



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 3/08/2022

REQUESTER: Taylor Johnson, Transit and Parking Program Manager

PRESENTER: Shawn O'Leary, Director of Public Works

TITLE: CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT NO. ONE TO CONTRACT K-2021-18: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND NELSON\NYGAARD CONSULTING ASSOCIATES, INC., INCREASING THE CONTRACT IN AN AMOUNT NOT-TO-EXCEED \$16,952 FOR A REVISED CONTRACT AMOUNT OF \$166,952 TO AMEND THE TRANSIT LONG RANGE PLAN (GO NORMAN TRANSIT PLAN) TO REFLECT THE PROPOSED LOCATION OF THE NEW TRANSIT CENTER AND CONDUCT ADDITIONAL ANALYSES RELATED TO TRANSIT CENTER OPERATIONS AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT.

BACKGROUND:

City Council, in its meeting of July 14, 2020, approved Contract K-2021-18 with Nelson/Nygaard Consulting Associates, Inc., in an amount not-to-exceed \$150,000 to update the Transit Long Range Plan and perform associated tasks.

Over the course of 11 months between July 2020 and June 2021, City staff and staff from Nelson\Nygaard Consulting Associates, Inc. collaborated to use feedback from citizens and key stakeholders to complete the Go Norman Transit Plan. The Go Norman Transit Plan is the long range transit plan for the City of Norman and serves as a guide for updates and improvements to the public transportation system in Norman. The Go Norman Transit Plan was adopted unanimously by the City Council on June 22, 2021.

During the development of Go Norman Transit Plan, many sites were considered in the City downtown area for a new transit center. Ultimately, The Depot was identified as the preferred site for a City bus transit center; however, after the Plan was completed and approved the City revived interest in purchasing real property at 320 East Comanche Street in Norman to be used as the City's public transportation transit center. After working with the seller, Council approved a purchase sale agreement (PSA) for the property at 320 E. Comanche Street on January 18, 2022. The City closed on the property on March 4, 2022.

DISCUSSION:

In order to integrate the real property being purchased for the Transit Center into the existing Go Norman Transit Plan, a contract amendment is proposed for additional work to make the needed updates outlined below:

- Update System and Route Maps - Produce updated system maps and individual route maps reflecting the alignment changes necessary to serve the proposed Transit Center location at 320 E. Comanche Street.
- Transit Center Bus Bay Requirements and Transfer Matrix - Develop a transfer matrix identifying potential adjustments to route schedules to enable transfers between all routes at the downtown Transit Center and identify the number of bus bays required to accommodate all routes in the current system. This analysis will include an evaluation of the system's future expansion as developed in the existing Go Norman Transit Plan.
- New Downtown Transit Center Map - Evaluate the pedestrian infrastructure immediately surrounding the proposed transit center to ensure safe and convenient accessibility.
- Transit Center Amenity Considerations - Identify the potential amenities that may be included at the physical Transit Center location such as passenger waiting areas, lighting, open space, and restroom facilities.

Included in the proposal from Nelson\Nygaard Consulting Associates, Inc. is one presentation to the Council Community Planning & Transportation Subcommittee detailing the project findings and relevant updates to the Go Norman Transit Plan. The estimated cost of the proposal is \$16,952 and the project would be complete by the end of May 2022.

RECOMMENDATION NO. 1:

Staff recommends approval of Amendment One to Contract K-2021-18 with Nelson\Nygaard Consulting Associates, Inc. to amend the transit long range plan (Go Norman Transit Plan) to reflect the proposed location of the new Transit Center and conduct additional analyses related to transit center operations

RECOMMENDATION NO. 2:

Staff recommends a budget appropriation in the amount of \$16,952 from the General Fund Balance (10-29000) to Professional Services Consultant-Design (27550277-44002).