



Regularly Scheduled **Vinita Utilities Authority (VUA) Meeting**

Tuesday, January 16, 2024, 5:30 p.m., City Council Meeting Room, 104 East Illinois, Vinita, Oklahoma.

**AGENDA**

1. The Pledge of Allegiance and the Salute to Oklahoma Flag.
2. Roll Call.
3. Recognition of Visitors and Public Comments.
4. Consideration to approve Consent Agenda:
  - A. Minutes from the January 2, 2024 VUA Meeting.
5. Discussion, consideration and possible action relating to items removed from Consent Agenda.
6. Discussion, consideration and possible action with recommendations from the Water and Sewer Committee to prepare plan and extension letter to DEQ prepared by Mears Engineers, LLC and Logan & Lowry LLP regarding DEQ NOV No. P-1021611-23-3 VUA customers Garrett and Madison Engel on East 320 Road.
7. VUA Superintendent Report.
8. New Business.
9. Adjourn.

  
Brian Prince, City Clerk

Posted January 12, 2024, at 7:30 AM.

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The regularly scheduled **Vinita Utilities Authority (VUA) Meeting** was held on Tuesday, January 2, 2024, 5:30 p.m., in the City Council Meeting Room, 104 East Illinois, Vinita, Oklahoma. Public notice of the meeting was given by posting the agenda at City Hall on December 29, 2023 at 1:30 p.m.

Legal Counsel: Ryan Olsen

Mayor Josh Lee called the meeting to order at 5:30 p.m.

### MEETING MINUTES

1. The Pledge of Allegiance and Salute to Oklahoma Flag was led by Skip Briley.
2. Roll Call. Members attending: Kevin Wofford, Roger Tyler, John Swift, Stephanie Hoskin, Dale Haire, Danny Lankford, Skip Briley, Terry Young. Absent: None.
3. Recognition of Visitors and Public Comments.  
  
No cards or emails were submitted.
4. Consideration to approve Consent Agenda:  
  
A. Minutes from the December 19, 2023 VUA Meeting.  
B. VUA December 2023 Bills Payable.  
  
Motion by Haire, seconded by Lankford, to approve Consent Agenda. Motion: Passed.
5. VUA Superintendent Report.  
  
Electronic report submitted by Justin Smith with location of utility repairs and day to day work.
6. New Business.  
  
None.
7. Adjourned at 5:32 p.m.  
  
Motion by Tyler, seconded by Wofford, to adjourn. Motion: Passed.

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Josh D. Lee, Chairman

ATTEST:

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Brian Prince, Secretary



Regularly Scheduled **Vinita City Council Meeting**

Tuesday, January 16, 2024, immediately following the Vinita Utilities Authority (VUA) Meeting at 5:30 p.m., in the City Council Meeting Room, 104 East Illinois, Vinita, Oklahoma.

**AGENDA**

1. Roll Call.
  2. Recognition of Visitors and Public Comments.
  3. Veteran Recognition
  4. Consideration to approve Consent Agenda:
    - A. Actions taken during the VUA meeting.
    - B. Minutes from the January 2, 2024, City Council meeting.
  5. Discussion, consideration and possible action relating to items removed from Consent Agenda.
  6. Discussion, consideration and possible action to declare the following properties to constitute public nuisances contrary to the health, safety, and welfare of the public, justifying action by the City to abate the same as hereafter set forth, to wit:
    - A. Property at 204 S. 3<sup>rd</sup> Street (Lot 1, Block 107) in the City of Vinita, containing tall and overgrown grass and weeds; rubbish, trash, and debris; and a dangerous insecure and dilapidated structure, constituting a public nuisance, owned by Opal L. Allen, Donna A. Allen, Janice Allen, and Jeri Lynn Allen Powell, justifying abatement thereof, including possible demolition and removal thereof. (July 18, 2023 Council recommended more time until January 16, 2024.)
  7. Discussion, consideration and possible action to approve transfer of Vinita Municipal Airport Hanger Lease Agreement Block 1 Space 3 from Linda Sue Coats Trust to D.J. Tucker.
  8. Discussion, consideration and possible action to approve Mears Engineers, LLC and (SRB) Smith Roberts Baldischwiler, LLC Statement of Qualifications for Professional Engineering Services for Paving and Drainage Improvements for the newly City of Vinita annexed Roadways.
  9. Department Reports:
    - A. City Administrator Allen Goforth
    - B. Cemetery/Parks/Street Department James Tracy
    - C. Library Vanessa Hicks
-



**-CONT AGENDA**

- D. Police Chief Mark Johnson
- E. Fire Chief Kevin Huxtable
- F. Code Enforcement Henry Goforth
- G. Economic & Community Development Coordinator Misty Deffenbaugh
- H. City Clerk Brian Prince
- I. Treasurer Paula Butcher
- J. Mayor Josh Lee

10. New Business.

11. Adjourn.

  
Brian Prince, City Clerk

Posted January 12, 2024 at 7:30 AM

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Legal Counsel: Ryan Olsen

Mayor Josh Lee called the meeting to order at 5:32 p.m.

### **MEETING MINUTES**

1. Roll Call. Members attending: Kevin Wofford, Roger Tyler, John Swift, Stephanie Hoskin, Dale Haire, Danny Lankford, Skip Briley, Terry Young. Absent: None.

2. Recognition of Visitors and Public Comments.

No cards or emails were submitted.

3. Consideration to approve Consent Agenda:

A. Actions taken during the VUA meeting.

B. Minutes from the December 19, 2023, City Council meeting.

Motion by Lankford, seconded by Young, to approve Consent Agenda. Motion: Passed.

