



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 10/28/2025

REQUESTER: Scott Sturtz, Director of Public Works

PRESENTER: Paul D'Andrea, Capital Projects Engineer

ITEM TITLE: CONSIDERATION OF ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2526-82: BY AND BETWEEN THE CITY OF NORMAN, NORMAN MUNICIPAL AUTHORITY, AND NORMAN UTILITIES AUTHORITY AND POE & ASSOCIATES, INC. FOR ON-CALL RIGHT-OF-WAY SERVICES ON AN AS-NEEDED BASIS, AND WORK ORDER 1 TO ON-CALL CONTRACT K-2526-82 IN THE AMOUNT OF \$23,098 FOR RIGHT OF WAY ACQUISITION FOR THE 36TH AVENUE NW INDIAN HILLS TO MOORE CITY LIMITS 2019 BOND PROJECT

BACKGROUND:

Several departments within the City of Norman utilize consultants for various projects necessary to provide reliable services to our citizens and customers. Frequently, consultants for a specific project are selected utilizing a request for proposal specific to the particular project. However, on-call professional service contracts allow staff to expedite the use of consulting services and ensure timely completion of required improvements.

DISCUSSION:

Staff issued Request for Qualifications RFQ-2425-45 to numerous firms providing right-of-way, engineering, surveying, architectural, and environmental services during Fiscal Year 2025. Qualifications were submitted by multiple firms, each identifying the categories of service for which they requested consideration.

Each proposal was independently reviewed and scored by staff from the Parks and Recreation, Public Works, and Utilities Departments, including Tim Miles, Nathan Madenwald, Paul D'Andrea, James Briggs, and Peter Wolbach. Rankings were determined according to the evaluation criteria outlined within the Request for Qualifications.

All reviewers agreed upon the top-ranked firms in each service category based on experience, qualifications, and demonstrated ability to perform the required work. Contracts were then prepared and issued for review, approval, and execution by the selected firms.

Funding for work performed under these contracts will be drawn from the respective project accounts or department budgets and charged at the hourly rates identified in the contract on an as-needed basis. Upon approval of the contracts, staff will select a firm based on availability, relevant experience, and ability to perform the work in a timely manner.

In addition to the acceptance of the on-call right of way contract, City staff proposes acceptance of Work Order 1 in the amount of \$23,098 for the 36th Avenue NW – Indian Hills Road to Moore City Limits 2019 Bond right of way acquisition services. The project design team has determined the necessary rights-of-way to complete the project and since this project is currently seeking federal funding, it is imperative that the right of way acquisition take place as soon as possible. Members of the right-of-way team with Poe and Associates, Inc. are already familiar with the project, as they took part in the acquisition for the other phases of the 36th Avenue NW widening as part of the 2012 Bond project. Because of this familiarity with the project and the owners affected by the right-of-way acquisition, we believe Poe and Associates is best suited to perform the acquisition for this project. In the interest of time, staff recommends Work Order 1 for the On-Call Right of Way Contract be approved.

Funding for Work Order No. 1 is available in 36th Avenue NW Widening, Land (Account 50594019-46001; Project BP0425).

RECOMMENDATION 1:

Staff recommends that the City of Norman, Norman Municipal Authority, and Norman Utilities Authority approve Contract K-2526-82 with Poe & Associates, Inc. to provide On-Call Right-of-Way Services on an as-needed basis.

RECOMMENDATION 2:

Staff recommends that the City of Norman, Norman Municipal Authority, and Norman Utilities Authority approve Work Order 1 to Contract K-2526-82 in the amount of \$23,098 with Poe & Associates, Inc. to provide On-Call Right-of-Way Services for the 36th Avenue NW – Indian Hills Road to Moore City Limits 2019 Bond Project.