



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 7/28/2026

REQUESTER: Jason Olsen, Parks and Recreation Director

PRESENTER: Jason Olsen, Parks and Recreation Director

ITEM TITLE: CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2627-27: BY AND BETWEEN THE NORMAN MUNICIPAL AUTHORITY, THE CITY OF NORMAN, AND FRANKFURT-SHORT-BRUZA, ASSOCIATES, D/B/A FSB, FOR THE AMOUNT OF \$107,312 FOR THE DESIGN AND ENGINEERING OF THE HOMELESS SHELTER A.K.A THE NORMAN HOUSING HUB; AND BUDGET TRANSFERS. (WARD 4)

BACKGROUND:

In April of 2026, Norman voters approved a ballot initiative to allocate \$8,000,000 in bond proceeds for the design and construction of a homeless shelter. This shelter will be built just south of Food and Shelter on Reed Ave. City staff selected Frankfurt-Short-Bruza, Associates (FSB) out of Oklahoma City in late 2025 to help put together a master plan for the homeless shelter. This shelter will replace the shelter at 101 W Gray Street, which City Care currently operates.

The City of Norman is currently partnering with City Care to operate an emergency, low-barrier shelter at the corner of James Garner Avenue and West Gray Street in Norman. Prior to January 15, 2025, local non-profit Food & Shelter was contracted to manage shelter operations for the City of Norman. Prior to the Food & Shelter agreement, the City of Norman facilitated the administration and management of an emergency shelter at two locations from December 2019 to June 2022. Community discussions regarding solutions to homelessness in Norman, with City officials, community partners, and interested neighbors, began cooperatively in Spring 2020, focusing on long-term planning ideas.

In 2022, the Norman/Cleveland County Continuum of Care received a report from Homebase, which included action steps to end homelessness. The plan recognized the Housing First approach as a key guiding principle for future action. The Housing First approach centers on providing people who are experiencing homelessness with housing as quickly as possible, and then providing the services needed to maintain their housing. One of the strategies in the Homebase Plan included establishing a permanent, year-round, low-barrier, housing-focused shelter with day and night services.

DISCUSSION:

The City of Norman is entering into a contract with FSB for architectural and engineering services for the shelter, a multi-building emergency and transitional housing campus planned for the South Reed Avenue tract on Reed, south of Food and Shelter. The project is designed to provide “secure, dignified, and operationally efficient emergency and transitional housing within a cohesive, service-oriented environment.”

The agreement establishes FSB as the Architect responsible for design services. This contract only includes schematic design, with design development, construction documents, and construction administration to be included in a future contract and on the Council agenda. FSB will also provide structural, mechanical, and electrical engineering, with civil engineering provided by SMC Consulting Engineers.

The City intends to retain a Construction Manager at Risk (CMAR) under a separate agreement, consistent with the contract’s required project delivery method. The estimated construction cost for the Housing Hub is \$6,500,000.

The architectural fees in this contract only include the schematic design portion of the design (\$91,312) and additionally include a small portion of the civil engineering (\$16,000) for a total of \$107,312.

To fund this agreement, budget transfers in the amount of \$105,000 from Rock Creek Rd.: Flood Ave-Stubbsman Construction (Account 50597718-46101, Project SC0672) and \$2,312 from Sidewalk Brooks: Jenkins to Classen Construction (Account 50597712-46101, Project TC0256) into Homeless Shelter Facility Design (Account 50193365-46201, Project BG0099) are proposed.

FSB is required to maintain comprehensive insurance coverage, including \$1M general liability, \$1M automobile liability, statutory workers’ compensation, and \$6M professional liability per claim. The City is named as an additional insured on applicable policies.

FSB will coordinate closely with the CMAR throughout the design process, participate in cost estimating and GMP review, and assist with permitting and regulatory approvals. The agreement incorporates AIA General Conditions by reference and outlines responsibilities, schedule expectations, and procedures for revisions, disputes, and termination.

This contract advances the Housing Hub project into full design development, enabling the City to move toward construction of a critical facility supporting emergency shelter, transitional housing, and integrated social services for vulnerable residents.

The City Staff retains the right to issue FSB a “notice to proceed” before FSB can begin project design.

RECOMMENDATION NO. 1:

Staff recommends approval of the fund transfers outlined in the discussion.

RECOMMENDATION NO. 1:

Staff recommends approval of Contract K-2627-27, between the Norman Municipal Authority, the City of Norman, and Frankfurt-Short-Bruza, Associates. d/b/a FSB, \$107,312 for the schematic design and engineering of the Homeless Shelter A.K.A. the Norman Housing Hub and budget transfers as outlined in the report.