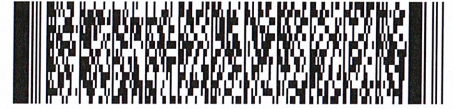


City Contract

Version 5.5 released on 7/1/25

FINAL PAYMENT
_____ of _____
 DO NOT CLOSE CLOSE



UB0120402

CITY COUNCIL USE ONLY		CITY CLERK USE ONLY	
Date Received: _____	Tracking #: _____	<input type="checkbox"/> Scanned	Date: _____
Committee Date: _____	Committee: _____	<input type="checkbox"/> Posted	Item #: _____
1 st Agenda Date: _____	Hearing Date: _____		
	2 nd Agenda Date: _____		

All department items requiring Council approval must be submitted through the Mayor's Office.

Contract Phase		Data Sharing	
<input type="radio"/> New Contract	<input type="radio"/> Renewal	<input type="radio"/> Yes	<input checked="" type="radio"/> No
<input type="radio"/> Amendment	<input type="radio"/> Statutory Change Order		
<input type="radio"/> Supplemental Documentation	<input type="radio"/> Permission to Continue		
<input type="radio"/> Quantity Adjustment	<input checked="" type="radio"/> Final Payment		
<input type="radio"/> IDP Formal Acceptance	<input type="radio"/> Terminate/Cancel		
Board Approval TMUA	Other Board Name	City Council Approval	Contract Number
		<input type="radio"/> Yes <input checked="" type="radio"/> No	138780
Department Water and Sewer	Contact Name Judith Mitchell	Email jmitchell@cityoftulsa.org	Phone 596-9564
Vendor Name(s) RJN Group, Inc.	Vendor Number 323	Description (Subject) On-Call Resident Project Representative Services, FY25	
Contract Type Arch and Engr Svcs	Contract Subtype Registered Engr	Bid/Project Number ES 2024-09	Contract Amount \$249,989.07
Site Address		Site Parcel No.	

Contract Funding Type	Funding Source(s)	
<input type="radio"/> No Payment Involved	2431S00013.SewerLines.Sewer.7500N.75003308.541101:	\$7,591.87
<input type="radio"/> Revenue Contract		
<input checked="" type="radio"/> Expense Contract		
		TOTAL: \$7,591.87
Department: Matt Vaughn		Date: 4.15.26
Legal:		Date:
Board:		Date:
Mayor:		Date:
Other:		Date:

Background Information
Submitted is the Final Payment to RJN Group, Inc. for TMUA Project No. ES 2024-09, On-Call Resident Project Representative Services, FY25 in the amount of \$7,591.87.

Summation of the Requested Action
Recommend approval of Final Payment

Other Pertinent Details
TGP: [Signature] ATL: [Signature] CC: CC

Post Execution Processing	Additional Routing and Processing Details
<input type="checkbox"/> Mail vendor copy (add'l signature copies attached)	
<input type="checkbox"/> Must be filed with other governmental entity	
<input type="checkbox"/> Add'l governmental entity approval(s) required	

MUNIS

Department #: 33-W&S
Department Name:
Wastewater Deisgn
Date: 4/8/2026

Special Instructions

PAYMENT REQUEST (PR)

Vendor Name and Address

RJN Group, Inc.
PO Box 926
Bedford Park IL 60499-0926

Special Handling

Pay Immediately
 Wire Transfer
(pre-approval by Treasury dept required)
 Will pick up
Email: _____

MUNIS VENDOR NUMBER - REMIT

323

1

MUNIS CONTRACT #

138780

Pages included

11

PROJECT STRING

(if applicable)

ORG or Allocation

Code

OBJECT

(n/a if Allocated)

PROJECT

(if applicable)

AMOUNT

2431S00013.SewerLines.Sewer.7500N

75003308

541101

\$ 7,591.87

TOTAL

\$ 7,591.87

INVOICE NUMBER/ INVOICE DATE/ INVOICE DESCRIPTION

37110312 (Final Payment) Invoice Date: 3/26/2026
On-Call Resident Project Rep Services, FY25
ES 2024-09

REMARKS:

Purchase

Authority

Special Approval

Exception

Contract

Invoice

Original Attached

Prepay (Attach form)

Refund

Affidavit

Affidavit attached (Form TUL-373)

