



## CITY OF NORMAN, OK STAFF REPORT

---

**MEETING DATE:** 05/28/24

**REQUESTER:** Jason Olsen, Director of Parks and Recreation

**PRESENTER:** Jason Olsen, Director of Parks and Recreation

**ITEM TITLE:** CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF CONTRACT K-2324-184 BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND GSB, INC, IN THE AMOUNT OF \$54,240 FOR THE WESTWOOD PARK GOLF AND TENNIS FACILITIES MASTER PLAN PROJECT.

---

### **BACKGROUND:**

The 2023-24 Capital Improvement Plan included the Room Tax Fund funding for a project to hire a design consultant to create a Master Plan for Westwood Park Golf and Tennis Facilities at 24<sup>th</sup> & West Robinson Street. Westwood Park is a 137-acre special-use park home to our 18-hole golf course, a United States Tennis Association (USTA)-Accredited Tennis facility, and the Westwood Family Aquatics Center.

Westwood has served the community for over 60 years and is one of our most visited parks, especially in summer. The Aquatics Center reconstruction project was one of the first projects completed as part of the NORMAN FORWARD Quality of Life Initiative passed by voters in 2015. It has been successful since its opening day and set the standard for the other extensive park system improvements that have been repeated with the projects at Griffin Soccer Complex, Reaves Baseball/Softball, and the Andrews Park Skatepark, among others. Parks also completed the construction of a two-court indoor tennis facility at Westwood, dramatically increasing the play in inclement weather.

Currently, at Westwood, the golf pro shop, grill building, and golf maintenance facilities at the park entry have operated since the 1960s. The tennis pro shop was built in phases and is nowhere near large enough to meet the growing number of paddle sports players, especially with the increasing popularity of Pickleball and the continued growth of tennis programs. After decades of use for daily activity, Park staff recommends planning for the next 60 years at Westwood Golf and Tennis—starting with this design phase.

### **DISCUSSION:**

In February 2024, Request for Proposal RFP-2324-44 for Professional Design Services for the Westwood Park Golf & Tennis Master Plan was advertised in the Norman Transcript and on

the City of Norman website. The RFP was picked up by several Design and Engineering firms throughout the state and region. Complete proposals were received from eight design teams.

The Review committee selected four design firms for interviews and recommended engaging the team's services led by GSB, Inc., from Oklahoma City. The GSB team is comprised of GSB, Inc. (Architects), along with Wallace Design Collective (Engineers and Landscape Architects), Tom Hoch Designs (Clubhouse and Sports Pro Shop Design Specialists), Craig + Coyne Designs (Golf Course Designers), and White & Associates (Cost Estimators). The process Parks intends to use to develop the master plan will include utilizing a project steering committee, a public input process, review by the Norman Board of Park Commissioners, Parks and Recreation Staff, and then adoption by the City Council.

The contract with GSB includes a schedule of input meetings, design work, and deliverables, giving the City a clear vision of renovating the arrival and hosting facilities for this immensely popular recreational space.

Attached are contract documents, including a detailed breakdown of each task and proposed dates for all meetings, workshops, public presentations, and document deliveries (Attachment A to Contract K-2324-184). Also included is a proposed project schedule (Attachment B) and a Fee Schedule for the various disciplines involved in this conceptual phase (Attachment C). Additional design work can be done in future phases once the construction budget and funding source are finalized.

Staff recommends awarding Contract Number K-2324-184 to GSB, Inc., in the total amount of \$54,240.00 for the Westwood Park Golf & Tennis Facilities Master Plan Project. The proposed funding will come from the existing capital project account established for this project and an additional appropriation from the Community Park Land Development Account Fund Balance.

#### **RECOMMENDATION NO 1:**

It is recommended that the City Council appropriate funds in the amount of \$29,240 from the Community Park Development Fund Balance (52-29000) into the Westwood Park Master Plan Project (23794442-46201 Design; Project RT0092)

#### **RECOMMENDATION NO 2:**

It is recommended that the City Council approve Contract Number K-2324-184 to GSB, Inc., in the total amount of \$54,240.00 for the Westwood Park Golf & Tennis Master Plan Project. Funding is available from the Westwood Park Master Plan project account established for this project (account 23794442-46201; project RT0092--\$54,240).