

**AGREEMENT SUMMARY
CITY OF BROKEN ARROW
DOWNTOWN MAIN STREET STREETSCAPES – PHASE IV
PROFESSIONAL CONSULTANT AGREEMENT**

1.0 Professional Consulting Firm:

1.1 Name: R.L. Shears Company, P.C.

1.2 Telephone No.: 918-582-0612

1.3 Address: 1522 South Carson Avenue, Tulsa, OK 74119

2.0 Project Name/Location: Downtown Main Street Streetscapes - Phase IV, Main Street from Dallas Street to Fort Worth Street and College Street to Detroit Street, Broken Arrow, Oklahoma

3.0 Statement of Purpose: Schematic Design Phase Services for the Downtown Main Street Streetscapes - Phase IV Project

4.0 Agreement Summary:

4.1 Agreement Amount: \$46,810.00

4.2 Agreement Time: 56 calendar days

4.3 Estimated Construction Cost: \$4,700,000.00

5.0 Contract Documents and Priority: The City of Broken Arrow (OWNER), represented by the City Manager, and the Professional Consulting firm, (CONSULTANT), identified in paragraph 1.0 agree to perform this AGREEMENT in strict accordance with the clauses, provisions, and the documents identified as below, all of which are made part of this Contract. In the event of conflict, these documents shall be interpreted in the following order:

5.1 AGREEMENT with corresponding Attachments;

5.2 Duly authorized Amendments to the AGREEMENT;

5.3 AGREEMENT Summary;

5.4 Specific project written correspondence mutually recognized; and

5.5 Specific project verbal instructions mutually recognized.

6.0 Agreement Approved by the Owner on: _____

**AGREEMENT
FOR
PROFESSIONAL CONSULTANT SERVICES
BETWEEN
CITY OF BROKEN ARROW
AND
R.L. SHEARS COMPANY, P.C.**

This AGREEMENT, including Attachment A through E, between the City of Broken Arrow (OWNER) and R.L. Shears Company, P.C. (CONSULTANT);

WITNESSETH:

WHEREAS, OWNER intends to construct the Downtown Main Street Streetscape – Phase IV (PROJECT) for which OWNER has requested that CONSULTANT provide certain professional services as required and,

WHEREAS, CONSULTANT is qualified and capable to provide the professional services required;

NOW, therefore, in consideration of the promises contained in this AGREEMENT, OWNER and CONSULTANT agree as follows:

ARTICLE 1 - EFFECTIVE DATE

The effective date of this AGREEMENT shall be the 9th day of November 2015.

ARTICLE 2 - GOVERNING LAW

This AGREEMENT shall be governed by the laws of the State of Oklahoma and venue for any action concerning this Agreement shall be in the District Court of Tulsa County, Oklahoma.

ARTICLE 3 - SERVICES TO BE PERFORMED BY CONSULTANT

CONSULTANT shall perform the SERVICES described in Attachment A, Scope of Services. If construction phase services are included, the CONSULTANT shall be the OWNER'S agent and representative to observe, record, and report with respect to all services that are required or authorized by the construction documents.

ARTICLE 4 - COMPENSATION

OWNER shall pay CONSULTANT in accordance with Attachment D, Compensation.

ARTICLE 5 - OWNER'S RESPONSIBILITIES

OWNER shall be responsible for all matters described in Attachment C, OWNER'S Responsibilities and Special Conditions.

ARTICLE 6 - STANDARD OF CARE

CONSULTANT shall perform the SERVICES undertaken in a manner consistent with the prevailing accepted standard for similar services with respect to projects of comparable function and complexity, and with the applicable state laws, as well as the specific codes, regulations, design criteria and construction specifications adopted by the owner and other governing policies published and generally considered authoritative by CONSULTANT'S profession that are in effect at the time of performance of these SERVICES. CONSULTANT is obligated to perform professional services in accordance with the foregoing standard with respect to the laws, codes, regulations, design criteria and construction specifications that are applicable pursuant to this AGREEMENT.

ARTICLE 7 - LIABILITY

7.1 General. Having considered the potential liabilities that may exist during the performance of these SERVICES, the benefits of the PROJECT, and CONSULTANT'S fee for the SERVICES; and in consideration of the promises contained in this AGREEMENT, OWNER and CONSULTANT agree to allocate and limit such liabilities in accordance with Article 8.

