



office memorandum

Date: May 9, 2024
To: Darrel Pyle, City Manager
Through: Scott Sturtz, Interim Director of Public Works *ES*
From: David Riesland, City Transportation Engineer *DR*
Subject: Project Agreement with Traffic Engineering Consultants
for Traffic Signal Design Services at Classen and Post Oak

BACKGROUND:

The intersection of Classen Boulevard and Post Oak Road is primed to become one of the fastest growing intersections in Norman. Post Oak Road serves as the boundary between the City of Norman and the City of Noble to the south. Multiple developments along the south side of Post Oak Road in Noble along with the Liberty Point RV Development and the massive Destin Landing Development to the east are primed to add large volumes of traffic to this intersection in the near future.

Within the past few years, Traffic Engineering Consultants (TEC) prepared a traffic signal warrant evaluation which was shared with the Oklahoma Department of Transportation (ODOT). That evaluation showed that the installation of a traffic signal is warranted with the existing traffic volumes aside from all the anticipated future traffic volumes. ODOT is well aware that this intersection improvement is a top priority of both the City of Norman as well as the City of Noble.

Preliminarily, we have discussed a future project that would follow the model used to complete the recent improvements at 12th Avenue NE and High Meadows Drive. While that location involved roadway widening to create left-turn lanes, the Classen and Post Oak intersection already includes the left-turn lanes so there is no widening involved. As such, the anticipated construction cost should be much lower. Based on that previous model, ODOT would pay 80% of the construction cost estimate prior to bidding. The City would be responsible for bidding and administering the construction project as well as the remaining 20% of the construction cost estimate. The City would also be responsible for any testing services and any overages that might be realized as construction progresses.

DISCUSSION:

At the Mayor's request, a budget item to design this traffic signal was submitted with the Traffic Division capital budget requests for FYE 2025. However, that request was denied. In order to keep us moving toward a future project at the intersection, the Traffic Division has funds available in a consultant design account to fund the estimated design costs of \$22,500 proposed by TEC.

RECOMMENDATION:

We respectfully ask for you to sign the attached agreement giving your approval for the design of this future traffic signal to begin. We are happy to address any questions you may have.



May 9, 2024

Darrel Pyle
City Manager
City of Norman
201 West Gray Street
Norman, OK 73070

RE: Classen Boulevard and Post Oak Road Traffic Signal Design Plans – Norman, OK

Dear Mr. Pyle,

Traffic Engineering Consultants, Inc. (TEC) is pleased to submit this Letter Agreement to provide transportation engineering services to the City of Norman (Client) on the project referenced above. TEC proposes to prepare traffic signal design plans for the intersection of Classen Boulevard (US-77) and Post Oak Road in Norman, Oklahoma. Our proposed scope of services, schedules and fees are described below.

Scope of Services

Task 1 – Traffic Signal Design Plans

TEC will prepare engineering plans for the design of a traffic signal at the intersection of Classen Boulevard and Post Oak Road. The traffic signal design plans are to include a notes and quantity sheet, a signal plan sheet, a signal details sheet, and a signal wiring sheet. The plans will be developed in accordance with the City of Norman and ODOT requirements, standards, and specifications.

TEC will collect the pertinent topographic survey data including existing or relocated utilities, right-of-way, stationing, and centerline. Attendance to one Plan-In-Hand meeting is included, if requested by the Client.

Task 2 – Striping Design Plans

TEC will prepare engineering plans for the design of proposed traffic striping associated with the proposed traffic signal at the intersection of Classen Boulevard and Post Oak Road. The traffic striping plans are to include a notes and quantity sheet and striping plan

Traffic Engineering Consultants, Inc.

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sheet. The plans will be developed in accordance with the City of Norman and ODOT requirements, standards, and specifications.

TEC will collect the pertinent topographic survey data including existing or relocated utilities, right-of-way, stationing, and centerline.

Task 3 – Traffic Control Design Plans

TEC will prepare traffic control design plans for the traffic signal installation and striping at the intersection of Classen Boulevard and Post Oak Road. The traffic control design plans are to include a notes and quantity sheet and traffic control plan sheets. The plans will be developed in accordance with the City of Norman and ODOT requirements, standards, and specifications.

TEC will collect the pertinent topographic survey data including existing or relocated utilities, right-of-way, stationing, and centerline.

Task 4 – Additional Services

TEC may perform additional services, as requested, if agreed upon by TEC and Client. Additional services outside of the proposed scope of work will be provided on an hourly basis as per the attached hourly rate schedule. These services will be determined at the time requested and may include additional design services or traffic signal timing. Work under this task will be agreed to in advance in writing. No work will be conducted hereunder until an agreement is reached.

- Task 1 - 3 – 45 days for preliminary plan submittal following receipt of survey; 15 days for final plan submittal following receipt of all agency review comments.
- Task 4 – Timeline to be agreed upon by TEC and Client in writing.

Fee and Billing

TEC proposes to provide the services as described above for a lump sum fee of \$22,500. Fees are payable upon monthly invoicing. Invoices will be due and payable within 30 days of receipt. TEC will not exceed these fees without your prior approval. Additional services may be provided upon request and billed on an hourly basis in accordance with the attached rate schedule.



Miscellaneous

This Agreement is a contract for services and shall not create an employee or agency relationship between the parties. Nothing herein shall create or constitute a partnership or joint venture between TEC and Client. There are no third-party beneficiaries under this Agreement. This Agreement may be executed in counterparts, each of which is deemed an original, but all of which together are deemed to be one to the same agreement.

In the event of any dispute between TEC and the Client concerning the terms and provisions or performance under this Agreement, the prevailing party shall be entitled to collect from the non-prevailing party all costs incurred in such dispute, including but not limited to attorney fees, expert witness fees, and court costs. Any dispute arising hereunder or related to TEC's performance under this Agreement shall exclusively be heard in the District Court of Oklahoma County, Oklahoma, and no other forum including federal forums.

Closure

If you are in agreement with the terms as stated above, please execute below and return this letter to our office. Fees and times stated in this agreement are valid for ninety (90) days from the date executed by the TEC project manager (the undersigned).

It is agreed that David Riesland shall represent the Client to TEC in the provision of services under this agreement.

We appreciate the opportunity to provide this proposal and look forward to working with you on this project. Should you have any questions or require additional information, please contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read "B.J. Hawkins".

B.J. Hawkins, P.E., PTOE
Vice President

APPROVED

A handwritten signature in blue ink, appearing to read "Darrel Pyle".

Darrel Pyle
City of Norman

5-13-24
Date



TRAFFIC ENGINEERING CONSULTANTS, INC.

Hourly Rate Schedule - 2024

Classification	Hourly Rate
Engineers	
Engineer I	\$ 315.00
Engineer II	\$ 255.00
Engineer III	\$ 200.00
Engineer IV	\$ 170.00
Engineer V	\$ 125.00
Designers	
Designer I	\$ 220.00
Designer II	\$ 170.00
Designer III	\$ 145.00
Technicians	
CAD Technician I	\$ 160.00
CAD Technician II	\$ 125.00
CAD Technician III	\$ 110.00
Data Collectors	
Data Collector	\$ 115.00
Administration	
Clerical	\$ 90.00