
**TULSA DEVELOPMENT AUTHORITY
STAFF REPORT**

MEETING DATE: August 4, 2016
TO: Chairman and Board Members
FROM: O.C. Walker
SUBJECT: Request for Qualifications for Professional Engineering Services, Street Lighting Project
LOCATION: North Peoria Avenue, between East Pine Street and East Apache Street, Tulsa, Oklahoma

Background: **Redeveloper:** Tulsa Development Authority
 Owner: Tulsa Development Authority

Location: North Peoria Avenue, between East Pine Street and East Apache Street, Tulsa, Oklahoma

Size of Tract: N/A
Zoning: Commercial
Development Area: North Peoria Avenue TIF
Fair Market Value: N/A
Staff Planner: O.C. Walker

Relevant Info: On May 5, 2016, the TDA Board of Commissioners reviewed and approved the release of the Request for Qualifications (RFQ) for Professional Services for Street Lighting Design along North Peoria Avenue, between East Pine Street and East Apache Street, Tulsa, Oklahoma. The successful Respondent was D.W. Gates Engineering Services. On July 12, 2016, the TDA Board of Commissioners reviewed and Approved Resolution No. 6239, authorizing negotiations with D. W. Gates Engineering to provide engineering services for the North Peoria Street Lighting project in Tulsa, Oklahoma. TDA's Executive Director and General Counsel met with D. W. Gates to start the negotiation process and to outline the scope of work to be performed. The scope of work is as follows:

- Provide a project lighting study
- Create a preliminary design
- Draft final design
- Present project bidding support
- Facilitate construction services

Attachments: Letter dated July 26, 2016, from D. W. Gates Engineering Services
Draft Consulting Services Agreement
Agreement for Terms and Conditions of Negotiations Between Tulsa
Development Authority and for Engineering Services – North Peoria TIF Street
Lighting Project

Recommendation: Staff recommends this item be approved as presented.

Reviewed By: O.C. Walker

CONSULTING SERVICES AGREEMENT

This Consulting Services Agreement (“the “Agreement”) is entered into this _____day of August, 2016, between TULSA DEVELOPMENT AUTHORITY (“Authority”), of 1216 N. Lansing Avenue, Suite D, Tulsa, Oklahoma 74106 and DEREK W. GATES, d/b/a D. W. GATES ENGINEERING SERVICES, (“Consultant”) of 616 S. Main Street, Suite 112, Tulsa, OK 74119 (each of whom is referred to herein as a “party” and are collectively referred to as the “parties”).

1. SCOPE OF WORK. Consultant has experience and expertise in the development and implementation of major projects, including engineering plan design, project management, construction management and supervision, including without limitation quality control and verification of compliance with plans and specifications (“Services”), and desires to provide such Services to the Authority for the North Peoria TIF Street Lighting Project in accordance with the provisions of the Request for Qualifications (RFQ) issued by the Authority for said Project and the response of Consultant to said RFQ.

A. Anticipated Work Hours. Consultant will devote the required degree of time and effort to performing the Services identified in this Agreement in a prompt and timely manner. Authority and Consultant have agreed upon a schedule for completion of the various elements of the Services to be provided by Consultant as set forth on Attachment “A” hereto.

2. FEES.

A. Payment for Services. Authority will pay Consultant _____ per hour, with a total maximum fee not to exceed \$_____.

B. Expenses. Except to the extent this Agreement provides otherwise, Consultant’s hourly fee includes reasonable and necessary expenses incurred in the provision of the Services.

C. Payment of Invoices. Consultant will submit to Authority by the 15th of the month an original invoice for the prior month’s Services showing the monthly fee specified in Section 2.A above and detailing any allowable expenses being submitted for payment. Authority will pay all undisputed invoiced amounts within fifty (50) days of receipt of the invoice. All invoices made pursuant to this Agreement will be made in writing and delivered by personal delivery, U.S. mail, courier, express delivery services or electronic mail and will be addressed to:

Tulsa Development Authority
1216 N. Lansing Avenue, Ste. D
Tulsa, OK 74106
Attn: Mr. O. C. Walker, Executive Director

3. TERM AND TERMINATION.

A. Term. The term of this Agreement will become effective as of the date first written above and, unless earlier terminated pursuant to this Section 3, will expire on June 30, 2017, and may be extended upon written agreement of the parties subject to the separate approval by a majority of the Board of Commissioners of Authority.

