

**MINUTES
STREET COMMITTEE
SPECIAL MEETING
FRIDAY, AUGUST 28TH, 2020
4:30 P.M.**

THE STREET COMMITTEE MET IN SPECIAL SESSION IN THE COUNCIL CHAMBER, 12 NORTH ROWE STREET, PRYOR, OKLAHOMA AT THE ABOVE-MENTIONED DATE AND TIME.

COMMITTEE MEMBERS: ** STEVE SMITH, RANDY CHITWOOD, JON KETCHER, YOLANDA THOMPSON (ALTERNATE)

1. CALL MEETING TO ORDER.

The meeting was called to order at 4:30 p.m. by Steve Smith. Members present: Steve Smith, Randy Chitwood and Jon Ketcher. Members absent: none.

Others present: Mayor Lees, Street Superintendent Buddy Glenn, City Engineer Steve Powell and Sean Armstrong.

2. DISCUSS, POSSIBLY APPROVE THE MINUTES OF THE JUNE 23RD, 2020 REGULAR MEETING.

Motion was made by Ketcher, second by Chitwood to approve the minutes of the June 23rd, 2020 regular meeting. Voting yes: Smith, Chitwood, Ketcher. Voting no: none.

3. DISCUSS, POSSIBLY APPROVE THE MINUTES OF THE JULY 27TH, 2020 SPECIAL MEETING.

Motion was made by Ketcher, second by Chitwood to approve the minutes of the July 27th, 2020 special meeting. Voting yes: Chitwood, Ketcher, Smith. Voting no: none.

4. PETITIONS FROM THE AUDIENCE.

There were no petitions.

5. STREET SUPERINTENDENT REPORT – BUDDY GLENN.

Glenn reported that they have finished crosswalks and stop bars. They have worked on 49th out by Walmart, have run the street sweeper and have been mowing. They plan to make one more pass through the alleys to pick up debris from last month's storms. The project at 9th and Dog Pound Road is coming along, as well.

6. CITY ENGINEER REPORT – STEVE POWELL.

Powell reported that the contractor is working on bridge boxes on Dog Pound Road. FEMA requires the road be replaced from end to end, so they will patch 477 square yards of the roadway and completely cover with 3" of asphalt over the base. The boxes should be closed next week.

Powell reported that the contractor for the street project has been intermittent on Adair. They need to be back on the job to get all of the Adair Street concrete completed, but they keep getting pulled away for other jobs. The next section will be the cul-de-sacs off of 17th Street. They will do each cul-de-sac one half at a time, so that residents can continue to have access.

Powell stated that Gaither Road is being saved until the end of the project, because the soccer fields are busy and this is the only access to them. They will work the details out so that there can still be access when the time comes.

Powell also stated that regarding Item #7, they are prepared to move forward with the easement on Eastmanor Second. This has been a major drainage issue for years. He also stated that 14th and Fairland will continue to flood until they reach phase 2 of this project.

7. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING AUTHORIZING INFRASTRUCTURE SOLUTIONS GROUP TO COMPLETE CONSTRUCTION PLANS AND BID DOCUMENTS FOR THE PERMANENT DRAINAGE EASEMENT PROJECTS IN EASTMANOR SECOND, AN ESTIMATED EXPENDITURE IN THE AMOUNT OF \$101,280.00. STREET DRAINAGE PROJECTS ACCOUNT #14-145-5092 IS EXPECTED TO FUND THE PROJECT.

Motion was made by Chitwood, second by Ketcher to take no action regarding authorizing Infrastructure Solutions Group to complete construction plans and bid documents for the permanent drainage easement projects in Eastmanor Second, an estimated expenditure in the amount of \$101,280.00. Street Drainage Projects Account #14-145-5092 is expected to fund the project.

Powell stated that the berm is not quite long enough so there is still a lot of flooding at that corner. They plan to improve stormwater runoff with a 36" stormwater pipe between two homes.

Sean Armstrong, son of one set of the homeowners, was there to represent them. He suggested they put in a concrete culvert to be absolutely certain there was enough drainage to handle all the run-off. Powell stated that this absolutely can be done, but in years past the homeowners said that under no circumstances would they allow an open channel. Mr. Armstrong believes he may be able to help persuade his parents in this regard.

In this case, it was discussed to take no action tonight and give the Armstrongs some time to discuss this option. Another meeting will be set for Thursday, September 3rd, 2020, at 4:30 p.m. to readdress the issue.

Voting yes: Ketcher, Smith, Chitwood. Voting no: none.

8. ADJOURN.

Motion was made by Ketcher, second by Chitwood to adjourn at 5:08 p.m. Voting yes: Smith, Chitwood, Ketcher. Voting no: none.

