



office memorandum

Date: June 24, 2026

To: Shannon Stevenson, Assistant City Manager

From: Joseph Hill, Streets Program Manager

Through: Scott Sturtz, Director of Public Works 

Subject: For Acceptance or Rejection of Work Order #3 to Contract K-2526-81 by and between the City of Norman, Oklahoma, and Pinnacle Consulting Management Group, Inc. in the amount of \$28,050.00 for on-call Right-of-Way services for the North Porter Avenue Bridge Replacement Bond Project.

BACKGROUND:

On October 10, 2023, the citizens of Norman voted in favor of a \$50 million bridge replacement and rehabilitation bond issue. The projects in the bond are intended to be completed with bond funds. However, federal funds will be pursued at every opportunity.

On April 9, 2024, City Council awarded contract K-2324-155 to Garver in the amount of \$1,508,638.00 for the design of the Porter Avenue Bridge Replacement project over Little River located 0.6 miles south of Franklin Road which included a hydraulic and hydrologic study, geotechnical evaluation, right-of-way acquisition documents, and completed designs. On April 21, 2024, Garver began work on the design of the Porter Avenue bridge.

On February 27, 2024, City Council approved Resolution R-2324-127 supporting the Absentee Shawnee Tribe's pursuit of Tribal Transportation Program bridge funds for the Porter Avenue bridge. Then, on October 31, 2024, staff were notified that the Absentee Shawnee Tribe won a \$13,793,400.00 grant for the construction of the Porter Avenue bridge.

DISCUSSION:

Staff received 65% Right-of-Way plans from Garver on April 7, 2026. Then, on June 1, 2026, Staff received the necessary right-of-way acquisition documents from Garver. It will be necessary to acquire right-of-way from three (3) parcels in the project area. Staff worked with Garver to avoid encroachment of the project area onto the Norman Area Land Conservancy conservation easement along the eastern corridor of North Porter Avenue. The City of Norman, Norman Municipal Authority, and Norman Utilities Authority recently selected four (4) on-call right-of-way consultants to choose from for these services and City staff selected Pinnacle for this project.

Pinnacle's services will include title research, right-of-way staking for acquisition, appraisal and appraisal review (to be supplemented if needed), project management and right-of-way/easement acquisition.

Funds are available for the above-mentioned acquisition services in the amount of \$28,050.00 in the North Porter Avenue Bridge Replacement Bond Project No. BP0615 (Account Org. 50595367).

RECOMMENDATION:

Staff recommends approval of Work Order No. PW3 of Contract K-2526-81 in the amount of \$28,050.00 with Pinnacle Consulting Management Group, Inc., to provide on-call Right-of-Way services utilizing funds from the North Porter Avenue Bridge Replacement Bond Project No. BP0615 (Account Org. 50595367).

cc: Scott Sturtz, Director of Public Works
Joseph Hill, Streets Program Manager

ACCEPTED BY:  Date: 07/07/2026
Shannon Stevenson

REJECTED BY: _____ Date: _____
Shannon Stevenson

WORK ORDER NO. PW3

This Work Order, dated the 7th day of July, 2026 (the “Effective Date”), between the City of Norman/the Norman Utilities Authority/Norman Municipal Authority (“City”) and Poe & Associates, Inc. (“Consultant”) (City and Consultant, together, the “Parties”), adopts and incorporates by reference the terms and conditions of the Agreement for On-Call Professional Services entered into on October 28, 2025, (“Agreement”) by the Parties. Capitalized terms used by not defined in this Work Order shall have the meanings set out in the Agreement.

WHEREAS, pursuant to Section 3.1 of the Agreement, the Parties wish to enter into this Work Order for purposes of setting forth the rights and obligations regarding the provision of Services by Consultant for Right-of-Way Acquisition Services for the Franklin Road Bridge Replacement Bond Project hereinafter described as “Project” for purposes of this specific Work Order).

