



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 06/09/2026

REQUESTER: David Grizzle, Emergency Management Coordinator

PRESENTER: Travis King, Fire Chief

ITEM TITLE: CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2526-176: BY AND BETWEEN THE CITY OF NORMAN AND L.E. MARSHALL CONSULTING, L.L.C., FOR A COMPREHENSIVE UPDATE OF THE CURRENT EMERGENCY OPERATIONS PLAN ("EOP") FOR THE CITY OF NORMAN.

BACKGROUND:

The existing Emergency Operations Plan ("EOP") for the City of Norman was adopted in October of 2003. In the FYE 26 Budget, \$79,500.00 was appropriated in Capital Outlay - Miscellaneous Other (Account No. 10664144-45799) to conduct a comprehensive update of the EOP to make the plan coordinate with current language in the Community Planning Guide 101. There have been numerous changes since the introduction of the National Incident Management System and the plan needs major modifications to meet current protocols.

DISCUSSION:

The City of Norman Fire Department Emergency Management division sent out a Request For Proposal (RFP-2526-6) detailing the requirements of the update. Proposals were received and reviewed by staff. It was determined that the proposal from L.E. Marshall Consulting, LLC, was the best proposal received.

The Agreement lasts for one year, or until project completion, whichever occurs first. The Agreement establishes the L.E. Marshall Consulting, LLC shall provide professional consulting services pursuant to the timelines and deliverables outlined in the RFP to complete the comprehensive update of the EOP, in exchange for payment by the City of \$61,232.50. This process will require stakeholder meetings, as well as planning, meetings, and trainings with all City departments.

RECOMMENDATION:

Staff recommends that City Council approve Contract K-2526-176 in the amount of \$61,232.50 with L.E. Marshall, L.L.C., for a comprehensive update to the current EOP.