4. Discussion, consideration and possible action relating to items removed from Consent Agenda.

No action needed.

5. Discussion, consideration and possible action on Finance Ordinance 3833; Bills Payable.

Motion by Hoskin, seconded by Wofford, to approve Finance Ordinance 3833; Bills Payable.

Motion: Passed.

6. Discussion, consideration and possible action on Finance Ordinance 3833 Emergency Clause.

Motion by Hoskin, seconded by Wofford, to approve Finance Ordinance 3833 Emergency Clause. Motion: Passed.

7. Discussion, consideration and possible action on Ordinance 3834; Amending the Zoning Classification of Certain Property Located within the City of Vinita, Oklahoma; and Declaring an Emergency.

A. The South Half (S1/2) of Section Twenty-One (21), Township Twenty-five (25) North, Range Twenty-one (21) East of the Indian Meridian, Craig County, Oklahoma according to the United States Government Survey thereof.

### **STREET OR APPROXIMATE LOCATION:**

NW corner of E HWY 60 & S 4460 RD

This is 320 +/- Acres is owned by OGB Holdings, LLC and will be the future site of the American Heartland Theme Park. This request will be for a C-2 Zoning.

Motion by Briley, seconded by Swift, to approve Ordinance 3834; Amending the Zoning Classification of Certain Property Located within the City of Vinita, Oklahoma. Roll Call: Aye votes: Wofford, Tyler, Swift, Hoskin, Haire, Lankford, Briley, Young. Nay votes: None. Motion carried.

**B. Emergency Clause**

Motion by Wofford, seconded by Briley, to approve Emergency Clause. Roll Call: Aye votes: Wofford, Tyler, Swift, Hoskin, Haire, Lankford, Briley, Young. Nay votes: None. Motion carried.

8. Discussion, consideration and possible action on appointment for the Grand Gateway Economic Development Association 2024 Board of Directors and Alternate Board Member beginning February 1, 2024.

Mayor Lee recommended Allen Goforth and Brian Prince as Alternate.

Motion by Hoskin, seconded by Tyler, to approve appointment for the Grand Gateway Economic Development Association 2024 Board of Directors and Alternate Board Member beginning February 1, 2024 as Allen Goforth and Alternate Brian Prince. Motion: Passed.

9. Department Reports:

Not a lot of discussion other than electronic reports. Mostly day to day operations by the department heads were included.

10. New Business.

None.

11. Adjourned at 5:41 p.m.

Motion by Lankford, seconded by Swift to adjourn. Motion: Passed.

\_\_\_\_\_  
Josh D. Lee, Mayor

ATTEST:

\_\_\_\_\_  
Brian Prince, City Clerk

PALACE DISTRICT  
ROADWAYS  
VINITA, OKLAHOMA

PROPOSAL BY:  
MEARS ENGINEERS LLC  
SMITH ROBERTS BALDISCHWILER LLC

MEARS  
ENGINEERS, LLC





November 17, 2023

Mayor Josh Lee  
City of Vinita  
104 E Illinois Ave  
Vinita, OK 74301

Dear Mayor Lee,

Thank you for giving me the opportunity to submit my Statement of Qualifications (SOQ) for Professional Engineering Services to provide comprehensive services for the City of Vinita Public Paving and Drainage Improvements for the newly annexed The Palace District. Mears Engineers is small business locally owned, and family operated in the Oklahoma City area. We provide civil engineering services for residential, commercial, and municipal design from conception to concrete, and has over 17 years of experience. We take pride in our approach to system sustainability and cohesion to a constantly changing industry. Mears Engineers primarily does municipal design with 25 active municipal/water district clients in every phase of project design and construction, throughout Oklahoma.

Mears Engineers, LLC is pleased to submit this SOQ for Civil Engineering and other Professional services with our partner Smith Roberts Baldischwiler (SRB) to better serve the City of Vinitas' Public Paving and Drainage needs in The Palace District, as well as integrating Vinita into the 21st Century. SRB is an Oklahoma-owned and operated Engineering, Planning, Surveying and Construction Services consulting firm located in the Flatiron district of Oklahoma City, with a separate office in Norman. The SRB Team brings decades of project experience in municipal design for roadway, and bridge design; storm water management; drainage facilities; water distribution and wastewater collection; survey and mapping services; right-of-way acquisitions; utility relocation design and coordination; construction administration and observation; and urban planning. SRB has been named a Journal Record Book of Lists Top Ten Consulting Engineering Companies and has also been listed as a Top 40 Places to Work in OKC. With the help of SRB, Mears Engineers will oversee the design, perform Public Bidding and Construction Services for the Public Paving and Drainage Improvements. I look forward to aiding the vision for the future of Vinita, so let's get started!

Sincerely,

A handwritten signature in black ink that reads "Aaron Mears".