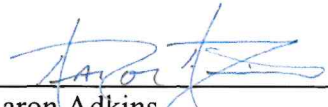
NOW THEREFORE, for good and valuable consideration contained herein, the exchange, receipt, and sufficiency of which are acknowledged, the parties agree as follows:

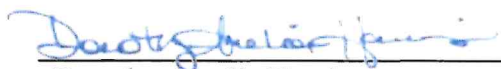
1. Scope of Services. Consultant shall perform those services set forth in Exhibit A attached hereto (“Services”).
2. Compensation and Payment. In consideration for the performance of Services under this Work Order, City shall pay to Consultant in an amount and manner as set forth in Exhibit B attached hereto.
3. Schedule. Consultant shall perform the Services in accordance with the schedule set forth in Exhibit C attached hereto.
4. Termination. The term of this Work Order shall commence on the “Effective Date” and end upon the completion of the Services unless otherwise terminated in accordance with the Agreement.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, Consultant has caused this Work Order No. PW3 to be duly executed.

**PINNACLE CONSULTING
MANAGEMENT GROUP, INC.
(CONSULTANT)**

By: 
Aaron Adkins
Title: Executive Vice President

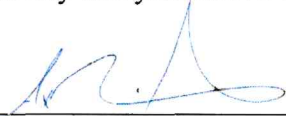
Attest: 
Dorothy Amelia Harrison
Corporate Secretary

ACKNOWLEDGEMENT

STATE OF OKLAHOMA)
) ss.
COUNTY OF Oklahoma)

Before me, the undersigned, a Notary Public in and for said County and State, on this 5th day of June, 2026, personally appeared Aaron Adkins, to me known to be the identical person who executed the foregoing instrument as an authorized representative of the Consultant, and acknowledged to me that they executed the same as their free and voluntary act for the uses and purposes therein set forth.

Witness my hand and official seal the day and year above written.


Notary Public

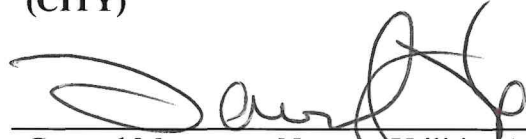
My Commission Expires: 04/09/30
My Commission Number: 18003563



IN WITNESS WHEREOF, the City has caused this Work Order No. PW3 to be duly executed this 7 day of July, 2026.

**[CITY OF NORMAN, OKLAHOMA
NORMAN UTILITIES AUTHORITY
NORMAN MUNICIPAL AUTHORITY]
(CITY)**

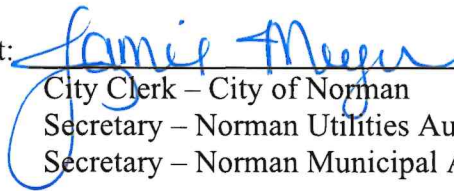
By:



General Manager – Norman Utilities Authority
General Manager – Norman Municipal Authority
City Manager – City of Norman



Attest:



City Clerk – City of Norman
Secretary – Norman Utilities Authority
Secretary – Norman Municipal Authority

Reviewed as to form and legality this 1 day of July, 2026.



City Attorney

EXHIBIT A
SCOPE OF SERVICES

City of Norman – Job No. 2302191 – Porter Avenue Bridge Replacement over Little River

- The acquisition of the necessary right-of-way for this project will be acquired under the City of Norman (City) guidelines, policies and procedures.
- All project correspondence, including weekly status reports, will be directed through the City.
- Pinnacle will obtain signed easements from all property owners along the planned route. Additional parcels will be billed at the same rate as shown below. If multiple parcel numbers are held in identical title, they will be combined and will be billed as one parcel. Based on my review of the plans, easements will be obtained from three (3) property owners.
- Pinnacle will set up parcel files including, but not limited to, all written correspondence, title work, acquisition agent's contact log, appraisal, appraisal review, easements, claim, summary of acquisition, W-9 form and all other applicable documents.
- Pinnacle will conduct title research verifying ownership of and encumbrances on each parcel. Title Investigation Report Forms will be prepared including copies of vesting deeds and any liens, mortgages and judgments.
- Pinnacle will conduct the right-of-way staking under the license of a Professional Land Surveyor with the Pinnacle Survey & Mapping Department.
- Pinnacle will prepare Notice of Interest to Acquire letters, which will provide general information on the project and explain our role in performing the necessary right-of-way acquisition.
- Based on sales data and the size of the acquisition areas, it is anticipated that one (1) of the parcels will result in offers that exceed \$15,000.00 and will require appraisals/reviews. Pinnacle will hire a state certified and ODOT-approved appraiser and review appraiser.
- Based on sales data and the size of the acquisition areas, it is anticipated that two (2) of the parcels will result in offers in an amount less than \$15,000.00 and will not require appraisals. Pinnacle will prepare Appraisal Waiver Valuations on these parcels.
- Upon completion of the appraisals, reviews and waivers, offer letters will be generated and sent to the City for signature.
- The property owners will be contacted in person by a Pinnacle Acquisition Agent (unless they reside out of State) to explain the project, the acquisition area and answer questions regarding the project and the impact on the property. The written offers will be presented to the owners. If an owner will not accept the City's offer after a reasonable time, we will solicit any counteroffer they feel is appropriate,

