



## CITY OF NORMAN, OK STAFF REPORT

---

**MEETING DATE:** 2/8/2022

**REQUESTER:** Paul D'Andrea, Capital Projects Engineer

**PRESENTER:** Shawn O'Leary, Public Works Director

**ITEM TITLE:** CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2122-89:  
A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AND THE TRUSTEES OF THE NORMAN UTILITIES AUTHORITY APPROPRIATING \$684,000 FROM THE GENERAL FUND BALANCE AND \$576,000 FROM THE CAPITAL FUND BALANCE AND TRANSFERRING \$540,000 FROM SANITATION UTILITY EFFLUENT TRUCK WASH FACILITY PROJECT FOR THE CONSTRUCTION OF THE NORTH BASE PHASE 2 VEHICLE WASH FACILITY PROJECT

---

### **BACKGROUND:**

Parks Maintenance Facility: On October 13, 2015, the citizens of Norman voted to fund the Norman Forward Program with a limited term ½ percent sales tax increase for 15 years. This initiative included a number of high-priority projects outlined in the 2014 Library Master Plan Update, the 2009 Norman Parks and Recreation Master Plan and additional projects designed to provide recreational opportunities for Norman residents. One such project was the construction of the Griffin Park Sports Complex.

The Norman Forward Program includes a Maintenance Facility for the City of Norman Parks and Recreation Department. This facility was originally to be relocated from Reaves Park to Griffin Park; however, the City subsequently changed the plans to construct a new Parks and City Transit/Public Safety Maintenance Facility adjacent to the City's current Fleet Maintenance Facility at the North Base Complex, located at approximately 1300 Da Vinci Street near the Max Westheimer Airport. The proposed multi-departmental facility provides maintenance for City Parks and Recreation vehicles and equipment, City Transit System buses, and Public Safety vehicles and equipment.

North Base Complex Design: On March 14, 2017, the Norman City Council approved Contract K-1617-114 between the City of Norman and PDG, LLC d.b.a. Planning Design Group, in the amount of \$761,000 for Professional Architectural Design Services for the Griffin Park Sports Complex.

Because PDG, LLC was performing the professional architectural design services for the Griffin Park Sports Complex, City staff recommended amending their contract to include design of the

new Parks Maintenance Facility. These services were over and above those included in contract K-1617-114. Due to the desire to co-locate the Parks, City Transit and Public Safety Maintenance Facilities at the North Base Campus, staff further recommended including master planning and design of the City Transit and Public Safety Maintenance Facilities in the amended contract.

On August 27, 2019, the Norman City Council approved Amendment No. 1 to Contract K-1617-114 between the City of Norman and PDG, LLC d.b.a. Planning Design Group, in the amount of \$430,280 for additional Professional Architectural Design Services to add the City Park Maintenance Facility and Transit/Public Safety Maintenance Facility to the existing contract for the Griffin Park Sports Complex.

On April 14, 2020, the Norman City Council approved Amendment No. 3 to Contract K-1617-114 between the City of Norman and PDG, LLC d.b.a. Planning Design Group, in the amount of \$316,370 for additional Professional Architectural Design Services to provide for an increased project scope and to add bidding services and construction administration services for the City Park Maintenance Facility and Transit/Public Safety Maintenance Facility to the existing contract for the Griffin Park Sports Complex.

On September 8, 2020, the Norman City Council approved Amendment No. 5 to Contract K-1617-114 between the City of Norman and PDG, LLC d.b.a. Planning Design Group, in the amount of \$49,500 for additional architectural design services for the proposed City Parks and Transit/Public Safety Maintenance Facility to include proposed building and parking revisions, project phasing, renderings, and inclusion of federal third party contracting requirements needed for Federal Transit Administration Grant funding.

On September 8, 2020, the Norman City Council approved Amendment No. 4 to Contract K-1516-110 between the City of Norman, Oklahoma, The Norman Municipal Authority, and ADG, P.C., in the amount of \$157,180 adding Construction Phase Services for the North Base Complex, Phase 1 Project to the scope of projects receiving program management services.

On October 13, 2020, the Norman City Council awarded contract K-2021-35 between the City of Norman, Oklahoma, and Flintco LLC, in the amount of \$8,648,000, for the construction of the City Park Maintenance Facility and the Transit/Public Safety Maintenance Facility.

On March 9, 2021, the Norman City Council approved Change Order No. 1 to Contract K-2021-35 between the City of Norman, Oklahoma, and Flintco LLC, in the amount of \$64,737.65 and 20 Calendar Days, for the construction of the City Park Maintenance Facility and the Transit/Public Safety Maintenance Facility.

On May 25, 2021, the Norman City Council approved Amendment No. 6 to Contract K-1617-114 With PDG, LLC d.b.a. Planning Design Group, in the amount of \$40,000, for design services to add an additional manual wash bay to the North Base Phase 2 Vehicle Wash Facility.

On July 13, 2021, the Norman City Council approved Change Order No. 2 to Contract K-2021-35 between the City of Norman, Oklahoma, and Flintco LLC, in the amount of \$76,156.98 and 39 Calendar Days, for the construction of the City Park Maintenance Facility and the Transit/Public Safety Maintenance Facility.