Not applicable

For invoices over \$25,000

Prepared by: Judith Mitchell

Munis Workflow approval

Date: 4/8/2026

Ext.:



www.rjn.com

FINAL INVOICE

Remit Electronic Payments to:
Old National Bank
Routing Number: 086300012
Account Number: 8100217309

Remit Checks to:
RJN Group, Inc.
PO Box 926
Bedford Park, IL 60499-0926

Attention: Charles Cragar
City of Tulsa
2317 S. Jackson Avenue
Suite N-200
Tulsa, OK 74107
UNITED STATES

Invoice : 37110312
Bill Count : 12
Invoice Date : 3/26/2026
Project : 30371103
Project Name : Tulsa- FY25 On-Call Resident
Project Representative Services

For Professional Services Rendered Through 3/20/2026

TUMA Project #: ES 2024-09
Attached:
Expense Backup (if applicable)
Signed Affidavit
Progress Report
Schedule
Monthly Meeting Minutes
Certificate of Insurance

Invoice effort from March 2026
- Provided RPR services for ES 2020-13 Coal Creek 103-N SRP
- Provided RPR services for ES 2015-09 Catoosa Interceptor Relief
- Provided RPR services for ES 2022-15 Spunky Creek Interceptor East Branch, Contract 1
On Call Resident Project Representative Services

		<u>Fee</u>	<u>% Complete</u>	<u>Billings</u>		
				<u>To Date</u>	<u>Previous</u>	<u>Current</u>
CPM - CPM						
CPM - Resident Project Representative Services	250,000.00		100.00	249,989.07	242,397.20	7,591.87
Subtotal for CPM :				<u>249,989.07</u>	<u>242,397.20</u>	<u>7,591.87</u>
Subtotal :		250,000.00		249,989.07	242,397.20	7,591.87
				Current Billings		<u>7,591.87</u>
				Amount Due This Bill		<u>7,591.87</u>

Project To Date Summary			
Contract Amount	Billed To Date	Amount Previously Billed	Amount Due This Invoice
250,000.00	249,989.07	242,397.20	7,591.87

RJN Group, Inc. 2655 Warrenville Rd, Suite 225 | Downers Grove IL 60515 | UNITED STATES

CPM - Resident Project Representative Services

Multiplier Labor

<u>Employee</u>	<u>Hours</u>	<u>Cost Rate</u>	<u>Amount</u>
Jacob W. Brumbaugh	4.00	69.710	278.84
Ross M. Hunt	32.00	32.320	1,034.24
	4.00	48.480	193.92
Total Ross M. Hunt	----- 36.00		----- 1,228.16
Christine Pfenninger	0.50	42.850	21.43
Michael McDermott	24.00	42.040	1,008.96
			----- 2,537.39
		Overhead @ 172.00%	----- 4,364.31
			----- 6,901.70
		Professional Fee @ 10.00%	----- 690.17
			----- 7,591.87
	Total Multiplier Labor		7,591.87
Total Bill Task: CPM - Resident Project Representative Services			7,591.87

**Tulsa Metropolitan Utility Authority
RPR Progress Meeting Minutes
Project No. ES 2024-09**

On-Call Resident Project Representative Services, FY25

March 27, 2026

Attendees: **COT Wastewater Design:** Charlie Cragar
RJN: Jacob Brumbaugh, P.E.

Minutes:

1. RJN provided continued RPR services for March 2026.
2. RJN has provided RPR services for the following construction projects.
 - a. ES 2020-13 Coal Creek 103-N SRP
 - b. ES 2015-09 Catoosa Interceptor Relief
 - c. ES 2022-15 Spunky Creek Interceptor East Branch, Contract 1

END OF MINUTES



Monthly Progress Report - 3/27/2026
 On-Call Resident Project Representative Services, FY25
TMUA Project No. ES 2024-09 (Contract # 138780)

Prepared for: Charles Cragar
Wastewater Engineering Design Section
Engineering Services Division - City of Tulsa

Task Name	Duration	ESTIMATED			ACTUAL			Days	
		Start	Completion	Start	Completion	Days Used	% Time	% Completed	Ahead/Behind
Notice to Proceed	1	4/1/2024	4/1/2024	4/1/2024	4/1/2024	1	100%	100%	0
On-Call RPR Services	701	4/1/2024	3/3/2026	4/1/2024	3/3/2026	701	100%	100%	0