including documented justification. The counteroffer will be sent to the City to consider a possible administrative settlement offer.

- Once an agreement is reached with an owner, Pinnacle will obtain a signed easement, Summary of Acquisition form, claim form, W-9 form and right of entry. The signed documents will be sent to the City for payment. The easements will be filed with the County Clerk.
- Pinnacle will attempt to obtain a partial release of mortgage from the lienholder on the property, if applicable. The release will be filed with the County Clerk. If a partial release cannot be obtained, Pinnacle will request that the City approve an Unattainable Lien Waiver.
- If a reasonable settlement cannot be reached, Pinnacle will prepare the file for condemnation and submit for filing and processing of the condemnation suit. Pinnacle will provide condemnation support to the City Attorney.
- Pinnacle will provide post-acquisition support during construction, should any landowner issues arise.
- Pinnacle will provide the City with copies of all necessary paperwork including the parcel files for future reference. We will work with the design engineer to resolve any design questions.

EXHIBIT B
COMPENSATION

City of Norman – Job No. 2302191 – Porter Avenue Bridge Replacement over Little River

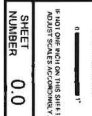
Services	# of Parcels	Fee per Parcel	Total
Title	3	\$850.00	\$2,550.00
R/W Staking	3	\$1,100.00	\$3,300.00
Appraisal	1	\$3,750.00	\$3,750.00
Appraisal Review	1	\$1,200.00	\$1,200.00
Project Manager	3	\$1,500.00	\$4,500.00
Assistant Project Manager	3	\$500.00	\$1,500.00
R/W Acquisition	3	\$3,750.00	\$11,250.00
		Total	\$28,050.00