**MINUTES
STREET COMMITTEE
SPECIAL MEETING
THURSDAY, SEPTEMBER 3RD, 2020
4:30 P.M.**

THE STREET COMMITTEE MET IN SPECIAL SESSION IN THE COUNCIL CHAMBER, 12 NORTH ROWE STREET, PRYOR, OKLAHOMA AT THE ABOVE-MENTIONED DATE AND TIME.

COMMITTEE MEMBERS: ** STEVE SMITH, RANDY CHITWOOD, JON KETCHER, YOLANDA THOMPSON (ALTERNATE)

1. CALL MEETING TO ORDER.

The meeting was called to order at 4:30 p.m. by Steve Smith. Members present: Steve Smith, Jon Ketcher and Alternate Yolanda Thompson. Members absent: Randy Chitwood.

Others present: Mayor Lees, City Engineer Steve Powell, James and Martha Armstrong, and Sean Armstrong.

2. PETITIONS FROM THE AUDIENCE.

There were no petitions.

3. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING AUTHORIZING INFRASTRUCTURE SOLUTIONS GROUP TO COMPLETE CONSTRUCTION PLANS AND BID DOCUMENTS FOR THE PERMANENT DRAINAGE EASEMENT PROJECTS IN EASTMANOR SECOND, AN ESTIMATED EXPENDITURE IN THE AMOUNT OF \$101,280.00. STREET DRAINAGE PROJECTS ACCOUNT #14-145-5092 IS EXPECTED TO FUND THE PROJECT.

Motion was made by Thompson, second by Ketcher to approve authorizing Infrastructure Solutions Group to complete construction plans and bid documents for the permanent drainage easement projects in Eastmanor Second, an estimated expenditure in the amount of \$101,280.00. Street Drainage Projects Account #14-145-5092 is expected to fund the project.

Powell explained the U-Channel that was discussed as a possible better option to the drainage plan than the piping. Mr. James Armstrong stated that he is not against the plan, but he has several questions. He stated concern regarding utility lines being torn up. Powell assured him that MUB is fully aware and involved in the planning and will make certain all utilities are handled safely.

Powell also stated that the U-Channel will be covered with a grate, as opposed to being an open trench surrounded by an ugly fence and handrails.

Armstrong expressed concern regarding closing the street for the project, and Powell stated that the street will be closed half at a time, in order to allow continued vehicle access.

Mayor stated that this new proposed plan has not been discussed with the other homeowner affected by the drainage easement. He advises sending this proposal to Council, pending agreement of other homeowner.

Thompson and Ketcher amended their motion and second to approve authorizing Infrastructure Solutions Group to complete construction plans and bid documents for the permanent drainage easement projects in Eastmanor Second, pending approval of other property owner.

Voting yes: Smith, Ketcher, Thompson. Voting no: none.

4. ADJOURN.

Motion was made by Ketcher, second by Thompson to adjourn at 4:50 p.m. Voting yes: Ketcher, Thompson, Smith. Voting no: none.

**MINUTES
STREET COMMITTEE
REGULAR MEETING
TUESDAY, OCTOBER 27TH, 2020
5:30 P.M.**

THE STREET COMMITTEE MET IN REGULAR SESSION IN THE COUNCIL CHAMBER, 12 NORTH ROWE STREET, PRYOR, OKLAHOMA AT THE ABOVE-MENTIONED DATE AND TIME.

COMMITTEE MEMBERS: ** STEVE SMITH, RANDY CHITWOOD, JON KETCHER, YOLANDA THOMPSON (ALTERNATE)

1. CALL MEETING TO ORDER.

The meeting was called to order at 5:30 p.m. by Steve Smith. Members present: Steve Smith and Jon Ketcher. Members absent: Randy Chitwood.

Others present: Mayor Larry Lees, Terry Aylward and Steve Powell via telephone.

2. DISCUSS, POSSIBLY APPROVE THE MINUTES OF THE JUNE 23RD, 2020 REGULAR MEETING.

Motion was made by Ketcher, second by Smith to approve the minutes of the June 23rd, 2020 regular meeting. Voting yes: Smith and Ketcher. Voting no: none.

3. DISCUSS, POSSIBLY APPROVE THE MINUTES OF THE JULY 27TH, 2020 SPECIAL MEETING.

Motion was made by Ketcher, second by Smith to approve the minutes of the July 27th, 2020 special meeting. Voting yes: Ketcher and Smith. Voting no: none.

4. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING APPROVAL OF THE STREET COMMITTEE MEETING SCHEDULE FOR 2021.

