

**AGENDA**  
**JENKS PUBLIC WORKS AUTHORITY**  
**TUESDAY, MARCH 17, 2026, 6:00 PM**  
**JENKS CITY HALL, 211 NORTH ELM**

**If you require special accommodations pursuant to the Americans with Disabilities Act, please notify the City Clerk's Office at (918) 299-5883 or email [agendas@jenksok.org](mailto:agendas@jenksok.org).**

**CALL TO ORDER**

**ROLL CALL**

**BUSINESS**

Official action can only be taken on items which appear on the agenda. The Public Works Authority may adopt, approve, ratify, deny, defer, recommend, amend, strike, or continue any agenda item.

1. Award contract for Water Distribution City-Wide Water Master Plan and Model Design to Cowan Group Engineering LLC., in the amount not to exceed \$257,721.00; funding for the same to be paid from the FY 25-26 Budget (Account 56-531-5392; Water System Master Plan and Hydraulic Model).

**ADJOURNMENT**



## CITY OF JENKS

211 NORTH ELM STREET • P.O. BOX 2007  
JENKS, OKLAHOMA 74037-2007  
PHONE (918) 299-5883 • FAX (918) 299-4489

### MEMORANDUM

To: **Chris Shrout, City Manager**  
**F. Robert Carr, Jr., P.E., Assistant City Manager**

From: **Anthony Wilkins, P.E., City Engineer** *Anthony Wilkins*

Date: **March 11, 2026**

Subject: **Water Distribution City-Wide Water Master Plan and Model Design – Award of Contract**

The City requested qualification statements on October 27, 2025 for the development of a Water Master Plan including assessment and improvement recommendations for its drinking water distribution system over a minimum of a twenty-year planning horizon. Funding for the performance of these services is included in the current FY25-26 budget.

This general scope of this project includes:

- Detailed comprehensive strategies for infrastructure improvements
- Hydraulic performance
- Regulatory compliance
- Financial planning
- Future demand forecasting
- System evaluation against hydraulic standards
- Recommended system improvements
- Capital Improvement Plan (CIP) with estimated costs for recommended projects

Three (3) engineering firms responded to the RFQ and each were requested to provide engineering proposals for the development of the Water Master Plan. Proposals from three (3) engineering firms (Cowan Group Engineering, LLC - OKC, OK; Freese and Nichols Inc. – Tulsa and OKC, OK and Fort Worth, TX; Garver – Tulsa, OK) were received for these design services. The qualifications, scope of services, projected manhours, and project understanding of each firm were evaluated by Engineering Department staff and interviews of each firm were conducted on January 28 and 30, 2026. Cowan Group Engineering was determined to be the most responsive and highly qualified firm.

The negotiated Scope of Services involves:

- Strategic Guidance
  - The Master Plan is to provide a roadmap for managing and growing the City water distribution system to ensure reliability and sustainability.

- Data collection and infrastructure assessment
- Demand forecasting
  - Hydraulic modeling:
  - Capacity determination
- Evaluation of alternatives: Analyses of different infrastructure improvement options and system configurations to find the most beneficial and cost-effective solutions.
- Capital Improvement Plan (CIP): Create a prioritized list of proposed short- and long-term capital projects with estimated costs, timelines, and funding strategies to implement the plan recommendations.
- Financial analysis: Review current funding mechanisms and propose long-term funding strategies to sustainably finance water system improvements for repair, replacement, and expansion.
- Regulatory Compliance: Ensure the plan helps the community meet current and future regulations.
- Potential project schedule: Prepare a preliminary timeline for completing the project, with milestones for identified work items.
- Public engagement plan: Formulate a plan for coordinating with city staff, stakeholders, and engaging the public.
- Final report: Produce a comprehensive Water Master Plan report that details all study assumptions, findings, and recommendations.

The total cost to perform the proposed Scope of Services is \$257,721.00. The City Attorney has evaluated this contract document language to arrive at language that both staff and Cowan agree upon. The attached contract reflects the agreed upon language by both parties.

Staff requests to award a professional engineering contract for the Water Distribution City-Wide Water Master Plan and Model Design to Cowan Group Engineering, LLC (Oklahoma City, OK) in the amount not to exceed \$257,721.00; funding for the same to be paid from the FY25-26 Budget (Account Code 56-531-5392) – Water System Master Plan and Hydraulic Model.

Attachments:  
Cowan Group Engineering, LLC Contract

AGREEMENT  
FOR  
PROFESSIONAL ENGINEERING SERVICES  
FOR  
WATER DISTRIBUTION CITY-WIDE WATER MASTER PLAN AND MODEL

THIS AGREEMENT, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2026 between the City of Jenks, Oklahoma, a Municipal Corporation, of the State of Oklahoma, hereinafter referred to as CITY, and Cowan Group Engineering LLC, hereinafter referred to as ENGINEER;

WITNESSETH:

WHEREAS, CITY intends to complete a Water Distribution City-Wide Water Master Plan and Model in Jenks, Oklahoma, hereinafter referred to as the PROJECT; and,

WHEREAS, CITY requires certain professional services in connection with the PROJECT, hereinafter referred to as the SERVICES; and

WHEREAS, ENGINEER is prepared to provide such SERVICES;

NOW THEREFORE, in consideration of the promises contained herein, the parties hereto agree as follows:

1.0 SCOPE OF PROJECT: The scope of the PROJECT is described in Attachment A, SCOPE OF PROJECT, which is attached hereto and incorporated by reference as part of this AGREEMENT.