7.2 Indemnification. CONSULTANT agrees to indemnify, and hold harmless OWNER's agents and employees, from and against legal liability for all claims, losses, damages, and expenses to the extent such claims, losses, damages, or expenses are caused by the CONSULTANT's negligent or intentional acts, errors, or omissions under this AGREEMENT. In the event claims, losses, damages, or expenses are caused by the joint or concurrent negligence of OWNER and CONSULTANT, then such negligent acts, errors or omissions shall be borne by each party in proportion to each entity's own negligence under this AGREEMENT.

7.3 Consequential Damages. Neither party shall be liable to the other party for any special, indirect, or consequential damages resulting in any way from the performance of the SERVICES such as, but not limited to, loss of use, loss of revenue, or loss of anticipated profits.

7.4 Survival. Upon completion of all SERVICES, obligations, and duties provided for in this AGREEMENT, or if this AGREEMENT is terminated for any reason, the terms and conditions of this Article 7 shall survive.

ARTICLE 8 - INSURANCE

During the performance of the SERVICES under this AGREEMENT, CONSULTANT shall maintain the following insurance:

- (1) General Liability Insurance, with a combined single limit of \$1,000,000 for each occurrence and \$1,000,000 in the aggregate;
- (2) Automobile Liability Insurance, with a combined single limit of not less than \$1,000,000 for each person, not less than \$1,000,000 for each accident and not less than \$1,000,000 for property damage; and
- (3) Professional Liability Insurance, with a limit of \$1,000,000 annual aggregate.

CONSULTANT shall furnish OWNER certificates of insurance, which shall include a provision that such insurance shall not be canceled without at least thirty (30) days written notice to OWNER. All PROJECT sub-consultants shall be required to name OWNER and CONSULTANT as certificate holders on their certificate of insurance for the PROJECT, and shall be required to indemnify OWNER and CONSULTANT to the same extent. CONSULTANT shall be held responsible to submit certificates of insurance for sub-consultants to OWNER prior to the sub-consultant's release to commence work.

ARTICLE 9 - LIMITATIONS OF RESPONSIBILITY

CONSULTANT shall not be responsible for: (1) construction means, methods, techniques, sequences, procedures, or safety precautions and programs in connection with the construction of the PROJECT; or (2) procuring permits, certificates, and licenses required for any construction unless such responsibilities are specifically assigned to CONSULTANT in Attachment A, Scope of Services.

ARTICLE 10 - LIMITATIONS OF RESPONSIBILITIES FOR ACTS OF OTHERS

Provided that the CONSULTANT has acted in good faith and performed his duties in accordance with this AGREEMENT, CONSULTANT shall not be liable to OWNER for breach of contract or for negligent error or omission in failing to detect, prevent, or report the failure of any contractor, subcontractor, vendor, or other PROJECT participant to fulfill contractual or other responsibilities to the OWNER, failure to finish or construct the PROJECT in accordance with

the plans and specifications, or failure to comply with federal, state, or local laws, ordinances, regulations, rules, codes, orders, criteria, or standards.

ARTICLE 11 - OPINIONS OF COST AND SCHEDULE

Since CONSULTANT has no control over the cost of labor, materials, or equipment furnished by others, or over the resources provided by others to meet PROJECT schedules, CONSULTANT'S opinion of probable costs and of PROJECT schedules shall be made on the basis of experience and qualifications as a professional. CONSULTANT does not guarantee that proposals, bids, or actual PROJECT costs will conform to OWNER'S cost estimates or that actual schedules will conform to OWNER'S projected schedules.

ARTICLE 12 - REUSE OF DOCUMENTS

All documents, including, but not limited to, drawings, specifications, and details, reports, etc. prepared by CONSULTANT pursuant to this AGREEMENT are instruments of service in respect to the PROJECT. They are not intended or represented to be suitable for reuse by CONSULTANT or others on extensions of the PROJECT or on any other project. Any reuse or adaptation without prior written verification by the OWNER for the specific purpose intended will be at CONSULTANT'S sole risk and without liability or legal exposure to the OWNER. CONSULTANT shall defend, indemnify, and hold harmless the OWNER against all claims, losses, damages, injuries, and expenses, including reasonable attorney's fees, arising out of or resulting from such unauthorized reuse.

ARTICLE 13 - OWNERSHIP OF DOCUMENTS AND INTELLECTUAL PROPERTY

Except as otherwise provided herein, engineering documents, drawings, and specifications prepared by CONSULTANT as part of the SERVICES shall become the property of OWNER. CONSULTANT shall retain its rights in its standard drawing details, specifications, data bases, computer software, and other proprietary property. Rights to intellectual property developed, utilized, or modified in the performance of the SERVICES shall remain the property of CONSULTANT, but shall be provided to the OWNER, at no additional expense to the OWNER.