On October 12, 2021, the Norman City Council approved Change Order No. 3 to Contract K-2021-35 between the City of Norman, Oklahoma, and Flintco LLC, in the amount of \$102,609.21 and 58 Calendar Days, for the construction of the City Park Maintenance Facility and the Transit/Public Safety Maintenance Facility.

On January 25, 2022, the Norman City Council approved Change Order No. 4 to Contract K-2021-35 between the City of Norman, Oklahoma, and Flintco LLC, in the amount of \$93,249.12 and 41 Calendar Days, for the construction of the City Park Maintenance Facility and the Transit/Public Safety Maintenance Facility.

On January 22, 2022 City staff issued substantial completion for the City Park Maintenance Facility and the Transit/Public Safety Maintenance Facility. Upon issuance of substantial completion, the city moved all Transit/Public Safety Maintenance operations into the new facilities, and out of the University of Oklahoma facilities. Parks Maintenance staff is awaiting completion of some critical final punch list items before moving into the new Parks Maintenance Facility to help facilitate efficient completion of the work.

#### Public Transit Fleet Wash Funding

On January 18, 2022, the City Council approved Amendment One to Contract K-2021-128, with the Central Oklahoma Transportation and Parking Authority, doing business as Embark Norman, to perform vehicle washing and cleaning services for the City of Norman's public transit fleet.

Also on January 18, 2022, the City Council accepted a grant of \$919,549 in Federal Transit Administration American Rescue Plan Act funds for public transit facility purposes. The Council designated that the first use of these grant funds would be used towards 32 percent (32%) of the construction cost of a new Vehicle Wash Facility. The estimated amount of the FTA ARPA funds to be applied to the Vehicle Wash Facility is \$576,000.

#### **DISCUSSION:**

With Construction of the Phase 1 of the North Base Parks Maintenance and Transit/Public Safety Maintenance Facilities reaching a close, it is time to turn attention to the construction of Phase 2 of the North Base Facilities, which consists of the construction of a new Vehicle Wash Facility. The new wash facility will include an automatic, drive through, wash bay and a secondary manual wash bay, capable of servicing all vehicles in the City fleet. Neither the City of Norman, the Norman Municipal Authority or the Norman Utilities Authority has ever owned or operated a vehicle wash facility.

The Norman Utilities Authority (NUA) has long needed a vehicle wash facility capable of washing all their fleet vehicles, including trash trucks and other heavy equipment. The NUA, in fact, has allocated funds to construct their own wash facility (\$543,805 allocated to Sanitation Truck Wash Facility; Project SA0015). The proposed North Base Phase 2 Vehicle Wash Facility will serve that purpose. Therefore, the NUA staff proposes to re-allocate that funding to this project.

The new facility provides many benefits including more frequent and consistent wash schedules, lower operations costs for vehicle washing, lowered cost of vehicle maintenance, and a more

professional presentation of our public-facing vehicles, especially Transit buses, and public safety vehicles.

While using the facility at OU, the transit buses were washed nightly. Until the wash facility is constructed, the City will have to contract with an outside mobile wash service, which will result in washing only twice a month.

Although the mobile bus wash contractor uses approved environmentally-friendly detergents etc., much of the contractor's wash water will be collected into the storm sewer system. The new facility will capture the water in the sanitary system and treat it as wastewater. Furthermore, the proposed automatic wash facility is designed to be more efficient than hand washing, using less water.

Currently, the City and utility enterprises spend approximately \$100,000 per year to wash vehicles, which only covers regular washing for approximately 20% of the total number of Transit, Public Safety, and Fleet vehicles. The planned new wash facility provides for wash service for all City vehicles and is estimated to be approximately the same or slightly lower than the current total annual cost.

On January 20, 2022, City Staff received concurrence from the City Council Finance Committee, for a proposal to appropriate sufficient General Fund Balance to fully fund the construction of the North Base Phase 2 Vehicle Wash Facility Project. The estimated construction cost for the new facility is \$1.8 million. The breakdown of the proposed sources of funding is as follows:

Norman Utilities Authority Funds:	\$540,000
Federal Grant Funds:	\$576,000
General Fund Balance:	<u>\$684,000</u>
<b>Total Budget \$1,800,000</b>	

The architectural plans for the Wash Facility are currently at 65% complete and the design team of Planning Design Group and GSB, are working on completing the plans and specifications for a bid opening in May 2022. Construction of the facility should begin by July 2022 with completion around December 2022.

## **RECOMMENDATION:**

Staff recommends the following:

1. Approval of a budget appropriation in the approximate amount of \$684,000 from the General Fund Balance (10-29000), to be transferred to the North Base Phase 2 Vehicle Wash Facility Project (50590078-46101; Project BG0260).
2. Approval of a transfer of funds in the amount of \$492,950 from the Norman Utilities Authority Effluent Truck Wash Facility Construction project (33999975-46101; Project SA0015), and \$47,050 from the Norman Utilities Authority Effluent Truck Wash Facility Project, Design (33999975-46201; Project SA0015) to the North Base Phase 2 Vehicle Wash Facility Project, Construction (50590078-46101; Project BG0260).

3. Approval of a budget appropriation in the amount of \$576,000 from the Capital Fund Balance (50-29000), to the North Base Phase 2 Vehicle Wash Facility Project (22590303-46101; Project BG0260), to be reimbursed by federal grant funds as the project progresses. Grant reimbursements will be received into Transit ARPA Grant Revenue (225-333351).