



# office memorandum

**DATE:** 8/4/2026

**TO:** Darrel Pyle, City Manager  
Shannon Stevenson, Assistant City Manager

**FROM:** Scott Sturtz, Director of Public Works 

**SUBJECT:** CONSIDERATION OF ACCEPTANCE, APPROVAL, REJECTION OF WORK ORDER NO. PW2 TO ON-CALL CONTRACT K-2526-79: BY AND BETWEEN THE CITY OF NORMAN AND OLSSON, INC., IN THE AMOUNT OF \$24,694.00 FOR PUBLIC ENGAGEMENT COORDINATION FOR NEPA ENVIRONMENTAL STUDY FOR THE 36<sup>TH</sup> AVENUE NW/TELEPHONE ROAD WIDENING PROJECTS

**BACKGROUND:**

On August 28, 2012, the citizens of Norman voted in favor of a Bond Issue to finance the local share of eight transportation/stormwater improvement projects. One of the eight 2012 bond projects is the 36th Avenue Northwest Bond Project between Tecumseh Road and Indian Hills Road. Please see the attached location map showing the project boundaries.

On April 2, 2019, the citizens of Norman voted in favor of a \$72 million transportation bond issue, which includes nineteen (19) projects. With the anticipated \$67 million in federal dollars being leveraged for these projects, approximately \$139 million is budgeted for the nineteen (19) projects. One of these projects was the 36<sup>th</sup> Avenue Northwest 2019 Bond Project from Indian Hills Road to the Moore City Limits. Both bond projects have struggled to obtain the federal funding necessary to complete projects of this magnitude.

The City of Moore has a planned project to continue the widening north along Telephone Road to SW 34<sup>th</sup> Street in Moore. Therefore, in 2025, the City of Norman and the City of Moore, partnered together to apply for a Safe Streets for All (SS4A) federal grant to help fund all three projects.

In December 2025, the City was notified that our application was successful and that the Projects had received the maximum SS4A award of \$25,000,000 to help fund these projects. Since the City of Norman was the primary applicant, the funding will flow through Norman and City staff will therefore be responsible for meeting all obligations of the agreement with the Federal Highway Administration (FHWA) who is the funding agency. Although Moore will provide supplemental funding to cover their portion of the project, ultimately, Norman is responsible for making sure all requirements are met to satisfy the SS4A grant requirements.

On February 10, 2026, City Council approved WO# PW2 to on-call contract K-2526-79 with Olsson, Inc., in the amount of \$170,809 for environmental services needed to



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perform the NEPA study for the 36<sup>th</sup> Avenue NW/Telephone Road Widening Projects, as required by the SS4A grant through the Federal Highway Administration.

## **DISCUSSION:**

The proposed work order is for additional services related to performing public engagement, as required to complete the NEPA environmental study for the 36<sup>th</sup> Avenue NW/Telephone Road widening projects. The public engagement support was not included in Olsson's previous work order, because the specific requirements had not been defined at that time by FHWA. Now that the scope for public engagement is known we are requesting this new work order to cover Olsson's services in aiding with that effort.

Funding for Work Order No. PW2 is available within the 36<sup>th</sup> Ave NW 2019 Bond Project Design account (BP0425, 50594019-46201).

## **RECOMMENDATION No. 1:**

City staff recommends approval of Work Order No. PW2 to contract K-2526-79, with Olsson, Inc., in the amount of \$24,694.00 for public engagement coordination for the 36<sup>th</sup> Avenue NW/Telephone Road NEPA study.

Reviewed by: Tim Miles – City Engineer

8-6-26  
Date

[Signature]  
Signature

☒ APPROVED  
☐ DISAPPROVED

BY: ☒ Darrel Pyle, City Manager  
☐ Shannon Stevenson, Assistant City Manager

Cc: Tim Miles – City Engineer th  
Scott Sturtz – Director of Public Works  
Clint Mercer – Director of Finance [Signature]  
Jamie Meyer – City Clerk  
Beth Muckala – Asst. City Attorney

## WORK ORDER NO. PW2

This Work Order, dated the 6<sup>th</sup> day of AUGUST, 2026 (the "Effective Date"), between the City of Norman ("City") and Olsson, Inc. ("Consultant") (City and Consultant, together, the "Parties"), adopts and incorporates by reference the terms and conditions of the Agreement for On-Call Professional Services entered into on 11/27/2026, ("Agreement") by the Parties. Capitalized terms used by not defined in this Work Order shall have the meanings set out in the Agreement.

