

# 2025 Blue Zones Project: Freese and Nichols Worksite Pledge

## FAQ's

6-27-2025

### **1. What is the scope of services provided by Freese and Nichols (FNI) to the City of Shawnee?**

*Freese and Nichols (FNI) provides a broad range of professional engineering and design services to the City of Shawnee. These services include, but are not limited to:*

Street and Road Improvements: Design and engineering services for street improvements, such as the Broadway project, which may include evaluating options for street width, parking, bike lanes, and lampposts. FNI also handles culvert replacements, including topographic surveying, horizontal and vertical layout, and evaluating drainage infrastructure.

Water and Sewer Infrastructure: Services for water system improvements (e.g., Park Street Water Main Replacement, Midland Addition Waterline Replacement, Alice, Fay, Edwards, and Pesotum Waterlines), water line replacements, and sewer pipe bursting projects. This includes topographic and SUE (Subsurface Utility Engineering) surveys, environmental clearance, developing water system models for ODEQ permitting, and fire flow analysis to ensure compliance with standards.

Dam Rehabilitation: Professional engineering services for dam safety, such as the Shawnee Twin Lake Dam #1 rehabilitation. This involves dam breach modeling and inundation mapping, evaluating downstream hazard classification, preparing breach inundation maps, and addressing issues like degraded riprap and vegetation.

Unified Development Code (UDC) Consolidation: FNI is tasked with consolidating the City's Zoning Code, Sign Regulations, and Subdivision Regulations into a single, streamlined Unified Development Code to simplify land development regulations.

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Construction Support and Inspection: Providing full-time, resident inspectors for projects to ensure sound engineering principles and building practices, report progress, confirm material usage, approve pay applications, and assist with landowner issues. FNI also helps in the bidding phase by issuing notices to bidders, distributing bid documents, responding to questions, and assisting in bid analysis and contract recommendations.

### **2. How are FNI's projects typically funded, and what is the cost structure?**

FNI's projects for the City of Shawnee can be funded through various means, including grants and direct city payments. For instance, the Broadway street improvement project was proposed as a 50/50 grant partnership with the Avedis Foundation, with an estimated total cost of \$1.2 million. The design and engineering contract for this particular project was projected to be around 20 percent of the total project cost.

The cost structure for FNI's services often involves a "Total Project Fee" which is broken down into different phases (e.g., Design Phase, Bid Phase, Construction Phase, Topographic Survey Phase, Geotechnical, Hydraulic Analysis, ODEQ Permit). FNI invoices the City for services rendered, and payments are processed accordingly. The firm's rates for in-house services vary by professional level (Professional 1-6, Construction Manager 1-6, Construction Representative, CAD Technician/Designer, Corporate Project Support, Intern/Coop), ranging from minimum to maximum hourly rates. Additional costs may include mileage and bulk printing/reproduction. The City is typically responsible for costs associated with permits and publications for bid notices.

### **3. What specific surveying and utility location services does FNI provide?**

FNI provides comprehensive surveying and utility location services as part of its projects. These include:

Topographic Surveying: Obtaining full topographic data within specified limits, including roads, sidewalks, fences, creeks, curb and gutter, retaining walls, visible drainage structures, and all

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visible/marked utilities. This also involves establishing benchmarks and control points referenced to the Oklahoma State Plane Coordinate System and North American Vertical Datum.

Utility Location and Verification: Submitting OKIE tickets to aid in locating underground utilities and utilizing City of Shawnee atlas sheets to locate public utilities (sewer, storm, water) and verify pipe sizes and materials. For some projects, invert elevations of existing storm and sewer lines are determined by opening manhole lids.

Subsurface Utility Engineering (SUE): Performing Quality Level B SUE in accordance with industry standards to accurately map existing subsurface utility data. This also includes locating existing force mains, overhead power lines, fiber optic lines, and other utilities identified through the 811 process.

Property Plotting: Document research of deeds, plats, and other county records, searching for property monuments within the survey corridor, and showing right-of-way data based on county assessor's data.

#### **4. What are some examples of FNI's completed or ongoing projects with the City of Shawnee based on payment records?**

Based on the provided payment records (from May 20, 2022, to May 14, 2025), FNI has been involved in numerous projects for the City of Shawnee. Key projects and services include:

Unified Development Code (UDC) Contract: This appears as a recurring item in payments, indicating ongoing work related to the consolidation of zoning, sign, and subdivision regulations.

