

# MEMORANDUM

**To:** Taylor Johnson, City of Norman  
**From:** James Gamez, Nelson\Nygaard  
Peter Soderberg, Nelson\Nygaard  
**Date:** February 7, 2022  
**Subject:** Go Norman Transit Plan Update

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Nelson\Nygaard completed a Long-Range Transit Plan (LRTP), branded as *Go Norman*, in June 2021. Following the completion of the LRTP, the City of Norman has pursued a real estate purchase agreement to develop a new transit center in the downtown Norman area. As a result of this purchase, the City of Norman is interested in continuing its partnership with Nelson\Nygaard by entering into an agreement to update the LRTP to reflect the location of this transit center and conduct additional analyses related to transit center operations. Specific tasks related to these updates were discussed with the city and are identified below.

## **Task 1 – Updated System and Route Maps**

Building upon design work previously completed for *Go Norman*, the project team will design and produce updated system maps and individual route maps reflecting the alignment changes necessary to serve the proposed transit center location. These maps will be included in the revised LRTP document and delivered as digital files that will be made available for print and uploading to the city website.

## **Task 2 – Transit Center Bus Bay Requirements and Transfer Matrix**

Using existing service frequency, spans, and schedules, the Nelson\Nygaard team will develop a transfer matrix identifying potential adjustments to route schedules to enable transfers between all routes at the downtown transit center. Additionally, this analysis will identify the number of bus bays required at the transit center to accommodate all routes in the EMBARK Norman system. This analysis will include an evaluation of the system expansion identified in the LRTP to evaluate the number of bus bays required for full system build out. This ensures that the transit center is developed to align with the growth assumptions identified in the LRTP.

## **Task 3 – New Downtown Transit Center Map**

Recognizing that the majority of transit riders begin and end their trips as pedestrians, it is necessary to evaluate the pedestrian infrastructure immediately surrounding the proposed transit center to ensure safe and convenient accessibility. The Nelson\Nygaard team will develop a map denoting the transit center area and include proposed infrastructure upgrades, including but not limited to, sidewalks, crosswalks, and signal lights.

## **Task 4 – Transit Center Amenity Considerations**

In addition to the recommended infrastructure improvements surrounding the transit center identified in Task 3, there are several types of amenities that may be included at the physical transit center location. This task will identify the potential amenities for the city to consider, including passenger waiting areas, lighting, open space, and restroom facilities, among others.

## **Task 5 – Planning & Transportation Subcommittee Presentation**

Following the completion of Tasks 1-4, the Nelson\Nygaard team will be available to provide one presentation to the Planning & Transportation Subcommittee detailing the project findings and relevant updates to the EMBARK Norman system.

# BUDGET

		Nelson\Nygaard Labor Costs								
		James Gamez	Peter Soderberg	Alexandra Weber						
Principal		Senior Associate I	Associate I							
70.7		40.38	30.3							
133.50		76.28	57.22							
20.42		11.67	8.75							
Total Billing Rate		\$224.59	\$128.33	\$96.26	Hours	Cost	Total Labor Hours	Total Labor Costs	Total Travel Expenses	Total Costs
Task	Description									
0	PROJECT MANAGEMENT and QA/QC	10	10		20	\$3,529	20	\$3,529		\$3,529
1	Updated System and Route Maps									
1.1	Updated System and Route Maps	2	4	30	36	\$3,850	36	\$3,850		\$3,850
Task Total		2	4	30	36	\$3,850	36	\$3,850	\$0	\$3,850
2	Transit Center Bus Bay Requirements and Transfer Matrix									
2.1	Transit Center Bus Bay Requirements and Transfer Matrix	8	8		16	\$2,823	16	\$2,823		\$2,823
Task Total		8	8	0	16	\$2,823	16	\$2,823	\$0	\$2,823
3	New Downtown Transit Center Map									
3.1	New Downtown Transit Center Map	4	4	8	16	\$2,182	16	\$2,182		\$2,182
Task Total		4	4	8	16	\$2,182	16	\$2,182	\$0	\$2,182
4	Transit Center Amenity Considerations									
4.1	Transit Center Amenity Considerations	4	4		8	\$1,412	8	\$1,412		\$1,412
Task Total		4	4	0	8	\$1,412	8	\$1,412	\$0	\$1,412
5	Planning and Transportation Subcommittee Presentation									
5.1	Planning and Transportation Subcommittee Presentation	2	2		4	\$706	4	\$706		\$706
Task Total		2	2	0	4	\$706	4	\$706	\$2,450	\$3,156
TOTAL HOURS		30	32	38	100		100			
TOTAL COSTS		\$6,738	\$4,106	\$3,658		\$14,502		\$14,502	\$2,450	\$16,952

## SCHEDULE

		2022																				
		February				March				April				May					June			
Task	Description	7	14	21	28	7	14	21	28	4	11	18	25	2	9	16	23	30	6	13	20	27
0	Project Managemenet and QA/QC																					
1	Updated System and Route Maps																					
1.1	Updated System and Route Maps																					
2	Transit Center Bus Bay Requirements and Transfer Matrix																					
2.1	Transit Center Bus Bay Requirements and Transfer Matrix																					
3	New Downtown Transit Center Map																					
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4	Transit Center Amenity Considerations																					
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5	Planning and Transportation Subcommittee Presentation																					
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