WHEREAS, pursuant to Section 3.1 of the Agreement, the Parties wish to enter into this Work Order for purposes of setting forth the rights and obligations regarding the provision of Services by Consultant for the 36<sup>th</sup> Avenue NW-Tecumseh to 34<sup>th</sup> Street in Moore NEPA Environmental Study hereinafter described as "Project" for purposes of this specific Work Order).

NOW THEREFORE, for good and valuable consideration contained herein, the exchange, receipt, and sufficiency of which are acknowledged, the parties agree as follows:

1. Scope of Services. Contractor shall perform those services set forth in Exhibit A attached hereto ("Services").
2. Compensation and Payment. In consideration for the performance of Services under this Work Order, City shall pay to Consultant in an amount and manner as set forth in Exhibit B attached hereto.
3. Schedule. Consultant shall perform the Services in accordance with the schedule set forth in Exhibit C attached hereto.
4. Termination. The term of this Work Order shall commence on the "Effective Date" and end upon the completion of the Services unless otherwise terminated in accordance with the Agreement.
5. [Other Work Order-Specific Terms and Conditions]

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, Contractor has caused this Work Order No. PW2 to be duly executed.

**Olsson, Inc. (CONSULTANT)**

By:

Title:

Jimmy Sparks  
Vice President

Vice President

Attest:

Amanda Ritchey  
Corporate Secretary

Corporate Secretary

## ACKNOWLEDGEMENT

STATE OF OKLAHOMA )  
 ) ss.  
COUNTY OF Oklahoma )

Before me, the undersigned, a Notary Public in and for said County and State, on this 3rd day of August, 2026, personally appeared Jimmy Sparks, to me known to be the identical person who executed the foregoing instrument as an authorized representative of the Contractor, and acknowledged to me that they executed the same as their free and voluntary act for the uses and purposes therein set forth.

Witness my hand and official seal the day and year above written.

Notary Public

Notary Public

My Commission Expires: 5/31/29

My Commission Number: 17005081



IN WITNESS WHEREOF, the City has caused this Work Order No. PW2 to be duly executed this 6<sup>th</sup> day of August, 2026.

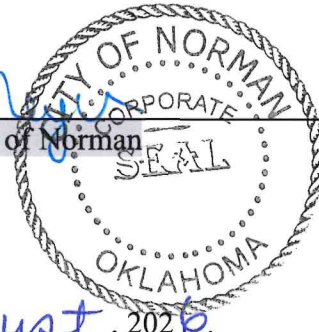
**CITY OF NORMAN, OKLAHOMA  
(CITY)**

By: \_\_\_\_\_

City Manager

Attest: \_\_\_\_\_

City Clerk - City of Norman



Reviewed as to form and legality this 6 day of August, 2026.

Elisabeth Muckala  
City Attorney

## EXHIBIT A SCOPE OF WORK

### **GENERAL**

Olsson has acquainted itself with the information provided by Client relative to the project and based upon such information offers to provide the services described below for the project. Client warrants that it is either the legal owner of the property to be improved by this Project or that Client is acting as the duly authorized agent of the legal owner of such property.

### **PROJECT DESCRIPTION AND LOCATION**

Project will be located at: 36<sup>th</sup> Avenue N.W. / Telephone Road beginning at W. Tecumseh Road in Norman, Oklahoma, extending north to S.W. 34<sup>th</sup> Street in Moore, Oklahoma.

Project Description: Reconstruction and Improvement of 36<sup>th</sup> Avenue N.W. / Telephone Road

### **SCOPE OF SERVICES**

Olsson shall provide the following public involvement services (Scope of Services) to Client for the Project:

#### **Phase 100 – Virtual Open House**

##### **Task 101 – Virtual Open House**

Olsson will conduct a virtual open house to show the proposed project and allow the public to submit questions and comments. The virtual open house will be hosted on the City of Norman's Transportation Project Website. Olsson will revise the current Market Place to the Moore City Limit Project webpage to show the proposed Project (Reconstruction and Improvement of 36<sup>th</sup> Avenue N.W. / Telephone Road) with maps of the total project, each work package, the purpose and need for the project, location map, project timeline, and previous public involvement. Comments will be collected through the website's ArcGIS Survey 123 form for completing the summary report and coordinating comment responses.

##### *Assumptions*

- The City of Norman will provide previous public meeting content for inclusion or links on the Project webpage.
- The Cities of Norman and Moore will provide previous council approval and citizen bond approval content for inclusion or links on the Project Webpage.
- The work package design consultants will provide design content for inclusion on the Project Webpage.

##### *Deliverables*

- Revised Project webpage to serve as the virtual open house.

