



## CITY OF NORMAN, OK STAFF REPORT

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**MEETING DATE:** 01/27/2026

**REQUESTER:** Tim Miles, City Engineer

**PRESENTER:** Scott Sturtz, Director of Public Works

**ITEM TITLE:** CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT TWO TO CONTRACT K-1920-22: BY AND BETWEEN THE CITY OF NORMAN AND OLSSON, INC., INCREASING THE CONTRACT AMOUNT BY \$587,889.01 FOR A REVISED CONTRACT AMOUNT OF \$1,691,853.78 TO PROVIDE CONTINUED 2019 BOND PROGRAM MANAGEMENT THROUGH 2030.  
(City)

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### BACKGROUND:

On April 2, 2019, the citizens of Norman voted in favor of a \$72 million transportation bond issue, which includes nineteen (19) projects. With the anticipated \$67 million in federal dollars being leveraged for these projects, approximately \$139 million is budgeted for the nineteen (19) projects. Please see the attached project list and map showing the approved projects.

On July 23, 2019, City Council approved Contract K-1920-22 with Olsson, Inc. to provide Program Management Services through 2022, in the amount of \$750,459.84.

On January 10, 2022, City Council approved Amendment No. 1 to Contract K-1920-22 with Olsson, Inc. to provide Program Management Services through 2025, in the amount of \$353,504.93 for a revised contract amount of \$1,103,964.77.

Tonight's contract amendment is to extend these services five (5) more years through 2030.

### DISCUSSION:

Olsson, Inc. has been performing the 2019 Bond Program Management duties since July 2019 with the intent to continue these services through 2030 as long as City staff continue to be satisfied with the services provided. The scope and fee were generally established for the ten (10) year program length under the original contract. However, the City of Norman has the flexibility to monitor consultant performance and modify scope needs at various intervals throughout the life of the approximately 11-year agreement. Olsson, Inc. has completed all requested services through 2025 as outlined in the Original Agreement and Amendment No.1. City staff are now ready to extend these services through 2030 as outlined in Amendment No. 2 in the amount of \$587,889.01, for a revised contract amount of \$1,691,853.78.

Olsson, Inc. performs multiple program management tasks for City staff on the 2019 Bond Program. Some tasks require additional resources than what City staff have available to them and all tasks help free up time so City staff can focus on project specific items. Below is a summary of some of the more important program management tasks:

**Program Management Tasks**

- Program Budget Tracking
- Quarterly Report Project Summaries
- Maintains active and completed projects website
- Maintains project budgets app for staff use
- Monthly status update meetings
- Monthly consultant progress meetings
- Tracks project schedules and holds consultants accountable
- Actively seeks federal funding opportunities
- Grant writing as needed

Funding for these services was budgeted in the 2019 Bond Program by allocating 2% of the estimated construction cost of the bond projects, or \$1,773,215 to hire a consultant to provide Program Management Services for these projects. The original contract amount of \$750,459.84 plus the Contract Amendment No. 1 amount of \$353,504.93 totals \$1,103,964.77 or 62% of the total budget amount. This leaves \$669,250.23 or 38% of the budget for years 2026-2030.

Funds for Contract Amendment No. 2 in the amount of \$587,889.01 is available in the Project Management Bond Project, Design (Account 50594019-46201; Project BP0455), which was established for all 2019 Bond Project Program Management services.

If approved, Olsson, Inc. will continue providing program management duties on the 2019 Bond Projects through 2030.

**RECOMMENDATION:**

Staff recommends the approval of Amendment No. 2 to Contract K-1920-22 with Olsson, Inc. in the amount of \$587,889.01 for the continuation of the 2019 Bond Program Management through 2030.