/22	Mon 1/31/22	22															
25			Internal QC	10 days	Wed 1/12/22	Tue 1/25/22	23															
26			Finalize Contruction Drawings	10 days	Wed 1/12/22	Tue 1/25/22	23															
27			Final Submittal	1 day	Wed 1/26/22	Wed 1/26/22	26															
28			Stakeholder Rollout	14 days	Wed 1/12/22	Mon 1/31/22	23															

Project: Norman-EDC and GSI P Date: Thu 2/18/21	Task		Project Summary		Manual Task		Start-only		Deadline	
	Split		Inactive Task		Duration-only		Finish-only		Progress	
	Milestone		Inactive Milestone		Manual Summary Rollup		External Tasks		Manual Progress	
	Summary		Inactive Summary		Manual Summary		External Milestone			

**ATTACHMENT C**

**FEE SCHEDULE SUMMARY**

**Engineering Design Criteria  
and  
Green Stormwater Infrastructure Criteria**

**BASIC SERVICES (LS)**

Phase I: EDC and GSI Diagnostic Review and Benchmarking Reports	\$ 125,000
Phase II: EDC and GSI Updates	\$ 265,000
<b>BASIC SERVICES (LUMP SUM)</b>	<b>\$ 390,000</b>