#### **Phase 200 – In-Person Open House**

##### **Task 201 – In-Person Open House**

Olsson's will also conduct an in-person open house to show the proposed project and answer questions with display boards with project information. The work package design consultants will be responsible for the displays, station and wayfinding signage if necessary, and be available at the open house to answer design questions. Olsson's environmental staff working on the NEPA process for the project will also be available to answer any environmental questions.

Olsson's subconsultant, White Hawk, will provide support for the in-person open house. White Hawk will:

- Draft notification letters for City signatures. Letters will be mailed to property owners, utility owners, government agencies, and public officials.
- Draft a 6 x 9 postcard in accordance with US Postal Service Every Door Direct Mail (USPS EDDM) standards. Postcards will be provided through the USPS EDDM system to residents located along the project limits.
- Draft a reader-friendly, concise project brochure to summarize the proposed project. The brochure will translate complex scientific, environmental, and engineering data into plain language for members of the public. It will include the purpose and need for the project, location map, project timeline, and public comment instructions. (size 11 x 17, ½ fold or bifold).
- Develop one social media post, to include graphics and content, to promote the public open house.
- Develop comment cards, sign-in sheets, and welcome signage for the public open house.
- Have one person attend the in-person open house, assist with set-up, and clean-up, debrief the team, and determine and follow-up items.
- Work with the project team to develop public responses and a summary report that meets NEPA requirements.

*Assumptions:*

- The City of Norman will provide the list of names and addresses for the notification letters.
- The City of Norman will provide supporting maps/infographics for the project brochure.
- The City of Norman will be responsible for finding an appropriate location for the Public Meeting and making all arrangements for the meeting, including ADA, translation, or specialized requests made by members of the public.
- Media notices will be sent out by the Cities of Norman and Moore on their respective social media platforms and accounts.
- Only comments directly related to the Project will be summarized.
- The Cities of Norman and Moore will be responsible for replying to comments received.

*Deliverables*

- A written summary of comments and questions that require response.
- A report summarizing what was presented at the meeting, how many attendees, any verbal or written concerns or feedback received from the public regarding the project, and the response from the Cities to such concerns. The meeting summary report, copies of meeting notices, written comments and written responses shall be included in the NEPA document.

*Assumptions and Conditions*

Any work not discussed in the tasks above may be considered outside of this scope and may require a supplemental agreement or fee adjustment. The scope and fee estimate are valid for 9 months after this document's date.

Should Client request work in addition to the Scope of Services, Olsson shall invoice Client for such additional services (Optional Additional Services) at the standard hourly billing labor rate charged for those employees actually performing the work, plus reimbursable expenses if any. Olsson shall not commence work on Optional Additional Services without Client's prior written approval.

Olsson agrees to provide all of its services in a timely, competent and professional manner, in accordance with applicable standards of care, for projects of similar geographic location, quality and scope.

EXHIBIT B  
COMPENSATION

**SUMMARY OF COSTS**

**Table 1.**

| <b>Proposed Task</b>         | <b>Fee</b>         |
|------------------------------|--------------------|
| Task 1: Virtual Open House   | \$4,250.00         |
| Task 2: In-person Open House | \$20,444.00        |
| <b>TOTAL</b>                 | <b>\$24,694.00</b> |

Olsson, Inc.

| <b>Position</b>               | <b>Rate</b> |
|-------------------------------|-------------|
| Project Manager               | \$247.00    |
| Senior Scientist              | \$241.00    |
| Project Scientist             | \$170.00    |
| Associate Scientist           | \$126.00    |
| Applied Technology Specialist | \$177.00    |
| Senior Engineer               | \$203.00    |
| Admin                         | \$112.00    |

Priority Environmental, LLC

| <b>Position</b>             | <b>Rate</b> |
|-----------------------------|-------------|
| Clerical                    | \$67.50     |
| Draftsman/ Field Technician | \$82.50     |
| Senior Field Technician     | \$105       |
| Project Manager             | \$135       |
| Principal                   | \$180       |

White Hawk Engineering, LLC

| <b>Position</b>                      | <b>Rate</b> |
|--------------------------------------|-------------|
| Senior Public Engagement Coordinator | \$150.00    |
| Public Engagement Specialist         | \$75.00     |

EXHIBIT C  
SCHEDULE

**SCHEDULE**

| <b>NEPA Tasks</b>                   | <b>Duration</b> |
|-------------------------------------|-----------------|
| Virtual Open House – concurrently   | 30 Days         |
| In-Person Open House – concurrently | 30 Days         |
| <b>TOTAL</b>                        | <b>30 Days</b>  |