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Aaron Mears, P.E. #26544  
President  
Mears Engineers, LLC



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# SECTION ONE



## EXECUTIVE SUMMARY, QUALIFICATIONS, & EXPERIENCE

# EXECUTIVE SUMMARY AND QUALIFICATIONS



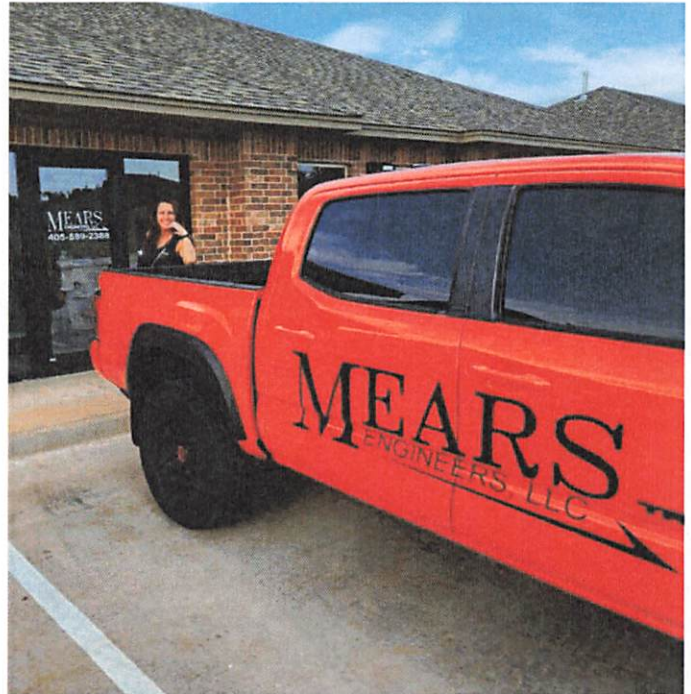
Mears Engineers LLC, based in Central Oklahoma, provides Civil Engineering services for Residential, Commercial, and Municipal Design from **C**onception to **C**oncrete.

Mears Engineers LLC  
7301 NW 158<sup>th</sup> St.  
Edmond, OK 73013

Aaron Mears, P.E.  
President

405-589-2388  
aaron.mears@mearsengineers.com

(EIN) 86-1507015  
(SAM.gov) KNAGB92U51C5



## PUBLIC PROJECTS:

(\*Note: List includes work completed by Aaron Mears, P.E. at separate firms.)

- City of Weatherford – Weatherford Industrial Park, Public Water, Sanitary Sewer, Drainage & Roadway (Design Team)\*
- City of Elk City – Elk City Industrial Park, Public Water, Sanitary Sewer, Drainage & Roadway (Design Team)\*
- City of Elk City – Elk City Capital Improvement Plan\*
- City of Oklahoma City – Project 180 (Civil Design Team)\*
- 4-mile section United State/Mexico Border Wall, Public Roadways, Wall and Drainage Civil Design (Project Manager)\*
- Lavern, OK - \$1.3 million – Wastewater Lagoon Rehabilitation (Project Manager)\*
- Hominy, OK – \$0.5 million – 0.25 MG Storage Tank Rehabilitation (Project Manager)\*
- Tahlequah, OK– \$129 Million – Cherokee Nation Outpatient Health Center (Civil Project Manager)\*
- Pawnee RWD #5 – \$1.8 million – Water system analysis and Improvements (Project Manager)\*
- OKCMAPS – 5 OKC Elementary School Auditorium and Gymnasium Improvements (Civil Design)\*
- Guthrie CMOM – \$3.8 million – 6.8 miles Sewer Line Improvement\*
- Seminole, OK – \$1.2 million – 0.25 MG Storage Tank\*
- Midwest City, OK – \$3 million – 3.68 miles Sidewalk Improvements\*
- Flint Ridge, OK – \$2.1 million – 13.6 miles Water System Improvement\*
- Pawnee, OK – \$6.7 million – 0.5 MGD Wastewater Treatment Plant\*
- Earlsboro, OK - \$1 million – 0.077 MGD Wastewater Lagoon Rehabilitation\*
- Enid, OK - \$5 million – Vance Air Force Base Hospital Renovation\*
- Lone Grove, OK – \$4.3 million – Water system analysis and Improvements
- Town of Talihina - \$5.3 million – 1.5 MGD Water Treatment Plant Rehabilitation
- Lone Chimney Water Corporation –Water Treatment Plant Chloramine Conversion

# EXECUTIVE SUMMARY AND QUALIFICATIONS



## ON-CALL & CITY ENGINEERING:

City of Vinita – City Engineer  
City of Lone Grove – City Engineer  
City of Perkins – City Engineer  
Town of Davenport – Town Engineer  
Town of Kingston – Town Engineer  
Town of Fort Towson – Town Engineer  
Town of Talihina – Town Engineer  
Pushmataha RWD #5 – District Engineer  
Latimer RWD #2 – District Engineer  
Cherokee RWD #16 – District Engineer  
OG&E Energy Company – Engineering Consultant  
Town of South Coffeyville – City Engineer  
Town of Morris – City Engineer  
Okarche RWD – District Engineer  
Cherokee RWD #12 – District Engineer  
Le Flore RWD #3 – District Engineer



## PRIVATE PROJECTS

(\*Note: List includes work completed by Aaron Mears, P.E. at separate firms.)