2.0 SERVICES TO BE PERFORMED BY ENGINEER. ENGINEER shall perform the SERVICES described in Attachment B, SCOPE OF SERVICES, which is attached hereto and incorporated by reference as part of this AGREEMENT.

3.0 CITY'S RESPONSIBILITIES. CITY shall be responsible for all matters described in Attachment C, RESPONSIBILITIES OF THE CITY, which is attached hereto and incorporated by reference as part of this AGREEMENT.

4.0 COMPENSATION CITY shall pay ENGINEER in accordance with Attachment D, COMPENSATION, which is attached hereto and incorporated by reference as part of this agreement.

5.0 STANDARD OF PERFORMANCE. ENGINEER shall perform the SERVICES undertaken in a manner consistent with the prevailing accepted standard for similar services with respect to projects of comparable function and complexity and with the applicable laws and regulations published and in effect at the time of performance of the SERVICES. The PROJECT shall be designed and engineered in a good and workmanlike manner and in strict accordance

with this AGREEMENT. All engineering work shall be performed by or under the supervision of Professional Engineers licensed in the State of Oklahoma, and properly qualified to perform such engineering services, which qualification shall be subject to review by CITY. Other than the obligation of the ENGINEER to perform in accordance with the foregoing standard, no warranty either express or implied, shall apply to the SERVICES to be performed by the ENGINEER pursuant to this AGREEMENT or the suitability of ENGINEER'S work product.

6.0 LIMITATIONS OF RESPONSIBILITY. ENGINEER shall not be responsible for construction means, methods, techniques, sequences, procedures, or safety precautions and programs in connection with the PROJECT.

7.0 OPINIONS OF COST AND SCHEDULE.

7.1 The Parties acknowledge that the ENGINEER has no control over the cost of labor, materials, equipment or services furnished by others, or over contractors', subcontractors', or vendors' methods of determining prices, or over competitive bidding or market conditions, ENGINEER'S cost estimates shall be made on the basis of qualification and experience as a Professional Engineer.

7.2 Since ENGINEER has no control over the resources provided by others to meet construction contract schedules, ENGINEER'S forecast schedules shall be made on the basis of qualification and experience as a Professional Engineer.

8.0 LIABILITY AND INDEMNIFICATION.

8.1 ENGINEER shall defend and indemnify CITY from and against legal liability for damages arising out of the performance of the SERVICES for CITY including but not limited to any claims, costs, attorney fees, or other expenses of whatever nature where such liability is cause by the negligent act, error, or omission of ENGINEER or any person or organization for whom ENGINEER is legally liable. Nothing in this paragraph shall make the ENGINEER liable for any damages caused by the CITY or any other Contractor of the CITY.

8.2 ENGINEER shall not be liable to CITY for any special, indirect or consequential damages, such as, but not limited to, loss of revenue, or loss of anticipated profits.

9.0 COMPLIANCE WITH LAWS.

9.1 In performance of the SERVICES, ENGINEER shall comply with applicable regulatory requirements including federal, state, and local laws, rules, regulations, orders, codes, criteria and standards. ENGINEER shall procure the permits, certificates, and licenses necessary to allow ENGINEER to perform the SERVICES. ENGINEER shall not be responsible for procuring permits, certificates, and licenses required for any construction unless such responsibilities are specifically assigned to ENGINEER in Attachment B, SCOPE OF SERVICES.

9.2 The ENGINEER certifies that it and all of its subcontractors to be used in the performance of this Agreement are in compliance with 25 O.S. Sec. 1313 and participate in the Status Verification System. The Status Verification System is defined in 25 O.S. Sec. 1312 and includes but is not limited to the free Employee Verification Program (E-Verify) available at [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify).

9.3 ENGINEER verifies that it does not have practice, policy, or directive that discriminates against a firearm entity or firearm trade association and will not discriminate during the term of this contract against a firearm entity or trade association as defined and provided in the Title 21 § 1289.31 of the Oklahoma Statutes.

10.0 INSURANCE.

10.1 During the performance of the SERVICES under this AGREEMENT, ENGINEER shall maintain the following insurance:

10.1.1 General Liability Insurance with a bodily injury and property damage combined single limit of not less than \$1,000,000 for each occurrence.

10.1.2 Automobile liability Insurance with a bodily injury and property damage combined single limit of not less than \$1,000,000 for each occurrence.

10.1.3 Worker's Compensation Insurance in accordance with statutory requirements and Employers' Liability Insurance with limits of not less than \$100,000 for each occurrence.

10.1.4 Professional Liability Insurance with coverage of \$1,000,000 for each occurrence, \$2,000,000 aggregate, and any amendments or successor provisions related thereto with prior acts endorsement for the insurance to remain in effect for one year after CITY acceptance of the PROJECT.

10.2 ENGINEER shall furnish CITY certificates of insurance which shall include a provision that such insurance shall not be cancelled without at least 30 days written notice to the CITY.