ARTICLE 14 - TERMINATION

This AGREEMENT may be terminated by either party upon written notice in the event of substantial failure by the either party to perform in accordance with the terms of this AGREEMENT. The non-performing party shall have fifteen (15) calendar days from the date of the termination notice to cure or to submit a plan for cure acceptable to the other party.

OWNER may suspend performance of this AGREEMENT for OWNER'S convenience upon 24 hours written notice to CONSULTANT. Upon restart, an equitable adjustment may be made to CONSULTANT'S compensation.

ARTICLE 15 - DELAY IN PERFORMANCE

Neither OWNER nor CONSULTANT shall be considered in default of this AGREEMENT for delays in performance caused by circumstances beyond the reasonable control of the non-performing party. For purposes of this AGREEMENT, such circumstances include, but are not limited to, abnormal weather conditions such as floods, earthquakes, fire; civil disturbances such as war, riots, or other civil epidemic; power outages, strikes, lockouts, work slowdowns, or other labor disturbances; sabotage; judicial restraint, and inability to procure permits, licenses, or authorizations from any local, state, or federal agency for any of the supplies, materials, accesses, or services required to be provided by either OWNER or CONSULTANT under this AGREEMENT.

ARTICLE 15 - DELAY IN PERFORMANCE – continued

Should such circumstances occur, the non-performing party shall, within a reasonable time of being prevented from performing, give written notice to the other party describing the circumstances preventing continued performance and the efforts being made to resume performance of this AGREEMENT.

ARTICLE 16 - COMMUNICATIONS

Any communication required by this AGREEMENT shall be made in writing to the address specified below:

OWNER: City of Broken Arrow
485 North Poplar Avenue
Broken Arrow, OK 74012-2336
Contact: Mr. Thomas D. Hendrix, P.E.
Engineering Division Manager/City Engineer

CONSULTANT: R.L. Shears Company, P.C.
1522 South Carson Avenue, Tulsa, OK
Tulsa, Oklahoma 74119-3820
Contact: Mr. Robert Shears, A.S.L.A., CLARB
President

Nothing contained in this Article shall be construed to restrict the transmission of routine communications between representatives of OWNER and CONSULTANT.

ARTICLE 17 - WAIVER

A waiver by either OWNER or CONSULTANT of any breach of this AGREEMENT shall be in writing. Such a waiver shall not affect the waiving party's rights with respect to any other or further breach.

ARTICLE 18 - SEVERABILITY

The invalidity, illegality, or unenforceability of any provision of this AGREEMENT or the occurrence of any event rendering any portion or provision of this AGREEMENT void shall in no way affect the validity or enforceability of any other portion or provision of this AGREEMENT. Any void provision shall be deemed severed from this AGREEMENT, and the balance of this AGREEMENT shall be construed and enforced as if this AGREEMENT did not contain the particular portion or provision held to be void. The parties further agree to amend this AGREEMENT to replace any stricken provision with a valid provision that comes as close as possible to the intent of the stricken provision. The provisions of this Article shall not prevent this entire AGREEMENT from being void should a provision which is of the essence of this AGREEMENT be determined void.

ARTICLE 19 - INTEGRATION

This AGREEMENT represents the entire and integrated AGREEMENT between OWNER and CONSULTANT. It supersedes all prior and contemporaneous communications, representations, and agreements, whether oral or written, relating to the subject matter of this AGREEMENT.

ARTICLE 20 - SUCCESSORS AND ASSIGNS

To the extent permitted by Article 21, OWNER and CONSULTANT each binds itself and its successors and assigns to the other party to this AGREEMENT.

ARTICLE 21 - ASSIGNMENT

Neither OWNER nor CONSULTANT shall assign its duties under this AGREEMENT without the prior written consent of the other party. Unless otherwise stated in the written consent to an assignment, no assignment will release or discharge the assignor from any obligation under this AGREEMENT. Nothing contained in this Article shall prevent CONSULTANT from employing independent sub-consultants, associates, and sub-contractors to assist in the performance of the SERVICES. However, third party entities must comply with Article 8.

ARTICLE 22 - THIRD PARTY RIGHTS

Nothing in this AGREEMENT shall be construed to give any rights or benefits to anyone other than OWNER and CONSULTANT.