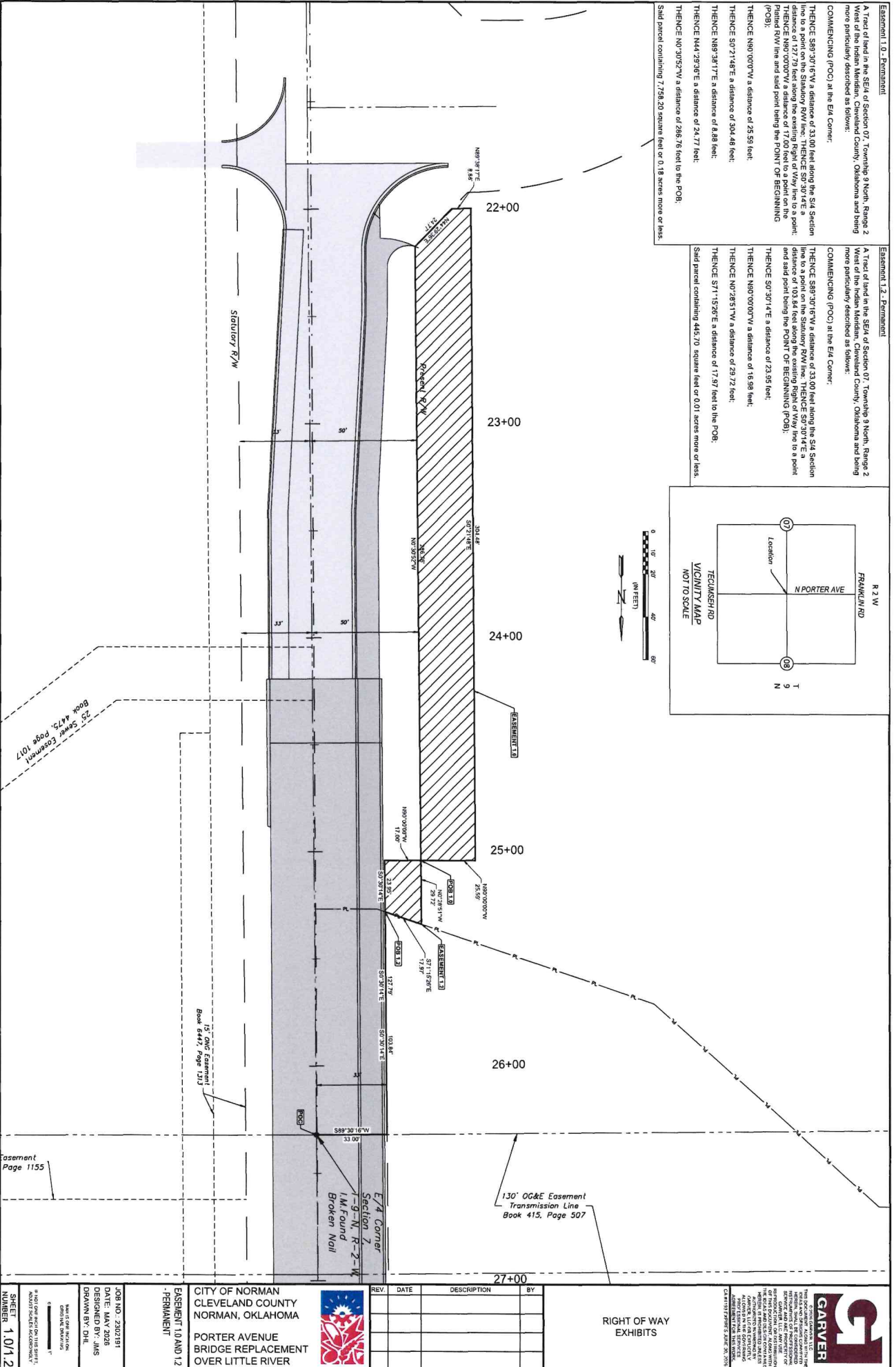
SERVICES	LEVEL OF COMPLETION	ALLOWABLE PAYMENT
Title Investigation	Completed title investigation report.	100%
R/W Staking	Entire project staking completed.	100%
Appraisal	Completed appraisal report.	100%
Appraisal Review	Completed appraisal review report.	100%
Project Manager	Completed secured or condemnation packet submitted to City.	100%
Assist. Project Manager	Completed secured or condemnation packet submitted to City.	100%
R/W Acquisition - Initiation	Offer presented to property owner.	50%
R/W Acquisition - Completed	Completed secured or condemnation packet submitted to City.	50%

