



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 06/25/2024

REQUESTER: Mike White, Fleet Program Manager

PRESENTER: Scott Sturtz, Interim Director of Public Works

TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2324-139 A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, APPROPRIATING \$280,000 FROM THE GENERAL FUND OTHER REVENUE – SALE OF VEHICLES/EQUIPMENT TO THE FLEET MAINTENANCE RENOVATION PROJECT.

BACKGROUND:

The City acquired the “North Base” site in the late 1990s, including several buildings constructed in the 1940’s. The Public Works Department inherited buildings for the Fleet and Traffic Control Divisions. The Utilities Department inherited a building for the Sanitation and Line Maintenance Divisions. The largest building at North Base was divided into two maintenance divisions, Line Maintenance and Fleet. Recently the Line Maintenance Divisions relocated to a new facility at Hall Park. Most of the existing facilities are more than 75 years old and have had minimal improvements over the years. This facility was built in the early 1940’s to accommodate United States Navy operations.

North Base is a 26-acre site that houses Fleet Division, Traffic Division, and the Sanitation Division. This location was recently expanded to handle the City’s Transit Division, EVT Fleet Division, Parks Maintenance Division, and the City Car Wash Facility.

On September 14, 2021, City Council approved Contract K-2122-49, with ADG, PC, now ADG Blatt, in the amount of \$99,600 for the North Base Master Plan Project. This Master Plan provided the engineering services necessary to prepare a sound, actionable, and fiscally responsible master plan for the redevelopment of the North Base site to establish a framework for the anticipated needs of the Public Works, Utilities, Parks and Recreation and Fire departments for the next 30 years. The Master Plan focuses on the preservation and potential readapting of current facilities as well as the identification of and/or planning for new facilities. This Master Plan is complete and adopted by City Council on March 14, 2023. This Plan ultimately replaces the existing Fleet facility with a new Public Works facility.

Following the Line Maintenance Division relocation to the Hall Park location in 2024, a large portion of the existing Line Maintenance/Fleet facility on North Base became unutilized in early 2024. The current Fleet Maintenance area is at capacity and is not the most efficient design.

Fleet has plans to expand into the vacated area to improve operations that will benefit the entire City Fleet.

On January 10, 2023, City Council approved Amendment No. 1 to Contract K-2122-49 with ADG Blatt in the amount of \$44,000.00 to complete schematic designs for the renovation of the Fleet Maintenance building to expand the fleet service area.

Following completion of the schematic designs, staff met with ADG Blatt to discuss plans and costs for the renovation of the Fleet Maintenance facility. The total estimated cost for the complete renovation was \$2,825,000. Due to the cost constraints of the full construction design and renovation of the building, staff determined a more cost-effective approach would be to phase the designs and construction: Phases 1a, 1b, 2, and 3. This approach will allow the Fleet Maintenance division to maximize the efficient use of the space while minimizing the short-term cost.

On October 10, 2023, City Council approved Amendment No. 2 to Contract K-2122-49 with ADG Blatt in the amount of \$49,950.00 to complete design of Phase 1a of the Fleet Maintenance renovation. This additional scope included construction design documents for Phase 1a and associated construction administration services. The estimated cost of Phase 1a is \$306,048.43. Funding for this phase was requested in the FYE 2025 Capital Improvement Program (CIP) Budget but was unfunded.

On May 21, 2024, the Fleet administration office and breakroom areas tested positive for mold due to ongoing roof leaks. The offices and breakroom are closed until further notice. The Fleet administration and breakroom areas will need to be renovated after mold remediation. The estimated cost for the renovation is \$28,500. These funds will be required quickly to return the offices to working order. Future phases of the Phase 1A renovation require relocating the administrative offices to the location of the line maintenance offices and relocating the parts room to a more centralized location, which will be the current Fleet administration area. With these future changes it will be more conducive to remodel the old Line Maintenance administrative offices at a cost of approximately \$35,500 as opposed to repairing the current administrative office saving the \$28,500 renovation after the mold remediation. Beginning renovation in the old Line Maintenance building quickly is a high priority to get staff operating efficiently to service the City fleet.

DISCUSSION:

On May 6, 2024, GovDeals closed out an online City of Norman Auction of 47 surplus vehicles/equipment and miscellaneous vehicle and equipment items totaling \$465,150.03.

Summary of sales:

\$280,196.03 General Fund

\$133,167.00 Enterprise Utilities Fund

\$ 51,787.00 Public Transit

Staff is requesting \$280,000 from this sale of General Fund Fleet Vehicles and equipment be invested back into the maintenance of the existing Fleet building by utilizing these funds to expand the fleet footprint into the recently vacated Line Maintenance area on North Base. This

expansion of the Fleet service and office area will improve the maintenance of the City fleet by allowing for better work flow. It is expected that over all services and repairs will see a decrease in completion time due to the better efficiency in the operations.

If approved, the Public Works Fleet Division will collaborate with Facility Maintenance Division and begin construction on renovations to install overhead bay doors, renovate office space, install vehicle lifts, extend bulk fluids and the vehicle exhaust system, address current HVAC issues, and begin using the newly acquired 10,000 square feet of space previously occupied by the Line Maintenance Division.

Staff will utilize applicable procurement policies for each portion of the work. This will include getting multiple quotes or bids for each work item to insure that the best and lowest priced product or contractor is being used. This will minimize the cost of the project. Staff feels by using current procurement policies and managing the project inhouse, rather than using the ADG contract, there will be a significant savings of approximately \$80,000. Any remaining funds not used in the renovation will be released to the capital account.

Estimated renovation costs:

	Administrative Offices	Renovation Other	Shop Renovations
Overhead doors			\$ 60,000
Lift Relocation			\$ 20,000
HVAC	\$ 15,000		
Electrical			\$ 25,000
Plumbing			\$ 10,000
Drop Ceiling & Office Lighting	\$ 6,500		
Floor Prep & Flooring	\$ 7,500		\$ 24,000
Shop Fans			\$ 17,000
Painting & FFE	\$ 6,000		
Doors & Windows		\$ 6,000	
Security Access Controls		\$ 14,000	
Building Data Drops & Security			\$ 14,000
Materials	\$ 500	\$ 17,500	\$ 17,500
Exhaust System			\$ 11,500
Shop Air System			\$ 8,000
Totals	\$ 35,500	\$ 37,500	\$207,000

RECOMMENDATION :

Staff recommends approval of Resolution R-2324-139 for the appropriation of \$280,000 from the General Fund Other Revenue – Sale of Vehicles/Equipment (Account 109-373153) to the Capital Projects Fund, Fleet Maintenance Renovation Project, Construction (\$244,500; Account 50193365 – 46101) and Materials (\$35,500; Account 50193365-46301) for project BG0096-50193365 (Fleet Maint Facilities Renovation).