

August 21, 2014

The City of Moore  
Office of Community Development  
Attn: Ms. Elizabeth Jones, Director  
301 North Broadway, Suite 100  
Moore, Oklahoma 73160

RE: Request for Additional Services under Contract 1314-007  
Project 01 – S.W. 11<sup>th</sup> Street Extension at Plaza Towers  
Moore, Oklahoma

Ms. Jones:

The following letter has been prepared by Cardinal Engineering, Inc. (Cardinal) in regards to the need for Additional Services in conjunction with Cardinal's current contract to prepare an Infrastructure Recovery and Implementation Plan for the City of Moore (RFP No. 1314-007). As discussed during our August 18 meeting, the City of Moore has identified the need for professional surveying, planning, and engineering services in conjunction with proposed roadway improvements at the northwest corner of the existing Plaza Towers Elementary School property. As described by the City of Moore, it is anticipated that the scope of the project will include completion of S.W. 11<sup>th</sup> Street across an existing channel, as well as public storm sewer improvements necessary to enable extension of the subject roadway.

In completing this work for the City of Moore, Cardinal proposes the following tasks be included in the Scope of Services:

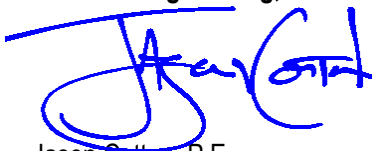
1. Topographic, Boundary, and Easement Research. Limits to be as indicated by Exhibit A.
2. Hydrologic Analysis of contributing basin(s) and sizing of drainage structure and/or RCB culvert.
3. Three (3) conceptual sketches/renderings of design concept for area surrounding project. Sketches shall include/consider reconstructed Plaza Towers Elementary, drainage way, common areas, and Trails Master Plan documented in City of Moore PATH 2022.
4. Modifications and/or further development of design alternative selected by City of Moore.
5. Preparation of detailed design drawings for construction. Construction activities shall be self-performed by the City of Moore.

In completing this work, Cardinal anticipates the following costs will be incurred:

Phase	Description	Rate	Units	Cost
<b>100</b>	<b>Topographic/Boundary Survey</b>			<b>\$4,710.00</b>
	Professional Land Surveyor	\$125.00	0.50	\$62.50
	Professional Land Surveyor	\$110.00	12.50	\$1,375.00
	Staff Professional	\$80.00	4.00	\$320.00
	CADD Technician	\$80.00	10.00	\$800.00
	Data Reduction / Office Calculations	\$95.00	2.00	\$190.00
	Clerical	\$55.00	0.50	\$27.50
	Two-Man Survey Party	\$120.00	15.00	\$1,800.00
<b>200</b>	<b>Engineering Design</b>			<b>\$12,820.00</b>
	Professional Engineer VII	\$150.00	8.00	\$1,200.00
	Professional Engineer IV	\$130.00	40.00	\$5,200.00
	Professional Engineer II	\$120.00	16.00	\$1,920.00
	Staff Professional VI	\$105.00	20.00	\$2,100.00
	Staff Professional II	\$80.00	30.00	\$2,400.00
<b>300</b>	<b>Landscape Architecture Services</b>			<b>\$6,600.00</b>
	Sub-Contract	\$6,000.00	1.00	\$6,600.00
			<b>Total</b>	<b>\$24,130.00</b>

Cardinal Engineering, Inc. respectfully requests authorization to proceed with the above services according to the estimate outlined above. Time spent in this effort shall be billed to the City of Moore according to the terms of the noted Contract. Should you have any questions or comment, please contact me in our Oklahoma City Office at 405.842.1066.

Respectfully,  
**Cardinal Engineering, Inc.**



Jason Cotton, P.E.  
Project Manager

## Exhibit A



**SAM Search Results**  
**List of records matching your search for :**

**Search Term : Cardinal\* Engineering\***  
**Record Status: Active**

<b>ENTITY</b> Cardinal Engineering, LLC <span style="float: right;">Status:Active</span>
DUNS: 962173261 +4: CAGE Code: 5Y997 DoDAAC:
Expiration Date: Apr 21, 2016 Has Active Exclusion?: No Delinquent Federal Debt?: No
Address: 810 Potomac Ave. SE, Suite 202 City: Washington State/Province: DISTRICT OF COLUMBIA ZIP Code: 20003-3600 Country: UNITED STATES
<b>ENTITY</b> Cardinal Engineering Corp <span style="float: right;">Status:Active</span>
DUNS: 051288264 +4: CAGE Code: 5XZZ2 DoDAAC:
Expiration Date: Dec 19, 2015 Has Active Exclusion?: No Delinquent Federal Debt?: No
Address: 1 Mook Rd City: NEWPORT State/Province: KENTUCKY ZIP Code: 41071-5465 Country: UNITED STATES
<b>ENTITY</b> Cardinal Engineering, Inc. <span style="float: right;">Status:Active</span>
DUNS: 807785845 +4: CAGE Code: 1YWP5 DoDAAC:
Expiration Date: Jul 18, 2015 Has Active Exclusion?: No Delinquent Federal Debt?: No
Address: 1015 N Broadway Ave Ste 300 City: Oklahoma City State/Province: OKLAHOMA ZIP Code: 73102-5849 Country: UNITED STATES





## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/15/2014

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 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).

