

TOWN OF CARLTON LANDING
REGULAR MEETING OF THE CARLTON LANDING ECONOMIC DEVELOPMENT TRUST

Location: 10B Boulevard, Carlton Landing, Oklahoma, also known as
the Carlton Landing Academy Cafeteria
Saturday; January 15, 2022; 8:00 a.m.

NOTICE AND AGENDA

1. Call to Order
2. Roll Call

Consent Items

To help streamline meetings and allow the focus to be on other items requiring strategic thought, the "Consent Items" portion of the agenda groups the routine, procedural, and self-explanatory non-controversial items together. These items are voted on in a single motion (one vote). However, any Trust member requesting further information *on a specific item thus removes it from the "Consent Items" section for individual attention and separate vote.*

3. Approval of Minutes:
 - a. [Regular Meeting of the CL Economic Development Trust on December 18, 2021](#)
4. Acknowledge [receipt of Claims and Purchase Orders Report](#)
5. Items Removed from Consent Agenda.
6. [Consider, discuss, and possibly approve, amend, revise, or deny Freese and Nichols Task Authorization for 2022 Alley Improvement Paving for \\$43,906.00, or take any other appropriate action.](#)
Exhibits:PSA - 2022 Alley Paving Task Authorization-Signed-Rev2
7. [Consider, discuss, and possibly vote to amend, revise, approve or deny Freese and Nichols Task Authorization for Stephens Road Design and related engineering services for \\$139,315.00, or take any other appropriate action.](#)
Exhibits:PSA - Stephens Road Task Authorization- Scope & Fee - 1-10-22
8. Reports
 - a. [Financial Reports-Statement of Revenue and Expenditures CLEDT Dec 2021](#)
[Bank Register CLEDT Dec 2021](#)
 - b. Town Administrator Report
 - c. Legal Reports, Comments, and Recommendations to the Governing Body
9. Recognize Citizens wishing to comment on non-Agenda Items
Under Oklahoma Law, Trustees are prohibited from discussing or taking any action on items not on today's agenda. Citizens wishing to address the Board on items not on the agenda are required to sign-up no later than five (5) minutes prior to the scheduled start time of the meeting. The sign-in sheet will contain space for citizens name, address, phone number, and topic to discuss. In this way, staff will be able to follow-up on any issues presented, if necessary. Citizens will be provided three (3) minutes.
10. Comments and questions by Governing Body members regarding items for future consideration.

11. Adjournment

I certify that the foregoing Notice and Agenda was posted in prominent view at 10B Boulevard, Carlton Landing, Oklahoma, also known as "Academy Cafeteria"

at _____ M on the ___th day of January 2022, being at least 24 hours prior to the Regular Meeting described above.

Signature of Person Posting the Agenda

Jan Summers
Printed Name of Person Posting the Agenda
Agenda Regular Meeting of the CLEDT
Page 1 of 2

**TOWN OF CARLTON LANDING
REGULAR MEETING OF THE CARLTON LANDING ECONOMIC DEVELOPMENT TRUST**

Location: 10B Boulevard, Carlton Landing, Oklahoma, also known as
the Carlton Landing Academy Cafeteria
Saturday; December 18, 2021; 8:00 a.m.

MINUTES

1. Call to Order

The meeting was called to order at 8:04 a.m. with Mayor Chinnici presiding.

2. Roll Call

PRESENT: Joanne Chinnici
Mary Myrick
Chuck Mai
Kris Brule'
Clay Chapman

ABSENT: None

3. Approval of Minutes:

- a. Regular Meeting of the CL Economic Development Trust on November 18, 2021

4. Acknowledge receipt of Claims and Purchase Orders Report

MOTION: A motion was made by Mai and seconded by Brule' to accept the consent agenda as presented,

AYE: Myrick, Chinnici, Mai, Brule', Chapman

NAY: None

5. Items Removed from Consent Agenda.

6. Consider, discuss, and possibly approve, amend, revise, or deny FY 21-22 Budget Amendment #1 for Carlton Landing General Fund to recognize new Alcohol Tax and Motor Fuel Tax; increase Sales Tax Revenue, amend Carlton Landing Economic Development Trust 2021 TIF Revenue Note; appropriate said revenue(s) and amend 2021 TIF Project appropriations, or take any other appropriate action.
Exhibits: (See attachment)

Based on the 2020 Census the Town of Carlton Landing reached a population level which allowed it to start receiving Alcohol Tax and Motor Fuel Tax. We received our first check in October 2021. These new Tax Revenue were not known at the time the Budget was developed and approved.

The Town recently received an invoice from the Pittsburgh County Assessor for the Visual Inspection Program. The Assessor indicated this was the first time the Town was sent an invoice. Title 68 Section 2822 of Oklahoma Statutes provides that each

jurisdiction within the County which receives revenue from ad valorem taxes shall pay (2%) their proportionate share of the cost of the program. Our proportionate share is two percent of the program budget which is \$14,725.84.

The 2021 TIF Revenue Note was issued for \$1,300,000.00. We had projected and budgeted \$1,246,425.00, so this amendment budgets the actual funds received. Also, the TIF Committee recommended project priority changes which impacted budgeted the project allocation. The TIF Committee recommendation and budgeted appropriations are reflected in Budget Amendment #1.

MOTION: A motion was made by Chinnici and seconded by Mai to Approve FY 21-22 Budget Amendment #1 for Carlton Landing General Fund to recognize new Alcohol Tax and Motor Fuel Tax; increase Sales Tax Revenue, amend Carlton Landing Economic Development Trust 2021 TIF Revenue Note; appropriate said revenue(s) and amend 2021 TIF Project appropriations.

AYE: Myrick, Chinnici, Mai, Brule', Chapman

NAY: None

7. Reports

- a. Financial Reports (See attachments)
- b. Town Administrator Report (See attachment)
- c. Legal Reports, Comments, and Recommendations to the Governing Body

8. Recognize Citizens wishing to comment on non-Agenda Items
None

9. Comments and questions by Governing Body members regarding items for future consideration. None

10. Adjournment

There being no further business, a motion was made and seconded to adjourn the meeting at 8:10 a.m., December 18, 2021

Mayor

Attest:

Town Clerk

BUDGET AMENDMENT FORM

Fiscal Year: 21-22

Amendment #1:

Fund	Expense		Account Code	Estimated Revenue		
	Department	Line Item		Increase	Decrease	Increase
	Decrease					
GEN	Revenue	Sales Tax	10-000	\$14,800.00	\$	\$
	\$					
	Revenue	Alcohol Beverage Tax	10-00-4012-00	\$600.00	\$	\$
	\$					
	General Govt	Postage	10-15-5505-00	\$	\$	\$600.00
	\$					
	General Govt	Office/Gen Admin Exp	10-15-6800-00	\$	\$	\$14,800.00
	\$					
	Purpose – To recognize new Tax Revenue, appropriate for new invoice from County Assessor for Inspection Program.					
CLEDT	Revenue	Revenue Bond	20-00-4350-00	\$73,575.00	\$	\$
	\$					
	Capt Outlay	2021 Rev Bond Comm Center	20-20-7160-00	\$	\$	\$
	\$515,000.00					
	Capt Outlay	2021 Rev Stephens Rd	20-20-7161-00	\$	\$	\$550,000.00
	\$					
	Capt Outlay	2021 Rev Bond Marina	20-20-7162-00	\$	\$	\$
	\$250,000.00					
	Capt Outlay	2021 Rev Bond Alley Phase 4	20-20-7163-00	\$	\$	\$
	\$18,100.00					
	Capt Outlay	2021 Rev Bond Alley Redbud	20-20-7164-00	\$	\$	\$120,000.00
	\$					
	Purpose – To recognize Full 2020 TIF Revenue Note, adjust project expense budget to reflect approved TIF Projects.					
ST&A	Revenue	Vehicle Fuel Tax	40-00-4013-00	\$400.00	\$	
	\$					