B. Termination. Either party may terminate this Agreement at any time without liability to the other party, by providing thirty (30) days' prior written notice to the other party.

C. Events of Default. In the event that either party commits any breach of or default in any of the terms or conditions of this Agreement, and also fails to remedy the default or breach within ten (10) days after receipt of written notice thereof from the other party, the party giving notice may, at its option and in addition to any other remedies which it may have at law or in equity, terminate this Agreement by sending written notice of termination to the defaulting party in accordance with the notice provisions of this Agreement, and the termination will be effective as set out in such notice provisions.

D. Continuing Obligations. Termination of this Agreement will not terminate (i) Authority's obligations under Section 2 accruing prior to such termination, (ii) each party's obligations under Sections 5, 7.B, 7.C, 8,10, 11 and 12, or (iii) other provisions, that by their sense and context, are intended to survive such termination.

E. Effect of Consultant Breach. In the event Consultant breaches any material obligations under this Agreement, Authority shall have the right to withhold payment of any pending invoices as well as any rights or remedies available under the law.

4. OFFICE SERVICES. During the term of this Agreement for purposes of facilitating provision of the Services in a cost-effective manner and at no cost to Consultant, Authority will provide Consultant with reasonable access to Authority's relevant files, information, personnel, and resources to complete the scope of work defined in Section 1.A.

5. PROPERTY RIGHTS.

A. Title to Certain Tangible Property. All tangible or written materials (whether original or duplicates) including, without limitation, file or data base materials in whatever form, files, documents, notes, agreements, books, manuals, client record cards, client files, correspondence, contracts, orders, messages, memoranda, invoices, receipts, and all other records of any kind in the possession or control of Consultant that in any way relate or pertain to Authority's business, whether furnished to Consultant by Authority or Authority's attorneys or other outside resources, or prepared, compiled, or acquired by Consultant in performing the Services, will be the sole property of Authority.

At any time upon request of Authority, and in any event promptly upon termination of this Agreement, Consultant will deliver all such materials to Authority.

B. Consultant's Intellectual Property. The deliverables under the Services specified in this Agreement may include data, modules, components, designs, utilities, subsets, objects, program listings, tools, models, methodologies, programs, systems, analysis, frameworks, leading or best practices, and specifications ("Technical Elements") owned or developed by Consultant prior to or independently from, this Agreement, and Consultant retains all rights thereto. To the extent that any Technical Elements are integrated into any deliverables, Consultant will provide working copies of same to Authority and grants to Authority a perpetual, worldwide, fully paid-up license to use and modify such Technical Elements as integrated into such deliverables.

7. CONSULTANT STATUS.

A. Independent Contractor. Consultant agrees to perform the Services as an independent contractor under the direction of Authority's Executive Director. Consultant, in its performance of this Agreement, has and hereby retains the right to exercise full control and supervision over the accomplishment of the objectives set forth in Section 1, subject to the provisions of Section 23.A. This agreement does not create a partnership, agency, joint venture, employment or third party beneficiary contract. Consultant is not a principal, partner, co-venturer, franchisee, or employee of Authority and Consultant will not make any representation to the contrary to any person or take any action which would imply otherwise. Consultant will not bind, nor attempt to bind, Authority to any obligation with any third party unless expressly authorized by Authority in writing to do so for that particular limited purpose. Authority does not and will not have actual, potential or any other control over Consultant, except as otherwise expressly set forth in this Agreement.

B. Taxes on Compensation. Consultant is solely responsible to pay any federal, state, or local taxes or assessments applicable to the compensation paid under this Agreement.

