



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 6/24/2025

REQUESTER: James Briggs, Park Development Manager

PRESENTER: Jason Olsen, Director of Parks and Recreation

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT ONE TO CONTRACT K-2324-184: BY AND BETWEEN THE CITY OF NORMAN AND GSB, INC., IN THE AMOUNT OF \$8,491 FOR ADDITIONAL DESIGN SERVICES FOR THE WESTWOOD PARK GOLF AND TENNIS FACILITIES MASTER PLAN PROJECT AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT.

BACKGROUND:

On May 28, 2024, the City Council approved Contract K-2324-184 with GSB, Inc., an Architecture firm from Oklahoma City, for \$54,240 for Professional Design Services for the Westwood Park Golf & Tennis Master Plan. The Professional Services Contract included several meetings with City staff, a steering committee, stakeholders, and the user groups for these sports; design work for the site planning, building program, conceptual design, and cost estimating services for all aspects of the golf and tennis operations at the Park; and presentation graphics and meetings with the City Council to present the Master Plan. Room Tax and Community Park Development Funds funded the Master Plan project. The project kicked off in June 2024 and proceeded throughout the year, including all the meetings, design concept presentations, and revisions.

DISCUSSION:

During the master planning process, the steering committee meetings and public input comments resulted in the need to produce additional design revisions and presentation graphics for the golf and tennis facilities beyond the original contract scope. These revisions also changed the original scope of the Master Plan cost estimation services, which are an essential part of this project, as we compile project costs for several future large park improvement projects, similar to how the project list was generated for the NORMAN FORWARD program approved by voters in 2015.

There was also a request to have separate public presentation meetings for golf and tennis, additional master planning for revised parking, and a total number of buildings for the golf and tennis operations. To keep the project moving, the staff asked GSB to track their additional design time and professional rendering service costs, which will be presented after the Master

Plan process as a request for compensation for further design services (attached). Funding for those services would then be sought via a one-time appropriation from the Room Tax Fund balance into the project account rather than multiple requests each time an additional service was identified.

The Master Plan has now been approved by all committees, public comment, Park Board, and Council Study Session Meetings and is ready to be presented for final acceptance by the City. No additional work is anticipated from GSB since their original contract included the final presentation to the City Council as their final item of work. Staff agrees that the additional design services breakdown from GSB is a reasonable representation of the work required during the process necessary to get the design and cost estimation complete and ready for any future design and construction processes as they receive approval and funding.

RECOMMENDATION 1: It is recommended that the City Council appropriate funds in the amount of \$8,491 from the Room Tax Fund Balance (23-29000) into Westwood Park Master Plan, Design (Account 23794442-46201; Project RT0092)

RECOMMENDATION 2: It is recommended that the City Council approve Amendment #1 to Contract Number K-2324-57 with GSB, Inc., in the amount of \$8,491 for the Westwood Park Golf & Tennis Master Plan Project; bringing the total contract amount to \$62,731. Funding is available from the Westwood Park Master Plan design account, assuming approval of the recommended appropriation.