



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 10/28/2025

REQUESTER: Peter Wolbach

PRESENTER: Peter Wolbach, Staff Engineer - Utilities

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2526-84: BY AND BETWEEN THE CITY OF NORMAN, NORMAN MUNICIPAL AUTHORITY, AND NORMAN UTILITIES AUTHORITY AND SMITH-ROBERTS LAND SERVICES, INC. FOR ON-CALL RIGHT-OF-WAY SERVICES ON AN AS-NEEDED BASIS

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 Public Works, Parks, 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.

RECOMMENDATION:

Staff recommends that the City of Norman, Norman Municipal Authority, and Norman Utilities Authority approve Contract K-2526-84 with Smith-Roberts Land Services, Incorporated to provide On-Call Right-of-Way Services on an as-needed basis.