



## CITY OF NORMAN, OK STAFF REPORT

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**MEETING DATE:** 11/28/2023

**REQUESTER:** Tim Miles, Capital Projects Engineer

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

**ITEM TITLE:** CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2324-97: BY AND BETWEEN THE CITY OF NORMAN AND JOHNSON & ASSOCIATES, FOR THE DESIGN OF CENTER CITY STREETSCAPES, UPDATED INFRASTRUCTURE REPORT AND PLANNING GUIDE IN THE AMOUNT OF \$218,600; AND APPROPRIATION OF CENTER CITY TAX INCREMENT FINANCE FUND BALANCE AS OUTLINED IN THE STAFF REPORT.

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### **BACKGROUND:**

In February 2017, the Center for Economic Development Law entered into an agreement with Johnson & Associates under the direction of the City of Norman to study the existing infrastructure conditions within Center City. Part of this request was to determine what infrastructure improvements would be required to fulfill the vision of the Center City Form Based Code.

In May 2017, block-by-block cost estimates were prepared and compiled into an Infrastructure Report that included proposed general typical sections for City staff use.

On May 23, 2017, City Council adopted the Center City Form Based Code (CCFBC) to codify the goals and objectives of the Center City Vision. The Johnson & Associates Infrastructure Report provided the costs and some general guidance.

On February 28, 2018, City Council approved Resolution R-1718-97, which approved the Policy Guide for the Norman Center City Project Plan, Increment District 3, City of Norman. This resolution provided guidance on how Assistance in Development Financing could be pursued for qualified projects, how they will be evaluated, and the method in which Assistance in Development Financing may be provided.

### **DISCUSSION:**

At the request of several Councilmembers, this proposed contract with Johnson & Associates in the amount of \$218,600 would provide additional civil engineering and urban design services within the limits of Center City. The scope of work was modified based on Councilmember feedback at an August 24, 2023, Community Planning & Transportation Committee (CPTC) meeting. The revised scope was presented during a September 28, 2023, CPTC meeting and the Committee recommended that the Johnson & Associates contract be presented to City Council at an upcoming Council meeting.

The scope generally can be summarized into three (3) parts, where the Part One is to update the original Infrastructure Report, and will include updated:

- Maps
- Cost Estimates
- Street Sections
- Utilities
- Previously assembled data

This work is necessary due to the significant increases in estimated project costs and other economic factors that have occurred since the original Infrastructure Report was completed in early 2017. It also allows recent infrastructure improvements and aging infrastructure to be documented with updated costs prepared.

Part Two is for the creation of an Urban Design Implementation Guide to assist City staff, owners and developers in the implementation of the Center City Form Based Code vision. This implementation guide will include:

- A Master Phasing Plan
- Standards for Engineering
- Schematic Streetscape Drawings

Part Three is for Landscape Services, which includes:

- Streetscape Landscape Plan Drawings
- Streetscape Amenities Palette Images
- Streetscape Planting Palette Images
- 3D Perspective Images
- Typical Streetscape Sections
- Opinion of Probable Construction Costs
- Standard Details for Pedestrian Hardscape Surfaces & Landscape
- Phasing Plan
- Schematic Irrigation Plan

Per the attached schedule in **Attachment B- Project Schedule** of the agreement, the project starts with a kickoff meeting with key staff and stakeholders to review sections and design details. Based on the feedback from this meeting, the CONSULTANT will have Schematic Designs ready for review in March 2024 and will have deliverables including the updated Infrastructure Report and Urban Design Implementation Guide in July 2024.

\$100,000 in Center City TIF funds were originally budgeted for Design before the final scope was determined and these funds are located in Center City TIF Urban Design/Implementation Plan Project (Account 58593388-46201; Project BG0089). Funding the full agreed-to design cost of \$218,600 will require an appropriation of \$118,600 from the Center City TIF Fund Balance (Account 58-29000) to the above-mentioned project account. This appropriation was discussed at the November 16, 2023 Council Finance Committee meeting, at which a quorum of the Council was present.

**RECOMMENDATION 1:**

City staff recommends approval of appropriating \$118,600 from the Center City TIF Fund Balance (Account 58-29000) to the Center City TIF Urban Design/Implementation Plan Project, Design (Account 58593388-46201; Project BG0089).

**RECOMMENDATION 2:**

City staff further recommends approval of Contract K-2324-97, between the City of Norman and Johnson & Associates for the design of Center City Streetscapes; Implementation Guides and an updated Infrastructure Report, in the amount of \$218,600.

Reviewed by:        Scott Sturtz, City Engineer  
                             Shawn O’Leary, Director of Public Works  
                             Clint Mercer, Chief Accountant  
                             Anthony Francisco, Director of Finance  
                             Jane Hudson, Director of Planning and Community Development  
                             Kathryn Walker, City Attorney  
                             Darrel Pyle, City Manager