Bentwood Creek Duplexes – \$1.25 million – 43 Lot Residential Duplex Development (Project Lead)\*  
Ledgestone Ph. 2 – \$3.5 million – 95 Lot Residential Development (Project Lead)\*  
Timbercreek Estates Ph. 4 – \$4 million – 154 Lot Residential Development (Project Lead)\*  
Bent Wood Creek Sec. 3 – \$1 million – 75 Lot Residential Development (Project Lead)\*  
Belmont Creek – 190 Acre Residential Development (Project Lead)\*  
Arbor Plaza, Dr. Zewdie's Office – Medical Office Building (Project Lead)\*  
Chisholm Creek – Tract 30, OKC, OK – New 70,000 SF Two Story Strip Mall (Project Lead)\*  
Paseo Development – New Restaurant/Coffee Shop in the Art District (Project Lead)\*  
Fenton Nissan, Ardmore, OK – New 30,000 SF car dealership\*  
N.W. 23rd & Walker Ave. (The Rise), OKC, OK – Civil Project Lead for building/parking renovation\*  
Broken Arrow High School Renovations – \$27 million – Entrance renovation and five building mergers\*  
Broken Arrow Middle School – \$23 million – New 96,000 SF building w/ necessary infrastructure\*  
SW 104th Street Industrial Complex - \$4 million – 6 building Industrial Park  
The Dredgestone– 15 Lot High End Residential Development in Nichols Hills  
The Landing Phase 4 - \$6 million – 256 Lot Residential Development  
Balance on Waterloo - \$10 million – Apartment Complex

# SUB-CONSULTANT EXECUTIVE SUMMARY AND QUALIFICATIONS

## Oklahoma Owned and Operated Since 1981



**Smith Roberts Baldischwiler, LLC (SRB)** is an Oklahoma-owned and operated **Engineering, Planning, Surveying and Construction Services** consulting firm located in the Flatiron district of Oklahoma City, with a separate office in Norman. We provide our services to numerous private and public sector clients throughout the state, and our diverse team of more than **80 employees** includes professional engineers, professional land surveyors, geographic information system professionals, survey crews, designers, construction administrators, construction inspectors, utility coordinators, and support staff. The **SRB Team** brings decades of project experience in **municipal design for roadway, and bridge design; storm water management; drainage facilities; water distribution and wastewater collection; survey and mapping services; right-of-way acquisitions; utility relocation design and coordination; construction administration and observation; and urban planning.** SRB has been named a *Journal Record Book of Lists Top Ten Consulting Engineering Companies* and has also been listed as a *Top 40 Places to Work in OKC.*



### Municipal Planning

- ✓ Cooperative process that fosters involvement among all stakeholders.
- ✓ Comprehensive approach that analyzes a wide range of alternatives and potential impacts on municipal infrastructure systems.

### Survey and Mapping

- ✓ One of the largest private surveying firms in Oklahoma supplying land surveys and land-related services.
- ✓ Active professional land surveyor registrations in Oklahoma.
- ✓ Clients that include state agencies, entrepreneurs, national retail stores and fellow engineering companies.

### Municipal Engineering

- ✓ Decades of experienced dedicated to supplying client support throughout the conceptual, design, and construction process.
- ✓ Experience designing roadway and streetscape projects.
- ✓ Unmatched water and wastewater infrastructure team experience.

# SUB-CONSULTANT EXECUTIVE SUMMARY AND QUALIFICATIONS

## QUALITY ASSURANCE/QUALITY CONTROL

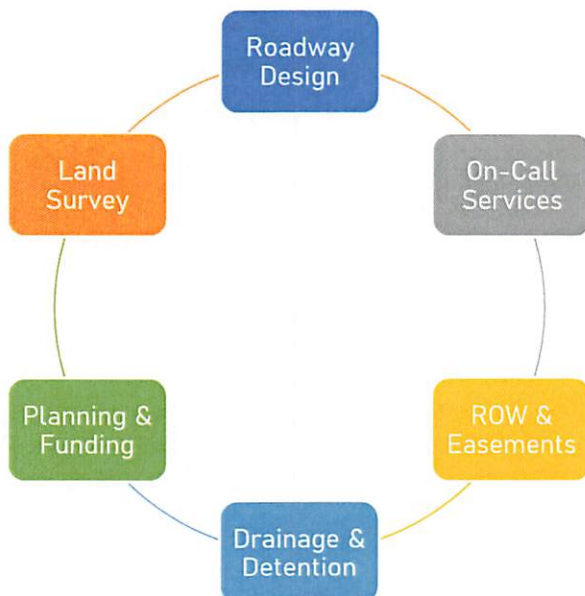
One key advantage of our team is the cumulative knowledge of roadway design processes which will ensure a superior project. Our core team includes resolute engineering and construction staff, with the added advantage of highly experienced personnel who will be responsible for the quality assurance reviews and project controls.

## PROJECT FUNDING

SRB has experience with all the state and federal funding options available to municipalities. Ranging from small grants to large loans and bonds, our team understands the funding mechanisms and requirements necessary for each type of financing. We aid our clients through the planning process, include all specific bidding, contract documents, and incorporate detailed construction management practices to ensure compliance with all funding regulations. We are remarkably familiar with the ARPA funds program, and we are providing assistance on several projects for our clients that have received funding. We have aided our clients in securing and doing the necessary reporting for the ARPA program.

## COLLABORATIVE PLANNING

Our approach to your project is based upon strong collaborative interaction between our combined team of Mears Engineers, SRB, and your staff. We understand that your engineering and operations staff have the most information, and the most to gain, from a successful project. We value ongoing and consistent communication and will establish a dedicated meeting time to discuss project progress, ask questions and consider alternatives. As design continues, we will present the progressive plans so that all parties can be confident of the path we are proceeding along.