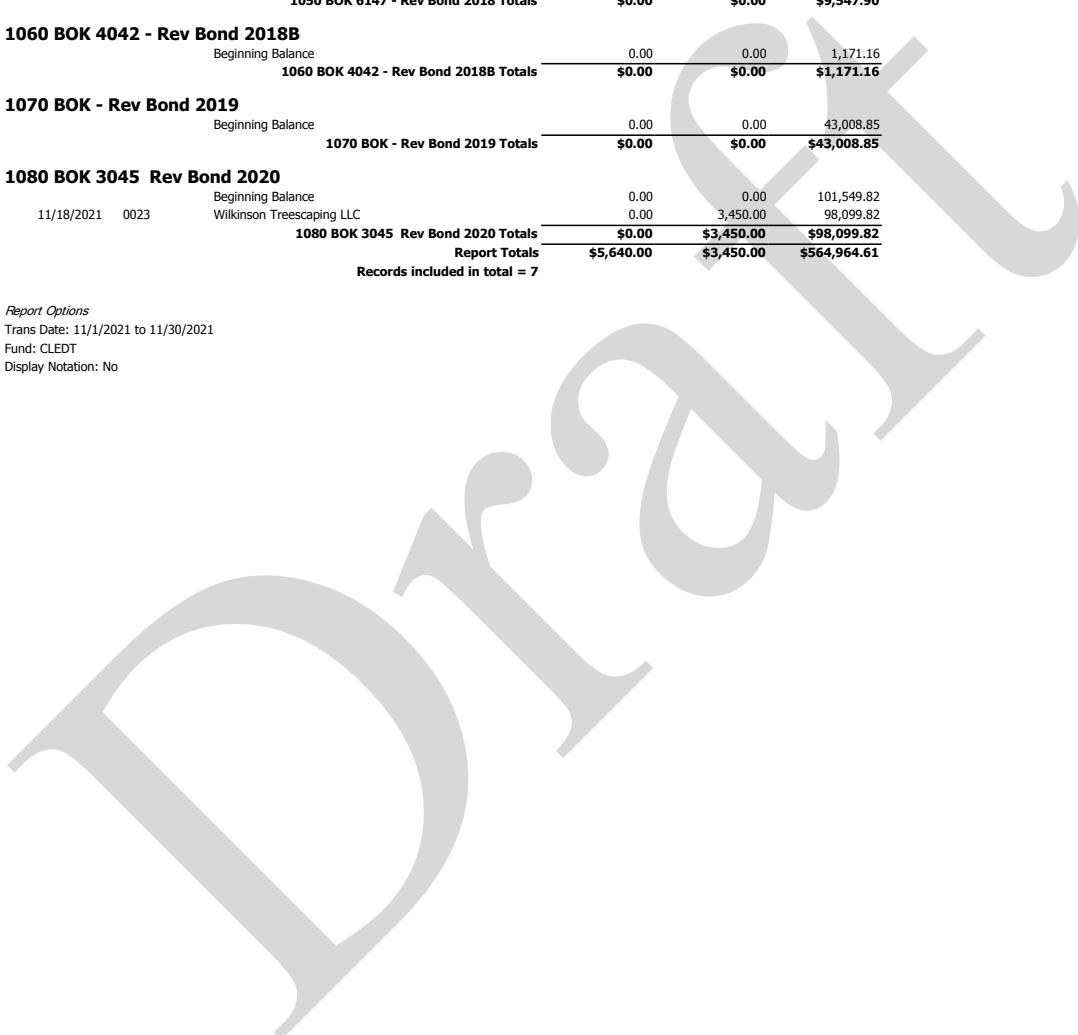
Purpose: To recognize new Tax Revenue.

Draft

CLEDT
Bank Register
11/1/2021 to 11/30/2021

Transaction Date	Transaction Number	Name / Description	Deposit Date	Deposit Number	Receipts & Credits	Checks & Payments	Balance
1040 BOK 3649 TIF Increment							
		Beginning Balance			0.00	0.00	407,496.88
11/29/2021	R-00060	Pittsburg County Clerk			5,640.00	0.00	413,136.88
1040 BOK 3649 TIF Increment Totals					\$5,640.00	\$0.00	\$413,136.88
1050 BOK 6147 - Rev Bond 2018							
		Beginning Balance			0.00	0.00	9,547.90
1050 BOK 6147 - Rev Bond 2018 Totals					\$0.00	\$0.00	\$9,547.90
1060 BOK 4042 - Rev Bond 2018B							
		Beginning Balance			0.00	0.00	1,171.16
1060 BOK 4042 - Rev Bond 2018B Totals					\$0.00	\$0.00	\$1,171.16
1070 BOK - Rev Bond 2019							
		Beginning Balance			0.00	0.00	43,008.85
1070 BOK - Rev Bond 2019 Totals					\$0.00	\$0.00	\$43,008.85
1080 BOK 3045 Rev Bond 2020							
		Beginning Balance			0.00	0.00	101,549.82
11/18/2021	0023	Wilkinson Treescaping LLC			0.00	3,450.00	98,099.82
1080 BOK 3045 Rev Bond 2020 Totals					\$0.00	\$3,450.00	\$98,099.82
Report Totals					\$5,640.00	\$3,450.00	\$564,964.61
Records included in total = 7							

Report Options
Trans Date: 11/1/2021 to 11/30/2021
Fund: CLEDT
Display Notation: No



Statement of Revenue and Expenditures

Acct	Current Period Nov 2021 Nov 2021 Actual	Year-To-Date Jul 2021 Nov 2021 Actual	Annual Budget Jul 2021 Jun 2022	Annual Budget Jul 2021 Jun 2022 Variance	Jul 2021 Jun 2022 Percent of Budget
Revenue & Expenditures					
Revenue					
Non-Departmental Revenues					
3999 Fund Balance Carryover	0.00	0.00	644,885.00	644,885.00	0.0%
4050 Tax Increment from County	5,640.00	22,885.00	868,289.00	845,404.00	2.6%
4350 Revenue Bond (TIF)	0.00	0.00	1,246,424.55	1,246,424.55	0.0%
Non-Departmental Revenues Totals	\$5,640.00	\$22,885.00	\$2,759,598.55	\$2,736,713.55	
Revenue	\$5,640.00	\$22,885.00	\$2,759,598.55	\$2,736,713.55	
Gross Profit	\$5,640.00	\$22,885.00	\$2,759,598.55	\$0.00	
Expenses					
Non-Departmental Revenues					
8500 Interest Expense	0.00	6,795.00	0.00	(6,795.00)	0.0%
Non-Departmental Revenues Totals	\$0.00	\$6,795.00	\$0.00	(\$6,795.00)	
General Government					
8100 2018 Revenue Bond	0.00	0.00	208,425.21	208,425.21	0.0%
8101 2018B Revenue Bond	0.00	0.00	123,700.00	123,700.00	0.0%
8102 2019 Revenue Bond	0.00	1,500.00	188,887.50	187,387.50	0.8%
8103 2020 Revenue Bond	0.00	0.00	79,925.00	79,925.00	0.0%
8104 2021 Revenue Bond	0.00	0.00	165,360.00	165,360.00	0.0%
8400 Bond Origination Fees	0.00	0.00	55,000.00	55,000.00	0.0%
9500 Transfer OUT to General Fund	0.00	0.00	101,989.00	101,989.00	0.0%
General Government Totals	\$0.00	\$1,500.00	\$923,286.71	\$921,786.71	
TIF Projects					
7100 2018 Rev Bond Alley Improv	0.00	1,000.00	0.00	(1,000.00)	0.0%
7101 2018 Rev Bond - Playground	0.00	0.00	10,000.00	10,000.00	0.0%
7121 2018B Rev Bond-Camp Bus Inc	0.00	0.00	1,170.98	1,170.98	0.0%
7131 2019 Rev Bond- Comm Cntr	0.00	0.00	350,000.00	350,000.00	0.0%
7132 2019 Rev Bond-Camp Bus Ince	0.00	0.00	67,305.84	67,305.84	0.0%
7150 2020 Bond - Pavilion	3,450.00	30,350.46	91,060.00	60,709.54	33.3%
7151 2020 Rev Bond- Rdgline Trail	0.00	97,156.74	101,700.00	4,543.26	95.5%
7152 2020 Rev Bond- Camp Bus Ince	0.00	0.00	6,532.18	6,532.18	0.0%
7153 2020 Rev Bond- Alley Improv	0.00	12,340.00	0.00	(12,340.00)	0.0%
7155 2020 Rev Bond- Future Projects	0.00	0.00	17,146.81	17,146.81	0.0%
7160 2021 Rev Bond-Community Cen	0.00	0.00	550,000.00	550,000.00	0.0%
7161 2021 Rev Bond- Stephens Road	0.00	0.00	250,000.00	250,000.00	0.0%
7162 2021 Rev Bond- Marina Reimbu	0.00	0.00	250,000.00	250,000.00	0.0%
7163 2021 Rev Bond-Alley Imp Phase	0.00	0.00	138,100.00	138,100.00	0.0%
TIF Projects Totals	\$3,450.00	\$140,847.20	\$1,833,015.81	\$1,692,168.61	
Expenses	\$3,450.00	\$149,142.20	\$2,756,302.52	\$2,607,160.32	
Revenue Less Expenditures	\$2,190.00	(\$126,257.20)	\$3,296.03	\$0.00	
Net Change in Fund Balance	\$2,190.00	(\$126,257.20)	\$3,296.03	\$0.00	
Fund Balances					
Beginning Fund Balance	(2,586,478.54)	(2,463,701.34)	0.00	0.00	0.0%
Net Change in Fund Balance	2,190.00	(126,257.20)	3,296.03	0.00	0.0%
Ending Fund Balance	(2,584,288.54)	(2,584,288.54)	0.00	0.00	0.0%

