



## CITY OF NORMAN, OK STAFF REPORT

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**MEETING DATE:** 7/22/2025

**REQUESTER:** James Briggs, Park Development Manager

**PRESENTER:** Jason Olsen, Director of Parks and Recreation

**ITEM TITLE:** CONSIDERATION OF ADOPTION, APPROVAL, ACCEPTANCE, AWARDED, AMENDMENT, REJECTION, AND/OR POSTPONEMENT OF CONTRACT K-2526-24: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA AND COLTON CRAIG DESIGN, L.L.C., IN THE AMOUNT OF \$7,500.00 FOR ARCHITECTURE DESIGN SERVICES FOR THE WESTWOOD PARK GOLF DESIGN CONCEPT PLAN AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT.

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### **BACKGROUND:**

On May 28, 2024, the City Council approved Contract K-2324-184 with GSB, Inc., an Architecture firm from Oklahoma City, for \$54,240.00 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.

On June 25, 2025, the City Council approved Amendment #1 to Contract K-2324-184 with GSB for an additional \$8,491.00 for additional design services work associated with the Master Plan, including extra public meetings and additional renderings, because of necessary changes to the Master plan in light of public feedback on the initial concept.

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:**

Colton Craig was a sub-contractor of GSB, the lead designer during the Westwood Master Plan, with a roll on the design team as the Golf Course Architect. Parks staff had discussions with Colton Craig to come up with a detailed beautification plan on the golf course in hopes that Parks and Westwood Golf Maintenance could get a head start on planting trees and working on natural areas of the golf course in anticipation of an approval of the Westwood Master Plan.

There is adequate funding to pay for this plan in the Room Tax Funding. Once the beatification plan is complete and submitted, Staff will use this plan as a road map to start planting trees, perform landscaping and otherwise beatify the Westwood Golf Course.

**RECOMMENDATION 1:**

It is recommended that the City Council appropriate funds in the amount of \$7,500.00 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 Contract Number K-2526-24 with Colton Craig, LLC in the amount of \$7,500.00 for the Westwood Park Golf Course Design Concept Plan.