**Project 180 Downtown Streetscape**  
**City of Oklahoma City**  
**Project Year: 2010-2017**

Our staff was part of a team of design engineers for Downtown Oklahoma City's massive renovation project of more than 180 acres, which began in 2010. The initiative, named Project 180, is a \$140 Million redesign of downtown streets, sidewalks, parks and plazas to improve appearance and make the central core more pedestrian friendly. Members of our staff were part of the design team for Bid Package III and acted as the lead engineer for Bid Packages IV, VII-A and VII-B. We are also currently acting as lead engineer on Bid Package VIII, which is currently under construction. Construction plans and specifications were prepared for landscaping/streetscaping; complete street reconstruction as well as rehabilitation; drainage improvements including hydrology; waterline and sanitary sewer line improvements intersection improvements including traffic signals as well as signing and striping; and ADA compliant pedestrian walkways. We also coordinated the relocation of existing utilities by private utility companies within our bid packages. & prepare As-Built Plans



**Automobile Alley Street Enhancement**  
**City of Oklahoma City**  
**Project Year: 2020-2023**

Under the Better Streets Safer City Resurfacing program, SRB was tasked with the job of Street Enhancements/Arterial Resurfacing for Broadway Ave from NW 4<sup>th</sup> St to West Park Place the area known as "Automobile Alley." Originally this area was the center for the Automotive retail industry in Oklahoma City, today it is home to a diverse classification of restaurants, entertainment, and commercial and retail businesses. The economic shift in businesses meant more regular auto and pedestrian traffic. Many adjustments had to be made to renovate the area while keeping with the historic feel. Our responsibilities were to repair, resurface, or reconstruct the main roadway along with improving the adjacent streets, including streetcar accessibility. Improve pedestrian safety and maneuverability with ADA compliant paths, intersection and mid-block bump-outs, improved street lighting, traffic control signals, signage, and drainage. Landscape design elements were also added to help soften the harsh edges of the concrete infrastructure and make the area more comfortable for patrons.



**City Engineering Services:**

- **City of Nichols Hills**
  - 1992-Present
- **City of Warr Acres**
  - 2012-Present
- **City of Oklahoma City**
  - 1981-Present

As the designated City Engineer for multiple municipalities across Oklahoma, SRB provides on-call services that include the design, oversight, and coordination of municipal projects related to construction or rehabilitation of streets; portable water systems; sanitary sewer systems; and storm sewer facilities. Our scope of work includes response to emergency municipal facility repairs, recommendations for preventative measures and solutions, and investigative reporting.

SRB serves clients of all sizes throughout the state of Oklahoma, providing On-Demand Engineering Services, Program Management, Construction Administration, and serving as City Engineer and Trust Engineer for multiple entities.

# SECTION TWO



## PERSONNEL, RESUMES, & PROJECT TEAM



# MEARS ENGINEERS TEAM



Aaron Mears, P.E.

**President**

405-589-2388

aaron.mears@mearsengineers.com

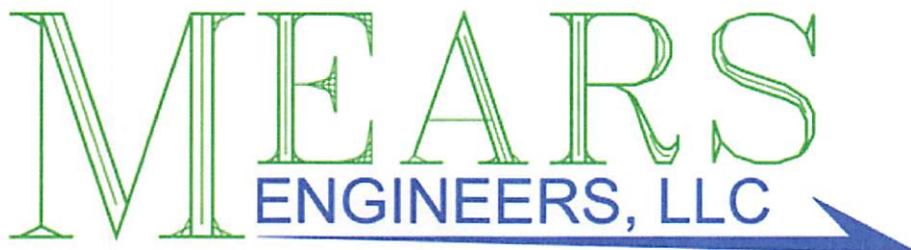
Oklahoma State University | Stillwater, OK Bachelor in Science  
Civil Engineering (BSCE)

Oklahoma State Board of Licensure for Professional Engineers  
Profession Engineer #26544  
Certificate of Authorization #8535

I am a third-generation engineer that was taught at a young age that good engineers can solve problems, but a great engineer can explain the solution effectively. This is why I take pride in my communication skills and strive to begin the process on a foundation of trust. The problems and solutions my clients face is complex and can be expensive, so establishing trust and understanding is pivotal to my business approach. I have spent most of my career working for large engineering firms and realized business could be done better, more efficient, cost effective and quite frankly more fulfilling. I wanted to start a company that was purpose driven and not profit driven. I was taught to do right by your client, and they will do right by you. This philosophy is pivotal when focusing on sustainability, as well as solving the problem. It is also why I tell potential clients, "I am not here Just for a project, I am here to be your engineer." Mears Engineers isn't just a fun name that rhymes, it's also my business model. My intern is Mary Redmond, EI, she has 20 years of experience as a chemical and environmental engineer and graduated from Tulsa University Summa Cum Laude, she is also my mother and is very proud of me.

With that said, Mears Engineers is a locally owned business, and family operated/oriented in the Oklahoma City area. Our slogan is we do professional civil engineering services from conception to concrete, and we value our knowledge based, expert driven approach to tackling complicated infrastructure issues. We take pride in providing an atmosphere of fellowship, mentorship, and empowering team members to achieve a higher standard within themselves through exchanging knowledge. My fundamental belief as a business owner is,

*"I do not necessarily need to be an expert in all fields. I just need to know enough to hire the right experts."*





# SMITH ROBERTS BALDISCHWILER TEAM



Marc A. Long, P.E.

**Principal | Director of Municipal Engineering**

Registered Professional Engineer, Oklahoma, 1995, #17711

Bachelor of Science in Civil Engineering | University of Oklahoma | 1990

Marc Long is a project manager with Smith Roberts Baldischwiler, LLC and has over 30 years of experience in civil engineering. He has **over 20 years of successful project experience** in the public sector, which includes the Oklahoma Department of Transportation, The City of Oklahoma City, City of Tulsa, and the Oklahoma Turnpike Authority. He has been involved in both the design and construction of transportation projects throughout the state of Oklahoma and the central United States. Mr. Long began his career in Oklahoma and worked extensively on both state and municipal projects, ranging from Local Government & County projects to the planning and design of urban interstates. Additionally, he has **managed over \$400 million as a Program Manager** for local and state agencies.