C. Reporting of Compensation. Authority will report to the IRS all amounts paid to Consultant pursuant to this Agreement as non-employee compensation, and provide Consultant annually an IRS Form 1099 outlining annual non-employee compensation paid to Consultant. Consultant will complete, execute, and deliver to Authority a Form W-9, "Request for Taxpayer Identification Number and Certification," upon the execution of this Agreement.

D. No Entitlement to Benefits. Consultant and its employees, if any, will not be entitled to (i) participate in or receive benefits under any of Authority's programs maintained for its employees, including, without limitation, life, medical and disability benefits, pension, profit sharing or other retirement plans or other fringe benefits or (ii) any direct or indirect compensation of any kind as a result of the performance of this Agreement, except for the fees provided for herein.

8. CONFIDENTIALITY.

A. Definition. As used herein, the term “Confidential Information” refers to any and all confidential information relating to Authority’s business activities and includes, without limitation, the terms and conditions of this Agreement, as well as information relating to Authority’s business processes, products, services, strategies, objectives, financial information, technical information, data, marketing materials, business plans, and employees. Confidential Information will include, but not be limited to, any information or communications of Authority that (i) is a trade secret or (ii) is subject to a privilege against disclosure or use in litigation, including, without limitation, information or communications subject to the attorney-client, attorney work product, or settlement negotiation privileges. For purposes of this Agreement, communications from or to Authority and its attorneys (including attorneys serving as employees of Authority) will be presumed subject to the attorney-client privilege unless and until Authority determines otherwise. Such Confidential information is the exclusive property of Authority and may be used by Consultant solely in the performance of her obligations under this Agreement. Notwithstanding anything to the contrary above, Confidential Information does not include information that (a) is now, or hereafter becomes, publicly known or available through lawful means; (b) is disclosed to the receiving party without confidential or proprietary restriction by a third party who rightfully possesses and rightfully discloses the information; (c) is independently developed by the receiving party without any breach of this Agreement; or (d) is the subject of a written permission to disclose provided by the disclosing party.

B. Obligations upon Termination. Upon termination of this Agreement or upon notice from Authority, Consultant will either return all Confidential Information, as defined in Section 8.A above, together with any copies thereof, to Authority or certify Consultant has destroyed any Confidential Information in his possession. Consultant will also upon termination maintain the confidentiality of any and all Confidential Information in accordance with Section 8.C below.

C. Maintaining Confidentiality. As long as such Confidential Information, as defined in Section 8.A above, remains confidential, Consultant will not, without the express written consent of Authority, directly or indirectly communicate or divulge to, or use for his own benefit or for the benefit of any other person or entity, any Confidential Information, except that Consultant may disclose such matters to the extent that disclosure is (i) required in the course of performing the Services or (ii) made pursuant to the requirement or request of a governmental agent or court of competent jurisdiction to the extent such disclosure is required by a valid law, regulation, subpoena or court order, and provided further, that, prompt notice thereof is given (unless such notice is prohibited by law) to the disclosing party of any such requirement or request.

9. RESTRICTIONS ON PERFORMING SOLICITATIONS FOR OTHERS. This Agreement is not exclusive in that Consultant will remain free under this Agreement to perform work for and otherwise become engaged in the business activities of entities

other than project and construction management on behalf of Authority during the term of this Agreement, so long as such solicitation is not a conflict of interest for either party.

