



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 8/12/2025

REQUESTER: James Briggs, Park Development Manager

PRESENTER: Jason Olsen, Director of Parks and Recreation

ITEM TITLE: CONSIDERATION OF ADOPTION, APPROVAL, ACCEPTANCE, AMENDMENT, REJECTION, AND/OR POSTPONEMENT OF CONTRACT K-2526-54: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND MUSCO SPORTS LIGHTING, L.L.C., IN THE AMOUNT OF \$98,000, MAINTENANCE BOND MB-2526-16, PERFORMANCE BOND B-2526-21; AND STATUTORY BOND B-2526-22 FOR WESTWOOD TENNIS COURT LIGHTING SYSTEM PROJECT, AND ADOPTION OF RESOLUTION R-2526-23 GRANTING TAX EXEMPT STATUS.

BACKGROUND:

Since it opened in the 1980s, the Westwood Tennis Facility has steadily increased its membership and activities. Over the decades, new tennis courts have been constructed, a pro shop was built and later expanded, and a 2-court indoor structure was added as a part of the 2015 Norman Forward initiative. The facility has offered youth and adult programming, and it has been sanctioned by the United States Tennis Association (USTA) to host regional tournament events. One crucial part of the day-to-day operations for Norman residents and the USTA events is the maintenance of the courts and court lighting.

The sport has national standards for the “speed,” color, and size of courts (including space between courts) and the light levels on courts for night play. New courts were built recently, including the latest technology for all court construction details. There are twelve outdoor competition courts, two indoor courts, and one unlit outdoor court striped for smaller youth teaching (4 total). All courts get regular resurfacing done to align with standards; however, the six oldest courts never upgraded their lighting to modern technology. As a result, those old lights are at the end of their lifespan, and recent maintenance issues have demonstrated that the fixtures are considered obsolete and getting replacement parts is difficult.

During the fiscal year 2024-2025 (FYE 2025) budget process, Parks identified replacement of the light fixtures as a priority for the final year of the multi-year Room Tax-funded project being completed for the Westwood Tennis Complex, that included the regular resurfacing of all 12 competition courts, improvements to the pro shop mechanical & plumbing infrastructure, and work on the Complex fencing, furnishings, and lighting.

DISCUSSION:

The City of Norman participates in several nationwide bidding services, including Sourcewell. These services receive bids for many products and services used in municipal construction projects related to utilities, public works, facility construction, and parks and recreation facilities. Sourcewell collaborates with hundreds of vendors and contractors to secure the best pricing for a wide range of work extended to all its members.

Following that process and in compliance with the City Code bidding requirements (Section 12-204.b.4), MUSCO Sports Lighting was awarded a contract to provide “Sports Lighting with Related Supplies and Services” under Sourcewell Master Project 199030; Contract Number 041123-MSL (attached)—good through 2027. That contract covers the recommended type of lighting system to upgrade the lights on the six oldest courts at Westwood Tennis Center.

MUSCO has been used to light several of our other lighted facilities in recent NORMAN FORWARD projects, including the Blake Baldwin Skatepark, Griffin Park Soccer, and the new T-ball fields at Reaves Park. MUSCO lights were also recently installed on the outdoor pickleball, sand volleyball, and synthetic turf field at the Young Family Athletic Center (YFAC). These are all LED light systems, which can be controlled remotely.

Staff recommends awarding Contract K-2526-54 to MUSCO Sports Lighting, LLC, in the amount of \$98,000 for the Westwood Tennis Courts Lighting Improvements Project. Funding is available in the Room Tax Fund, Westwood Tennis Center Improvements, Construction (Account 23793364-46101; Project RT0091).

RECOMMENDATION 1: It is recommended that the City Council approve Contract K-2526-54, Performance Bond B-2526-21, Statutory Bond B-2526-22, and Maintenance Bond MB-2526-16 for the Westwood Tennis Court Lighting Improvements Project.

RECOMMENDATION 2: It is further recommended that MUSCO Sports Lighting, LLC, be authorized and appointed as project agent for the Westwood Tennis Court Lighting Improvements Project by Resolution R-2526-23 to avoid the payment of sales tax on materials purchases related to the project.