Robert Mullins, P.E.

**Senior Engineer | Project Manager**

M.S. Energy Management | Oklahoma City University | 2018

B.S. in Civil Engineering | University of Oklahoma | 1990

Robert Mullins has over **30 years of experience** in the engineering field. He has over 18 years' experience managing engineering and construction projects. He has extensive knowledge of water chemistry, facility design, construction management, operations, and **project/program management**. Robert is a resourceful analytical person that uses engineering methods to gather pertinent information, analyze the data collected, then apply rigorous logic and critical thinking skills to resolve difficult problems efficiently. He has managed several engineering projects involving the design and construction of water treatment facilities, pump stations, wastewater treatment facilities, lift stations, distribution, and collection systems.



Brandon Everhart, P.E.

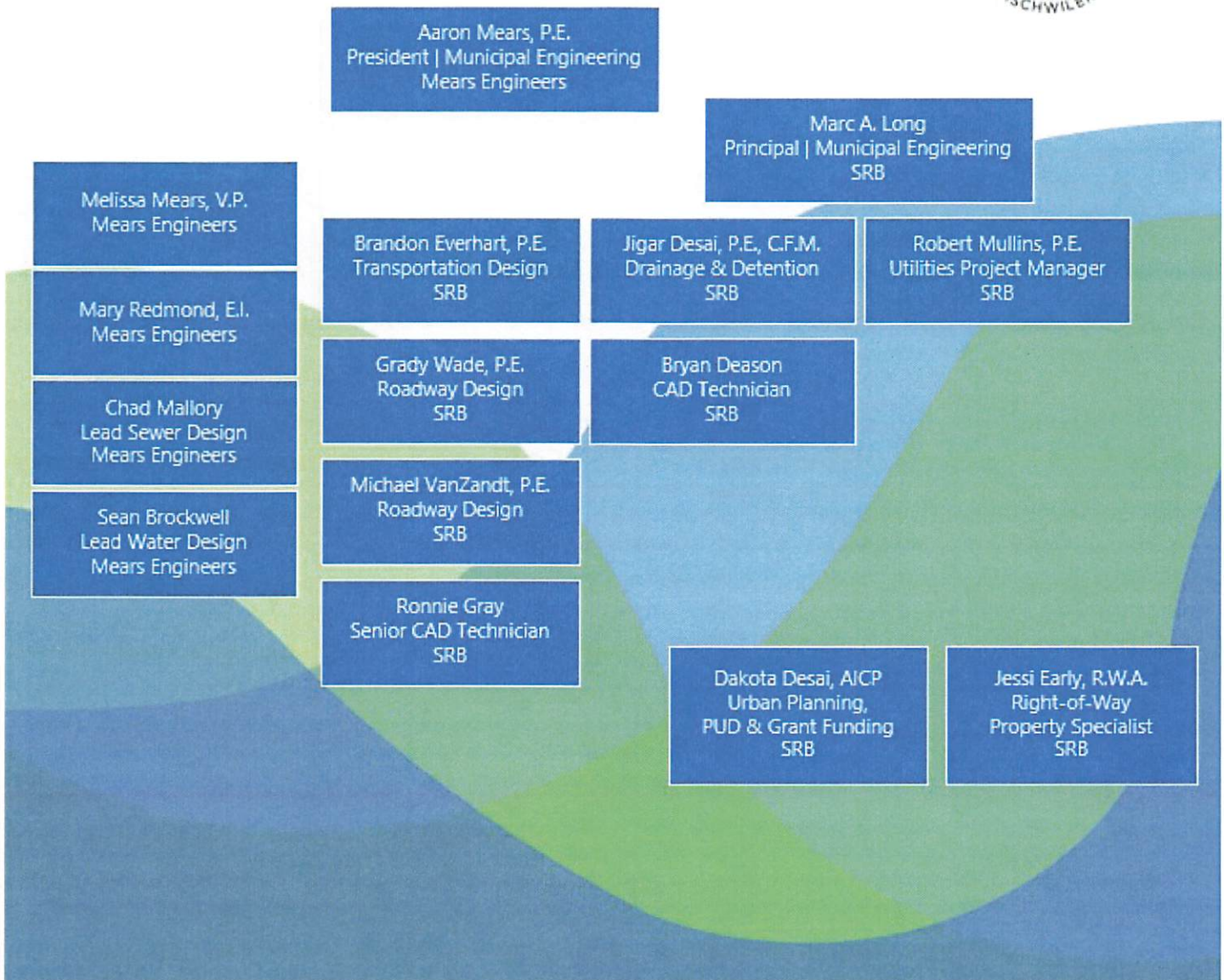
**Project Engineer | Transportation Engineering**

Bachelor of Science in Civil Engineering | Oklahoma State University | 2017

Brandon Everhart graduated from Oklahoma State University with a bachelor's degree in 2017 and has been part of the SRB Team for six years. His responsibilities include **roadway design** and municipal utilities. He serves as assistant design manager on multiple municipal projects and coordinates design efforts daily. Mr. Everhart has recently served as the **design engineer on the City of OKC MAPS 3 street reconstruction** of Robinson Ave. servicing the Downtown OKC Convention Center and Scissortail Park, MAPS 4 city-wide sidewalk improvements, and Public Work's reconstruction of Automobile Alley in downtown OKC. In the years since joining SRB, Mr. Everhart has gained his P.E. license and keeps certifications in Americans with Disability Act design compliance.