10. **IMPROPER PAYMENTS.** Consultant will not use any funds received under this Agreement for illegal or otherwise improper purposes related to the Agreement. Consultant will not pay any commissions, fees or rebates to any employee of Authority nor favor any employee of Authority with gifts or entertainment of significant cost or value.
11. **PROFESSIONAL RESPONSIBILITY AND COMPLIANCE WITH APPLICABLE LAWS.** Consultant represents that it possesses certain experience and expertise concerning the Services and covenants that the Services to be performed for Authority under this Agreement will be completed in a manner consistent with the highest level of care and skill exercised by other professional Consultants engaged in the same profession and working under similar circumstances. Consultant represents and warrants that it possesses all necessary licenses, approvals, qualifications and/or certifications required to perform the Services, that all such licenses, approvals, qualifications and /or certifications are valid, and that there are no claims, complaints or investigations against Consultant and further agrees to comply with all applicable laws of the jurisdictions in which Consultant's Services are to be performed under this Agreement.
12. **INDEMNIFICATION.** Contractor will be liable for and will indemnify Authority against all claims, demands, damages, costs, liabilities and expenses whatsoever (including court costs and actual attorney's fees) incurred by reason of any claim brought by any person as a result of or in connection with the performance of the Services provided under this Agreement, except where such claim arises solely due to gross negligence or willful misconduct by officers, employees or agents of Authority. Likewise, Authority will be liable for and will indemnify Contractor against all claims, demands, damages, costs, liabilities, and expenses whatsoever (including court costs and actual attorney's fees) incurred by reason of any claim brought by any person as a result of or in connection with the performance of the Services provided under this Agreement, except where such claim arises solely due to gross negligence or willful misconduct by Contractor, his officers, employees, agents or anyone acting for or on behalf of Contractor in the performance of the Services.
13. **EXCLUDED PARTIES.** Consultant will, upon request from Authority, provide written documentation that their company or any principals of their company or an individual directly involved with the delivery of goods or services contracted in this Agreement have not been suspended or disbarred from doing business with any federal agency.
14. **EQUAL EMPLOYMENT OPPORTUNITY.** Consultant for himself and his successors and assigns, agrees that in the performance of Services hereunder Consultant shall adhere to the following:

- (a) The Consultant will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, age, national origin or handicapped status. The Consultant will take affirmative action to insure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, sexual orientation, age, national origin or handicapped status. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Consultant agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Seller setting forth the provisions of this nondiscrimination clause.
- (b) The Consultant will, in all solicitations or advertisements for employees placed by or on behalf of the Consultant, state that all qualified applications will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, age, national origin or handicapped status.
15. COPELAND “ANTI-KICKBACK” ACT. Consultant will comply with the Copeland “Anti-kickback” Act, 18 U.S.C. 874, as supplemented by Department of Labor regulations, 29 CFR part3, “Contractor and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States.” The Act provides that each Contractor will be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled, CAP will report all suspected or reported violations to the Federal awarding agency.
16. CONTRACT WORK HOURS AND SAFETY STADARDS. Where applicable, Consultant will comply with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act as supplemented by the Department of Labor Regulations. Under Section 103 of the Act, each Consultant will be required to compute the wages of every mechanic and laborer on the basis of a standard work day of 8-hours and a standard work week of 40-hours. Work in excess of the standard work day or work week is permissible provided that the worker is compensated at a rate of not less than 1-1/2 times the basic rate of pay for all hours worked in excess of 40-hours in the work week. Section 107 of the Act is applicable to construction work and provides that no laborer or mechanic will be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous to his health and safety, These requirements do not apply to purchases of materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
17. CLEAN AIR ACT AND THE FEDERAL WATER POLLUTION CONTROL ACT. For all contracts in excess of \$1000,000, Consultant will comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act, as amended (33 U.S.C. 1251 et seq.). When a violation is identified it will be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

18. BYRD ANTI-LOBBYING AMENDMENT. For all contracts of \$100,000 or more, Consultant will certify that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of a member of Congress in connections with obtaining any Federal contract, grant or other award covered by 31 U.S.C. 1352.
19. COMPANY POLICIES. Consultant will comply with Authority's generally applicable policies, when on Authority's properties or properties which are included within the boundaries of any TIF district managed by Authority.
20. RIGHT TO AUDIT. Consultant will keep sufficient records to readily disclose the basis for any charges, expenses or credits, ordinary or extraordinary, billed due to Authority under this Agreement. Consultant will permit access to and review all documentation and processes relating to the Consultant's operations that apply to Authority, as well as all documents maintained or processed on behalf of Authority, for a period of three years. Audit procedures may be performed by Authority employees or any outside auditor or contractor designated by Authority.
21. ASSIGNABILITY. This Agreement may not be assigned by either party without the prior written consent of the other party.
22. NOTICES. All notices made pursuant to this Agreement will be made in writing and delivered (i) personally, (ii) by facsimile, (iii) by U.S. Registered or Certified Mail, Return Receipt Requested mail, (iv) by overnight delivery at a nationally recognized overnight courier service, or (v) by electronic mail. Such notices and advices shall be deemed to have been given (i) the first business day following the date of delivery if delivered personally, by facsimile, or by electronic mail, (ii) on the third business day following the date of mailing if mailed by U.S. Registered or Certified Mail, Return Receipt Requested, or (iii) on the date of receipt if delivered for overnight delivery by a nationally recognized overnight courier service. All such notices and advices and all other communications related to this Agreement shall be given as follows:

If to Authority from Consultant:

Mr. O. C. Walker, Executive Director
Tulsa Development Authority
1216 N. Lansing Avenue, Ste D
Tulsa, OK 74106

With a copy to:

Jot Hartley, General Counsel
The Hartley Law Firm, PLLC
201 W. 5th Street, Ste 501

Tulsa, OK 74103

And if by Authority to Consultant:

Derek W. Gates, P. E.
D. W. Gates Engineering Services
616 S. Main, St., Suite 112
Tulsa, OK 74119

23. SERVICE COORDINATION.

A. Authority's Coordinator. Consultant's Services will be performed under the direction of Mr. O. C. Walker (918-592-4944), who will be the individual responsible for coordinating with Consultant on performance of the Services and issues arising under this Agreement, until and unless Authority provides notice of replacement.

B. Consultant Contact Information. Derek W. Gates, P. E. (918) 583-1739, who will be the individual responsible for coordinating with Authority on performance of the Services and issues arising under this Agreement, until and unless Consultant provides notice of replacement.

24. AMENDMENTS. This Agreement, may be altered, amended, modified, or superseded only in a writing executed jointly by Authority and Consultant.

25. COMPLETE AGREEMENT. Both parties acknowledge that they have read this Agreement, understand it, and agree to be bound by its terms, and further agree that it is the complete and exclusive statement of the agreement between the parties, which supersedes all proposals oral or written and other communications between the parties relating to the Service.

26. GOVERNING LAW. The rights and obligations of the parties to this Agreement will be governed by and construed in accordance with, the laws of the State of Oklahoma without regard to the choice of law principles thereof. Consultant hereby consents to the jurisdiction of the federal and state courts located in Tulsa County, Oklahoma, over any proceeding initiated with respect to the enforcement or interpretation of this Agreement.

27. SEVERABILITY. If any term or provision of this Agreement will, to any extent, be determined to be invalid or unenforceable by a court or body of competent jurisdiction, then (a) both parties will be relieved of all obligations arising under such provision and this Agreement will be deemed amended by modifying such provision to the extent necessary to make it valid and enforceable while preserving its intent, and (b) the remainder of this Agreement will be valid and enforceable.

28. SURVIVAL OF PROVISIONS. The expiration or termination of this Agreement will not affect the rights or obligations of either Party with respect to confidentiality or indemnification.

