



## CITY OF NORMAN, OK STAFF REPORT

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**MEETING DATE:** 06-24-25

**REQUESTER:** RDG Planning & Design, Inc.

**PRESENTER:** Elisabeth Muckala, Assistant City Attorney

**ITEM TITLE:** CONSIDERATION OF APPROVAL, ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF AMENDMENT TWO TO CONTRACT K-2324-46: A CONTRACT BETWEEN THE CITY OF NORMAN, THE NORMAN UTILITIES AUTHORITY, AND RDG PLANNING & DESIGN, INC., INCREASING THE CONTRACT BY \$10,570 FOR PROFESSIONAL COMPREHENSIVE PLANNING SERVICES RELATED TO THE PARKS RECREATION AND TRAILS MASTER PLAN, FOR A NEW CONTRACT TOTAL NOT TO EXCEED \$2,716,737.

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### **BACKGROUND:**

This item sets a final cost for the City's contract with its consultant for the AIM Norman Comprehensive Plan, RDG Planning & Design, Inc. The City of Norman hired RDG through a Request for Proposal (RFP-2223-29) in September of 2022 for the following plans.

- Comprehensive Plan;
- Housing Market Analysis and Affordability Strategy;
- Comprehensive Transportation Plan Update;
- Stormwater Master Plan Update;
- Water Hydraulic Modeling Update;
- Wastewater Master Plan; and
- Sanitation Master Plan.

The citywide proposal was to develop an all-encompassing vision for the community that all can support. To facilitate this objective, the City of Norman set out to update its Comprehensive Transportation Plan, Stormwater Master Plan, Water Hydraulic Modeling, and develop Wastewater, Sanitation, and now a Parks Recreation and Trails Master Plans to ensure improvements to the City's infrastructure align with the vision and policies of the new Comprehensive Plan. The contract with RDG was originally approved by the Norman City Council on July 25, 2023. On September 26, 2023, Amendment 1 to K-2324-46, adding the Parks Master Plan, was also approved by City Council.

**DISCUSSION:**

RDG has served as consultant on the AIM Norman Comprehensive Plan project since its selection in July of 2023. Nearly two hundred meetings and events have led to the creation of seven total plans now before City Council for consideration of adoption; Resolution Numbers R-2425-101 through 107. Unforeseen circumstances and delays in completing these plans resulted in RDG's necessary attendance at additional public meetings. These services are outlined in Attachment A to Amendment 2 to Contract K-2324-46. City Staff has reviewed Amendment 2, including Attachment A, and believes the costs presented are a fair and accurate representation of RDG's work on this project.

Funds are available to cover the additional costs added by this Amendment in the General Fund, Special Studies, Consultant Management Research (Account 10110193-44001).

**RECOMMENDATION 1:** It is recommended the City of Norman and NUA approve Amendment Two to Contract K-2324-46 with RDG Planning & Design, Inc. in the amount of \$10,570 for Professional Comprehensive Planning Services, for a new contract total not to exceed \$2,716,737.