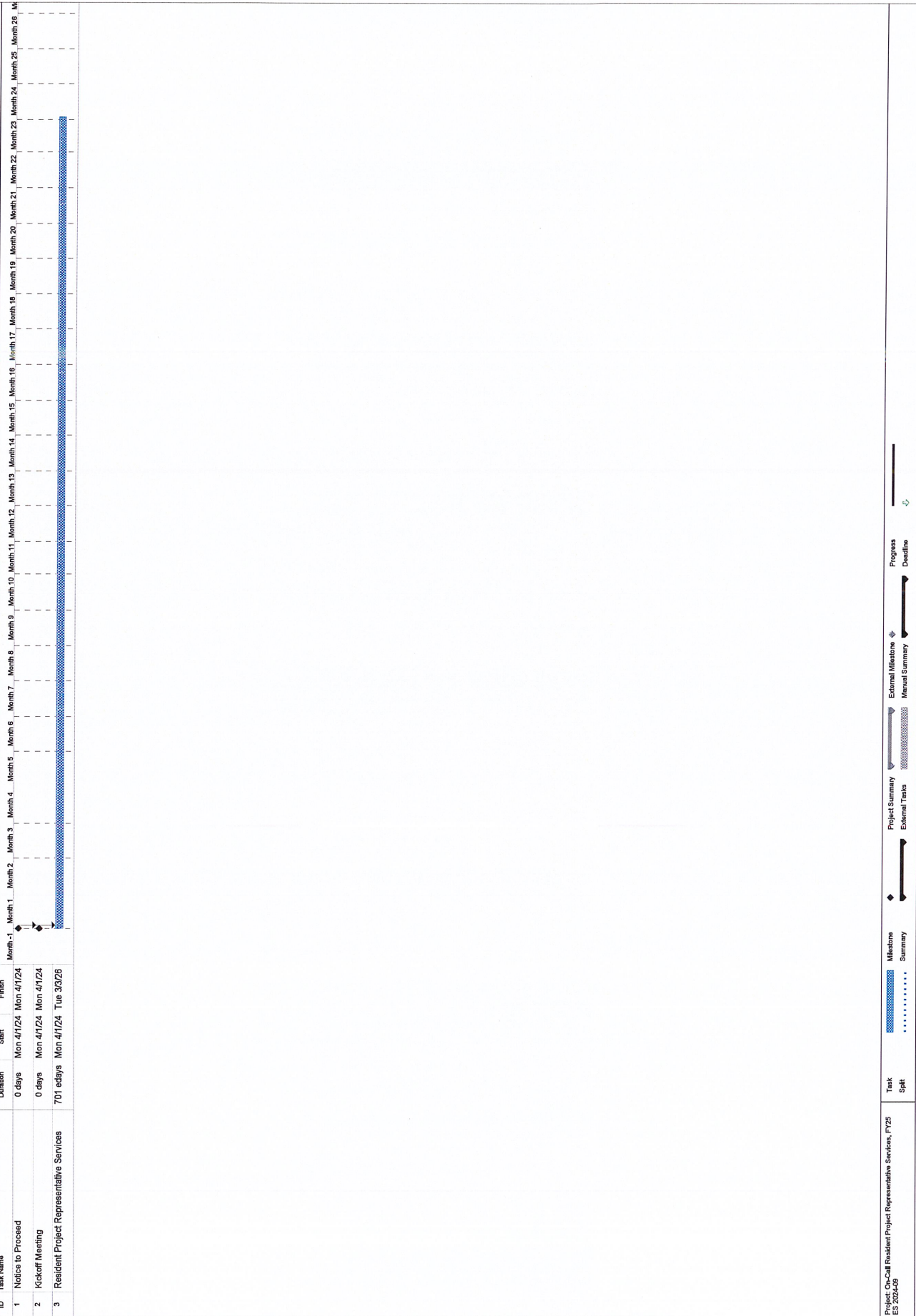
RPR Services Fee \$ 250,000.00
 Total Fee to Date \$ 249,989.07

