



DATE: 8/5/2026

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. PW4 TO ON-CALL CONTRACT K-2526-81: BY AND BETWEEN THE CITY OF NORMAN AND PINNACLE CONSULTING MANAGEMENT GROUP, INC., IN THE AMOUNT OF \$4,875.00 TO PROVIDE RIGHT-OF-WAY ACQUISITION SERVICES FOR THE LINDSEY STREET SPECIAL CORRIDOR - PICKARD AVENUE TO ELM AVENUE 2019 BOND PROJECT.

BACKGROUND:

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 the nineteen 2019 bond projects is the Lindsey Street Special Corridor Project – Pickard Avenue to Elm Avenue. The Lindsey Street Special Corridor Project located from Pickard Avenue to Elm Avenue is approximately 0.4 miles in length. The design of this project will improve this segment of Lindsey Street including the following:

- Reconstruct the 2-lane roadway
- Add left-turn lanes at intersections
- On-street bike lanes
- Add curb and gutter
- Reconstruct sidewalks on both sides of the street
- New storm sewer system
- Traffic signal replacements
- Adding side street center left-turn lanes for existing signalized intersections

The Lindsey Street Special Corridor Project - Pickard Avenue to Elm Avenue has been approved to receive federal funds to aid in the construction costs and is anticipated to be out for bid in October of 2026 pending right of way and utility relocations and ODOT environmental review.

On January 9, 2024, the Norman City Council approved contract No. K-2324-116 in the amount of \$313,775 with MacArthur Associated Consultants, LLC, for the design of the Lindsey Street Special Corridor Project - Pickard Avenue to Elm Avenue.

office memorandum



office memorandum

On November 25, 2025, the Norman City Council approved work order #PW1 to contract K-2526-81 for Right-of-Way acquisition services on the Lindsey Street Special Corridor Project – Pickard Avenue to Elm Avenue to Pinnacle Consulting Group, Inc. (Pinnacle) of Oklahoma City in the amount of \$241,350.00.

DISCUSSION:

The proposed work order is for additional services related to performing Right-of-Way acquisition for the added proposed easements needed for the construction of the Lindsey Street Special Corridor Project – Pickard Avenue to Elm Avenue. The acquisition services scope was initially based on an estimated total of twenty-one (21) permanent and temporary construction easements, along with an additional twenty-three (23) temporary driveway easements. The requested additional compensation reflects a revision to the easement quantities, with the number of permanent and temporary construction easements increasing by three (3) and the number of temporary driveway easements decreasing by five (5). There was also an additional \$1,125.00 credited to the City for not needed to complete acquisition of one permanent easement.

Funding for the above-mentioned acquisition services will be allocated from the Lindsey Street Special Corridor Project – Pickard Avenue to Elm Avenue 2019 Bond Project Land (Account No. 50594019-46001, Project No. BP0432).

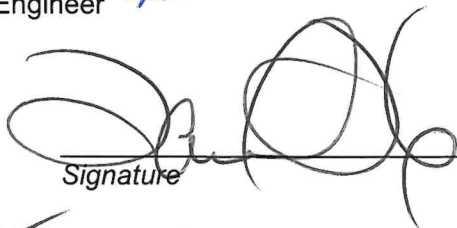
For land acquisition of this nature, City policy requires compliance with the Federal Acquisition and Relocation Act. Property owners are provided with ample opportunities to negotiate the sale of land to be used for public right-of-way. Property owners may donate their property, or they may be compensated for fair market value. Council must approve and accept all land acquisitions.

RECOMMENDATION No. 1:

City staff recommends approval of Work Order No. PW4 to contract K-2526-81, with Pinnacle Consulting Management Group, Inc., in the amount of \$4,875.00 for Right-of-Way services for the Lindsey Street Special Corridor Project – Pickard Avenue to Elm Avenue.

Reviewed by: Tim Miles – City Engineer 

8-6-26
Date


Signature

☒ APPROVED
☐ DISAPPROVED

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



Cc: Scott Sturtz – Director of Public Works
Tim Miles – City Engineer
Jamie Meyer – City Clerk *JM*
Beth Muckala – Asst. City Attorney *BM*
Clint Mercer – Director of Finance *CM*

office memorandum

WORK ORDER NO. PW4

This Work Order, dated the 4th day of August, 2026 (the "Effective Date"), between the City of Norman ("City") and Pinnacle Consulting Management Group, 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 10/28/2025, ("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 Lindsey Street Special Corridor – Pickard Avenue to Elm Avenue hereinafter described as "Project" for purposes of this specific Work Order).

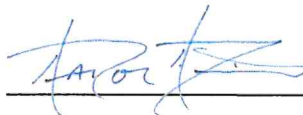
NOW THEREFORE, for good and valuable consideration contained herein, the exchange, receipt, and sufficiency of which are acknowledged, the parties agree as follows:

1. Scope of Services. Consultant 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.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, Consultant has caused this Work Order No. PW4 to be duly executed.

**PINNACLE CONSULTING
MANAGEMENT GROUP, INC.
(CONSULTANT)**

By: 

Title: Aaron Adkins, Executive Vice President

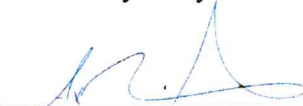
Attest: 
Corporate Secretary

ACKNOWLEDGEMENT

STATE OF OKLAHOMA)
) ss.
COUNTY OF Oklahoma)

Before me, the undersigned, a Notary Public in and for said County and State, on this 4th day of August, 2026, personally appeared Aaron Adkins, to me known to be the identical person who executed the foregoing instrument as an authorized representative of the Consultant, 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

My Commission Expires: 18003563
My Commission Number: 04/09/30



IN WITNESS WHEREOF, the City has caused this Work Order No. PW4 to be duly executed this 6th 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.

Chisabeth Luckala
City Attorney

EXHIBIT A
SCOPE OF SERVICES

EXHIBIT B
COMPENSATION

City of Norman – J/P # 37984(04) – Lindsey St - Pickard to Elm WORK ORDER NO. PW1 Original Scope			
Services	# of Parcels	Fee per Parcel	Total
Title	44	\$850.00	\$37,400.00
R/W Staking	37	\$850.00	\$31,450.00
Project Manager	21	\$1,500.00	\$31,500.00
Assistant Project Manager	21	\$500.00	\$10,500.00
R/W Acquisition	21	\$3,750.00	\$78,750.00
R/W Acquisition – TDE Only Parcels & P36 & P37	23	\$2,250.00	\$51,750.00
		Original WO Total	\$241,350.00

City of Norman – J/P # 37984(04) – Lindsey St - Pickard to Elm WORK ORDER NO. PW4 Revised Scope			
Services	# of Parcels	Fee per Parcel	Total
Title	44	\$850.00	\$37,400.00
R/W Staking	37	\$850.00	\$31,450.00
Project Manager	24	\$1,500.00	\$36,000.00
Assistant Project Manager	24	\$500.00	\$12,000.00
R/W Acquisition	24	\$3,750.00	\$90,000.00
R/W Acquisition – TDE Only Parcels & P36 & P37	18	\$2,250.00	\$40,500.00
Credit for 2nd 50% Milestone on P37	-1	\$1,125.00	(\$1,125.00)
		Revised WO Total	\$246,225.00
		Original WO Total	\$241,350.00
		Total Addition	\$4,875.00

EXHIBIT C
SCHEDULE