ARTICLE 23 - COMPLETION

CONSULTANT shall complete the services within the time frame outlined on Attachment E, Schedule, subject to conditions which are beyond the control of the CONSULTANT.

ARTICLE 24 - IMMIGRATION COMPLIANCE

24.1 Consultant shall demonstrate that he:

24.1.1 Has complied, and shall at all times during the term of this Contract, comply in all respects with all immigration-related laws, statutes, ordinances and regulations including without limitation, the Immigration and Nationality Act, as amended, the Immigration Reform and Control Act of 1986, as amended, and the Oklahoma Taxpayer and Citizen Protection Act of 2007 (Oklahoma HB 1804) and any successor laws, ordinances or regulations (collectively, the Immigration Laws”); and

24.1.2 Has properly maintained, and shall at all times during the term of this Contract, maintain any and all employee records required by the U.S. Department of Homeland Security (“DHS”), including, without limitation, properly completed and maintained Form I-9s for each of the Consultants employees; and

24.1.3 Has verified the employment eligibility for all employees hired on or after July 1, 2008 through DHS’s E-Verify system, and shall at all times continue to verify the employment eligibility of all employees hired during the term of this Contract; and

24.1.4 Has required, and will at all times during the term of this Contract, require any sub-contractor utilized, hired or sub-contracted for by Consultant for the completion or undertaking of any duties, tasks or responsibilities under this Contract, to comply the requirements and obligations imposed by the Immigration Laws and set forth in Paragraph (I), parts (a), (b) and (c), above, with regards to each of the sub-contractor’s employees.

24.2 Consultant will indemnify and hold harmless City against any loss, cost, liability, expense (including, without limitation, costs and expenses of litigation and reasonable attorney’s fees) demands, claims, actions, causes of action, liabilities, suits, damages, that arise from or in connection with, directly or indirectly, Consultants failure, deliberate or negligent, to fulfill its obligations and representations regarding verifying the employment eligibility of its employees and its Subconsultants as set forth more fully in Paragraph 24.1 above.

**ATTACHMENT A
TO
AGREEMENT FOR PROFESSIONAL CONSULTANT SERVICES
BETWEEN
CITY OF BROKEN ARROW (OWNER)
AND
R.L. SHEARS COMPANY, P.C. (CONSULTANT)
FOR
DOWNTOWN MAIN STREET STREETScape – PHASE IV**

SCOPE OF SERVICES

The following scope of services shall be made a part of the AGREEMENT dated the 9th day of November, 2015.

1.0 PROJECT UNDERSTANDING

CONSULTANT understands that the OWNER has retained their professional services in order to prepare the schematic design for the Downtown Main Street Streetscape – Phase IV project. Project efforts shall include, but not be limited to, the following: schematic streetscape design including a traffic study, storm water drainage report, topographic survey and conceptual streetscape and gateway drawings. The CONSULTANT anticipates construction documents will be prepared with the three remaining phases, Preliminary Design, Final Design, and Bidding Phase Services which will be added as an amendment to this agreement.

In addition, the CONSULTANT understands that the OWNER has \$4,700,000.00 budgeted for this PROJECT that includes all professional consultant fees, any necessary right-of-way acquisition and utility relocation, and project construction monies. The CONSULTANT is required to keep the OWNER apprised of the PROJECT costs and advise the OWNER of necessary cost reduction measures, if required, during the course of the PROJECT.

2.0 PROJECT SCOPE

CONSULTANT shall provide consulting services as follows:

- Topographical Survey Coordination
- Traffic / Parking Studies
- Storm Water Drainage Analysis
- Conceptual Streetscape Drawings

3.0 SCOPE OF SERVICES

3.1 ADMINISTRATIVE/MANAGERIAL DUTIES: CONSULTANT shall be responsible to perform the following tasks throughout the course of the PROJECT:

- 3.1.1 Document all meetings, conferences, coordination, phone conversations, etc. and send documentation to OWNER within three (3) calendar days.

