

**RESOLUTION NO. 931**

**AUTHORIZING THE SUBMITTAL OF A SOUTHWEST OKLAHOMA REGIONAL  
TRANSPORTATION PLANNING ORGANIZATION (SORTPO) MINI PLANNING  
GRANT APPLICATION WITH THE COMMITMENT OF A \$5,900.00 CASH MATCH  
FOR RELATED ENGINEERING SERVICES.**

**WHEREAS**, the SORTPO has recently advertised the availability of mini planning grants due by February 1, 2022, of up to \$25,000.00, for transportation related planning projects, including active living projects such as those included in the McLain Rogers Park Master Plan; and

**WHEREAS**, the City of Clinton has obtained a written proposal from BKL Engineers/Architects, a firm with considerable experience in ODOT and other grant funded projects, to provide the engineering report which must be included with the grant application; and

**WHEREAS**, obtaining this grant would be a valuable component in the City's ongoing efforts to identify and complete frequent, incremental improvements to its parks and other infrastructure components funded by other grants, public and private funding as they are available; and

**WHEREAS**, this grant application requires a Resolution by the City Council specifically committing the required 20 percent cash match.

**NOW, THEREFORE, BE IT RESOLVED** by the Clinton City Council to approve this Resolution hereby:

1. Authorizing the submittal of the above-referenced grant application;
2. Authorizing the execution of the "Letter of Agreement" with BKL Engineers/Architects for improvements at McLain Rogers Park; and
3. Commit \$5,900.00 of the \$29,500.00 in professional fees for BKL's professional services with the balance to come from the grant award.

**APPROVED** by the Clinton City Council this 26th day of January 2022.

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David D. Berrong, Mayor

**ATTEST:**

\_\_\_\_\_  
Amy E. Jones, City Clerk



**SORTPO TRANSPORTATION MINI PLANNING  
GRANT APPLICATION**

**Federal Fiscal Year 2022  
Deadline February 1, 2022**

Date January 27, 2022

Funding Amount Request \$25,000.00

Municipality	<u>CLINTON</u>	County	<u>CLUSTER</u>
Point of Contact Name	<u>ROBERT B. JOHNSTON</u>		
Title	<u>CITY MANAGER</u>		
Address	<u>415 GARY BOULEVARD</u>		
Phone (office)	<u>580 323 0261</u>	Cell	<u>580 335 1551</u>
Email	<u>robert.johnston@clintonok.gov</u>		

**Information and Documents to be submitted**

- Description of proposed project including Engineer's or Planning Consultant's Scope of Work and Cost Estimate.
- Beginning/Completion Dates and Milestone Dates
- Engineering/Planning contact information: name, address, phone number and email address.
- Does the contract include transportation planning studies/transportation planning activities?  Yes  No
- Funding commitment letter/council resolution. Grantee will be responsible for a 20% cash match for their project.
- Copy of the signed contract with Engineering firm/individual or provide documentation that the Engineer/firm is on Oklahoma Department of Transportation (ODOT), or Office of Management Enterprises (OMES) approved contractor's list.

NOTE: The maximum SPR funds that can be applied for in this application is \$25,000.

*SORTPO FFY 2022 Mini Planning Grant Application*

Process:

1. Submit application and supporting documents electronically to [Julie@swoda.org](mailto:Julie@swoda.org) no later than February 1, 2022, 5:00 pm CST.
2. Within 30 workdays of application closing date the applications will be reviewed by staff and forwarded to the SORTPO Transportation Technical Committee and SORTPO Transportation Policy Board for consideration at their March 2022 meeting.
3. Applicants will be notified in writing within 5 days of the SORTPO Transportation Policy Board's action.
4. The applicant will be required to enter into an agreement for funding and performance with SWODA. The agreement will be provided to the applicants awarded the grant. Work on the project cannot begin until two original signed agreements have been signed by applicant and SWODA. One original signed agreement will be provided to the applicant.
5. Applicants awarded grants must submit a Monthly Report summarizing progress, changes to milestone or completion dates.
6. Submit copy of final report/project/files within 30 days of completion of project. Items to submit include but is not limited to electronic files such as maps, tables, and illustrations.
7. Submit paid project invoices for reimbursement to SWODA by the last day of the month. The invoice will be reviewed and submitted in a monthly claim to ODOT. The claims are submitted to ODOT on the 10<sup>th</sup> of each month and takes approximately 60-90 days for reimbursement. Within 10 days of receipt of the 80% reimbursement from ODOT; SWODA will issue a check to the municipality.