Town Administrator's Report – December 18, 2021

- Entrance Road – The County helped install a yield sign at the first entrance road “Y”. I will be visiting with them over the winter months to plan and schedule them to do another chip and seal overlay in the spring. Several people have requested putting striping on the entrance road approach off Hwy 9A. This will help better identify the entrance to Carlton Landing and keep people from driving on the grass.

- Marina Relocation – The Marina/Sports Area is scheduled to be mowed in preparation of begin the infrastructure improvement to the Marina. The Corps of Engineers has provided a partial approval of the plans for the Marina relocation. They have approved the construction of the road, gangway, and part of the docks. The concessionaire has requested reconsideration of allowing additional pieces of the Marina project to be approved.

- Stephens Road – I meet with the Engineer on submitting a proposal for doing the Engineering plans for Stephens Road. Plan is to have their proposal on January Board meeting.

- Snow Plowing – In preparation of winter season and potential snow, I have contracted with Stanley Layman for road clearing and snow plowing. If or when it snows Stanly will respond to clear and maintain the roads.

Hope everyone has a safe and Happy Christmas and a Happy New Year!

Thank you.

Payments Journal (Summary)
12/1/2021 to 12/31/2021

Check Date	Check / Reference #	Payee	Amount
1040 BOK 3649 TIF Increment			
12/1/2021	EFT	BOK Financial	17,462.50
12/1/2021	EFT	BOK Financial	36,943.75
12/1/2021	EFT	BOK Financial	21,418.75
12/1/2021	EFT	BOK Financial	34,212.50
1040 BOK 3649 TIF Increment Totals			<u>\$110,037.50</u>
1080 BOK 3045 Rev Bond 2020			
12/2/2021	0023	Rigoberto Contreras	25,374.13
12/2/2021	0022	Bumpers Construction & Trucki	2,083.76
12/8/2021	0024	Bumpers Construction & Trucki	3,025.52
12/15/2021	0025	Rigoberto Contreras	5,000.00
1080 BOK 3045 Rev Bond 2020 Totals			<u>\$35,483.41</u>

Report Options

Check Date: 12/1/2021 to 12/31/2021

Display Notation: No

Fund: CLEDT

Item No. _____

Date: January 15, 2022

AGENDA ITEM COMMENTARY

ITEM TITLE: Consider, discuss, and possibly vote to amend, revise, approve or deny Freese and Nichols Task Authorization for 2022 Alley Improvement Paving for \$43,906.00, or take any other appropriate action.

INITIATOR: Greg Buckley, Town Administrator

STAFF INFORMATION SOURCE: Greg Buckley, Town Administrator

BACKGROUND: As part of the TIF 2021 Revenue Note funds were included to make improvements to the alleys of Redbud Lane and North of Park Street. Engineering, design, and related engineering services for the Allays are part of the Task Authorization for Freese and Nichols. The time schedule has plans and specifications completed by May with the plan to go out to bid in May. We will coordinate the work to start after the summer season.

FUNDING: TIF 2021 Revenue Note

EXHIBITS: Task Authorization Letter

RECOMMENDED ACTION: Approve Freese and Nichols Task Authorization for 2022 Alley Improvement Paving for \$43,906.00.



MASTER PROFESSIONAL SERVICES AGREEMENT
TASK AUTHORIZATION

Carlton Landing Economic Development Trust
44 Water Street
Carlton Landing, Oklahoma
74432

FNI REFERENCE NO. 20-2072-006

DATE: 12/22/2021

Project Name: 2022 Alley Paving

Scope : As developed with Exhibit "A"

Deliverables: Plans and Specifications as stated within Exhibit "A"

Schedule: Final plans to be delivered 150 Calendar Days from NTP

Compensation shall be as follows: A lump sum amount of Forty-Three Thousand Nine Hundred Six Dollars and as described in Exhibit "B"

Task Authorization Amount: \$43,906.00

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

FREESE AND NICHOLS, INC.

Carlton Landing Economic Development Trust

BY: 

BY: _____

ALAN C. HUTSON
Print Name

Print Name

TITLE: DIVISION MANAGER

TITLE: _____

DATE: 1/7/2022

DATE: _____

**EXHIBIT A
SCOPE OF WORK
2022 ALLEY PAVING**

The scope set forth herein defines the work to be performed by the ENGINEER in completing the project. Both the TOWN OF CARLTON LANDING and the ENGINEER have attempted to clearly define the work to be performed and address the needs of the Project.

OBJECTIVE

The project objective is the design and grading of two alleys with the Town of Carlton Landing. The first alley lies between Park Street and the Boardwalk east of Boulevard. The second alley is listed as Redbud Lane west of Redbud Circle, east of Lakeview Drive, and north of Ridgeline Road. The alley will be designed to invert the crown allowing stormwater to flow in the center of the travelled way.

These scopes of services include topographic survey and the alley design. The design will not include hydraulics and hydrology to determine the extent of potential impacts, nor will R/W documentation be completed. Geotechnical investigations will not be performed

WORK TO BE PERFORMED

Basic Services

- A. Preliminary Plan Services (30%) – Task 1
- B. Final Plan Services (95%, & PS&E) – Task 2
- C. Bidding Services – Task 3
- D. Construction Administration Services – Task 4
- E. As-Built Drawing Services – Task 5

BASIC SERVICES

A. PRELIMINARY PLAN SERVICES – 30% (TASK 1).

The Preliminary Plan Services shall be submitted to the TOWN OF CARLTON LANDING per the approved Project Schedule.

The purpose of the preliminary plan services is for the ENGINEER to identify, develop, communicate through the defined deliverables, and recommend the design concept that successfully addresses the design problem, and to obtain the TOWN OF CARLTON LANDING's endorsement of this concept.

The ENGINEER will develop the preliminary plans (30%) as follows.