Overall

% Time expended: 100%
 % RPR Fee used: 100%
 % RPR Fee according to Schedule: 100%
 % Work Completed: 100%
 % Work completed according to Schedule: 100%

EXHIBIT 2 - PROJECT SCHEDULE
ON-CALL RESIDENT PROJECT REPRESENTATIVE SERVICES, FY25
TMUA PROJECT NO. ES 2024-09

ID	Task Name	Duration	Start	Finish
1	Notice to Proceed	0 days	Mon 4/1/24	Mon 4/1/24
2	Kickoff Meeting	0 days	Mon 4/1/24	Mon 4/1/24
3	Resident Project Representative Services	701 edays	Mon 4/1/24	Tue 3/3/26



IMPORTANT

THIS FORM MUST BE PROPERLY COMPLETED AND RETURNED TO THE FINANCE DEPARTMENT BEFORE PAYMENT CAN BE MADE.

IF YOU ARE UNABLE TO COMPLETE THIS ORDER, ALL ATTACHED DOCUMENTS

MUST BE RETURNED FOR CANCELLATION. DO NOT DESTROY!

PLEASE READ INSTRUCTIONS BELOW CAREFULLY

To comply with Title 62 O.S. (1993 Supp.) § 310.9, you must execute the following affidavit and return it to our office before the following invoice or invoices can be paid.

VENDOR'S
NAME
AND
ADDRESS

RJN Group, Inc.
4500 S. Garnett Rd., Suite 110
Tulsa, OK 74146

MAIL TO:

Charles Cragar
City of Tulsa
2317 S. Jackson Ave, Suite N-200
Tulsa, OK 74107

INVOICE NUMBER OR DESCRIPTION	DATE	AMOUNT
Invoice No. 37110312 Project No. 2024-09	03/26/2026	\$7,591.87
ES Total Billed		\$249,989.07

CASH DISCOUNT MUST BE SHOWN ON FACE OF INVOICE. DISCOUNT WILL BE TAKEN FROM DATE THIS AFFIDAVIT IS RECEIVED.

AFFIDAVIT OF CLAIMANT

STATE OF OKLAHOMA)
) ss.
COUNTY OF TULSA)

The undersigned person, of lawful age, being first duly sworn, on oath says that this invoice is true and correct and that (s)he is authorized to submit the invoice pursuant to a contract or purchase order. Affiant further states that the (work, services, or materials) as shown by this invoice have been (completed or supplied) in accordance with the plans, specifications, orders, requests or contract furnished or executed by the affiant. Affiant further states that (s)he has made no payment directly or indirectly to any elected official, officer or employee of the City of Tulsa or of any public trust wherein the City of Tulsa is a beneficiary, or money or any other thing of value to obtain payment of the invoice or procure the contract or purchase order pursuant to which an invoice is submitted. Affiant further agrees to comply with the terms of Title 5, Chapter 1, Section 110 of the Tulsa Revised Ordinances relating to equal employment opportunity.



Jacob Brumbaugh
(SIGNATURE OF CONTRACTOR, SUPPLIER, ENGINEER, ARCHITECT)

Jacob Brumbaugh
(NAME)

Engineer/Project Manager
(TITLE)

Subscribed and sworn to before me this 30th day of March, 2026. Respectfully submitted,

My commission expires January 31, 2026.
Christine A Pfenniger
NOTARY PUBLIC

TUL-373

NOTE: THIS AFFIDAVIT MUST BE RETURNED TO THE ABOVE ADDRESS.

OKLAHOMA STATE STATUTES (Excerpt)



ADDITIONAL REMARKS SCHEDULE

AGENCY Brown & Brown Insurance Services, Inc.		NAMED INSURED R/JN Group, Inc 2655 Warrenville Rd, Suite 225 Downers Grove IL 60515	
POLICY NUMBER		EFFECTIVE DATE:	
CARRIER	NAIC CODE		

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 **FORM TITLE:** Certificate of Liability Insurance (03/16)

HOLDER: Tulsa Metropolitan Utility Authority

ADDRESS: 175 E 2nd Street Tulsa OK 74103

E - Professional Liability, Policy #0309-1208, Effective Dates 8/1/2025 - 8/1/2026
 Per Claim: \$5,000,000, Aggregate: \$7,000,000
 Retroactive Date: 08/01/1994