10.3 The ENGINEER shall not cause any required insurance policy to be cancelled or permit it to lapse. If the ENGINEER cancels, allows to lapse, fails to renew or in any way fails to keep any required insurance policy in effect, the CITY will suspend all progress and/or final payments for the project until the required insurance is obtained. Further, an ENGINEER who fails to keep required insurance policies in effect may be deemed by the CITY in breach of contract, ineligible to respond to invitations to submit proposals and/or ineligible to engage in any new agreements.

11.0 OWNERSHIP AND REUSE OF DOCUMENTS.

11.1 All documents, including original drawing, estimates, specifications, field notes, and data shall become and remain the property of the CITY.

11.2 CITY'S reuse of such documents without written verification or adaptation by ENGINEER for the specific purpose intended with be at CITY'S risk.

12.0 TERMINATION OF AGREEMENT.

12.1 The obligation to continue SERVICES under this AGREEMENT may be terminated by either party upon fifteen days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party.

12.2 CITY shall have the right to terminate this AGREEMENT, or suspend performance

thereof, for CITY'S convenience upon written notice to ENGINEER; and ENGINEER shall terminate or suspend performance of SERVICES on a schedule acceptable to CITY. In the event of termination or suspension for CITY'S convenience, CITY shall pay ENGINEER for all SERVICES performed in accordance with provisions of Attachment D, COMPENSATION. Upon restart of a suspended project, payment shall be made to ENGINEER in accordance with Attachment D, COMPENSATION.

13.0 NOTICE.

13.1 Any notice, demand, or request required by or made pursuant to this AGREEMENT shall be deemed properly made if personally delivered in writing or deposited in the United States mail, postage prepaid, to the address specified below.

13.0.1 To ENGINEER: Jeff Cowan, PE  
7100 N. Classen Blvd, STE 500  
Oklahoma City, OK 73116

13.0.2 To CITY: City of Jenks, Oklahoma  
211 North Elm Street, P.O. Box 2007  
Jenks, Oklahoma 74037

13.2 Nothing contained in this Article shall be construed to restrict the transmission of routine communications between representatives of ENGINEER and CITY.

14.0 UNCONTROLLABLE FORCES Neither CITY nor ENGINEER shall be considered to be in default of this AGREEMENT if delays in or failure of performance shall be due to forces which are beyond the control of the parties; including, but not limited to: fire, flood, earthquakes, storms, lightning, epidemic, war, riot, civil disturbance, sabotage; inability to procure permits, licenses, or authorizations from any state, local, or federal agency or person for any of the supplies, materials, accesses, or services required to be provided by either CITY or ENGINEER under this AGREEMENT; strikes, work slowdowns or other labor disturbances, and judicial restraint.

15.0 SEVERABILITY. If any portion of this AGREEMENT shall be construed by a court of competent jurisdiction as unenforceable, such portion shall be severed herefrom, and the balance of this AGREEMENT shall remain in full force and effect.

16.0 INTEGRATION AND MODIFICATION. This AGREEMENT includes Attachments A, B, C, D, E and F and represents the entire and integrated AGREEMENT between the Parties; and supersedes all prior negotiations, representations, or agreements pertaining to the SCOPE OF SERVICES herein, either written or oral. This AGREEMENT may be amended only by a written instrument signed by each of the Parties.

17.0 DISPUTE RESOLUTION PROCEDURE. In the event of a dispute between the ENGINEER and the CITY over the interpretation of application of the terms of this AGREEMENT, the matter shall be referred to the Jenks City Manager for resolution. If the City Manager is unable to resolve the dispute, the matter may, in the Manager's discretion, be referred to the City Council for resolution. Regardless of these procedures, neither party shall be precluded from exercising any rights, privileges or opportunities permitted by law to resolve any dispute.

18.0 ASSIGNMENT. ENGINEER shall not assign its obligations undertaken pursuant to this AGREEMENT, provided that nothing contained in this paragraph shall prevent ENGINEER from

employing such independent consultants, associates, and subcontractors as ENGINEER may deem appropriate to assist ENGINEER in the performance of the SERVICES hereunder.

19.0 APPROVAL. It is understood and agreed that all work performed under this AGREEMENT shall be subject to inspection and approval by the Public Works Department of the City of Jenks, and any plans or specifications not meeting the terms set forth in this AGREEMENT will be replaced or corrected at the sole expense of the ENGINEER. The ENGINEER will meet with the City staff initially and monthly thereafter and will be available for public hearings and/or City of Jenks presentation.

20.0 TIME OF ESSENCE. The Parties agree that time is deemed to be of the essence with respect to this Agreement, including but not limited to the commencement of the PROJECT, rate of progress of the PROJECT and completion date of the PROJECT. The project schedule is provided in Attachment E.

21.0 GOVERNING LAW: JURISDICTION: VENUE. This AGREEMENT shall be deemed to have been executed by all parties hereto in Tulsa County, Oklahoma and accordingly, this AGREEMENT shall be governed by and construed in accordance with the laws of the State of Oklahoma. The Parties agree that any suit, action or proceeding with respect to this AGREEMENT shall be brought in the District Court of Tulsa County, Oklahoma. All parties hereby irrevocably waive any objections which they may now or hereafter have to the personal jurisdiction or venue of any suit, action or proceeding arising out of or relating to this AGREEMENT brought in any such court and hereby further irrevocable waive any claim that such suit, action or proceeding brought in such court has been brought in an inconvenient forum.