Motion was made by Ketcher, second by Smith to recommend Council action regarding approval of the Street Committee Meeting Schedule for 2021. Voting yes: Smith and Ketcher. Voting no: none.

5. PETITIONS FROM THE AUDIENCE.

There were no petitions.

6. STREET SUPERINTENDENT REPORT – BUDDY GLENN:

Glenn reported that they have opened up about 800 feet of ditches. They have been working on the street behind Burger King and on Karen Street. They have also worked on a drainage issue on Park Street at Adair. They had a project at SE 3rd and Rowe and it has been completed.

Glenn also reported that head walls have been poured at SE 13th and Elliott. They are currently working on the corners at NE 5th and Adair. The turns are very narrow there and cars tend to go off the edge. They are extending all the corners at that intersection.

Glenn also reported that they are running the street sweeper when they can. They have laid a new driveway pipe at the new home being built on South Whitaker. Soon they will begin trimming trees and dipping ditches again.

7. UPDATES FROM STEVE POWELL.

Steve Powell joined the meeting via telephone. He reported that Dog Pound Road is essentially done. Johnny Janzen is working on getting FEMA lined up to do their final inspection. Powell stated that he has the final pay estimate for this project in his possession. The guardrails are yet to be installed, but everything should be completed within the next couple of weeks.

Regarding Item 9 of the agenda, Powell stated that some flooding will continue in this area, because it is in the 100-year floodplain. He recommends limiting truck loads to 5 tons, instead of the 10 tons stated on the agenda.

10. DISCUSSION AND UPDATE ON CURRENT 2019 STREET REHABILITATION PROJECT WITH EMPHASIZE ON COMPLETION BEFORE THE NOVEMBER 15TH, 2020 DATE. THIS DATE IS SET TO DETERMINE IF ASSESSING LIQUIDATED DAMAGES COULD OR SHOULD BE PLACED UPON THE CONTRACTOR.

No action. Powell stated that there are a few more areas on North and South Adair and at Gaither Road that still need to be overlaid. They have added North Rowe to the mill and overlay list to increase its height. He stated that November 15th is the drop-dead end date for this project. This week's rain has made it impossible for H&G to work on any of it.

Powell also reported that bids for the drainage projects at 3rd and Eastmanor and at 14th and Fairland will be opened on November 5th. He stated that he has some recommendations for the drainage issues at NE 5th and Elliott, as well. He stated that the piping on Bailey by Shipman's has collapsed and he wants to raise up Bailey and put in a more efficient piping system for that area.

Smith stated that he has had numerous people ask why we do not fire H&G Paving and hire someone else to finish that project. Smith does not feel the time is right for that. Mayor agrees, since we are under contract with them. It was agreed to give them until at least the end of this year before we consider firing them. After the November 15th deadline, H&G will begin accruing penalties if the job is not complete.

Powell left the meeting.

Smith moved back to Item 8.

8. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING AN EXPENDITURE IN THE AMOUNT OF \$5,634.37 TO WARREN CAT FOR THE REPAIR OF A 420 CAT BACKHOE FRONT VALVE BODY AT THE PRYOR CREEK STREET DEPARTMENT FROM STREET REPAIR & MAINTENANCE ACCOUNT #14-145-5342.

Motion was made by Ketcher, second by Smith to recommend Council action regarding an expenditure in the amount of \$5,634.37 to Warren Cat for the repair of a 420 Cat backhoe

front valve body at the Pryor Creek Street Department from Street Repair & Maintenance Account #14-145-5342. Voting yes: Ketcher and Smith. Voting no: none.

9. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING RECOMMENDATION TO POST SW 9TH STREET AND DOG POUND ROAD WITH LOAD LIMITS OF "10 TONS" TO ASSIST IN REDUCING HEAVY LOADING ON THOSE SEGMENTS TO LENGTHEN THE LIFE OF THE NEW PAVEMENT.

Motion was made by Ketcher second by Smith to recommend Council action regarding recommendation to post SW 9th Street and Dog Pound Road with load limits of "10 Tons" to assist in reducing heavy loading on those segments to lengthen the life of the new pavement. Ketcher and Smith amended their motion and second to recommend load limits of "5 Tons, per recommendation of the City engineer."

Glenn stated that there is at least one farmer who travels that road with an 18-wheeler to haul out his crops. Smith stated that the farmer can request an exemption when he needs to do that. It was discussed that the county will likely need to be involved in this process, due to their use of that area.

Amendment to the original motion and second were then reamended to include "pending agreement with the County."

Voting yes: Smith and Ketcher. Voting no: none.

