

# City Contract

Version 5.5 released on 7/1/25

**FINAL PAYMENT**  
of \_\_\_\_\_  
 DO NOT CLOSE  CLOSE



UB 0120939

### CITY COUNCIL USE ONLY

Date Received: \_\_\_\_\_  
Committee Date: \_\_\_\_\_  
1<sup>st</sup> Agenda Date: \_\_\_\_\_

Tracking #: \_\_\_\_\_  
Committee: \_\_\_\_\_  
Hearing Date: \_\_\_\_\_  
2<sup>nd</sup> Agenda Date: \_\_\_\_\_

### CITY CLERK USE ONLY

Scanned Date: \_\_\_\_\_  
 Posted Item #: \_\_\_\_\_

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

#### Contract Phase

New Contract  Renewal  Amendment  Statutory Change Order  Supplemental Documentation  Quantity Adjustment  **Final Payment**  Permission to Continue  IDP Formal Acceptance  Terminate/Cancel

#### Data Sharing

Yes  **No**

#### Board Approval

Tulsa Metropolitan Utility Authority

#### Other Board Name

\_\_\_\_\_

#### City Council Approval

Yes  **No**

#### Contract Number

139306

#### Department

Water and Sewer

#### Contact Name

Judith Mitchell

#### Email

jmittchell@cityoftulsa.org

#### Phone

596-9564

#### Vendor Name(s)

Tetra Tech, Inc.

#### Vendor Number

1402

#### Description (Subject)

Manhole Condition Assessment

#### Contract Type

Arch and Engr Svcs

#### Contract Subtype

Registered Engr

#### Bid/Project Number

ES 2025-02

#### Contract Amount

\$500,000.00

#### Site Address

#### Site Parcel No.

#### Contract Funding Type

No Payment Involved  
 Revenue Contract  
 **Expense Contract**

#### Funding Source(s)

2431X00021.SewerLines.Sewer.7500N.75003305.541101:

\$4,185.00

**TOTAL:**

\$4,185.00

#### Department:

#### Date:

5-7-2026

#### Legal:

\_\_\_\_\_

#### Date:

\_\_\_\_\_

#### Board:

\_\_\_\_\_

#### Date:

\_\_\_\_\_

#### Mayor:

\_\_\_\_\_

#### Date:

\_\_\_\_\_

#### Other:

\_\_\_\_\_

#### Date:

\_\_\_\_\_

#### Background Information

Submitted is a Final Payment to Tetra Tech, Inc. for TMUA Project No. ES 2025-02, Manhole Condition Assessment in the amount of \$4,185.00. Record drawings not applicable.

#### Summation of the Requested Action

Recommend approval of Final Payment to Tetra Tech, Inc.

#### Other Pertinent Details

TGP: ATL: CC:

#### Post Execution Processing

Mail vendor copy (add'l signature copies attached)  
 Must be filed with other governmental entity  
 Add'l governmental entity approval(s) required

#### Additional Routing and Processing Details

\_\_\_\_\_

MUNIS

Department #: 33-W&S  
Department Name:  
Wastewater Design  
Date: 4/28/2026

Special Instructions

PAYMENT REQUEST (PR)

Vendor Name and Address

Tetra Tech, Inc.  
PO BOX 200191  
DALLAS TX 75320-0191

Special Handling

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

MUNIS VENDOR NUMBER - REMIT

1402      1

MUNIS CONTRACT #

139306

# Pages included

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PROJECT STRING

(if applicable)

ORG or Allocation

Code

OBJECT

(n/a if Allocated)

PROJECT

(if applicable)

AMOUNT

2431X00021.SewerLines.Sewer.7500N

75003305

541101

\$ 4,185.00

TOTAL

\$ 4,185.00

INVOICE NUMBER/ INVOICE DATE/ INVOICE DESCRIPTION

52568797      Invoice Date: 4/2/2026 [FINAL INVOICE]  
Manhole Condition Assessment  
ES 2025-02

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: 4/28/2026

Ext.:



**TETRA TECH, INC.**  
 7645 East 63rd Street  
 Suite 301  
 Tulsa, OK 74133  
 (918) 249-3909

**FINAL INVOICE**

**BILL TO:** TULSA METROPOLITAN UTILITY  
**ATTN:** AUTHORITY  
 175 E. 2ND STREET  
 SUITE 1300  
 TULSA, OK 74103

**INVOICE NUMBER:** 52568797  
**INVOICE DATE:** 04/02/2026  
**SERVICES THROUGH:** 03/27/2026  
**FEDERAL TAX ID#:** 95-4148514  
**TERMS:** NET 30

Project No. ES 2025-02  
 Manhole Condition Assessment  
**PROFESSIONAL SERVICES:**

**Project Number 200-11383-25002 Manhole Condition Assessment utilizing NASSCO MACP level 2 standards.**

**Top Task Number 1B Task 1B - Manhole GPS Survey**

EMPLOYEE	TITLE	CURRENT LABOR HOURS	LABOR RATE	CURRENT LABOR AMOUNT
Albert, Darryl L.	Sr GIS Application Developer	1.00	\$165.59	\$165.59
<b>TOTAL LABOR</b>		<b>1.00</b>		<b>\$165.59</b>

**Total Task 1B \$165.59**

**Top Task Number 1C Task 1C - CleverScan MHs**

EMPLOYEE	TITLE	CURRENT LABOR HOURS	LABOR RATE	CURRENT LABOR AMOUNT
Albert, Darryl L.	Sr GIS Application Developer	1.50	\$165.59	\$248.38
<b>TOTAL LABOR</b>		<b>1.50</b>		<b>\$248.38</b>

**Total Task 1C \$248.38**

**Top Task Number 2A Task 2A - Administration**

EMPLOYEE	TITLE	CURRENT LABOR HOURS	LABOR RATE	CURRENT LABOR AMOUNT
Mittasch, Ryan L.	Sr Project Manager	0.50	\$262.88	\$131.44
<b>TOTAL LABOR</b>		<b>0.50</b>		<b>\$131.44</b>

**Total Task 2A \$131.44**

**Top Task Number 2B Task 2B - Data Analysis and Report**

EMPLOYEE	TITLE	CURRENT LABOR HOURS	LABOR RATE	CURRENT LABOR AMOUNT
Duling, Addison	Engineer 2	1.00	\$109.43	\$109.43
Green, McKenna L.	Engineer 2	22.00	\$114.85	\$2,526.62

**BILL TO:** TULSA METROPOLITAN UTILITY  
**ATTN:** AUTHORITY  
 175 E. 2ND STREET  
 SUITE 1300  
 TULSA, OK 74103

**INVOICE NUMBER:** 52568797  
**INVOICE DATE:** 04/02/2026  
**SERVICES THROUGH:** 03/27/2026  
**FEDERAL TAX ID#:** 95-4148514  
**TERMS:** NET 30

EMPLOYEE	TITLE	CURRENT LABOR HOURS	LABOR RATE	CURRENT LABOR AMOUNT
Mware, Noelle Atieno	Project Engineer 1	7.00	\$143.76	\$1,006.32
<b>TOTAL LABOR</b>		<b>30.00</b>		<b>\$3,642.37</b>

EVENT DESCRIPTION	TYPE	CURRENT AMOUNT
Contract Cap Overage	ManualLab	(\$2.78)
<b>TOTAL EVENT</b>		<b>(\$2.78)</b>

**Total Task 2B** **\$3,639.59**

**TOTAL AMOUNT DUE THIS INVOICE:** **\$4,185.00**

<b>Gross Contract Summary</b>	
Contract Amount	\$500,000.00
Previously Billed	\$495,815.00
Current Billing	\$4,185.00
Total Billed to Date	\$500,000.00
Contract Balance Remaining	\$0.00

**REMIT PAYMENT TO:**

**TETRA TECH, INC.**

To ensure accurate posting, please note the invoice number on your check. Interest will be charged on all past-due amounts per contract terms and conditions.







April 2, 2026

Mr. Charles Cragar  
Project Manager  
175 E. 2<sup>nd</sup> Street, Floor 13  
Tulsa, Oklahoma 74103

**RE: Progress Report – March 2026  
TMUA ES 2025-02 Manhole Condition Assessment**

Mr. Cragar:

This is to report the progress on the referenced project for work performed to date.