22.0 RELATIONSHIP OF PARTIES. The ENGINEER is, and shall remain at all times, an independent contractor with respect to activities and conduct while engaged in the performance of SERVICES for the CITY under this Agreement. No employees, subcontractors or agents of the ENGINEER shall be deemed employees of the CITY for any purposes whatsoever, and none shall be eligible to participate in any benefit program provided by the CITY for its employees. The ENGINEER shall be solely responsible for the payment of all employee wages and salaries, taxes, withholding payments, fringe benefits, insurance premiums, continuing education courses, material or related expenses on behalf of its employees, subcontractors and agents. Nothing in this AGREEMENT shall be construed to create a partnership, joint venture, or agency relationship among the Parties. No party shall have any right, power or authority to act as a legal representative of another party, and no party shall have any power to obligate or bind another party, or to make any representations, express or implied, on behalf of or in the name of the other in any manner or for any purpose whatsoever.

23.0 INVALIDITY. If any terms of this AGREEMENT shall be declared invalid, illegal, or unenforceable for any reason or in any respect, such invalidity, illegality, or unenforceability shall not affect any other provisions hereof and this AGREEMENT shall be construed as if such provision had never been contained herein.

24.0 THIRD PARTIES. This AGREEMENT is between CITY and ENGINEER and creates no right unto or duties to any other person. No person is or shall be deemed a third party beneficiary of this AGREEMENT.

25.0 HEADINGS. The heading used herein are for convenience only and shall not be used in interpreting this AGREEMENT.

26.0 BINDING EFFECT. This Agreement shall be binding upon CITY and ENGINEER and their respective successors, heirs, legal representatives and permitted assigns.

27.0 WAIVER. The rights and remedies of the parties to this AGREEMENT are cumulative and not alternative. Neither the failure nor any delay by any party in exercising any right, power or privilege under this Agreement will operate as a waiver of such right, power or privilege, and no single or partial exercise of any such right, power or privilege will preclude any other or further exercise of such right, power or privilege or the exercise of any other right, power or privilege. To the maximum extent permitted by applicable laws: (i) no claim or right arising out of this Agreement or the documents referred to in this Agreement can be discharged by one party, in whole or in part, by a waiver or renunciation of the claim or right unless in writing signed by the other parties; (ii) no waiver that may be given by a party shall be applicable except to the specific instance for which it is given; and (iii) no notice or demand on one party shall be deemed to be a waiver of any obligation of such party or of the right of the party giving such notice or demand to take further action without notice or demand as provided in this Agreement.

28.0 INTERPRETIVE MATTERS AND DEFINITIONS. The following interpretive matters shall be applicable to this AGREEMENT:

28.1 Unless the context otherwise requires: (a) all references to Sections are to Section of or to this Agreement; (b) each term defined in this Agreement has the meaning assigned to it; (c) "or" is disjunctive but not necessarily exclusive; (d) words in a singular include the plural and vice versa. All reference to dollar amounts shall be in lawful currency of the United States of America;

28.2 No provision of this Agreement will be interpreted in favor of, or against, any of the parties hereto by reason of the extent to which such party or its counsel participated in the drafting thereof or by reason of the extent to which any such provision is inconsistent with any prior draft hereof or thereof;

28.3 Any reference to any applicable laws shall be deemed to refer to all ruled and regulations promulgated thereunder and judicial interpretations thereof, unless the context requires otherwise;

28.4 The word "including" means "including, without limitation" and does not limit the preceding words or terms; and

28.5 All words used in the AGREEMENT shall be construed to be of such gender, number or tense as circumstances require.

29.0 MULTIPLE COUNTERPARTS. The Agreement may be executed in several counterparts, each of which shall be deemed an original, but which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties have executed this AGREEMENT in multiple copies on the respective dates hereinbelow reflected to be effective on the date executed by the Mayor of the City of Jenks or Contracting Authority.



Tonya Alexander

\_\_\_\_\_  
(SEAL APPROVED)

\_\_\_\_\_  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney

Engineer

Jeff Cowan

3/12/2026

Date  
CITY OF JENKS, OKLAHOMA

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

RECOMMENDED:

\_\_\_\_\_  
City Engineer

**Agreement  
for  
Professional Engineering Services for**

**WATER DISTRIBUTION CITY-WIDE WATER MASTER PLAN AND MODEL**

**Attachment A**

**SCOPE OF PROJECT**

**Project Description**

The CITY currently distributes drinking water to the citizens through approximately two hundred and forty (240) miles of water pipe ranging from 2-inches to 12-inches. The City purchases water from Tulsa Metropolitan Utility Authority (TMUA) through seven (7) master meters and multiple TMUA waterlines within the City. The CITY has a need to assess the long-term capacity and sustainability of the current water distribution system (System). The CITY plans to investigate the water system and develop a water model and capital improvement plan (Plan). The purpose of the Plan is to evaluate and investigate the CITY'S water distribution system to identify shortcomings and capital improvements necessary for the CITY'S continued growth. The assessment of the System and the improvement recommendation shall be for a twenty (20) year planning period. The key components of the plan shall include the creation of a system wide water hydraulic water model, future demand forecasting, system evaluation against hydraulic standards, system improvements, and a capital improvements plan (CIP) with planning-level costs.