1. Data Collection

- In addition to data obtained from the TOWN OF CARLTON LANDING, the ENGINEER will research and make efforts to obtain pertinent information to aid in coordination of the proposed improvements with any planned future improvements that may influence the project.
- The ENGINEER will also identify and seek to obtain data for existing conditions that may impact the project including; drainage and utility information.
- Topographic Survey – Topographic survey will include the following existing surface features: alleys, roads, bridges, curbs, drives, sidewalks, ditches, creeks, signs, fences, walls, decorative trees, flowerbeds, all visible drainage structures, and visible and/or marked utilities. The following additional elements will be:
 - Utilize provided alignment to complete topographic surveying support:
 - Locate all improvements observed within the limits of topographic surveying support
 - Approximately 500 linear feet for Area 1 and 880 linear feet for Area 2
 - OKIE ticket will be submitted to aid in the location of underground utilities
 - Right of way data will be shown according to existing plats and any provided instruments
 - A minimum of 7 benchmarks/control points will be established between both areas
 - Utilize benchmarks as available and referenced to the Oklahoma State Plane Coordinate System South
 - Zone (3501) and North American Vertical Datum (NAVD 88)
 - Review by Professional Land Surveyor
 - Items not included in the scope of work include: survey data sheets, utility easements, utility potholing, ALTA/NSPS survey, right-of-way acquisition, plat of survey, locating private utility lines, SUE, and construction staking.
- Design Team Site Visit – The ENGINEER will perform site visits and field reconnaissance of the project area to determine the general layout for the improvements and other related appurtenances potentially impacted the planned improvements.

2. Development of the Preliminary Plan Submittal (30%) shall include the following:

- Generate horizontal and vertical geometry of the proposed alley alignment.
- Generate typical sections showing the pavement section. The alley section will be asphalt with an inverted crown and a concrete flume in the center.
- Generate initial grading plan.

3. 30% Preliminary Plan submittal to include:
 - Title Sheet
 - Typical Section
 - Alley Plan and Profile Sheets
 - Grading Plan
4. Generate a Construction Cost Estimate to summarize the proposed cost of the planned improvements.
5. Include digital PDF half-size (11x17) and three (3) hard copies of the Preliminary Plan submittal (30%) to the TOWN OF CARLTON LANDING for review. Additional copies can be provided at the actual cost thereof.
6. Attend one (1) plan review meeting to discuss the Preliminary Plan submittal (30%) plans. (Assumed through Virtual Meeting)
7. The ENGINEER will address the TOWN OF CARLTON LANDING plan review comments moving to the 95% Plan submittal.

ASSUMPTIONS

- Attend meeting with the TOWN OF CARLTON LANDING to review Conceptual Plan comments. Meeting is assumed to be virtual (1 meeting).
- Right-of-way and property owner information (if included) will be approximated from County appraisal information as-needed, if not collected with site survey

DELIVERABLES

- A. Preliminary Plans (30%) submittal
- B. Construction Cost Estimate

B. FINAL PLAN SERVICES (TASK 2).

The Final Plan Services shall be submitted to the TOWN OF CARLTON LANDING per the approved Project Schedule.

Following approval of the 30% Concept Design Plan submittal, the ENGINEER will develop the design of the 95% Design Plan submittal infrastructure as follows:

1. Development of the 95% Design Plan Submittal shall include the following:
 - Prepare final horizontal and vertical design based on comments received in the 30% design phase.
 - Prepare final alley plan sheets

- Prepare final grading plan
 - Prepare quantity summary and notes
 - Prepare final cross sections of the alley. Cross sections will include the horizontal location of existing /proposed right-of-way.
 - Prepare final miscellaneous construction details
 - Develop project manual (specifications) for the project using either the TOWN OF CARLTON LANDING front end documents or those supplied by the ENGINEER.
2. 95% Design Plan Submittal, plan sheets to include:
- Title Sheet
 - Pay Quantity Summary and notes
 - Horizontal Control
 - Typical Section and General Notes
 - Removal Sheets (combined onto the alley layout sheets as-needed)
 - Alley Plan and Profile Sheets
 - Grading Plan
 - Erosion Control Plan
 - Cross sections
 - Miscellaneous details
3. Provide an updated Construction Cost estimate reflecting the 95% design.
4. Submit digital PDF half-size (11x17) and four (4) hard copies of the 95% plans and specifications to the TOWN OF CARLTON LANDING for review. Additional copies can be provided at the actual cost thereof.
5. Attend one (1) plan review meeting to discuss the findings of the 95% design plan submittal. (Assumed through Virtual Meeting)

ASSUMPTIONS

- Attend meeting with the TOWN OF CARLTON LANDING to review 95% Design Plan comments. Meeting is assumed to be virtual. (1 meeting)

DELIVERABLES

- A. 95% Design Plans
- B. Construction Cost Estimate
- C. Specifications

Following approval of the 95% Design Plan submittal, the ENGINEER will revise the plans based on the TOWN OF CARLTON LANDING provided plan comments and produce the Final plan submittal for delivery to the TOWN OF CARLTON LANDING.

1. Revise the 95% plans based on the comments received and produce the final signed/sealed plans and specifications.
2. Submit digital PDF half-size (11x17) and four (4) hard copies of the Final plans and specifications to the TOWN OF CARLTON LANDING for bidding purposes. Additional copies can be provided at the actual cost thereof.
3. Prepare and furnish the TOWN OF CARLTON LANDING an electronic copy of all final plans and specifications, all necessary forms for Electronic Bidding and advertisements for bids employing standard TOWN OF CARLTON LANDING forms.
4. Furnish seven (7) hard copies of the final plans (three of which are half-size), seven (7) copies of the final specifications, and one (1) electronic copy of the final plans and specifications. The cost of additional copies of plans and specifications can be added at the actual cost thereof.

C. BIDDING SERVICES (TASK 3).

The ENGINEER will support the bid phase of the project as follows:

1. The ENGINEER shall make available digital copies (PDF) of the bid documents to prospective bidders.
2. The ENGINEER will develop and implement procedures for receiving and answering bidders' questions and requests for additional information. The procedures shall include a log of all significant bidders questions and requests and the response thereto. The ENGINEER will assist the TOWN OF CARLTON LANDING in responding to Requests for Information during the procurement process.
3. The ENGINEER will prepare addenda to make revisions to the bid documents prior to the bid opening.
4. Attend the pre-bid conference in support of the TOWN OF CARLTON LANDING.
5. Attend the bid opening in support of the TOWN OF CARLTON LANDING.
6. The ENGINEER will assist the TOWN OF CARLTON LANDING in reviewing, tabulating, and analyzing the contract totals and recommend award of the contract.

D. CONSTRUCTION ADMINISTRATION SERVICES (TASK 4).

Upon completion of the bidding services, the ENGINEER will proceed with the performance of construction phase services as described below. The ENGINEER will endeavor to protect the TOWN OF CARLTON LANDING in providing these services however, it is understood that the ENGINEER does not guarantee the Contractor's performance, nor is the ENGINEER responsible for supervision of the Contractor's operation and employees. ENGINEER shall not be responsible for the means, methods, techniques, sequences or procedures of construction selected by the Contractor, or any safety precautions and programs relating in any way to the condition of the premises, the work of the Contractor or any Subcontractor. ENGINEER shall not be responsible for the acts or omissions of any person (except its own employees or agents) at the Project site or otherwise performing any of the work of the Project.