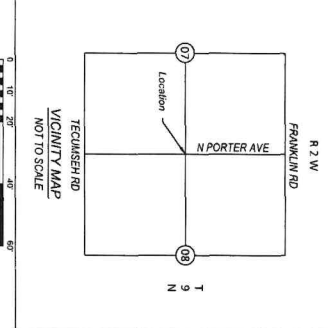
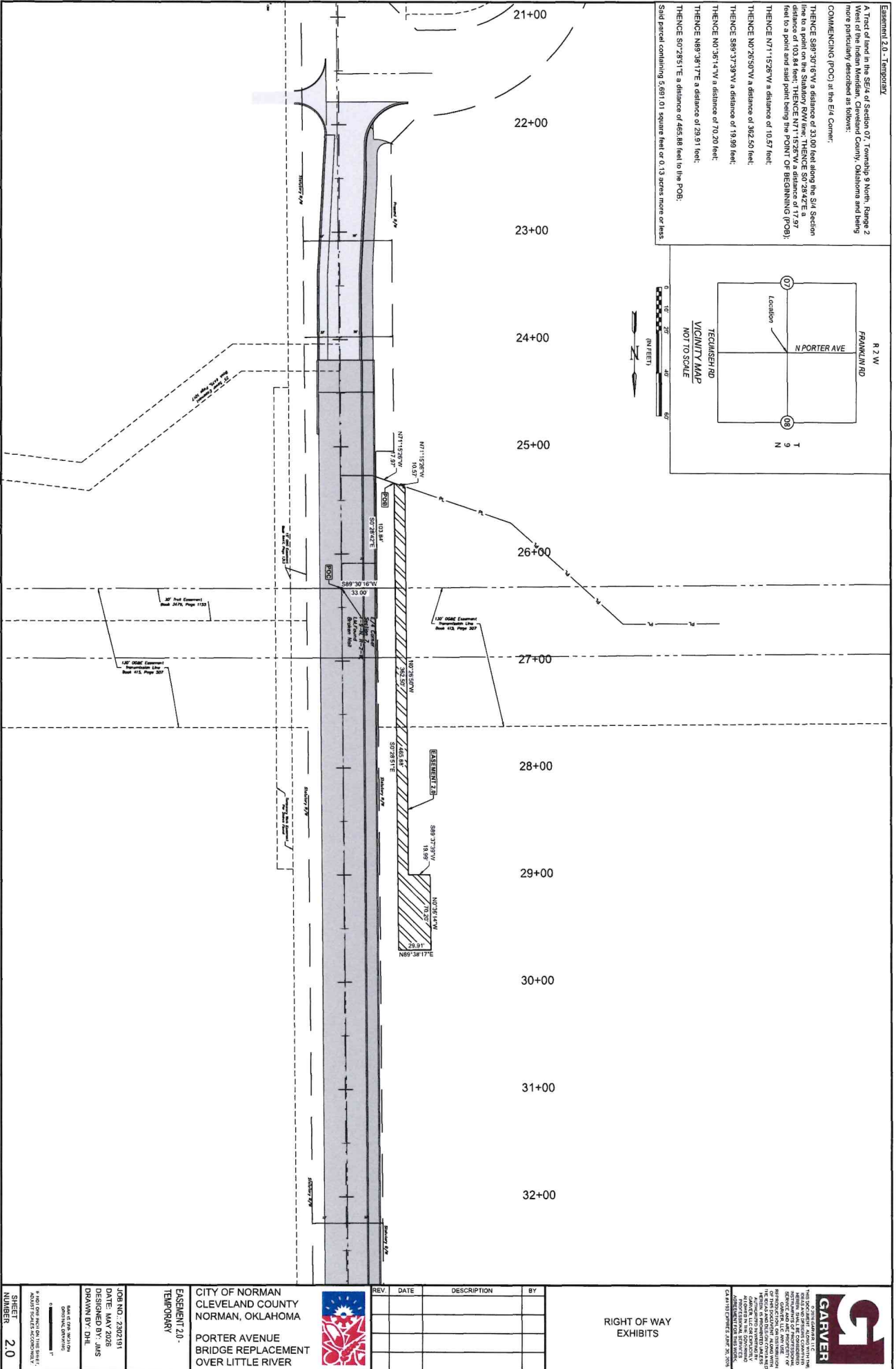
EXHIBIT C
SCHEDULE

City of Norman – Job No. 2302191 – Porter Avenue Bridge Replacement over Little River

Services	Duration (Days)
Title	7
R/W Staking	14
Appraisal	30
Appraisal Review	14
Offers Presented	14
Negotiations Completed	90
Total Duration	169

[illegible]





Easement 2.0 - Temporary
 A Tract of land in the SE1/4 of Section 07, Township 9 North, Range 2 West of the Indian Meridian, Cleveland County, Oklahoma and being more particularly described as follows:
 COMMENCING (POB) at the E4 Corner;
 THENCE S89°30'16\"/>