## **Attachment B**

### **SCOPE OF SERVICES**

#### **Scope of Work**

The ENGINEER understands the scope of work shall include the investigation and evaluation water distribution system lines, water loss evaluation and final capital improvement plan. The Plan will be approved by the City Council and will be a basis for current and future City leaders.

The ENGINEER shall provide the following scope of services for the Project as follows:

#### **Task 1 - Project Management and Progress Reporting**

- 1.1 The ENGINEER shall provide project management and progress reporting functions required to successfully complete Tasks 2 through 9.
- 1.2 Monthly Progress Reporting: The ENGINEER shall prepare and submit to CITY monthly invoice packets including the following:
  - a. A cover letter providing general project status, progress completed during the invoice period for each major subtask.
  - b. Monthly invoice.
  - c. Updated project schedule.
- 1.3 Progress Meetings:
  - a. ENGINEER shall conduct regular monthly progress status meetings with the CITY. The meetings shall cover the following items at a minimum:
    - i. Update the team on project status, progress achieved, budget and schedule status/concerns and potential deviations from the Scope of Services and corrective actions.
    - ii. ENGINEER will also provide by-weekly email updates.
    - iii. Discuss project issues, coordinate work activities and review work activities planned for the upcoming period. These progress meetings will be in addition to other work product review meetings or workshops with CITY as identified herein. The ENGINEER will prepare an agenda for each meeting.
- 1.4 Quality Assurance and Quality Control: The project documents shall be reviewed by ENGINEER's technical advisors and/or senior technical staff for quality assurance and quality control (QA/QC) purposes prior to delivery to the CITY.
- 1.5 Schedule: ENGINEER shall provide an updated detailed schedule for execution of the project prior to the initiation of Task 2.
  - a. Schedule shall be updated monthly based on progress.

## **Task 2 – Data Collection and Infrastructure Assessment**

- 2.1 ENGINEER shall coordinate and conduct a project initiation or kickoff meeting to review the scope and clarify CITY'S requirements for the project, review pertinent available data, review project staffing and organization, present initial work plan, and review initial work schedule as well as include all pertinent stakeholders for information exchange.
- 2.2 Prepare and submit an agenda two (2) business days prior to the project initiation meeting.
- 2.3 Prepare and submit meeting minutes to the CITY for review and comment within seven (7) calendar days of the meeting.
- 2.4 Develop a comprehensive data request for the CITY that includes any necessary operation information, previous engineering studies, existing design information, existing record drawings, etc. The ENGINEER will provide the list of requested information prior to the Project Initiation Meeting.
- 2.5 Perform site visits, as required, to review the project site(s) and determine any field conditions that must be considered during design.
- 2.6 Install pressure loggers on fire hydrants. Pressure loggers shall log continuously for a minimum of 24 hours and up to 48 hours. Up to ten (10) hydrants shall be tested.
- 2.7 Perform elevation verification of up to twelve (12) sites.
- 2.8 Conduct interviews, as required, with CITY staff regarding existing operations.
- 2.9 ENGINEER shall identify additional information and data needs based on the review of the collected data.
- 2.10 Review meter information for water loss audit.

## **Task 3 – Demand Forecasting and Planning Criteria**

- 3.1 Incorporate zoning and land-use into GIS files.
- 3.2 Provide land-use based demand projections including average day, maximum day, and fire flow demands.

## **Task 4 – Hydraulic Modeling and Calibration**

- 4.1 Review current GIS files for data gaps.
- 4.2 Incorporate existing waterlines not in the City's GIS files.
- 4.3 Incorporate maintenance records from previous five (5) years into GIS files.
- 4.4 Attend and coordinate one (1) review meeting to review mapping and demand projections
- 4.5 Input infrastructure data into modeling software. Software to be utilized shall be Innowyze Infowater utilizing ARCGIS ESRI Platform.
- 4.6 Calibrate software modeling with field data.
- 4.7 Create model under multiple conditions, including current and future conditions.

## **Task 5 – Capacity Determination and Deficiency Analysis**

- 5.1 Identify areas where modeling indicates deficiencies related to capacity, pressure, or fire flow.

## **Task 6 – Evaluation of Alternatives**

- 6.1 Prepare recommendations for system improvements, as identified within the model.
- 6.2 Prepare planning-level cost estimates for system improvements.
- 6.3 Attend and coordinate one (1) review meeting to review modeling and recommendations

## **Task 7 – Capital Improvements Plan, Financial Analysis, and Regulatory Compliance**

- 7.1 Prepare and develop preliminary capital improvement plan/report
- 7.2 Summarize findings and recommendations for the aforementioned task items
- 7.3 Prepare planning-level cost estimates
- 7.4 Prepare and recommend construction improvement priorities/phasing
- 7.5 Prepare and recommend general water distribution system improvements
- 7.6 Evaluate and recommend system improvement funding along with options

## **Task 8 – Public/Stakeholder Coordination**

- 8.1 Prepare and deliver five (5) hard copies of the preliminary capital improvement plan/report
- 8.2 Attend one (1) meeting with City project team to present the findings and draft report.
- 8.3 Present final report to the Jenks Public Works Committee
- 8.4 Present final report and recommendations to City Council

## **Task 9 – Draft and Final Master Plan Report**

- 9.1 Incorporate staff comments from preliminary report meeting
- 9.2 Revise and prepare final capital improvement plan report
- 9.3 Revise and amend final report (as required).
- 9.4 Prepare and deliver five (5) hard copies of the final report

## **Task 10 – Additional Services**

- 10.1 Fire Flow Testing
- 10.2 Subsurface Utility Investigation
- 10.3 Additional services described in 10.1 and 10.2 will be allowed only with prior approval from CITY staff if additional information is needed to inform the model. Any additional services not described above can be found in Attachment F.