1. Assist in the coordination and preparation of one (1) Pre-Work conference for the Construction Contractor.
2. Interpret the drawings and specifications for Client and Contractor(s). Investigations, analyses, and studies requested by the Contractor(s) and approved by Client, for substitutions of equipment and/or materials or deviations from the drawings and specifications is an additional service.
3. Prepare documentation for contract modifications required to implement modifications in the design of the project. Receive and evaluate notices of contractor claims and make recommendations to the Client on the merit and value of the claim on the basis of information submitted by the contractor or available in project documentation. Endeavor to negotiate a settlement value with the Contractor on behalf of the Client if appropriate. Providing these services to review or evaluate construction contractor(s) claim(s), supported by causes not within the control of FNI are an additional service.
4. The ENGINEER will make site visits appropriate to the stage of construction to become familiar with the progress and quality of work. In this effort the ENGINEER will endeavor to protect the TOWN OF CARLTON LANDING against defects and deficiencies in the work of Contractors and will report any observed deficiencies to the TOWN OF CARLTON LANDING. The ENGINEER will perform two (2) site visits during the construction duration.
5. Conduct, in company with Client's representative, a final review of the Project for conformance with the design concept of the Project and general compliance with the Construction Contract Documents. Prepare a list of deficiencies to be corrected by the contractor before recommendation of final payment. Assist the City in obtaining legal releases, permits, warranties, spare parts, and keys from the contractor. Review and comment on the certificate of completion and the recommendation for final payment to the Contractor(s). Visiting the site to review completed work in excess of two (2) trips are an Additional Service.

E. AS-BUILT DRAWING SERVICES (TASK 5).

Upon completion of the Construction Administration Phase Services (Task 4) the ENGINEER shall provide the following:

1. Revise the construction drawings in accordance with the information furnished by construction Contractors(s) reflecting changes in the Project made during construction. One (1) digital copy (PDF) of "Record Drawings" shall be provided by ENGINEER to the TOWN OF CARLTON LANDING. All written comments, changes or other markings on the final drawings will be highlighted RED. It is assumed no hard copy plans will be provided but hard copies can be provided for the cost of production thereof.

SCHEDULE OF MILESTONES

NTP	January 2022
Preliminary Plan Submittal	March 2022
Final Plan Submittal	May 2022

EXHIBIT B

2022 ALLEY PAVING ROAD

BASIC SERVICES - LUMP SUM FEE REQUEST

For providing the services described in the scope of services under Basic Services.

TASK 1 - PRELIMINARY PLAN SERVICES AND SURVEY	\$ 22,797.00
TASK 2 - FINAL PLAN SERVICES	\$ 12,423.00
TASK 3 – BIDDING SERVICES	\$ 2,605.00
TASK 4 – CONSTRUCTION ADMINISTRATION	\$ 3,110.00
TASK 5 – AS-BUILT DRAWING SERVICES	\$ 1,504.00
 SUBTOTAL FEE	 \$ 43,906.00 (in figures)
 TOTAL PROJECT FEE	 \$ 43,906.00

Forty Three Thousand Nine Hundred Six Dollars
(in words)

Item No. _____

Date: January 15, 2022

AGENDA ITEM COMMENTARY

ITEM TITLE: Consider, discuss, and possibly vote to amend, revise, approve or deny Freese and Nichols Task Authorization for Stephens Road Design and related engineering services for \$139,315.00, or take any other appropriate action.

INITIATOR: Greg Buckley, Town Administrator

STAFF INFORMATION SOURCE: Greg Buckley, Town Administrator

BACKGROUND: As part of the TIF 2021 Revenue Note funds were included for extension of Stephens Road into Carlton Landing. Engineering, design, and related engineering services for the Stephens Road extension are part of the Task Authorization for Freese and Nichols. The road would be extended from termination of the asphalt to the Marina Road connection. The time schedule has plans and specifications completed by December, which includes a timeline for acquiring additional right-of-way and permits from the Corp of Engineers. It is hoped the plans can get completed sooner and we can go out to bid for late fall award.

FUNDING: TIF 2021 Revenue Note

EXHIBITS: Task Authorization Letter – Stephens Road

RECOMMENDED ACTION: Approve Freese and Nichols Task Authorization for Stephens Road Design and related engineering services for \$139,315.00.



MASTER PROFESSIONAL SERVICES AGREEMENT
TASK AUTHORIZATION

Carlton Landing Economic Development Trust
44 Water Street
Carlton Landing, Oklahoma
74432

FNI REFERENCE NO. 20-2072

DATE: 1/10/2022

Project Name: Stephens Road Design

Description of Services:

As defined in the attached Exhibit A – Scope of Work

Deliverables:

As defined in the attached Exhibit A – Scope of Work

Schedule:

As defined in the attached Exhibit A – Scope of Work

Compensation shall be as follows:

As defined in the attached Exhibit B – Fee Summary.

Basic Services: A lump sum amount of One Hundred Twenty-Seven Thousand, Eight Hundred Sixty-Five Dollars (\$127,865)

Special Services: A cost plus max amount of Eleven Thousand, Four Hundred Fifty Dollars (\$11,450)

Total Amount of One Hundred Thirty-Nine Thousand, Three Hundred Fifteen Dollars (\$139,315)

Task Authorization Amount: \$139,315.00

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

FREESE AND NICHOLS, INC.

Carlton Landing Economic Development Trust

BY:
ALAN C. HUTSON
Print Name

BY: _____

Print Name

TITLE: VICE PRESIDENT

TITLE: _____

DATE: 1/10/2022

DATE: _____

**EXHIBIT A
SCOPE OF WORK
STEPHENS ROAD**

The scope set forth herein defines the work to be performed by the ENGINEER in completing the project. Both the TOWN OF CARLTON LANDING and the ENGINEER have attempted to clearly define the work to be performed and address the needs of the Project.

OBJECTIVE

The project objective is the design of Stephens Road for approximately 3,500 linear feet. The project will include the extension of Stephens Road from the north termini, where Stephens Road currently stops, south to just north of the existing Lagoons to connect into the proposed west side of the Marina road circle. The roadway will be designed to be gravel with one-lane each direction (22 feet wide) with ditches on either side. The roadway will be offset to the east to hold the westernmost right-of-way line. Existing right-of-way is 33 feet wide and it is anticipated that additional right-of-way will be needed along the east side of the proposed roadway. The design speed of the roadway is anticipated to be 40 mph. The project will also include the design and evaluation of two creek crossing structures. The northernmost crossing is anticipated to use a box culvert and the southernmost crossing structure is anticipated to be an arch crossing structure.

These scope of services include topographic survey, roadway design, hydraulics and hydrology to size the structures and determine the extent of potential impacts within the floodplain, USACE coordination, FEMA coordination, and a desktop level environmental assessment. Additional permitting and/or CLOMR/LOMR are not included but can be added through amendment if deemed necessary. Topographic survey will be performed and R/W document generation for three (3) parcels is included but acquisition services are not part of this contract. Geotechnical investigations will be performed adjacent to the crossing structures and along the roadway for future use with no pavement structure being designed as part of this project. An Environmental desktop assessment will be performed but full environmental services are not anticipated for this project as it is anticipated to be covered under a Nationwide Permit (NWP) 14 *Linear Transportation Facilities* with a preconstruction notification (PCN) to the USACE but additional documentation or permitting can be added through amendment. Services will be rendered as defined in “Basic Services” and captured herein.

WORK TO BE PERFORMED

Basic Services

- A. Preliminary Plan Services (30%) – Task 1
- B. Final Plan Services (60%, 95%, & PS&E) – Task 2
- C. Bidding Services – Task 3
- D. As-Built Drawing Services – Task 4

Special Services

- E. Construction Administration Services – Task 5

BASIC SERVICES

A. PRELIMINARY PLAN SERVICES – 30% (TASK 1).

The Preliminary Plan Services shall be submitted to the TOWN OF CARLTON LANDING per the approved Project Schedule.

The purpose of the preliminary plan services is for the ENGINEER to identify, develop, communicate through the defined deliverables, and recommend the design concept that successfully addresses the design problem, and to obtain the TOWN OF CARLTON LANDING's endorsement of this concept.

The ENGINEER will develop the preliminary plans (30%) as follows.