- 3.1.2 Meet with the Owner in a Pre-Design Conference in order to determine design criteria, requirements and codes and other critical design features of the Project such as preferred alignment as well as project schedule and milestone dates.
 - 3.1.3 Provide Owner with a list of all proposed sub-consultants and tasks sub-consultants are responsible to perform.
 - 3.1.4 Meet with the Owner to discuss review comments on each phase of the project, and incorporate appropriate comments into following phase.
- 3.2 SCHEMATIC DESIGN PHASE SERVICES: Upon receiving the written Notice to Proceed, the Consultant shall perform the following tasks in accordance with the schedule provided in Attachment E:
- 3.2.1 Attend Kick-Off Meeting with City of Broken Arrow Staff. Identify Key Objectives and Considerations. Review Scope of Services presented in Aquatic Design and Engineering's Proposal. Review Project Schedule.
 - 3.2.2 Provide Topographic Survey surveys to locate existing rights-of-ways/easements, all existing structures, above and below ground utilities, and all topographic features within the project limits, including, flow line elevations of the existing gravity sewer lines at existing manholes and wet well. Prepare Base Plan from Topographic Survey.
 - 3.2.3 Conduct a traffic signal warrant study at the intersection of Ft. Worth and Main Street. The signal warrant analysis will consist of collecting 48-hour traffic counts on all three approaches to the intersection and evaluating the MUTCD volume warrants for traffic signals. The results will be presented in a letter report which will include copies of the traffic counts and the signal warrant worksheet.
 - 3.2.4 Review the existing midblock pedestrian crosswalk signing and check the MUTCD signing requirements to identify any alternate signing solutions that would comply with the MUTCD requirements and might improve the safety for pedestrians.
 - 3.2.5 Prepare Conceptual Streetscape Plan illustrating the location of the Mid-Block Crossings in relationship with the existing site conditions.
 - 3.2.6 Prepare Conceptual Design Drawings for the Rose District updates to the Washington and Main Gateway.
 - 3.2.7 Prepare Conceptual Drawings including site plan including a rendered site plan, illustrative color sketches for the Kenosha and Main Gateway.
 - 3.2.8 Prepare Conceptual Site Plan illustrating the new location for the Farmer's Market Clock.
 - 3.2.9 Prepare Drainage Report.
 - 3.2.10 Prepare estimate of probable cost with a 20% contingency for the recommended concepts.
 - 3.2.11 Review meeting with City Staff.

**ATTACHMENT B
TO
AGREEMENT FOR PROFESSIONAL CONSULTANT SERVICES
BETWEEN
CITY OF BROKEN ARROW (OWNER)
AND
R.L. SHEARS COMPANY, P.C. (CONSULTANT)
FOR
DOWNTOWN MAIN STREET STREETScape – PHASE IV**

ORGANIZATION OF SUBMITTAL DOCUMENTS

1.0 SCHEMATIC DESIGN DOCUMENTS: The CONSULTANT shall submit in-full, in accordance with this AGREEMENT, the following documents:

- 1.1 Topographic Survey;
- 1.2 Letter Report for traffic signal warrant study at Main Street and Fort Worth Street;
- 1.3 Recommendations for improvements to existing midblock pedestrian crosswalk signage;
- 1.4 Recommendations for improvements to existing pavement markings, signage, and curb geometry at the north and south end of the Rose District along Main Street;
- 1.5 Conceptual Streetscape Site Plan illustrating location of the mid-block crossings;
- 1.6 Conceptual design drawings for the Rose District updates to the Washington Street and Main Street gateway;
- 1.7 Conceptual design drawings including rendered site plan and illustrative color sketches for the Kenosha Street and Main Street gateway;
- 1.8 Conceptual site plan illustrating the new location for the Farmers Market clock tower;
- 1.9 Drainage Analysis Report;
- 1.10 Estimate of probable construction cost with a 20% contingency for the recommended concepts.

**ATTACHMENT C
TO
AGREEMENT FOR PROFESSIONAL CONSULTANT SERVICES
BETWEEN
CITY OF BROKEN ARROW (OWNER)
AND
R.L. SHEARS COMPANY, P.C. (CONSULTANT)
FOR
DOWNTOWN MAIN STREET STREETScape – PHASE IV**

OWNER’S RESPONSIBILITIES AND SPECIAL CONDITIONS

The following list of special OWNER’S responsibilities and contract special conditions shall be made a part of this AGREEMENT dated the 9th day of November, 2015.