## **Attachment C**

### **RESPONSIBILITIES OF THE CITY**

The CITY will provide the following information as part of the project.

- C.1 - GIS information
- C.2 - As-built plans
- C.3 - Meter readings
- C.4 - Fire flow test results
- C.5 - Maintenance Records
- C.6 - Monthly operational reports
- C.7 - Additional information as identified during Task 2

**Attachment D**  
**COMPENSATION**

**1.0 BASIC COMPENSATION**

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

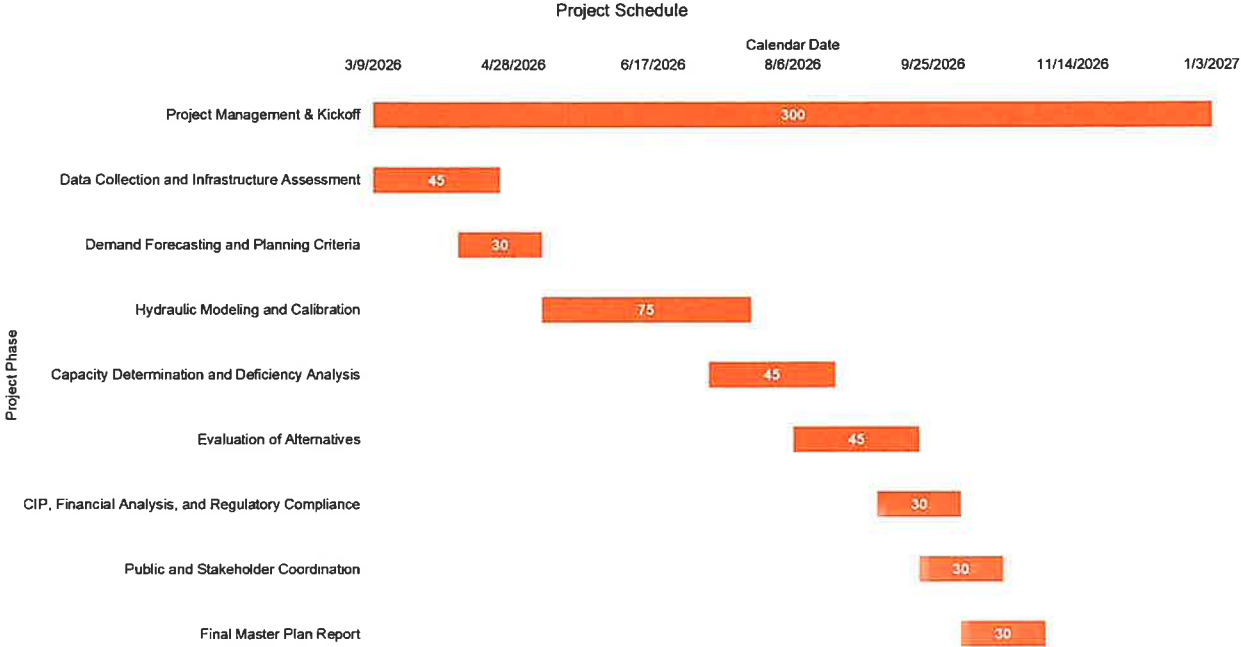
- 1.1 Task 1 Project Management and Progress Reporting the CITY shall pay the ENGINEER a lump sum amount of \$11,269.00 for the completion of the Project Management and Progress Reporting Phase.
- 1.2 Task 2 Data Collection and Infrastructure Assessment the CITY shall pay the ENGINEER a lump sum amount of \$44,714.00 for the completion of the Data Collection and Infrastructure Assessment Phase.
- 1.3 Task 3 Demand Forecasting and Planning Criteria the CITY shall pay the ENGINEER a lump sum amount of \$18,245.00 for the completion of the Demand Forecasting and Planning Criteria Phase.
- 1.4 Task 4 Hydraulic Modeling and Calibration the CITY shall pay the ENGINEER a lump sum amount of \$47,870.00 for the completion of the Hydraulic Modeling and Calibration Phase.
- 1.5 Task 5 Capacity Determination and Deficiency Analysis the CITY shall pay the ENGINEER a lump sum amount of \$25,088.00 for the completion of the Capacity Determination and Deficiency Analysis Phase.
- 1.6 Task 6 Evaluation of Alternatives the CITY shall pay the ENGINEER a lump sum amount of \$34,003.00 for the completion of the Evaluation of Alternatives Phase.
- 1.7 Task 7 Capital Improvements Plan, Financial Analysis, and Regulatory Compliance the CITY shall pay the ENGINEER a lump sum amount of \$19,333.00 for the completion of the Capital Improvements Plan, Financial Analysis, and Regulatory Compliance Phase.
- 1.8 Task 8 Public/Stakeholder Coordination the CITY shall pay the ENGINEER a lump sum amount of \$11,945.00 for the completion of the Public/Stakeholder Coordination Phase.
- 1.9 Task 9 Draft and Final Master Plan Report the CITY shall pay the ENGINEER a lump sum amount of \$26,654.00 for the completion of the Draft and Final Master Plan Report Phase.
- 1.10 Task 10 Additional Services, if previously approved by CITY staff as required, the CITY shall pay the ENGINEER a lump sum amount of \$18,600.00 for the completion of the Additional Services Phase.