1. Data Collection

- In addition to data obtained from the TOWN OF CARLTON LANDING, the ENGINEER will research and make efforts to obtain pertinent information to aid in coordination of the proposed improvements with any planned future improvements that may influence the project. The ENGINEER will also identify and seek to obtain data for existing conditions that may impact the project including; drainage and utility information.
- Topographic Survey – Topographic survey will include the following existing surface features: roads, bridges, curbs, drives, sidewalks, ditches, creeks, signs, fences, walls, decorative trees, flowerbeds, all visible drainage structures, and visible and/or marked utilities. The following additional elements will be:
 - LiDAR Mapping to be provided for high accuracy surface modeling and current aerial imagery
 - Locate all improvements observed within the limits of topographic surveying support.
 - Profile all drainage ways within survey limits.
 - Recover sufficient section corner monuments to establish section lines and any existing rights of way (including statutory right of way).
 - OKIE ticket will be submitted to aid in the location of underground utilities.
 - Right of way data will be shown according to existing plats and any provided instruments.
 - Flood zone data will be shown in final deliverable.
 - Top of water data will be shown in final deliverable.
 - Benchmarks/control points will be established at maximum intervals of 500 feet along the proposed alignment.

- Utilize benchmarks as available and referenced to the Oklahoma State Plan Coordinate System South Zone (3501) and North American Vertical Datum (NAVD 88).
- Design Team Site Visit – The ENGINEER will perform site visits and field reconnaissance of the project area to determine the general layout for the improvements and other related appurtenances potentially impacted the planned improvements.
- Environmental - desktop level studies will be performed to estimate the anticipated impact and the required level of permitting for the project and will be summarized in a brief memo detailing the findings. The environmental team will perform a site visit as part of their investigations. Full Environmental studies and permitting is not part of this contract but can be added through amendment.
- Geotechnical Studies
 - Pavement and Subgrade Survey
 - Seven (7) borings along the roadway alignment, each extending 5 feet or auger refusal and will consist of grab samples at depths for material changes.
 - Laboratory testing to include: Atterberg limits, sieve analysis, soil classification, standard proctor and CBR tests on two representative samples
 - Pavement subgrade and section recommendations for full depth construction will be included in the report. Traffic information will be provided by the TOWN OF CARLETON LANDING for use in determining the pavement section.
 - Right of entry to be provided for the exploration. Dozer services are anticipated to be needed for a portion of the exploration.
 - Reinforced Concrete Box
 - Two (2) standard penetration testing (SPT) borings are anticipated. The borings are estimated to be advanced to depths of 15 feet.
 - Split barrel samples will be obtained in the overburden at depths of 0, 2, 4, 7, 10 feet and then 5-foot intervals to the boring termination depth in each of the SPT borings. If bedrock is encountered, Texas cone penetrometer (TCP) testing will be performed at the top of bedrock and at 5-foot intervals to a minimum depth of 10 feet into the rock. If drilling refusal is encountered, the rock will be cored to a minimum depth of 10 feet into the rock.
 - Laboratory testing to include: water content, Atterberg limits, sieve analysis, and soil classification.

- Bearing capacity recommendations will be provided for the proposed RCB foundation design.
2. Development of the Preliminary Plan Submittal (30%) shall include the following:
 - Generate horizontal and vertical geometry of the proposed roadway alignment.
 - Generate typical sections showing the pavement section. The roadway section will be gravel with this design but designed such that the Town can place an asphalt cap later.
 - Preliminarily size drainage infrastructure at the two crossing locations. Perform Hydrology for the area to determine design flows at each structure for use in the sizing of the structures. Provide recommendations for crossing structure size and type and design preliminary structure layouts for the two crossings. The structure sizing needs will be investigated versus the existing floodplain and the possible need for a CLOMR/LOMR. Completion of a CLOMR/LOMR is not included as part of this scope of work but can be added later if determined to be needed.
 - Identify potential impacts to the USACE property to coordinate with the TOWN OF CARLTON LANDING for future coordination purposes.
 - Right-of-way needs will be developed to 30% plan level showing the recommended alignment and anticipated needs based on the proposed roadway being shifted to the east to limit impact to properties to the west.
 3. 30% Preliminary Plan submittal to include:
 - Title Sheet
 - Typical Section
 - Roadway Plan and Profile Sheets (showing anticipated preliminary R/W needs)
 - Crossing Structure Layout sheets
 4. Generate a Construction Cost Estimate to summarize the proposed cost of the planned improvements.
 5. Include digital PDF half-size (11x17) and three (3) hard copies of the Preliminary Plan submittal (30%) to the TOWN OF CARLTON LANDING for review. Additional copies can be provided at the actual cost thereof.
 6. Attend one (1) plan review meeting to discuss the Preliminary Plan submittal (30%) plans. (Assumed through Virtual Meeting)
 7. The ENGINEER will address the TOWN OF CARLTON LANDING plan review comments moving to the 60% Plan submittal.

ASSUMPTIONS

- Attend meeting with the TOWN OF CARLTON LANDING to review Conceptual Plan comments. Meeting is assumed to be virtual (1 meeting).
- Right-of-way and property owner information (if included) will be approximated from County appraisal information as-needed, if not collected with site survey
- The drainage structures will be designed to minimize impacts to the existing floodplain and environmental considerations identified during the desktop level assessment. Generation of a CLOMR/LOMR is not included as part of this scope but can be added at a later date if determined to be needed.

DELIVERABLES

- A. Preliminary Plans (30%) submittal
- B. Construction Cost Estimate

B. FINAL PLAN SERVICES (TASK 2).

The Final Plan Services shall be submitted to the TOWN OF CARLTON LANDING per the approved Project Schedule.

60% Design Plan Submittal

Following approval of the Preliminary Plan Services (Task 1), the ENGINEER will develop the design of the Final Plan Services (Task 2) infrastructure as follows:

1. Development of the 60% Design Plan Submittal shall include the following:
 - Revise/prepare horizontal geometry based on comments received from the Preliminary Plan Services phase.
 - Develop vertical design of the roadway improvements to minimize cut/fill along the corridor. The design will be based on maintaining existing drainage flow patterns.
 - Generate horizontal control for the roadway and drainage improvements
 - Revise/prepare typical sections of the proposed roadway improvements
 - Develop plan and profile of the proposed cross drainage structures and preliminary foundation design for one of the structures.
 - Develop the Right-of-way map based on the changes indicated from the Preliminary Report Services phase comments. The right-of-way map will denote the limits of the proposed right-of-way acquisition and/or temporary construction easements
 - Develop removal plans. These sheets will be used to denote the limits of clearing and grubbing as-needed.

- Develop 60% level cross sections of the roadway. Cross Sections will include the horizontal location of existing and proposed right-of-way
 - Select and prepare miscellaneous paving, drainage, and other details.
2. 60% Design Plan Submittal, plan sheets to include:
 - Title Sheet
 - Horizontal Control
 - Typical Section and General Notes
 - Right-of-way Map
 - Removal Sheets (as-needed to define clearing and grubbing)
 - Roadway Plan and Profile Sheets
 - Crossing Structure Plan and Profile Sheets
 - Cross sections
 - Miscellaneous details
 3. Provide an updated Construction Cost estimate reflecting the 60% design.
 4. Submit digital PDF half-size (11x17) and four (4) hard copies of the 60% plans and specifications to the TOWN OF CARLTON LANDING for review. Additional copies can be provided at the actual cost thereof.
 5. Attend one (1) plan review meeting to discuss the findings of the 60% design plan submittal. (Assumed through Virtual Meeting)
 6. Upon approval of the 60% defined right-of-way needs, the ENGINEER will work with the surveyor to develop easement documents for acquisition on three (3) parcels. R/W acquisition services are not included as part of this contract but can be added as needed.