# ORGANIZATIONAL CHART

## MEARS ENGINEERS & SMITH ROBERTS BALDISCHWILER LLC



# SECTION THREE



## PROJECT APPROACH



The following paragraphs detail the steps that Mears/**SRB** will implement to complete the required services. This methodology is very straightforward yet comprehensive. Each phase will be subdivided into individual work tasks for budgeting and project control.

This project will incorporate:

- Scoping and Design Criteria (review or build off of Program Manager work to date)
- Utility Coordination/Relocation
- Surveying
- Civil Engineering/Roadway Design
- Geotechnical Engineering (if required)
- Storm Water Management
- ADA Compliance
- Pavement Design

The project will be performed in the following five phases. Below is an outline of the specific phases that will result in Roadway Plans.

**Phase 1** - Preliminary Design Plans and Documents

**Phase 2** - Plan-in-Hand Plan Submission & Review

**Phase 3** - Final Plan Submission & Review

**Phase 4** - Project Bidding

**Phase 5** - Construction Services in support of City as needed

#### **Phase One - Preliminary Design Plans (30% complete)**

This phase of the project will result in a set of construction plans and specifications suitable for the City to review for ensuring the project scope is meeting the requirements for the City. It will detail the design intent and present engineering concepts. Critical design features will be addressing the coordination between existing utilities and the milling and paving operations.

All plans and specifications will be designed to meet or exceed the minimum standards required by the City and ODOT.

**Mears/SRB** will take a proactive approach to the location and verification of any other existing utilities. Preliminary plans will be provided to each utility company serving the area, and a conference will be held to discuss the impact of the proposed construction on each company's facilities. We recognize the importance of identifying utility conflicts as early in the design process as possible.

If needed, **Mears/SRB** will also conduct periodic public meetings to keep the public apprised of



the program. We will also provide monthly reports to the City Staff throughout the program.

Specific work tasks to be completed during this phase will include:

- “ Site survey
- “ Easement research, description, and agent assistance
- “ Utility location/verification and conference
- “ Preliminary horizontal and vertical grade to match the existing roadway. No changes are anticipated but consideration needs to be given for the modifications
- “ Typical roadway section will be maintained and storage lanes will be added
- “ Geotechnical as needed for the pavement replacement
- “ Coordination and plan review
- “ Opinion of probable cost

#### **Phase Two - Plan-In-Hand Plans (60% complete)**

This phase of the project will result in a set of construction plans suitable for a plan-in-hand field inspection. Using comments from the preliminary plan review, utility and traffic considerations will be finalized.

At the completion and acceptance of the plan-in-hand report, any minor changes in the utility relocation plan and right of way plans will be completed.

A written plan-in-hand inspection report will be provided at the completion of this phase of the project. Specific work tasks to be completed during this phase will include:

- “ Final roadway modifications
- “ Preliminary detour alignment/sequencing to maintain the traffic flow in the area
- “ Revision of opinion of probable cost

#### **Phase Three - Final Plans and Bid Documents (100% complete)**

Utilizing the comments generated during the plan-in-hand review, **Mears/SRB** will prepare a complete and detailed set of construction plans and specifications which meet the City's specifications. During this phase, a detailed opinion of probable construction cost will be prepared. Specific work tasks to be completed during this phase of the project will include:

- “ Final roadway/traffic plans
- “ Final sequence of construction/detour plans
- “ Utility coordination/right-of-way coordination
- “ Revision of opinion of probable cost
- “ Preparation of final bid documents



#### **Phase Four – Project Bidding**

Following approval of the final plans, **Mears/SRB** will be available to assist in the project bidding process. During this time period, **Mears/SRB** will attend the pre-bid conference and prepare any clarifications requested by City.

#### **Phase Five - Construction Services**

If requested by the City, the following specific services are considered to be part of this task:

- “ Attendance at a pre-construction conference
- “ Assist with questions or issues that arise during construction as requested by City
- “ Assistance with review or consideration of change order and field changes
- “ Attendance at final inspection

**Mears/SRB** has inspectors who specialize in the construction of roadways and bridges. We are prepared to provide additional construction services contingent upon the desires of the City and the contract negotiated. These include:

- “ Contract administration
- “ Quality control sampling and testing
- “ Progressive pay estimates
- “ Resident project representation

#### **Other Services in the scope of work will include the following:**

- “ Soil investigation. **Mears/SRB** will review pedological surveys, geotechnical reports, and pavement designs and will make necessary recommendations for the pavement reconstruction.
- “ Topographic Surveying. **Mears/SRB** will perform all topographic survey work.
- “ Utility Relocation and Adjustment Services. **Mears/SRB** will coordinate and manage the utility relocations and adjustments associated with the projects. We will monitor the utility companies on relocations including issuance of the work order. Beyond the work order, **Mears/SRB** will ensure the relocation work is properly monitored, documented, and completed on schedule.

