TULSA DEVELOPMENT AUTHORITY
STAFF REPORT

MEETING DATE: November 1, 2018
TO: Chairman and Board Members
FROM: Office of the Tulsa Development Authority
SUBJECT: Enter into an Agreement with Wallace Engineering for Civil Engineering Services on the former UCT Land located in the Unity Heritage/Greenwood Sector Plan area, Tulsa, Oklahoma
LOCATION: UCT Land

Background: Redeveloper: Tulsa Development Authority
Owner: Tulsa Development Authority
Location: UCT Land
Size of Tract: 177 acres
Zoning: Various
Development Area: Unity Heritage/Greenwood Sector Plan
Fair Market Value $ N/A
Executive Director: O.C. Walker

Relevant Info: On October 4, 2018, the TDA Board of Commissioners reviewed and approved Resolution No. 6497, to enter into negotiations with Wallace Engineering to provide engineering services for the TDA owned land located North of the Inner Dispersal Look, Tulsa, Oklahoma. On October 5, 2018, a meeting was held at the TDA office with representatives from Wallace Engineering, Chairman Peters, Commissioner Boxly, General Counsel and the Executive Director in attendance.

The purpose of the meeting was to define the scope of the proposal. It was determined that TDA would order an ALTA and TOPO ((Topography) Survey for the land that will be returned to TDA. Langston would only receive a Boundary Survey. The process should take up to 60 days to complete once the TDA Board of Commissioners has acted.


Recommendation: Staff recommends this item be approved as presented.

Reviewed By: O.C. Walker
September 26, 2018

O.C. Walker II., Executive Director
Tulsa Development Authority
1216 North Lansing Ave.
Tulsa, Oklahoma  74106

RE: Tulsa Development Authority – North Sector Survey
Tulsa, Oklahoma
Wallace Project No. 1840166

Mr. O.C. Walker:

At your request, we have assembled a proposed scope and fee for civil engineering services on the North Sector Survey in Tulsa, Oklahoma. Our proposal is based on our September 18th meeting, Jot Harley’s email on September 20th and the “Revised Exhibit A” attached.

The following list represents our understanding of the project:

- The site for the project is approximately 177 acres
- A boundary and topographic survey will be provided as part of this proposal

The following scope of services is proposed:

SURVEY:
- Survey according to 2016 ALTA/NSPS Land Title Survey standards – See Table A for additional requirements
- Boundary
- Filed easements will be included upon receipt of the title commitment, (Schedule B) from the Owner
- Topography as shown on attached
- Buildings and site structures, if any
- Utilities (water, storm sewer, sanitary sewer, gas, electric and communication) within 50 feet of the boundary
- Parking lots and access drives
- Fences
- Trees having a diameter equal to or greater than 12”
- Benchmarks

The work to complete the survey as outlined above, excluding additional services, can be completed in about twelve weeks after notice to proceed.

We propose to provide civil engineering services on a fixed fee basis. Our fees associated with the phases outlined above are as follows:
Revisions, changes to design, and items not listed above under scope of services will be considered an additional service and will be billed at our standard hourly rates. Our current hourly rates are:

- Principal: $190
- Associate: $170
- Registered Engineer II: $150
- Registered Engineer I: $135
- Technical Designer II: $135
- Technical Designer I: $125
- Intern Engineer: $125
- CADD Technician III: $120
- CADD Technician II: $110
- CADD Technician I: $100
- Administrative: $85
- Land Planner II: $150
- Land Planner I: $135

Expenses such as travel, reproduction, plotting, express delivery, shipping and payment of any fees required by government or other entities are considered reimbursable expenses and will be billed at cost.

Invoices are due when rendered, and shall be considered past due after 30 days; past due accounts are subject to service charges of 1.5% per month, beginning on the past due date.

We appreciate the opportunity to provide this proposal and look forward to working with you on this project. If this proposal is acceptable, please sign the authorization and return a copy to our office. If you have any questions or need additional information, please do not hesitate to contact us.

Sincerely,

WALLACE ENGINEERING • STRUCTURAL CONSULTANTS, INC.

Civil Engineering Services

Scott Rodehaver, P.E.
Principal

Copies: File

Authorized by: ___________________________ Date: ________________
### TABLE A

**OPTIONAL SURVEY RESPONSIBILITIES AND SPECIFICATIONS**

**NOTE:** The twenty (20) items of Table A may be negotiated between the surveyor and client. Any additional items negotiated between the surveyor and client shall be identified as 21(a), 21(b), etc. and explained pursuant to Section 6.D.ii.(g). Notwithstanding Table A Items 5 and 11, if an engineering design survey is desired as part of an ALTA/NSPS Land Title Survey, such services should be negotiated under Table A, Item 21.

*If checked, the following optional items are to be included in the ALTA/NSPS Land Title Survey, except as otherwise qualified (see note above):*

1. **X** Monuments placed (or a reference monument or witness to the corner) at all major corners of the boundary of the property, unless already marked or referenced by existing monuments or witnesses in close proximity to the corner.

2. **X** Address(es) of the surveyed property if disclosed in documents provided to or obtained by the surveyor, or observed while conducting the fieldwork.

3. **X** Flood zone classification (with proper annotation based on federal Flood Insurance Rate Maps or the state or local equivalent) depicted by scaled map location and graphic plotting only.

4. **X** Gross land area (and other areas if specified by the client).

5. **X** Vertical relief with the source of information (e.g., ground survey, aerial map), contour interval, datum, and originating benchmark identified.

6. **(a)** If set forth in a zoning report or letter provided to the surveyor by the client, list the current zoning classification, setback requirements, the height and floor space area restrictions, and parking requirements. Identify the date and source of the report or letter.