ASSUMPTIONS

- Acquisition services to be performed by others, not as part of this contract.
- TOWN OF CARLTON LANDING to perform USACE and FEMA coordination as-needed through local contacts.
- Attend meeting with the TOWN OF CARLTON LANDING to review 60% Design Plan comments. Meeting is assumed to be virtual. (1 meeting)

DELIVERABLES

A. 60% Design Plans

B. Construction Cost Estimate

Following approval of the 60% Design Plan submittal, the ENGINEER will develop the design of the 95% Design Plan submittal infrastructure as follows:

1. Development of the 95% Design Plan Submittal shall include the following:
 - Prepare final horizontal and vertical design based on comments received in the 60% design phase.
 - Prepare final roadway plan sheets
 - Prepare final cross structure plan sheets and foundation sheets (1 structure)
 - Prepare erosion control plans and ODOT Stormwater Management Plan sheet
 - Prepare quantity summary and notes
 - Prepare detailed traffic control plans based on the anticipated construction sequencing. Plan sheets to include signage and placement of traffic control devices in accordance with the Oklahoma Department of Transportation or TOWN OF CARLTON LANDING standards and the latest version of the MUTCD.
 - Prepare final cross sections of the roadway. Cross sections will include the horizontal location of existing /proposed right-of-way.
 - Revise/prepare final Right-of-way map based on the changes indicated from the 60% submittal comments. The right-of-way map will denote the limits of any proposed right-of-way acquisition and temporary construction easements
 - Prepare signing plans
 - Prepare final miscellaneous construction details
 - Develop project manual (specifications) for the project using either the TOWN OF CARLTON LANDING front end documents or those supplied by the ENGINEER.

2. 95% Design Plan Submittal, plan sheets to include:
 - Title Sheet
 - Pay Quantity Summary and notes
 - Horizontal Control
 - Typical Section and General Notes
 - Right-of-way Map

- Removal Sheets (combined onto the roadway layout sheets as-needed)
 - Roadway Plan and Profile Sheets
 - Traffic Control Plan
 - Signing Plan
 - Erosion Control Plan & ODOT Stormwater Management Plan Sheet
 - Cross sections
 - Miscellaneous details
3. Provide an updated Construction Cost estimate reflecting the 95% design.
 4. Submit digital PDF half-size (11x17) and four (4) hard copies of the 95% plans and specifications to the TOWN OF CARLTON LANDING for review. Additional copies can be provided at the actual cost thereof.
 5. Attend one (1) plan review meeting to discuss the findings of the 95% design plan submittal. (Assumed through Virtual Meeting)

ASSUMPTIONS

- Attend meeting with the TOWN OF CARLTON LANDING to review 95% Design Plan comments. Meeting is assumed to be virtual. (1 meeting)
- Project can be authorized under NWP 14 *Linear Transportation Facilities* with the submittal of a PCN to the USACE. The TOWN OF CARLTON LANDING to take the lead on USACE coordination and permitting of the project.
- ENGINEER will generate the erosion control sheets and populate the ODOT Stormwater Management Plan sheet for inclusion. The contractor will be responsible for securing the Stormwater Pollution Prevention Plan permit for construction.

DELIVERABLES

- C. 95% Design Plans
- D. Construction Cost Estimate
- E. Specifications

Following approval of the 95% Design Plan submittal, the ENGINEER will revise the plans based on the TOWN OF CARLTON LANDING provided plan comments and produce the Final plan submittal for delivery to the TOWN OF CARLTON LANDING.

1. Revise the 95% plans based on the comments received and produce the final signed/sealed plans and specifications.

CS 10/22/18

2. Submit digital PDF half-size (11x17) and four (4) hard copies of the Final plans and specifications to the TOWN OF CARLTON LANDING for bidding purposes. Additional copies can be provided at the actual cost thereof.
3. Prepare and furnish the TOWN OF CARLTON LANDING an electronic copy of all final plans and specifications, all necessary forms for Electronic Bidding and advertisements for bids employing standard TOWN OF CARLTON LANDING forms.
4. Furnish seven (7) hard copies of the final plans (three of which are half-size), seven (7) copies of the final specifications, and one (1) electronic copy of the final plans and specifications. The cost of additional copies of plans and specifications can be added at the actual cost thereof.

C. BIDDING SERVICES (TASK 3).

The ENGINEER will support the bid phase of the project as follows:

1. The ENGINEER shall make available digital copies (PDF) of the bid documents to prospective bidders.
2. The ENGINEER will develop and implement procedures for receiving and answering bidders' questions and requests for additional information. The procedures shall include a log of all significant bidders questions and requests and the response thereto. The ENGINEER will assist the TOWN OF CARLTON LANDING in responding to Requests for Information during the procurement process.
3. The ENGINEER will prepare addenda to make revisions to the bid documents prior to the bid opening.
4. Attend the pre-bid conference in support of the TOWN OF CARLTON LANDING.
5. The ENGINEER will assist the TOWN OF CARLTON LANDING in reviewing, tabulating, and analyzing the contract totals and recommend award of the contract.

D. AS-BUILT DRAWING SERVICES (TASK 4).

Upon completion of the Construction Administration Phase Services (Task 5) the ENGINEER shall provide the following:

1. Revise the construction drawings in accordance with the information furnished by construction Contractors(s) reflecting changes in the Project made during construction. One (1) digital copy (PDF) of "Record Drawings" shall be provided by ENGINEER to the TOWN OF CARLTON LANDING. All written comments, changes or other markings on the final drawings will be highlighted RED. It is assumed no hard copy plans will be provided but hard copies can be provided for the cost of production thereof.

SPECIAL SERVICES

E. CONSTRUCTION ADMINISTRATION SERVICES (TASK 5).

Upon completion of the bidding services, the ENGINEER will proceed with the performance of construction phase services as described below. The ENGINEER will endeavor to protect the TOWN OF CARLTON LANDING in providing these services however, it is understood that the ENGINEER does not guarantee the Contractor's performance, nor is the ENGINEER responsible for supervision of the Contractor's operation and employees. ENGINEER shall not be responsible for the means, methods, techniques, sequences or procedures of construction selected by the Contractor, or any safety precautions and programs relating in any way to the condition of the premises, the work of the Contractor or any Subcontractor. ENGINEER shall not be responsible for the acts or omissions of any person (except its own employees or agents) at the Project site or otherwise performing any of the work of the Project. Services anticipated as part of this effort (services could vary and will be billed as tasks are requested by the OWNER):

1. Assist in the coordination and preparation of one (1) Pre-Work conference for the Construction Contractor.
2. Interpret the drawings and specifications for Client and Contractor(s). Investigations, analyses, and studies requested by the Contractor(s) and approved by Client, for substitutions of equipment and/or materials or deviations from the drawings and specifications is an additional service.
3. Prepare documentation for contract modifications required to implement modifications in the design of the project. Receive and evaluate notices of contractor claims and make recommendations to the Client on the merit and value of the claim on the basis of information submitted by the contractor or available in project documentation. Endeavor to negotiate a settlement value with the Contractor on behalf of the Client if appropriate. Providing these services to review or evaluate construction contractor(s) claim(s), supported by causes not within the control of the ENGINEER are an additional service.
4. The ENGINEER will make site visits appropriate to the stage of construction to become familiar with the progress and quality of work. In this effort the ENGINEER will endeavor to protect the TOWN OF CARLTON LANDING against defects and deficiencies in the work of Contractors and will report any observed deficiencies to the TOWN OF CARLTON LANDING. The ENGINEER will perform four (4) site visits during the construction duration.
5. Conduct, in company with Client's representative, a final review of the Project for conformance with the design concept of the Project and general compliance with the Construction Contract Documents. Prepare a list of deficiencies to be corrected by the contractor before recommendation of final payment. Assist the City in obtaining legal releases, permits, warranties, spare parts, and keys from the contractor. Review and comment on the certificate of completion and the recommendation for final payment to the Contractor(s). Visiting the site to review completed work in excess of two (2) trips are an Additional Service.

SCHEDULE OF MILESTONES

NTP	January 2022
Preliminary Plan Submittal	April 2022
60% Plan Submittal	July 2022
Final Plan Submittal	December 2022

EXHIBIT B

STEPHENS ROAD

BASIC SERVICES - LUMP SUM FEE REQUEST

For providing the services described in the scope of services under Basic Services.