**ATTACHMENT D**  
**CITY OF JENKS - WATER DISTRIBUTION CITY-WIDE WATER MASTER PLAN AND MODEL**  
 Engineering Compensation

Task Items	MAN HOURS									Manhours (HRS)	FEE (\$)	
	Principal Engr	Client Manager	Team Lead	Project Mgr	Civil Design		Engr	Eng Tech	GIS Tech			Survey Crew
					Project Eng	Engr						
<b>Task 1 - Project Management and Progress Reporting</b>	319	264	253	231	215	169	176	94	356			
Monthly Progress Reports (8)				6	4						2,246	
Monthly Progress Meetings (8)				6	4						2,246	
QAQC Plan			6	6							2,904	
Project Schedule	1	1	4	8	2						3,873	
<b>SUBTOTAL</b>	<b>1</b>	<b>1</b>	<b>10</b>	<b>26</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>48</b>	<b>11,269</b>	
<b>Task 2 - Data Collection and Infrastructure Assessment</b>												
Kick-Off Meeting				8	8	4					4,244	
Data Request, Site Visits, Interviews				14	24	18		24			13,692	
Install Pressure Loggers				8	12						4,428	
Field verify elevations				4	8				32		14,036	
Water loss evaluation				4	8	4					3,320	
QAQC	2	2	6	10							4,994	
<b>SUBTOTAL</b>	<b>2</b>	<b>2</b>	<b>6</b>	<b>48</b>	<b>60</b>	<b>26</b>	<b>0</b>	<b>24</b>	<b>32</b>	<b>200</b>	<b>44,714</b>	
<b>Task 3 - Demand Forecasting and Planning Criteria</b>												
Zoning and land-use GIS				8	8	8	8				6,328	
Demand Projections				8	32	8					10,080	
QAQC	1		6								1,837	
<b>SUBTOTAL</b>	<b>1</b>	<b>0</b>	<b>6</b>	<b>16</b>	<b>40</b>	<b>16</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>87</b>	<b>18,245</b>	
<b>Task 4 - Hydraulic Modeling and Calibration</b>												
GIS Review				2	4		4	8			2,778	
Incorporate existing waterlines not in the City's GIS files					8		12	18			5,524	
Incorporate maintenance records from previous five (5) years into GIS files					4		2	10			2,152	
Review meeting				8	8		2				3,920	
Input infrastructure data into modeling software				4	4	4	8				3,868	
Calibrate software modeling with field data				4	4	4	8				2,944	
Hydraulic Model				12	8	48	52				21,756	
QAQC	2		6	12							4,928	
<b>SUBTOTAL</b>	<b>2</b>	<b>0</b>	<b>6</b>	<b>38</b>	<b>40</b>	<b>56</b>	<b>88</b>	<b>38</b>	<b>0</b>	<b>296</b>	<b>47,870</b>	
<b>Task 5 - Capacity Determination and Deficiency Analysis</b>												
Identify areas where modeling indicates deficiencies				10	20	4	12	14			10,714	
Capacity Determination				10	20	6	12	14			11,052	
QAQC			4	10							3,322	
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>30</b>	<b>40</b>	<b>10</b>	<b>24</b>	<b>28</b>	<b>0</b>	<b>136</b>	<b>25,088</b>	
<b>Task 6 - Evaluation of Alternatives</b>												
Prepare recommendations for system improvements			5	8	60	30		10			22,023	
Planning level cost estimates			5	4	10	10					6,029	
Review Meeting				8							1,848	
QAQC	2			15							4,103	
<b>SUBTOTAL</b>	<b>2</b>	<b>0</b>	<b>10</b>	<b>35</b>	<b>70</b>	<b>40</b>	<b>0</b>	<b>10</b>	<b>0</b>	<b>167</b>	<b>34,003</b>	
<b>Task 7 - Capital Improvements Plan, Financial Analysis, and Regulatory Compliance</b>												
Preliminary capital improvement plan/report			3	10	10	20					8,599	
Prepare planning-level cost estimates				2	4	4					1,998	
Prepare and recommend construction improvement priorities/phasing				2	4	4					1,998	
Prepare and recommend general water distribution system improvements				4	4	4					2,460	
Evaluate and recommend system improvement funding along with options				2	4	2					1,660	
QAQC	2		6	2							2,618	
<b>SUBTOTAL</b>	<b>2</b>	<b>0</b>	<b>9</b>	<b>22</b>	<b>26</b>	<b>34</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>93</b>	<b>19,333</b>	
<b>Task 8 - PublicStakeholder Coordination</b>												
Attend one (1) meeting with City project team			6	5	10						4,823	
Present final report to the Jenks Public Works Committee			4	5	5						3,242	
Present final report and recommendations to City Council	2		4	5	5						3,880	
<b>SUBTOTAL</b>	<b>2</b>	<b>0</b>	<b>14</b>	<b>15</b>	<b>20</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>51</b>	<b>11,945</b>	
<b>Task 9 - Draft and Final Master Plan Report</b>												
Incorporate staff comments from preliminary report meeting				10	20	10					8,300	
Revise and prepare final capital improvement plan report				10	20	5					7,455	
Revise and amend final report				10	15	5					6,380	
Prepare and deliver five (5) hard copies of the final report						5					845	
QAQC	2		12								3,674	
<b>SUBTOTAL</b>	<b>2</b>	<b>0</b>	<b>12</b>	<b>30</b>	<b>55</b>	<b>25</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>124</b>	<b>26,654</b>	
<b>BASE ENGINEERING FEE</b>	<b>14</b>	<b>3</b>	<b>77</b>	<b>260</b>	<b>361</b>	<b>207</b>	<b>120</b>	<b>98</b>	<b>32</b>		<b>239,121</b>	
<b>Additional Services</b>												
Fire Flow Testing											8,500	
Subsurface Utility Investigation											10,100	
<b>TOTAL</b>	<b>8</b>	<b>3</b>	<b>42</b>	<b>193</b>	<b>260</b>	<b>148</b>	<b>120</b>	<b>98</b>	<b>32</b>		<b>257,721</b>	