CITY OF NORMAN
CLEVELAND COUNTY
NORMAN, OKLAHOMA

PORTER AVENUE
BRIDGE REPLACEMENT
OVER LITTLE RIVER



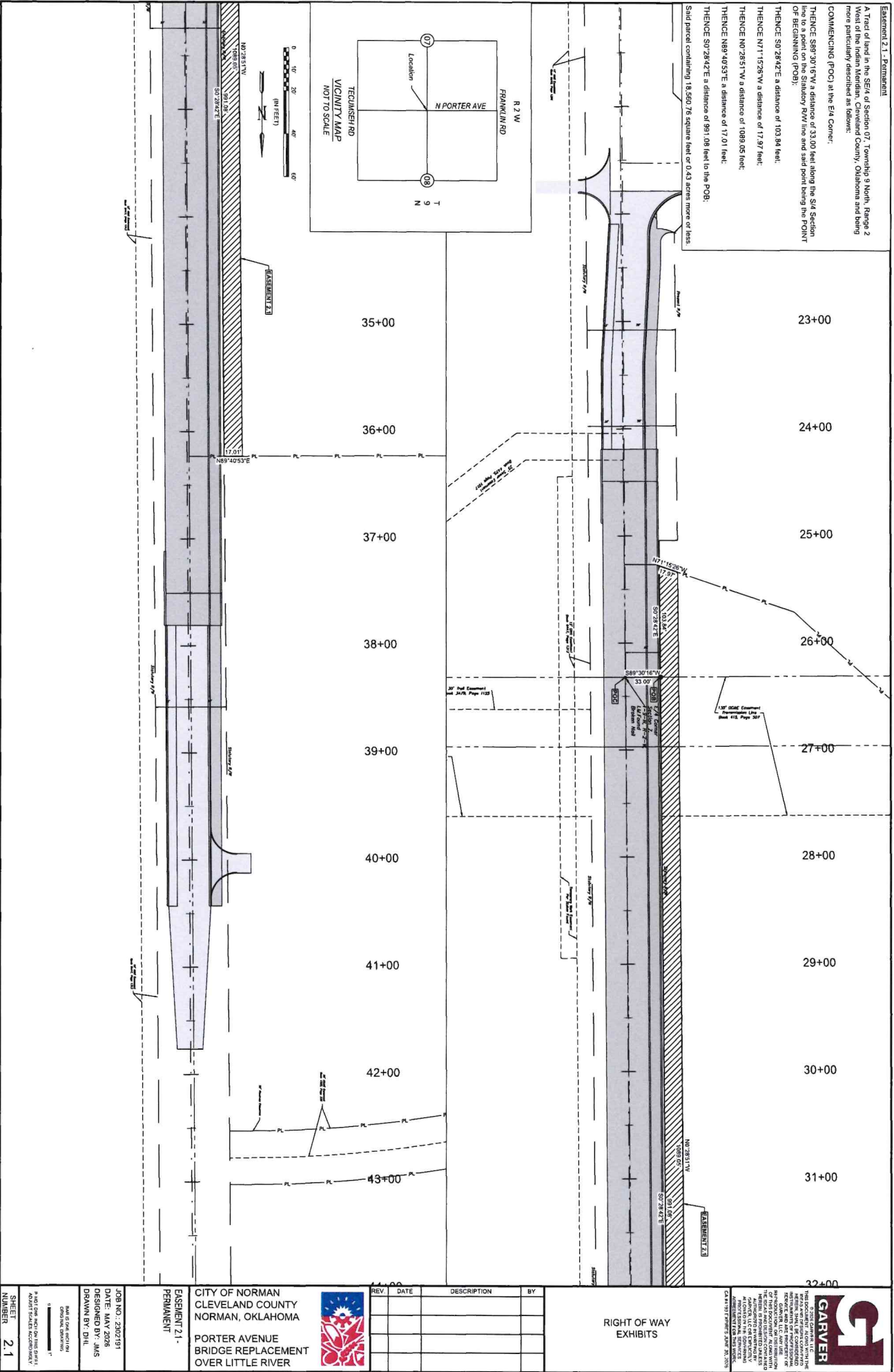
REV	DATE	DESCRIPTION	BY

EASEMENT 2.0 - TEMPORARY

JOB NO.: 2302191
 DATE: MAY 2026
 DESIGNED BY: JMS
 DRAWN BY: DML



RIGHT OF WAY EXHIBITS





JOB NO.: 2302191
DATE: MAY 2026
DESIGNED BY: JMS
DRAWN BY: DHL

EASEMENT 3.0 -
PERMANENT

CITY OF NORMAN
CLEVELAND COUNTY
NORMAN, OKLAHOMA

PORTER AVENUE
BRIDGE REPLACEMENT
OVER LITTLE RIVER



REV.	DATE	DESCRIPTION	BY

RIGHT OF WAY EXHIBITS



