



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 10/08/2024

REQUESTER: Katherine Coffin

PRESENTER: David Riesland, Transportation Engineer

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2425-39: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND G&S SIGN SERVICES, L.L.C., IN THE AMOUNT OF \$171,645 FOR THE INSTALLATION OF WAYFINDING SIGNS PHASE 3 ON 24th AVENUE WEST, 12th AVENUE EAST, TECUMSEH ROAD, AND A PORTION OF CLASSEN BOULEVARD AND AWARDDING MAINTENANCE BOND MB-2425-16, PERFORMANCE BOND B-2425-19, STATUTORY BOND B-2425-20 AND RESOLUTION R-2425-44, GRANTING TAX EXEMPT STATUS TO G&S SIGN SERVICES, L.L.C.

BACKGROUND:

It is important to establish a sense of entry that indicates arrival in a special place. This applies to all of the gateways into the City of Norman. For Norman, wayfinding should also be a community-wide initiative that directs travelers to the downtown area as well as to many of the other amenities of the community. The concepts of attracting businesses, residents, and visitors/tourists are closely linked to creating an aesthetically pleasing area from an architectural, streetscape and beautification standpoint.

Located within the Oklahoma City Metropolitan Area, Norman is the third largest city in the State of Oklahoma with nearly 130,000 residents. In addition, Norman is home to the University of Oklahoma. The size of the City coupled with the location of the University make Norman a destination for many tourists, visitors, and commuters.

In December, 2013, City Council adopted the Norman Signage and Wayfinding Plan. This was adopted as the first phase of an overall plan for the City of Norman. The Norman Signage and Wayfinding Plan involved significant public input into potential destinations, potential districts, development of a hierarchy of destinations, and preliminary input into sign colors and fonts. One of the conclusions of the Norman Signage and Wayfinding Plan was to embark on a follow-up process to include the “fabrication and installation of a pilot project that will help to refine the detailed design of the system components”.

In 2022, the Wayfinding Phase 1 project was completed on Lindsey Street, Chautauqua Avenue, Jenkins Avenue, and around the Municipal Complex. In March 2024, the Wayfinding Phase 2

project was completed on Flood Avenue, Tecumseh Road, and Robinson Street. Following completion of Phase 2, staff began working with our consultant, Kimley-Horn, on a Phase 3 project that would place wayfinding signs on 24th Avenue West, 12th Avenue East, Tecumseh Road, and a portion of Classen Boulevard. A map of the proposed sign location in Phase 3 is attached.

DISCUSSION:

A bid package was assembled and sent out to qualified contractors with advertisement in the local newspaper, as well. Bids were received on September 12, 2024. Only one of the four qualified contractors submitted bids on the project prior to the bid deadline. One was received three days after the bid deadline had passed. The late bid was not recorded. A copy of the Bid Record is attached. Upon opening the bids, G&S Sign Services, LLC was the apparent low bidder at \$171,645.

A capital project for Lindsey Street/Municipal Complex Wayfinding has been funded as the Lindsey St/SH9 Wayfinding Project, Construction (Account 50596611-46101; Project TR0114). This project currently has a construction balance of \$418,360, which is more than sufficient to cover the \$171,645 costs associated with Contract K-2425-39, Maintenance Bond MB-2425-16, Performance Bond B-2425-19, and Statutory Bond B-2425-20. Resolution R-2425-44 provides project agent status for G&S, to avoid the payment of sales tax on materials purchases related to the project.

RECOMMENDATION:

Staff recommends the authorization to spend \$171,645 from the Lindsey Street/SH9 Wayfinding Project, along with approval of Contract K-2425-39 and associated bonds (Maintenance Bond MB-2425-16, Performance Bond B-2425-19, Statutory Bond B-2425-20), and Resolution R-2425-44 for tax exempt status with G&S Sign Services to complete the Wayfinding Phase 3 project on 24th Avenue West, 12th Avenue East, Tecumseh Road, and a portion of Classen Boulevard.