29. COUNTERPARTS. This Agreement may be executed in one or more counterparts, each of which will be deemed an original and all of which together will constitute one and the same agreement. Facsimile or electronic mail signatures will be deemed original signatures.
30. NO WAIVER. A party to this Agreement may decide or fail to require full or timely performance of any obligation arising under this Agreement. The decision or failure of a party hereto to require full or timely performance of any obligation arising under this Agreement (whether on a single occasion or on multiple occasions) shall not be deemed a waiver of any such obligation. No such decisions or failures shall give rise to any claim of estoppel, laches, course or dealing, amendment of this Agreement by course of dealing, or other defense of any nature to any obligation arising hereunder.
31. PREVAILING PARTY. In any action brought by a party hereto to enforce the obligations of any other party hereto, the prevailing party shall be entitled to collect from the opposing party to such action such party's reasonable litigation costs and attorney's fees and expenses (including court costs, reasonable fees of accountants and experts, and other expenses incidental to the litigation).
32. REPUDIATION OF PERFORMANCE. The repudiation, breach, or failure to perform any obligation arising under this Agreement by a party after reasonable notice thereof shall be deemed a repudiation, breach, and failure to perform all of such party's obligations arising under this Agreement.
33. TIME IS OF THE ESSENCE. Time is of the essence with respect to each obligation arising under this Agreement. The failure to timely perform an obligation arising hereunder shall be deemed a failure to perform the obligation.
34. NO PUBLICITY. The Agreement shall not be construed to grant either party any right to use any of the other party's or its affiliates' trademarks, service marks or trade names or otherwise refer to the other party in any marketing, promotional or advertising materials or activities. Without limiting the generality of the foregoing, neither party shall originate any press release or other public announcement related to this Agreement, whether written or oral, without the prior written consent of the other party's public relations department, except as required by law.
35. INTERPRETATION. This Agreement, and all the provisions of this Agreement, shall be deemed drafted by all of the parties hereto. This Agreement shall not be interpreted strictly for or against any party, but solely in accordance with the fair meaning of the provisions hereof to effectuate the purposes and intent of this Agreement.

IN WITNESS WHEREOF, the parties have duly executed this Agreement on this _____ day of August, 2016.

TULSA DEVELOPMENT AUTHORITY

**DEREK W. GATES, d/b/a D. W. GATES
ENGINEERING SERVICES**

**By: _____
Roy Peters, Jr., Chairman**

**_____
Derek W. Gates, P. E., Owner**

AUTHORITY

CONSULTANT

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**AGREEMENT FOR TERMS AND CONDITIONS OF NEGOTIATIONS
BETWEEN TULSA DEVELOPMENT AUTHORITY AND FOR
ENGINEERING SERVICES
– NORTH PEORIA TIF STREET LIGHTING PROJECT**

WHEREAS, The Board of Commissioners of the Tulsa Development Authority (TDA) has authorized the TDA Chairman, TDA Executive Director and the TDA General Counsel to enter into negotiations with D. W. GATES ENGINEERING SERVICES (Gates) for the provision of engineering services for the North Peoria TIF Street Lighting Project in the City of Tulsa, Oklahoma; and,

WHEREAS, said authorization is conditioned upon Gates's prior written acknowledgement of, and agreement to, certain conditions precedent to said negotiations; and,

WHEREAS, GATES is willing to so acknowledge and agree to such conditions as hereafter set forth.

NOW THEREFORE, TDA agrees, and GATES, on behalf of himself/itself, and his/its owners, officers, managers, members and successors, agrees that any and all negotiations by and between TDA and GATES relating to the provision of engineering services for the North Peoria TIF Street Lighting Project in the City of Tulsa, Oklahoma, shall be subject to and conditioned upon the following:

- (1) That no Engineering Services Agreement or other contract with Tulsa Development Authority for the provision of engineering services for the North Peoria TIF Street Lighting Project shall be in effect unless and until it shall have been approved by a majority vote of the Tulsa Development Authority Board of Commissioners in a public meeting; and,
- (2) That either party (i.e. TDA or Gates) shall have the right to terminate the negotiations at any time without cause and without any further liability to the other, including within such exclusion of liability, without limitation, any costs, fees or other expenses incurred by either party in the course of preparation for and/or participation in such negotiations.

Dated this 26th day of July, 2016.

TULSA DEVELOPMENT AUTHORITY

By _____
Roy Peters, Jr., Chairman

**DEREK W. GATES, d/b/a D. W. GATES
ENGINEERING SERVICES**

By _____
Derek W. Gates, P. E., Owner

D. W. Gates Engineering Service

Specializing in Power and Lighting Design

616 South Main Street, Suite #112, Tulsa, OK 74119

7/26/2016

From: Derek Gates
D.W. Gates Engineering Services
616 S. Main, Suite 112
Tulsa, Oklahoma 74119
Ph (918) 583-6905

To: O.C. Walker
Tulsa Development Authority
1216 N. Lansing
Tulsa, Oklahoma 74106

