



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 10/26/2021

REQUESTER: Katherine Coffin

PRESENTER: David Riesland, Transportation Engineer

ITEM TITLE: CONSIDERATION OF AWARDING, APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF BID-2122-18, CONTRACT K-2122-33 BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND G&S SIGN SERVICES, L.L.C, IN THE AMOUNT OF \$107,860, CHANGE ORDER NO. ONE INCREASING THE CONTRACT AMOUNT BY \$1,150 FOR A REVISED CONTRACT AMOUNT OF \$109,010 FOR THE WAYFINDING PHASE 1 UPGRADES TO LINDSEY STREET AND AROUND THE MUNICIPAL COMPLEX; PERFORMANCE BOND B-2122-31, STATUTORY BOND B-2122-32; MAINTENANCE BOND MB-2122-25, AND RESOLUTION R-2122-27 GRANTING TAX-EXEMPT STATUS.

BACKGROUND:

It is important to establish a sense of entry that indicates arrival in a special place. This applies to all of the gateways into the City of Norman. For Norman, wayfinding should also be a community-wide initiative that directs travelers to the downtown area as well as many of the other amenities of the community. The concepts of attracting businesses, residents, and visitors/tourists are closely linked to creating an aesthetically pleasing area from an architectural, streetscape and beautification standpoint.

Located within the Oklahoma City metropolitan area, Norman is the third largest city in the State of Oklahoma with nearly 125,000 residents. In addition, Norman is home to the University of Oklahoma. The size of the city coupled with the presence of the University make Norman a destination for many tourists, visitors, and commuters.

In December, 2013, City Council adopted the Norman Signage and Wayfinding Plan. This was adopted as the first phase of an overall plan for the City of Norman. The Norman Signage and Wayfinding Plan involved significant public input into potential destinations, potential districts, development of a hierarchy of destinations, and preliminary input into sign colors and fonts. One of the conclusions of the Norman Signage and Wayfinding Plan was to embark on a follow-up process to include the “fabrication and installation of a pilot project that will help to refine the detailed design of the system components”.

In 2016, the Wayfinding Pilot was completed on Main Street to coincide with the completion of the Main Street interchange with Interstate 35 reconstruction. Following completion of the Pilot project, Staff began working on Phase 1 of the Wayfinding roll-out. Initially, Phase 1 was to include the Lindsey Street and State Highway 9 corridors to coincide with completion of two reconfigured interchanges on Interstate 35 and the widening project on Lindsey Street between 24th Avenue SW to a point east of Berry Road. However, the Oklahoma Department of Transportation would not allow Wayfinding signs to be placed in their right-of-way along State Highway 9. Following significant deliberation, the scope of Phase 1 was modified to include Lindsey Street, with a few signs approaching and/or departing Lindsey Street, along with the area around the Municipal Complex in downtown Norman. The inclusion of the Municipal Complex coincides with a number of changes within the Municipal Complex beginning with a brand new Development Center to be located in a former main library building (a map of the proposed sign locations is included as an attachment).

DISCUSSION:

A bid package was assembled and sent out to qualified contractors with advertisement in the local newspaper, as well. Bids were received on September 2, 2021. Four of the five qualified contractors submitted bids on the project. A copy of the Bid Record is attached. Upon opening the bids, GraphTec, Inc. was the apparent low bidder at \$40,455. However, GraphTec's bid contained an apparent error and the bidder withdrew its bid. The City thus proceeded to award the project to the second lowest bidder, G&S Sign Services, for an amount \$107,860.

After receiving bids, City Staff learned that the Visitor's Center, operated by the Norman Convention and Visitors Bureau would be relocating. This relocation impacts three Wayfinding signs that were installed under the Wayfinding Pilot project. As part of the Phase 1 project, a cost was obtained from G&S Sign Services to update vinyl on three existing signs to account for the new location of Visitor's Center (Main/University intersection, Main/Webster intersection, and Main/Peters intersection). A copy of a quotation from G&S Sign Services in the amount of \$1,150 was obtained and is attached. The cost of this additional work forms the basis for Change Order 1, which is also attached, and results in just over a 1% increase to the bid contract price.

A capital project for Lindsey Street/Municipal Complex Wayfinding has been established in the Capital Fund under Construction (Account 50596611-46101; Project TR0114). This account currently has a construction balance of \$200,000 or more than sufficient to cover the \$109,010 costs currently identified including Changer Order No. 1. If approved, G&S Sign Services will be given a Notice to Proceed before the end of October, 2021. The project should be completed in the winter of 2022. Resolution R-2122-27 would provide tax exempt status to avoid the payment of sales taxes on the purchase of materials for the project.

RECOMMENDATION:

Staff recommends the authorization to spend \$109,010 as outlined above from The Wayfinding Project, Construction account along with approval of Contract K-2122-33 and associated bonds (Maintenance Bond MB-2122-25, Performance Bond B-2122-31, and Statutory Bond B-2122-32). Staff further recommends approval of Resolution R-2122-27, for tax exempt status, and Change Order No. 1 with G&S Sign Services to complete the Wayfinding Phase 1 project on Lindsey Street and around the Municipal Complex.