11. UNFORESEEABLE BUSINESS. (ANY MATTER NOT FORESEEABLE PRIOR TO POSTING THE AGENDA.)

Glenn reported that he received the invoice for the guardrails needed for SW 9th and Dog Pound Road. He did not have it in time to add it to this agenda, but it is large enough that it will have to go through Council for approval. The committee agreed to send it on to Council, in order to complete this project in a timely manner. The cost will be approximately \$3,600.00.

12. ADJOURN.

Motion was made by Ketcher, second by Smith to adjourn at 6:03 p.m. All voted yes.

INFORMATION FOR BIDDERS

BIDS will be received by CITY OF PRYOR CREEK (hereinafter called the "OWNER"), at 12 North Rowe Street, Pryor Creek, OK 74362 until 2 p.m., (Local Time), on July 30th, 2019 and then at said office publicly be opened and read aloud.

Each BID must be submitted in a sealed envelope, addressed to:

CITY OF PRYOR CREEK at 12 North Rowe Street, Pryor Creek, OK 74362.

Each sealed envelope containing a BID must be plainly marked on the outside as:

BID for STREET REHABILITATION 2019

and the envelope should bear on the outside the BIDDER'S name, address, and license number, if applicable, and the name of the project for which the BID is submitted. If forwarded by **USPS** mail, the sealed envelope containing the BID must be enclosed in another envelope addressed to the OWNER at 12 North Rowe Street, Pryor Creek, OK 74362.

All BIDS must be made on the required BID form. All blank spaces for BID prices must be filled in, in ink or typewritten, and the BID form must be fully completed and executed when submitted. Only one Copy of the BID form is required.

The OWNER may waive any informalities or minor defects or reject any and all BIDS. Any BID may be withdrawn prior to the above scheduled time for the opening of BIDS or authorized postponement thereof. Bids received more than ninety-six (96) hours before time specified and Bids received after the time set for opening Bids will not be considered and will be returned unopened. No BIDDER may withdraw a BID within 60 days after the actual date of the opening thereof. Should there be reasons why the contract cannot be awarded within the specified period; the time may be extended by mutual agreement between the OWNER and the BIDDER.

BIDDERS must satisfy themselves of the accuracy of the estimated quantities in the BID schedule by examination of the site and a review of the drawings and specifications including ADDENDA. After BIDS have been submitted, the BIDDER shall not assert that there was a misunderstanding concerning the quantities of WORK or of the nature of the WORK to be done.

The OWNER shall provide to BIDDERS prior to BIDDING, all information which is pertinent to, and delineates and describes, the land owned and rights-of-way acquired or to be acquired.

The CONTRACT DOCUMENTS contain the provisions required for the construction of the PRODUCT. Information obtained from an officer, agent, or employee of the OWNER or any other person shall not affect the risks or obligations assumed by the CONTRACTOR or relieve the contractor from fulfilling any of the conditions of the contract.

Each bid must be accompanied by a bid bond payable to the OWNER for five percent of the total amount of the bid. A certified check may be used in lieu of the bid bond. No bid security is required if bid is \$7,500.00 or less. As soon as the bid prices have been compared, the OWNER will return the bonds of all except the three lowest responsible bidders. The bid bond of the successful bidder will be retained until the Performance Bond, Statutory Bond, Maintenance Bond and Certificate of Insurance have been executed and approved, after which it will be returned. The bid security of the two remaining unsuccessful Bidders will be returned after the successful Bidder has entered into a contract and has furnished the required bonds and insurance.

A Performance Bond, Statutory Bond and Maintenance Bond each in the amount of 100 percent of the Contract Price with a corporate surety approved by the OWNER will be required for the faithful performance of the Contract.

Attorneys-in-fact who sign Bid Bonds and Performance Bonds must file with each Bond a certified and effective dated Copy of their Power-of-Attorney.

The OWNER shall award a contract to the lowest responsible bidder or bidders within sixty (60) calendar days after bid opening. The OWNER may extend the award period not to exceed fifteen (15) calendar days by formal recorded action and for good cause.

The party to whom the contract is awarded will be required to execute the Agreement and obtain the Performance Bond, Statutory Bond, Maintenance Bond and Certificate of Insurance within ten (10) calendar days from the date when Notice of Award is delivered to the Bidder. The Notice of Award shall be accompanied by the necessary Agreement and Bond forms. In the failure of the Bidder to execute the Agreement, the OWNER may consider the Bidder in default in which case the Bid Bond accompanying the proposal shall become the property of the OWNER.