PRODUCER Agar-Ford-Jarmon & Muldrow 3101 West Tecumseh Road, Suite 202 Norman, OK 73072	CONTACT NAME:	
	PHONE (A/C, No, Ext): (405) 321-2700	FAX (A/C, No): (405) 360-8892
E-MAIL ADDRESS:		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: AIG Specialty Insurance Company		26883
INSURER B: Commerce and Industry Insurance Co.		19410
INSURER C: Berkshire Hathaway Homestate Ins Co		20044
INSURER D: Catlin Specialty Insurance Company		15989
INSURER E:		
INSURER F:		

INSURED  
Enviro Clean Services, LLC/Cardinal Engineering Inc.  
Lemke Land Surveying  
P.O. Box 721090  
Oklahoma City, OK 73172-1090

## COVERAGES

## CERTIFICATE NUMBER:

## 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.

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"/> CONTRACTOR POLL LIAB <input checked="" type="checkbox"/> \$25,000. DEDUCTIBLE GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X		PROP11478727	05/17/2014	05/17/2015	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 300,000
							MED EXP (Any one person)	\$ 25,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
							Contractor Poll	\$ 1,000,000
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	X		CA6061897	05/17/2014	05/17/2015	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
A	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0			PROU11478731	05/17/2014	05/17/2015	EACH OCCURRENCE	\$ 5,000,000
							AGGREGATE	\$ 5,000,000
								\$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	OKW001346	05/17/2014	05/17/2015	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
							E.L. EACH ACCIDENT	\$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000
D	PROFESSIONAL			CPV6838600115	01/31/2014	01/31/2015	PER CLAIM LIMIT	2,000,000
D	LIABILITY			CPV6838600115	01/31/2014	01/31/2015	DEDUCTIBLE	50,000

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

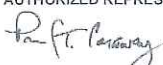
Professional Liability Claims Made Retro Date 04-30-96 - Enviro Clean Services, LLC.  
Professional Liability Claims Made Retro Date 12-03-93 - Cardinal Engineering Inc.

Additional Insured: The City of Moore, its parent company, affiliated and subsidiary entities, directors, officers and employees as respects General Liability and Auto as per written contract.

Cancellation: Should Any Of The Above Described Policies Be Cancelled Before The Expiration Date Thereof, The Issuing Insurer Will Endeavor To Mail 30 Days Written Notice To The Certificate Holder, But Failure To Do So Shall Impose No Obligation Or Liability Of Any Kind Upon The Insurer, Its Agents Or Representatives.

## CERTIFICATE HOLDER

## CANCELLATION

City of Moore Attn: Steve Eddy 301 North Broadway, Suite 200 Moore, OK 73160	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 
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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/9/2015

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<b>PRODUCER</b> <b>INSURICA - Norman</b> 3101 West Tecumseh Rd, #202 Norman, OK 73072	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): <b>(405) 321-2700</b> FAX (A/C, No): <b>(405) 360-8892</b> E-MAIL ADDRESS:  INSURER(S) AFFORDING COVERAGE      NAIC # INSURER A : <b>AIG Specialty Insurance Company</b> <b>26883</b> INSURER B : <b>Commerce and Industry Insurance Co.</b> <b>19410</b> INSURER C : <b>Berkshire Hathaway Homestate Ins Co</b> <b>20044</b> INSURER D : <b>Catlin Specialty Insurance Company</b> <b>15989</b> INSURER E : INSURER F :
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**COVERAGES      CERTIFICATE NUMBER:      REVISION NUMBER:**

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INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
<b>A</b>	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b>	<input checked="" type="checkbox"/>		<b>PROP11478727</b>	<b>05/17/2015</b>	<b>05/17/2016</b>	EACH OCCURRENCE \$ <b>1,000,000</b>
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>300,000</b>
	<input checked="" type="checkbox"/> <b>CONTRACTOR POLL LIAB</b>						MED EXP (Any one person) \$ <b>25,000</b>
	<input checked="" type="checkbox"/> <b>\$25,000 DEDUCTIBLE</b>						PERSONAL & ADV INJURY \$ <b>1,000,000</b>
GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:							GENERAL AGGREGATE \$ <b>2,000,000</b> PRODUCTS - COMP/OP AGG \$ <b>2,000,000</b> <b>Contractor Poll</b> \$ <b>1,000,000</b>
<b>B</b>	<b>AUTOMOBILE LIABILITY</b>	<input checked="" type="checkbox"/>		<b>CA6061897</b>	<b>05/17/2015</b>	<b>05/17/2016</b>	COMBINED SINGLE LIMIT (Ea accident) \$ <b>1,000,000</b>
	<input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS						BODILY INJURY (Per person) \$
	<input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS						BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
<b>A</b>	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b>			<b>PROU11478731</b>	<b>05/17/2015</b>	<b>05/17/2016</b>	EACH OCCURRENCE \$ <b>10,000,000</b>
	<input checked="" type="checkbox"/> <b>EXCESS LIAB</b>						AGGREGATE \$ <b>10,000,000</b>
DED <input checked="" type="checkbox"/> RETENTION \$ <b>0</b>							\$
<b>C</b>	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>			<b>ENWC601454</b>	<b>05/17/2015</b>	<b>05/17/2016</b>	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT \$ <b>1,000,000</b>
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ <b>1,000,000</b>
							E.L. DISEASE - POLICY LIMIT \$ <b>1,000,000</b>
<b>D</b>	<b>PROFESSIONAL</b>			<b>CPV6838600116</b>	<b>01/31/2015</b>	<b>01/31/2016</b>	<b>Per Claim Limit</b> <b>2,000,000</b>
<b>D</b>	<b>LIABILITY</b>			<b>CPV6838600116</b>	<b>01/31/2015</b>	<b>01/31/2016</b>	<b>Deductible</b> <b>50,000</b>

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

Professional Liability Claims Made Retro Date 04-30-96 - Enviro Clean Services, LLC.  
 Professional Liability Claims Made Retro Date 12-03-93 - Cardinal Engineering Inc.

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<b>CERTIFICATE HOLDER</b>  City of Moore 301 North Broadway, Suite 200 Moore, OK 73160	<b>CANCELLATION</b>  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 
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