



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 01/28/2025

REQUESTER: Taylor Johnson, Transit and Parking Program Manager

PRESENTER: Scott Sturtz, P. E., Interim Public Works Director

TITLE: CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT ONE TO CONTRACT K-2425-6: AN INTERLOCAL AGREEMENT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND THE CENTRAL OKLAHOMA TRANSPORTATION AND PARKING AUTHORITY (COTPA) D/B/A EMBARK IN THE AMOUNT OF \$35,221.76 FOR A NOT-TO-EXCEED AMOUNT OF \$4,575,071.93 TO PROVIDE SECURITY SERVICES AT THE NORMAN TRANSIT CENTER AND CONTRACT LANGUAGE MODIFICATION DUE TO THE OPENING OF THE CITY'S VEHICLE WASH FACILITY.

BACKGROUND:

On October 16, 2023 the City opened the Norman Transit Center (NTC) at 320 East Comanche following a remodel project of the existing facility that began earlier in 2023. The NTC serves as the major hub for public transportation in Norman, facilitating hundreds of passenger transfers between buses a day.

Before opening, security services was discussed as a potential need to assist with managing a heavily utilized facility like the NTC. However, at the time Council and staff agreed that the need for these services should be monitored and added as necessary. It became apparent about a year into the operation of the NTC that security services may be needed. With that, in the fall of 2024 discussions began again to explore what that service would look like and the budget that would be needed.

It was quickly identified that the City may be able to leverage its relationship with EMBARK to provide security services through their existing subcontractor that provides these services at the Oklahoma City Downtown Transit Center. This would also create efficiencies in how issues may be handled at the NTC, as EMBARK operators and supervisors would be the first contacts for anything that would occur on a day-to-day basis.

At the September 26, 2024 Council Community Planning and Transportation Committee, a presentation was made by staff to work with EMBARK to provide optional security services at the NTC. Staff received the direction to move forward with EMBARK to formalize a contract amendment for Council consideration for these additional services.

DISCUSSION:

Over the past few months, City staff have been working with EMBARK staff to create Amendment 1 to Contract K-2425-6. This amendment largely focuses on the additional security services to be provided but also includes some contract language modification due to the City opening the Vehicle Wash Facility at the City Service Center on Da Vinci Street. The addition of the Vehicle Wash Facility changed the process that EMBARK employees will take in washing and fueling the buses each night for service the next day.

Details regarding the security services to be provided can be found in the attached Amendment 1, however, here are some highlights:

- EMBARK would provide security services to ensure safety and protection of the NTC premises and its occupants.
- EMBARK shall ensure that all security personnel are adequately trained, appropriately licensed, and equipped to respond to potential security incidents.
- Security services shall be provided 8 hours per day, Monday-Saturday, during EMBARK Norman's hours of operation.
- The exact 8 hours per day during the hours of operation shall be determined and adjusted as needed by each party's designated Program Manager identified in the contract. The City's Program Manager is Taylor Johnson.

The total cost of the amendment is estimated to be \$35,221.76. This increases the contract amount to a not-to-exceed amount to \$4,575,071.93.

Fiscal year 2024-2025 funds are available in Miscellaneous Services – Transit Operating Contract (Account Number 27550277-44766) for this increase.

The term of the original contract shall remain, from July 1, 2024, through June 30, 2025. Thus the costs of this amendment reflects beginning the service on February 1, 2025 and ending on June 30, 2025. Staff will work with EMBARK to incorporate these services into the annual contract for public transportation services.

RECOMMENDATION:

Staff recommends that City Council approve Amendment 1 to Contract K-2425-6, adding security services at the Norman Transit Center and contract language modification regarding vehicle washing.