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Water System Improvements: This includes projects like "WATER SYSTEM IMPROVEMENTS-PARK ST" and "MIDLAND ADDITION WATERLINE REPLACEMENT," as well as general "WATER LINE REPLACEMENT" payments.

Sewer Infrastructure: "INDEP WATERLINE, THOMPSON HEIGHTS, SEWER PIPE" (which includes sewer pipe bursting) is frequently listed.

Road and Culvert Projects: Payments are noted for "CLEARPOND ROAD CULVERT."

Dam Rehabilitation: "SHAWNEE TWIN LAKE DAM REHAB" is a significant project with substantial payments.

Other Waterline Projects: "ALICE, FAY, EDWARDS, AND PESOTUM WATERLINES" is another project listed in the payment history.

The total amount paid to Freese and Nichols, Inc. within the specified period is \$1,284,830.16.

### **5. What role does FNI play during the construction and bidding phases of a project?**

During the bidding and construction phases, FNI offers comprehensive support:

Bidding Assistance: FNI assists the City in securing bids by issuing "Notice to Bidders" to prospective contractors and plan rooms. They also maintain information on entities issued bid documents, distribute this information, respond to questions, and prepare/issue addenda to bid documents if necessary. FNI can also assist in conducting pre-bid conferences and coordinating responses.

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Bid Analysis and Award Recommendation: At the City's request, FNI helps in opening, tabulating, and analyzing received bids. They review the qualification information of the apparent low bidder to assess their suitability for the project and provide recommendations for contract awards or other appropriate actions.

Construction Inspection: FNI provides full-time, knowledgeable, resident inspectors to ensure projects adhere to sound engineering principles and approved plans and specifications. Inspectors report on progress, confirm correct material usage, approve pay applications, and help resolve landowner issues. They also attend necessary testing to ensure compliance with relevant industry standards (e.g., American Water Works Association, AASHTO, ASTM, ODOT).

Limitations of Inspector's Authority: It's important to note that FNI's resident project representatives (RPRs) are explicitly limited; they cannot authorize deviations from contract documents, substitute materials without City approval, exceed their authority as defined in the agreement, undertake contractor responsibilities, or advise/direct on construction means, methods, techniques, sequences, procedures, or safety precautions unless specifically required by contract documents.

### **6. How does FNI handle potential delays in their services?**

If FNI's services are delayed due to circumstances beyond their control, they are entitled to adjust the contract schedule. Such delays may include, but are not limited to, delays in City or regulatory reviews, delays in the flow of necessary information to FNI, or delays in governmental approvals. This provision ensures that FNI is not penalized for external factors impacting the project timeline.

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### **7. What is the "Unified Development Code" project, and what is FNI's role in it?**

The "Unified Development Code" (UDC) project aims to consolidate the City of Shawnee's existing land development regulations into a single, comprehensive document. FNI's scope of services for this project includes:

Consolidation: Streamlining the City's Zoning Code (Ordinance #2545NS; 2014), Sign Regulations (Sign Code; 2002), and Subdivision Regulations (Ordinance #1549NS; 1990) into the new UDC.

Review and Revision: Working with City staff to determine the appropriate disposition of existing articles in Chapter 22 of the City Code. This involves preparing drafts, reviewing them with City staff, revising drafts, and presenting updates to the Planning Commission (PC) and City Commission (CC).

Public Engagement: Facilitating public hearings with the City Commission to consider adopting the new regulations and engaging in public outreach.

Technical Documentation: Developing technical memos outlining issues and proposed resolutions, and preparing reports for commission meetings.

Finalization: Developing and finalizing the draft and final versions of the UDC and Standard Specifications. The project also includes developing a "Development Manual."

The project involves multiple phases and ongoing communication with City staff, Planning Commission, and the City Commission.

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### **8. What is the relationship between Freese and Nichols and subcontractors?**

According to the agreements, FNI may employ independent associates and consultants to assist in performing their services. However, a contractual relationship is not created between any subcontractor and the City. If the City determines that an FNI subcontractor is incompetent or undesirable, the City can notify FNI, and FNI must take immediate steps to cancel that subcontract. Subletting by subcontractors is also subject to the same regulations. Furthermore, neither the City nor FNI can assign, sublet, or transfer their rights or interests in the agreement without the other party's written consent, unless mandated by law. An assignment typically does not release the assignor from their duties unless explicitly stated.

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