Fee Proposal for N. Peoria Lighting Design Between Pine and Apache

Based on the RFP on the subject project, we are submitting a fee proposal for the electrical design, bidding support, and construction inspection as required . Key elements are defined below:

Project Lighting Study

This will involve preparing a basic project estimate and exploring various options for lighting in regards to style and function and budgeting. I also propose to have a community/stakeholder meeting where people can comment on what is being proposed. During this phase, the city of Tulsa traffic and engineering department will be engaged along with AEP-PSO which owns the high voltage power lines that are on some of the roadway right-of-way that will be lighted. TDA will be shown various options and alternatives and budgets. Some preliminary design may be done concurrent with the Project Lighting Study.

Preliminary Design

This will involve starting the detail design and will involve placing lights on the street plans, in accordance with the results of the preliminary study. We will also generate preliminary photometric layouts, showing the expected light levels from the new lighting. We propose to do the design on AutoCAD plans for the roadway from the latest Peoria road project in 2002. We currently have those files in our system. We do not plan to do a new survey. Design completion will be approximately 60% at the end of this phase and will include preliminary lighting plans showing styles, layouts and projected performance. TDA, the City of Tulsa Traffic and Engineering Department and AEP-PSO will be given plans to review.

Final Design

This will complete the final bid documents and design plans for the lighting. We will also prepare the plans and specifications for advertising and bidding. We will generate a final project estimate at this time.

Bidding Support

This will involve assisting TDA with advertising the bid and will include a pre-bid meeting and answering contractor questions during bidding. When bids are received, we will assist in evaluation of the bids.

Construction Services (complete administration and inspection services)

We will provide construction inspection and testing support during the entire construction phase. This will include weekly progress meetings, onsite inspection of work on a weekly basis, approval of equipment submittals, construction plans and traffic control plans. Also will coordinate testing of concrete and wire. This is a full service inspection and administration scope, assuming no other construction support. We will communicate with the city engineer as required. Construction time estimated to be 9 months.

Project Lighting Study**Job Title**

Employee	Rate/hr	Hours	Total	
Derek Gates	\$130.00	20	\$2,600.00	Principal Elec. Engineer
Al Couglar	\$115.00	10	\$1,150.00	Electrical Engineer
Freddie Tate	\$85.00	10	\$850.00	Sr. Electrical Designer
Total Labor (Design)			\$4,600.00	

Preliminary Design**Job Title**

Employee	Rate/hr	Hours	Total	
Derek Gates	\$130.00	38	\$4,940.00	Principal Elec. Engineer
Al Couglar	\$115.00	15	\$1,725.00	Electrical Engineer
Freddie Tate	\$85.00	45	\$3,825.00	Sr. Electrical Designer
Total Labor (Design)			\$10,490.00	

Final Design**Job Title**

Employee	Rate/hr	Hours	Total	
Derek Gates	\$130.00	30	\$3,900.00	Principal Elec. Engineer
Al Couglar	\$115.00	15	\$1,725.00	Electrical Engineer
Freddie Tate	\$85.00	50	\$4,250.00	Sr. Electrical Designer
Total Labor (Design)			\$9,875.00	

Bidding Support**Job Title**

Employee	Rate/hr	Hours	Total	
Derek Gates	\$130.00	12	\$1,560.00	Principal Elec. Engineer
Al Couglar	\$115.00	5	\$575.00	Electrical Engineer
Freddie Tate	\$85.00	0	\$0.00	Sr. Electrical Designer
Total Labor (Design)			\$2,135.00	

Construction Services**Job Title**

(Estimated 9 months construction)

Employee	Rate/hr	Hours	Total	
Derek Gates	\$110.00	150	\$16,500.00	Principal Elec. Engineer
Al Couglar	\$85.00	150	\$12,750.00	Electrical Engineer
Freddie Tate	\$75.00	0	\$0.00	Sr. Electrical Designer
Total Labor (Design)			\$29,250.00	

Total Fee: \$56,350.00**Estimated construction costs: \$ 380,000.00**