1.0 OWNER’S RESPONSIBILITIES

- 1.1 OWNER shall furnish to CONSULTANT all available information pertinent to the PROJECT including previous reports and any other data relative to design and construction of the PROJECT;
- 1.2 OWNER shall furnish to CONSULTANT all public utility information available relative to the design and construction of the PROJECT. Consultant topographical survey shall locate all utilities above and below ground for exact location;
- 1.3 OWNER shall furnish to CONSULTANT list of codes adopted by the municipality as well as subdivision regulations, design criteria and construction standards and specifications that may be pertinent to the design and construction of the PROJECT;
- 1.4 OWNER shall be responsible for all permit fees and for all reproduction costs associated with the bidding of the final approved construction documents required for the construction of this PROJECT;
- 1.5 OWNER shall be responsible for all land/easement acquisition costs and filing of the required legal documents, if necessary; and
- 1.6 OWNER shall examine all studies, reports, sketches, estimates, specifications, plan drawings, proposals, and other documents presented by the CONSULTANT and render in writing decisions pertaining thereto within a reasonable time so as not to delay the SERVICES of the CONSULTANT.

2.0 SPECIAL CONDITIONS

- 2.1 None

**ATTACHMENT D
TO
AGREEMENT FOR PROFESSIONAL CONSULTANT SERVICES
BETWEEN
CITY OF BROKEN ARROW (OWNER)
AND
R.L. SHEARS COMPANY, P.C. (CONSULTANT)
FOR
DOWNTOWN MAIN STREET STREETScape – PHASE IV**

COMPENSATION AND ADDITIONAL SERVICES

The following compensation and hourly rates shall apply as described in Attachment D and shall be made a part of the AGREEMENT dated the 9th day of November, 2015.

1.0 BASIC COMPENSATION

The basic compensation for the Professional Consultant to perform all duties and responsibilities associated with the Scope of Services as described in Attachment A shall be in accordance with the following payment breakdown:

1.1 Schematic Design Services Phase Payment: The OWNER shall pay the CONSULTANT a lump sum amount of \$46,810.00 for the completion of the Design Services Phase. This amount includes all labor, material, overhead and profit associated with the Scope of Services.

2.0 ADDITIONAL SERVICES BASED ON TIME

Additional services are those services not included under Basic Services, but otherwise listed or requested in writing. Compensation for additional services will be negotiated on an as needed basis.

3.0 REPRODUCTION

All charges for reproduction shall be included in Basic Compensation Fee of the Professional Consultant. No separate payment will be made for these expenses.

4.0 MILEAGE

All direct costs shall be included in the Basic Compensation of the Professional Consultant. No separate payment will be made for these expenses.

5.0 DIRECT COSTS

All direct costs shall be included in the Basic Compensation of the Professional Consultant. No separate payment will be made for these expenses.

6.0 ADJUSTMENT CLAUSE

The rates and costs described in this AGREEMENT shall not be revised annually, unless mutually agreed upon by both parties.

**ATTACHMENT E
TO
AGREEMENT FOR PROFESSIONAL CONSULTANT SERVICES
BETWEEN
CITY OF BROKEN ARROW (OWNER)
AND
R.L. SHEARS COMPANY, P.C. (CONSULTANT)
FOR
DOWNTOWN MAIN STREET STREETScape – PHASE IV**

PROJECT SCHEDULE

The attached Consultant schedule shall be made a part of the AGREEMENT dated the 9th day of November, 2015.

Memo

To: Design Team

From: Robert Shears, ASLA

Date: October 20, 2015

Subject: City of Broken – Rose District Streetscape Phase 4

The following timeline includes design, bidding, and construction for Phase 4 of the Rose District Streetscape. Key Milestones are bold. These are hard dates that we have to meet to keep the project on schedule.

November 9 2015 – City Council approval of Contract

November 10 2015 – Design Notice to Proceed (90 Days)

November 11 2015 – Scoping Meeting

December 18 2015 – Schematic Design Plans Due (40 Days)

December 18-23 2015 – City Review (5 days)

December 23 2015 – Review Meeting

January 5, 2016 – Council Approval of Schematic Design

January 6, 2016 – Notice to Proceed with Construction Documents

February 22, 2016 – Preliminary Plans Due

February 26, 2016 – Preliminary Plan Review Meeting

April 11, 2016 – Final Plans Due

April 13, 2016 – Final Plan Review Meeting

April 19, 2016 – Council Approval to Bid

April 21, 2016 – Advertise for Bids

May 13, 2016 – Bid Opening

May 17, 2016 – Council Approve Contract Award

May 30, 2016 – Notice to Proceed with Construction

April 15 2016 – Construction Notice to Proceed (140 Calendar Day Construction)

October 17, 2016 – Substantial Completion

November 16 – Final Completion

cc: file

R. L. Shears Company, P. C.