TASK 1 - PRELIMINARY PLAN SERVICES	\$ 27,100.00
SURVEY	\$ 33,000.00
GEOTECH	\$ 16,280.00
TASK 2 - FINAL PLAN SERVICES	\$ 44,050.00
TASK 3 – BIDDING SERVICES	\$ 4,410.00
TASK 4 – AS-BUILT DRAWING SERVICES	\$ 3,025.00
 SUBTOTAL FEE	 \$127,865.00 (in figures)

**SPECIAL SERVICES – COST PLUS MAX FEE
REQUEST**

For providing the services described in the scope of services under Special Services.

TASK 5 – CONSTRUCTION ADMINISTRATION	\$ 11,450.00
 SUBTOTAL FEE	 \$ 11,450.00 (in figures)

TOTAL PROJECT FEE \$139,315.00

One hundred thirty-nine thousand, three hundred fifteen dollars (in words)

Statement of Revenue and Expenditures

Acct	Current	Year-To-Date		Annual Budget	Jul 2021
	Period	Jul 2021	Annual Budget	Jul 2021	Jun 2022
	Dec 2021	Dec 2021	Jul 2021	Jun 2022	Percent of
	Actual	Actual	Jun 2022	Variance	Budget

Revenue & Expenditures

Revenue

Non-Departmental Revenues

3999	Fund Balance Carryover	0.00	0.00	644,885.00	644,885.00	0.0%
4050	Tax Increment from County	11,839.76	34,724.76	868,289.00	833,564.24	4.0%
4350	Revenue Bond (TIF)	0.00	0.00	1,319,999.55	1,319,999.55	0.0%
Non-Departmental Revenues Totals		\$11,839.76	\$34,724.76	\$2,833,173.55	\$2,798,448.79	
Revenue		\$11,839.76	\$34,724.76	\$2,833,173.55	\$2,798,448.79	
Gross Profit		\$11,839.76	\$34,724.76	\$2,833,173.55	\$0.00	

Expenses

Non-Departmental Revenues

8500	Interest Expense	110,037.50	116,832.50	0.00	(116,832.50)	0.0%
Non-Departmental Revenues Totals		\$110,037.50	\$116,832.50	\$0.00	(\$116,832.50)	

General Government

8100	2018 Revenue Bond	0.00	0.00	208,425.21	208,425.21	0.0%
8101	2018B Revenue Bond	0.00	0.00	123,700.00	123,700.00	0.0%
8102	2019 Revenue Bond	0.00	1,500.00	188,887.50	187,387.50	0.8%
8103	2020 Revenue Bond	0.00	0.00	79,925.00	79,925.00	0.0%
8104	2021 Revenue Bond	0.00	0.00	165,360.00	165,360.00	0.0%
8400	Bond Origination Fees	0.00	0.00	55,000.00	55,000.00	0.0%
9500	Transfer OUT to General Fund	0.00	0.00	101,989.00	101,989.00	0.0%
General Government Totals		\$0.00	\$1,500.00	\$923,286.71	\$921,786.71	

TIF Projects

7100	2018 Rev Bond Alley Improv	0.00	1,000.00	0.00	(1,000.00)	0.0%
7101	2018 Rev Bond - Playground	0.00	0.00	10,000.00	10,000.00	0.0%
7121	2018B Rev Bond-Camp Bus Inc	0.00	0.00	1,170.98	1,170.98	0.0%
7131	2019 Rev Bond- Comm Cntr	0.00	0.00	350,000.00	350,000.00	0.0%
7132	2019 Rev Bond-Camp Bus Ince	0.00	0.00	67,305.84	67,305.84	0.0%
7150	2020 Bond - Pavilion	(4,772.00)	25,578.46	91,060.00	65,481.54	28.1%
7151	2020 Rev Bond- Rdgline Trail	35,483.41	127,266.41	101,700.00	(25,566.41)	125.1%
7152	2020 Rev Bond- Camp Bus Ince	0.00	0.00	6,532.18	6,532.18	0.0%
7153	2020 Rev Bond- Alley Improv	0.00	12,340.00	0.00	(12,340.00)	0.0%
7155	2020 Rev Bond- Future Projects	0.00	0.00	17,146.81	17,146.81	0.0%
7160	2021 Rev Bond-Community Cen	0.00	0.00	35,000.00	35,000.00	0.0%
7161	2021 Rev Bond- Stephens Road	0.00	0.00	800,000.00	800,000.00	0.0%
7163	2021 Rev Bond-Alley Imp Phase	0.00	0.00	120,000.00	120,000.00	0.0%
7164	2021 RevBond Alley Redbud	0.00	0.00	120,000.00	120,000.00	0.0%

TIF Projects Totals \$30,711.41 \$166,184.87 \$1,719,915.81 \$1,553,730.94

Expenses \$140,748.91 \$284,517.37 \$2,643,202.52 \$2,358,685.15

Revenue Less Expenditures (\$128,909.15) (\$249,792.61) \$189,971.03 \$0.00

Net Change in Fund Balance (\$128,909.15) (\$249,792.61) \$189,971.03 \$0.00

Fund Balances

Beginning Fund Balance	(2,584,584.80)	(2,463,701.34)	0.00	0.00	0.0%
Net Change in Fund Balance	(128,909.15)	(249,792.61)	189,971.03	0.00	0.0%
Ending Fund Balance	(2,713,493.95)	(2,713,493.95)	0.00	0.00	0.0%

CLEDT
Bank Register
12/1/2021 to 12/31/2021

Transaction Date	Transaction Number	Transaction Name / Description	Deposit Date	Deposit Number	Receipts & Credits	Checks & Payments	Balance
1040 BOK 3649 TIF Increment							
		Beginning Balance			0.00	0.00	412,840.62
12/1/2021	EFT	BOK Financial			0.00	17,462.50	395,378.12
12/1/2021	EFT	BOK Financial			0.00	36,943.75	358,434.37
12/1/2021	EFT	BOK Financial			0.00	21,418.75	337,015.62
12/1/2021	EFT	BOK Financial			0.00	34,212.50	302,803.12
12/9/2021	R-00062	Kiamichi Electric			4,772.00	0.00	307,575.12
12/15/2021	R-00061	Pittsburg County Clerk			11,839.76	0.00	319,414.88
1040 BOK 3649 TIF Increment Totals					\$16,611.76	\$110,037.50	\$319,414.88
1050 BOK 6147 - Rev Bond 2018							
		Beginning Balance			0.00	0.00	9,547.90
1050 BOK 6147 - Rev Bond 2018 Totals					\$0.00	\$0.00	\$9,547.90
1060 BOK 4042 - Rev Bond 2018B							
		Beginning Balance			0.00	0.00	1,171.16
1060 BOK 4042 - Rev Bond 2018B Totals					\$0.00	\$0.00	\$1,171.16
1070 BOK - Rev Bond 2019							
		Beginning Balance			0.00	0.00	43,008.85
1070 BOK - Rev Bond 2019 Totals					\$0.00	\$0.00	\$43,008.85
1080 BOK 3045 Rev Bond 2020							
		Beginning Balance			0.00	0.00	98,099.82
12/2/2021	0023	Rigoberto Contreras			0.00	25,374.13	72,725.69
12/2/2021	0022	Bumpers Construction & Tr			0.00	2,083.76	70,641.93
12/8/2021	0024	Bumpers Construction & Tr			0.00	3,025.52	67,616.41
12/15/2021	0025	Rigoberto Contreras			0.00	5,000.00	62,616.41
1080 BOK 3045 Rev Bond 2020 Totals					\$0.00	\$35,483.41	\$62,616.41
Report Totals					\$16,611.76	\$145,520.91	\$435,759.20
Records included in total = 15							

Report Options

Trans Date: 12/1/2021 to 12/31/2021

Fund: CLEDT

Display Notation: No