   **(b)** If the zoning setback requirements are set forth in a zoning report or letter provided to the surveyor by the client, and if those requirements do not require an interpretation by the surveyor, graphically depict the building setback requirements. Identify the date and source of the report or letter.

7. **(a)** Exterior dimensions of all buildings at ground level.

   **(b)** Square footage of:

   **(1)** exterior footprint of all buildings at ground level.

   **(2)** other areas as specified by the client.

   **(c)** Measured height of all buildings above grade at a location specified by the client. If no location is specified, the point of measurement shall be identified.
8.  _X_ Substantial features observed in the process of conducting the fieldwork (in addition to the improvements and features required pursuant to Section 5 above) (e.g., parking lots, billboards, signs, swimming pools, landscaped areas, substantial areas of refuse).

9.  _X_ Number and type (e.g., disabled, motorcycle, regular and other marked specialized types) of clearly identifiable parking spaces on surface parking areas, lots and in parking structures. Striping of clearly identifiable parking spaces on surface parking areas and lots.

10.  _____ (a) As designated by the client, a determination of the relationship and location of certain division or party walls with respect to adjoining properties (client to obtain necessary permissions).

   _____ (b) As designated by the client, a determination of whether certain walls are plumb (client to obtain necessary permissions).

11.  _X_ Location of utilities existing on or serving the surveyed property as determined by:

       • observed evidence collected pursuant to Section 5.E.iv.
       • evidence from plans requested by the surveyor and obtained from utility companies, or provided by client (with reference as to the sources of information), and
       • markings requested by the surveyor pursuant to an 811 utility locate or similar request

Representative examples of such utilities include, but are not limited to:

       • Manholes, catch basins, valve vaults and other surface indications of subterranean uses;
       • Wires and cables (including their function, if readily identifiable) crossing the surveyed property, and all poles on or within ten feet of the surveyed property. Without expressing a legal opinion as to the ownership or nature of the potential encroachment, the dimensions of all encroaching utility pole crossmembers or overhangs; and
       • Utility company installations on the surveyed property.

Note to the client, insurer, and lender - With regard to Table A, item 11, source information from plans and markings will be combined with observed evidence of utilities pursuant to Section 5.E.iv. to develop a view of the underground utilities. However, lacking excavation, the exact location of underground features cannot be accurately, completely, and reliably depicted. In addition, in some jurisdictions, 811 or other similar utility locate requests from surveyors may be ignored or result in an incomplete response, in which case the surveyor shall note on the plat or map how this affected the surveyor's assessment of the location of the utilities. Where additional or more detailed information is required, the client is advised that excavation and/or a private utility locate request may be necessary.

12.  _____ As specified by the client, Governmental Agency survey-related requirements (e.g., HUD surveys, surveys for leases on Bureau of Land Management managed lands).
13. _____ Names of adjoining owners according to current tax records. If more than one owner, identify the first owner's name listed in the tax records followed by "et al."

14. _X_ As specified by the client, distance to the nearest intersecting street.

15. _____ Rectified orthophotography, photogrammetric mapping, remote sensing, airborne/mobile laser scanning and other similar products, tools or technologies as the basis for the showing the location of certain features (excluding boundaries) where ground measurements are not otherwise necessary to locate those features to an appropriate and acceptable accuracy relative to a nearby boundary. The surveyor shall (a) discuss the ramifications of such methodologies (e.g., the potential precision and completeness of the data gathered thereby) with the insurer, lender, and client prior to the performance of the survey, and (b) place a note on the face of the survey explaining the source, date, precision, and other relevant qualifications of any such data.

16. _X_ Evidence of recent earth moving work, building construction, or building additions observed in the process of conducting the fieldwork.

17. _____ Proposed changes in street right of way lines, if such information is made available to the surveyor by the controlling jurisdiction. Evidence of recent street or sidewalk construction or repairs observed in the process of conducting the fieldwork.

18. _____ If there has been a field delineation of wetlands conducted by a qualified specialist hired by the client, the surveyor shall locate any delineation markers observed in the process of conducting the fieldwork and show them on the face of the plat or map. If no markers were observed, the surveyor shall so state.

19. _____ Include any plottable offsite (i.e., appurtenant) easements or servitudes disclosed in documents provided to or obtained by the surveyor as a part of the survey pursuant to Sections 5 and 6 (and applicable selected Table A items) (client to obtain necessary permissions).

20. _____ Professional Liability Insurance policy obtained by the surveyor in the minimum amount of $____________ to be in effect throughout the contract term. Certificate of Insurance to be furnished upon request, but this item shall not be addressed on the face of the plat or map.

21. ____________________________________________

Adopted by the Board of Governors, American Land Title Association, on October 8, 2015.
www.alta.org

Adopted by the Board of Directors, National Society of Professional Surveyors, on October 9, 2015.
National Society of Professional Surveyors, Inc., 5119 Pegasus Court, Suite Q, Frederick, MD 21704.
http://www.nsps.us.com/
Exhibit A

- **TDA** - UCT to convey to TDA then TDA to convey 5 acre tract to TPS
- **TDA 1** - UCT to convey to TDA then TDA to convey to City of Tulsa
- **TDA 2** - LU-Tulsa to convey to TDA then TDA to convey to City of Tulsa
- **OSU-Tulsa** including OSU-Tulsa Maintenance facility and OSU-Tulsa/LU-Tulsa entry sign
- **LU 1** - Current LU-Tulsa
- **LU 2** - UCT to convey to LU
- **C** - Carver Middle School Football field and Track?

MLK Blvd.