# SECTION FOUR



# REFERENCES



### **City of Lone Grove**

**Ian O'Neal, Town Manager**

(580) 319-6553

*Upsizing public waterline, proposed groundwater well and 0.40 MG Elevated Storage Tower | (\$4.2 Million) – EDA, ARPA and Chickasaw Nation funded*

### **Town of Fort Towson**

**Tami Barnes, Mayor**

(580) 579-8568

*Remove/replace lift station, install Sanitary Sewer Lagoon flow monitoring and repair existing lagoon dike (\$700K) – CDBG funded*

### **Triple T Construction**

**Tommy Haines, President**

(405) 503-9697

*Developer of a 254-lot The Landing Ph. 4 residential development on I-35 and Waterloo Rd – Private Funded*

### **Town of Talihina**

**Jack Cospers**

(817) 368-1673

*1.5 MGD Water Treatment Plant Rehabilitation | (\$5.3 Million) – OWRB ARPA and Choctaw Nation funded*



## City of Oklahoma City



### **Debbie Miller, Public Works**

City of Oklahoma City  
420 W. Main St., Ste. 700, Oklahoma City, OK 73102  
(405) 297-2581  
Debbie.miller@okc.gov

*SRB has provided full-service engineering, design surveying, and construction projects for the City of Oklahoma City since 1981.*

## City of Nichols Hills



### **Shane Pate, City Manager**

City of Nichols Hills  
6407 Avondale Dr., Nichols Hills, Oklahoma 73116  
(405) 879-8875  
spate@nicholshills.net

*SRB has provided full-service engineering, design surveying, and construction projects for Nichols Hills since 1996.*

## Hobby Lobby



### **Mike Gilmore, Assistant Vice President**

Construction Department  
7707 SW 44<sup>th</sup> St.  
Oklahoma City, OK 73179  
405-745-7388

mike.gilmore@hobbylobby.com

*SRB has provided full-service engineering, design surveying, and construction projects for Hobby Lobby since 2007.*

# City Administrator

## Report

January 16 2024

We have attended a lot of meetings on the development out east and other we are still moving forward on phase II at the Industrial Park. We have had meetings with the police department and the animal shelter along with animal control over personal issues I believe we have workable solution. We had a pre-construction meeting on the airport for the new taxi way that will start construction in a couple weeks. The airport is getting a lot of attention from the state recently. We are hopeful for further growth at the airport. On the day-to-day operations things are moving along as normal (it is amazing what can be called normal) We had a big water leak out at the little cabin creek crossing our crew along with Morehead got it fixed. We had a water and sewer committee meeting. We are going to be looking at an upgrade at the sewer plant for the bar rack. Sometimes in the city it seems like we are a bunch of ducks calm on top of the water but paddling like crazy under the water. It is an exciting time to be working for the city of Vinita.

# **parks, cemetery and, street**

## **Report**

To whom it may concern since the last council meeting the crews have been busy!

- . working on mowers
- . helping solid waste haul trash to Tulsa due to them being short handed
- . setting and picking up roll offs for solid waste
- . putting ice melt on steps and ramp at city hall
- . installing utility bed on 2011 ford f350 street dept truck
- . cutting out water digs and patching with cold lay asphalt.
- . removing leaves from curbed streets to help with water flow.
- . weed eating and cutting brush in floodplain ditches to help with water flow and appearance.
- . putting out salt and sand on bridges and overpass and other slick spots
- . working on equipment and cleaning/organizing shop
- . digging graves and locating plots
- . Running street sweeper
- . picking up bagged leaves all over town
- . cleaning storm drains and ends of culverts so water can flow.
- . filling water digs with rock that have settled in roadways

If you have any questions or concerns, feel free to contact street commissioner James Tracy at street department office (918-256-6580) or work cell (918-915-1545) Thank you.

Vinita Public Library  
Department Report to City Council  
January 16, 2024



We recently applied for a Technology Grant for \$5,000 through the Oklahoma Department of Libraries. We will know if we are approved for the grant in early March 2024.

The Vinita Public Library was approved for State Aid funds in the amount of \$8,404.00 from the Oklahoma Department of Libraries.

Library Staff is boxing up items for storage during the upcoming ADA renovations. The library will be relocated to a temporary space at 116 S. Scraper. At the temporary location, the library will maintain its hours of operation and continue to offer all of its services; public computers, free wifi, coping, faxing scanning. Renovations are expected to go through the end of June 2024.

ACTIVITY	Nov	Dec
New memberships	16	16
Materials circulation (books and audiovisuals)	1,789	1,477
Materials (physical) added to local collection	18	33
Public computer sessions (average 58 min/session)	212	207
Library visits	2,321	2,106
Circulation from OK Virtual Library Consortium	688	829

Respectfully submitted,  
*Vanessa Hicks*, Library Director

## **Economic and Community Development Coordinator Update**

January 16, 2024

*Misty Deffenbaugh, City of Vinita Economic and Community Development Coordinator*

### **Industry/Retail:**

- Received 4 RFQs for engineering the road into the industrial park expansion. Our committee chose to engage Mears Engineering, primarily due to aggressive timeline to meet grant requirements.
- I will be attending ICSC Red River retail recruiting event in Dallas at the end of January.
- Dept of Commerce is rolling out details about the SITES program, for which Vinita is a chosen participant, the 2<sup>nd</sup> week of February so more details to follow.
- I am continuing to follow up with environmental studies on the industrial park expansion to determine final steps to be able to market the property for sale.

### **Community:**

- Comprehensive Plan RFPs due Jan 29 at 4 pm.
- Brian and I spoke to the Vinita Lions Club about economic development and development related to Three Ponies and American Heartland.
- I attended the first meeting of the new Chamber of Commerce Board.

### **Grants:**

- Continuing to develop project, partnerships, and application for the Route 66 Project grant due February 2.

### **Tourism:**

- We are working on a campaign to utilize our website and QR codes to promote current attractions, restaurants, and retail along Route 66 with additional businesses being added in additional phases.