**BKL, Incorporated**  
1623 East 6<sup>th</sup> Street  
Tulsa, Oklahoma 74120  
918-835-9588  
[www.bklinc.com](http://www.bklinc.com)

Mr. Robert B. Johnston  
415 Gary Freeway,  
PO Box 1177  
Clinton, OK 73601

RE: Letter of Agreement  
Civil Services for ADA Assessment and Conceptual Construction Plans for McLain Rogers Park

Dear Mr. Johnston:

We appreciate your consideration for engineering services for the above referenced project. This is a Letter of Agreement and Notice to Proceed to provide the Civil Services for the assessment and conceptual construction plans for ADA Access and Improvements at McLain Rogers Park.

#### **PROJECT DESCRIPTION**

This project will include a topographic survey of the site and an overall evaluation and assessment of the existing conditions at McLain Rogers Park in Clinton, OK. Following the assessment and evaluation a technical memorandum will be created that will detail available options for construction and where improvements can be completed to improve the ADA Accessibility for the overall site. The evaluation will be completed using the ADA Guidelines and PROWAG Standards. Once the study is completed and the City has selected the construction activities, BKL will produce conceptual construction plans and estimates for these improvements.

#### **SCOPE OF SERVICES**

BKL will provide the Civil Services for the ADA assessment and present a Technical Memorandum for the City Evaluation and upon selection of the construction activities, conceptual construction plans will be provided.

#### ADA assessment and feasibility study scope:

BKL will provide the assessment and feasibility services for project defined above. BKL will provide a technical memorandum, conceptual plans, details, and estimates for the potential construction of the project. The project will be designed to meet current city and state criteria. BKL shall provide final report and estimates for the Project. Included in the report and estimates plans will be the details listed below:

- ADA Accessible routes
  - Alternative Solutions for ADA Access
  - Topographic Land Survey Data Sheet
  - Conceptual Site Layout and Construction Plans
  - Detailed Construction Cost Estimates and Options
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**Project Site Visits:**

The scope of this project will include a total of Three (3) site visits from BKL personnel. One site visit will occur during the assessment and feasibility phase of the project, and one will be at the conclusion of the assessment phase. The third site visit will occur during the development of the conceptual construction plans. Any additional site visits will be considered additional expenses at a rate of \$2,000 per site visit.

**Additional Services:**

Other services that are not associated with the Scope of Services shall be considered as additional services. Additional services would include Owner directed work that is clearly outside of the base contract. Additional services may include the following, but not limited to:

- Report or Plan Revisions: Report or Plan revisions (minor alterations) are expected and therefore are included as part of our services in the base contract. Although, if report or plan adjustments exceed normal revisions or if a complete redesign is required then additional services shall be negotiated to meet an adjusted scope of services.
- Traffic study, counts or warrants
- Utility coordination, relocation design, or utility construction drawings related to Project
- Environmental study and clearance
- Right of way or easement acquisitions
- ROW/Easement survey staking
- Permit fees for City, County or State
- Construction material testing
- Sealed Construction Plans
- Geotechnical Investigations
- Bidding Assistance
- Construction Specifications
- Resident Project Representation for the Project
- USACE 404 Permit Process
- Construction Administration Services not mentioned above, including but not limited to:
  - Attending progress meetings
  - Field inspections
  - Construction Site Visits
  - Project Closeout Document
  - Project administration



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### **FEES**

For the project described above the total lump sum fee for the assessment and conceptual construction plan design efforts of **\$ 29,500**. Should additional items be identified that warrant additional engineering design and require additional fees, we will contact you prior to initiating this work. Unless otherwise instructed, invoices will be submitted to the address listed above.

### **DELIVERABLES**

The project is expected to be done in two stages of completion: 75% Draft Memorandum and Conceptual Plans and a Final Memorandum and set of Conceptual Plans. Items to be delivered at each completion stage of the project include:

- One electronic PDF (Sealed Report for Final).

### **PERFORMANCE SCHEDULE**

We anticipate starting the engineering design within 1 day of written Notice to Proceed (NTP). A Topographic Survey will be completed within 45 Days of NTP, the Draft Memorandum and Conceptual Plans are expected within 90 days of NTP and Final Memorandum and Conceptual Plans submittal expected within 45 days after receiving any comments from the Draft submittal.

Thank you for the opportunity to provide our services. If you have any questions, or if we can be of further service, please do not hesitate to contact us.

Sincerely  
BKL, Incorporated

Ryan Mahaffey, P.E.