**1. Contractual/Financial**

The Notice to Proceed (NTP) was received on November 18, 2024. The current contract ceiling is \$500,000.

**2. Work performed in current invoice period:**

- a. Project Management:** Submitted finalized report and support files.
- b. Field Inspections:** Field work is complete.
- c. Design:** All work is complete.

**3. Work to be performed in next month:**

- a. Field Inspections:** Field work is complete.
- b. Design:** All work is complete and final report submitted for City use.

If you have any questions, please feel free to contact me.

Sincerely,  
Tetra Tech

*Ryan Mittasch*

Ryan Mittasch, P.E.  
Sr. Project Manager

RM

P:\11383\200-11383-25002\ProjMgmt\StatusReports\11383-25002 Narrative Progress Report March 2026.docx



# CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)  
04/15/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Aon Risk Insurance Services West, Inc. Los Angeles CA Office 707 Wilshire Boulevard Suite 2600 Los Angeles CA 90017-0460 USA	<b>CONTACT NAME:</b> PHONE (A/C. No. Ext): (866) 283-7122      FAX (A/C. No.): (800) 363-0105	
	<b>E-MAIL ADDRESS:</b>	
<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
<b>INSURED</b> Tetra Tech, Inc. 1899 Powers Ferry Road, Suite 400 Atlanta GA 30339 USA	INSURER A: Safety National Casualty Corp	15105
	INSURER B: American International Group UK Ltd	AA1120187
	INSURER C: Allied World Surplus Lines Insurance Co	24319
	INSURER D:	
	INSURER E:	
	INSURER F:	

**COVERAGES**      **CERTIFICATE NUMBER:** 570119468938      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Limits shown are as requested

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> X,C,U Coverage GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:	Y	Y	GL6676804	10/01/2025	10/01/2026	EACH OCCURRENCE	\$2,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$1,000,000
							MED EXP (Any one person)	\$10,000
							PERSONAL & ADV INJURY	\$2,000,000
							GENERAL AGGREGATE	\$4,000,000
							PRODUCTS - COM/OP AGG	\$4,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	Y	Y	CA 6676805	10/01/2025	10/01/2026	COMBINED SINGLE LIMIT (Ea accident)	\$5,000,000
							BODILY INJURY ( Per person)	
							BODILY INJURY (Per accident)	
							PROPERTY DAMAGE (Per accident)	
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION			62785232	10/01/2025	10/01/2026	EACH OCCURRENCE	\$10,000,000
							AGGREGATE	\$10,000,000
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N		LDC4068970 AOS	10/01/2025	10/01/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER	
A		N	N/A	PS4068969 WI	10/01/2025	10/01/2026	E.L. EACH ACCIDENT	\$1,000,000
							E.L. DISEASE-EA EMPLOYEE	\$1,000,000
							E.L. DISEASE-POLICY LIMIT	\$1,000,000
C	Environmental Contractors and Prof			03120276 Prof/Poll-Claims Made SIR applies per policy terms & conditions	10/01/2025	10/01/2026	Each Claim	\$5,000,000
							Aggregate	\$5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Workers' Compensation coverage for the state of Oklahoma is covered under policy LDC4068970. RE: Tulsa Metropolitan Utility Authority, Project No. ES 2025-02 - Manhole Condition Assessment. Stop Gap Coverage for the following States: OH, ND, WA, WY. Tulsa Metropolitan Utility Authority is included as Additional Insured in accordance with the policy provisions of the General Liability and Automobile Liability policies as required by written contract. General Liability and Automobile Liability policies evidenced herein are Primary and Non-Contributory to other insurance available to an Additional Insured, but only in accordance with the policy's provisions as required by written contract. A waiver of Subrogation is granted in favor of Tulsa Metropolitan Utility Authority in accordance with the policy provisions of the General Liability, Automobile Liability and

<b>CERTIFICATE HOLDER</b>	<b>CANCELLATION</b>
Tulsa Metropolitan Utility Authority 175 East 2nd Street Tulsa OK 74103 USA	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE  <i>Aon Risk Insurance Services West, Inc.</i>

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