The OWNER within ten (10) calendar days of receipt of acceptable Agreement, Bonds and Certificate of Insurance signed by the party to whom the Agreement was awarded shall sign the Agreement and return to such party an executed duplicate of the Agreement. Should the OWNER not execute the Agreement within such period, the BIDDER may by WRITTEN NOTICE withdraw the signed Agreement. Such NOTICE of withdrawal shall be effective upon receipt of the NOTICE by the OWNER.

The Notice to Proceed shall be issued by the OWNER within ten (10) calendar days of the execution of the Agreement, approval of Bonds and approval of the Certificate of Insurance. Should there be reasons why the Notice to Proceed cannot be issued within such period, the time may be extended by mutual agreement between the OWNER and CONTRACTOR. If the NOTICE TO PROCEED has not been issued within the ten (10) day period or within the period mutually agreed upon, the CONTRACTOR may terminate the Agreement without further liability on the part of either party.

The OWNER may make such investigations as deemed necessary to determine the ability of the BIDDER to perform the WORK, and the BIDDER shall furnish to the OWNER all such information and data for this purpose as the OWNER may request. The OWNER reserves the right to reject any BID if the evidence submitted by, or investigation of, such BIDDER fails to satisfy the OWNER that such BIDDER is properly qualified to carry out the obligations of the AGREEMENT and to complete the WORK contemplated therein.

A conditional or qualified BID will not be accepted.

Award will be made to the lowest responsive responsible BIDDER.

All applicable laws, ordinances, and the rules and regulations of all authorities having jurisdiction over construction of the project shall apply to the contract throughout.

Each BIDDER is responsible for inspecting the site and for reading and being thoroughly familiar with the CONTRACT DOCUMENTS. The failure or omission of any BIDDER to do any of the foregoing shall in no way relieve any BIDDER from any obligation in respect to its BID.

The successful BIDDER will be required to meet all requirements of the Underground Facilities Damage Prevention Act when engaged in work within public right-of-way.

When alternate BIDS are taken, they will be listed in numerical order with the highest priority being number one; second, number two, etc.

When alternates are used, the low BIDDERS will be selected by the lowest and best BID considering all BIDS which include the selected alternate BIDS.

The alternates will be listed in consecutive priority order to remain within the funds available for the project.

The low BIDDER shall supply the names and addresses of major material SUPPLIERS and SUBCONTRACTORS when required to do so by the OWNER.

To avoid bypassing of raw sewage during construction, the contractor(s) shall use the methods described as follows: Bypassing of raw sewerage will not be permitted. The contractor shall furnish all temporary pumping facilities including but not limited to the following: pumps, equipment, piping, manpower and electrical/fuel requirements necessary to prevent bypassing of raw sewage. Cost for temporary pumping requirements shall be considered incidental to the construction of the project and will not be paid for separately.

The time for completion is **90 consecutive calendar days. (Contract 1)**
45 consecutive calendar days. (Contract 2)

Liquidated damages will be **\$500 per calendar day beyond the time for completion.**

A Penalty for delays in time between mill and overlay and asphalt paving beyond 72 hours will be assessed at **\$100/calendar 8-hr. day** for Contract 1.

The Contractor will be required to begin work within ten (10) calendar days of the date shown on the Notice to Proceed.

In the event of a conflict between the plans and specifications, the specifications will govern.

The following items will be submitted with the bid:

1. Statement of Qualifications
2. Bid Proposal
3. Bid Schedule
4. Business Relationship Affidavit
5. Non-Collusion Affidavit
6. Payroll Affidavit
7. Bid Bond.

All questions about the meaning or intent of the Bidding Documents are to be submitted to Engineer in writing *in accordance with the Request for Information form*. Interpretations or clarifications considered necessary by Engineer in response to such questions will be issued by Addenda or Request for Information mailed or delivered to all parties recorded by Engineer as having received the Bidding Documents. Questions received less than five (5) days prior to the date for opening of Bids may not be answered. Only questions answered by Addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.

The Engineer is: Infrastructure Solutions Group, LLC
Project Manager: Steve A. Powell, P.E.
Address: 3840 S. 103rd E. Ave. Suite 227 Tulsa, OK 74146
Phone Number: 918-664-5500 ext. 1, Fax Number: 918-420-5500
email: steve.powell@isgengineering.com

CITY OF PRYOR EQUIPMENT INVENTORY

Description Cat Backhoe ID No. 145-9-01546

Serial No. 42N01692

Date Purchased 1997 Cost 48,000.00 Model No. 416C

Vendor Name & Address _____

Telephone No. _____

Warranties _____

Purchase Order No. _____

Disposition Good Date _____

Physical Location of Item Street Dept

Priority Printworks, Inc. 825-6397

Going to Golf Course