# Attachment E

## SCHEDULE



# ATTACHMENT “F”

## **ADDITIONAL SERVICES**

Other services that are not associated with the agreed Scope of Services shall be considered as additional services and will require a written amendment or an additional agreement in writing. Additional services would include CITY directed work that is clearly outside of the base contract. The fee structure for additional services shall be based on time and expense effort unless otherwise negotiated prior to services being rendered based upon the following rate schedules. Additional services may include the following, but not limited to:

- Land Survey
- Aerial topography
- Subsurface or geotechnical investigations
- Phase I or II Environmental
- Water rate analysis or cost of service study
- Design, coordination or construction drawings
- Right of way or easement research
- Ownership or title examination

# ATTACHMENT "F"

## ENGINEERING SERVICES

### 2026 Rate Schedule

#### SERVICES

---

Principal .....	\$319.00
Associate.....	\$289.00
Client Manager.....	\$264.00
Team Lead .....	\$253.00
Project Manager II .....	\$231.00
Project Manager I .....	\$222.00
Project Engineer III.....	\$215.00
Project Engineer II.....	\$197.00
Project Engineer I.....	\$184.00
Engineer Level II .....	\$169.00
Engineer Level I .....	\$157.00
Engineering Technician IV .....	\$176.00
Engineering Technician III.....	\$165.00
Engineering Technician II.....	\$150.00
Engineering Technician I.....	\$134.00
CAD Technician I .....	\$110.00
GIS Technician I.....	\$94.00
Administrative.....	\$134.00
Clerical .....	\$96.00
Intern.....	\$65.00

#### EXPENSES

---

Xerox Copies Letter or Legal.....	\$0.15 per copy
Xerox Copies Ledger .....	\$0.25 per copy
Plot Prints.....	\$0.75 per S.F.
Color/Mylar Plot Prints .....	\$1.75 per S.F.
Mileage.....	IRS Allowable

*The rates and expenses described may be revised annually.*

# ATTACHMENT "F"

## LAND SURVEY SERVICES

### 2026 Rate Schedule

#### SERVICES

---

Principal .....	\$319.00
Survey Manager.....	\$229.00
Professional Land Surveyor II .....	\$210.00
Professional Land Surveyor I .....	\$184.00
Survey Field Manager .....	\$165.00
Survey Crew - Scanner .....	\$356.00
Survey Technician III.....	\$176.00
Survey Technician II.....	\$165.00
Survey Technician I.....	\$94.00
CAD Technician III .....	\$131.00
CAD Technician II .....	\$120.00
CAD Technician I .....	\$110.00
GIS Technician I.....	\$94.00
Administrative.....	\$134.00
Clerical .....	\$96.00
Intern .....	\$65.00

#### EXPENSES

---

Xerox Copies Letter or Legal.....	\$0.15 per copy
Xerox Copies Ledger .....	\$0.25 per copy
Plot Prints.....	\$0.75 per S.F.
Color/Mylar Plot Prints .....	\$1.75 per S.F.
Mileage.....	IRS Allowable

*The rates and expenses described may be revised annually.*

## ATTACHMENT "F"

### CONSTRUCTION ENGINEERING SERVICES 2026 Rate Schedule

#### SERVICES

---

Principal .....	\$319.00
Associate.....	\$289.00
Client Manager.....	\$264.00
Team Lead .....	\$253.00
Project Manager II .....	\$231.00
Project Manager I .....	\$222.00
Construction Engineer.....	\$235.00
Construction Manager.....	\$190.00
Resident Project Representative III .....	\$135.00
Resident Project Representative II .....	\$115.00
Resident Project Representative I .....	\$95.00
Administrative.....	\$134.00
Clerical .....	\$96.00
Intern .....	\$65.00

#### EXPENSES

---

Xerox Copies Letter or Legal.....	\$0.15 per copy
Xerox Copies Ledger .....	\$0.25 per copy
Plot Prints.....	\$0.75 per S.F.
Color/Mylar Plot Prints .....	\$1.75 per S.F.
Mileage.....	IRS Allowable

*The rates and expenses described may be revised annually.*