



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 11/12/2024

REQUESTER: James Briggs, Park Development Manager

PRESENTER: Jason Olsen, Director of Parks and Recreation

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF CONTRACT K-2425-67: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND CHLOETA, FOR PROFESSIONAL COMMUNITY WILDFIRE PROTECTION PLAN SERVICES FOR THE PARKS AND RECREATION DEPARTMENT AS OUTLINED IN THE STAFF REPORT.

BACKGROUND:

The 2024-25 Capital Improvement Plan (CIP) included funding planning/design services to support the Forestry Division of the Parks and Recreation Department. The requested CIP funds were to be used to create a Community Wildfire Protection Plan (CWPP). The CWPP would help guide the work of the City Forester, in conjunction with the Norman Fire Department, to reduce the likelihood of wildfires occurring within the city limits, inhibiting the spread of active wildfires, and help residents be prepared in case a wildfire danger arises in town at any time in the future.

Creating a CWPP will involve evaluating possible fuel sources and mitigation methods in all parts of town and then devising a program specific to each of the distinct fire districts in Norman. The planning process will include multiple stakeholders in addition to the City of Norman, including Oklahoma Forestry Services, the Oklahoma Department of Tourism and Recreation (Lake Thunderbird State Park), the Federal Aviation Administration (Max Westheimer Airport), the Citizen Pottawatomie Nation, and any/all utility companies with power lines in Norman.

Once a CWPP is created, it will be used to educate residents on methods and reasons for taking preventive action on their property, similar to what will be done on our public property, which will help reduce the risk of wildfire(s) spreading and growing when/if they occur. The CWPP will be a detailed evaluation of the Norman landscape, considering multiple environmental, climate, and landform factors to produce a customized protection plan for Norman. The creation of the CWPP is essential since the city is located in a prairie and Crosstمبر forest region historically subject to regular fire events, which are not extinguished quickly by human intervention. This approach prevents the build-up of potential fuel sources for any wildfire events that can get out of control, given the right conditions in any given season.

DISCUSSION:

In September 2024, the City of Norman Parks Department advertised Requests for Proposals (RFP) locally and regionally for the services necessary to produce a CWPP for Norman, and we received proposals from three companies to do the work. Staff evaluated the proposals and recommended the proposal from Chloeta to perform the services. They are a Native-owned business based in Oklahoma City, ranked highest among the selection committee members asked to review the proposals. Staff contacted Chloeta to verify a work schedule and cost structure for the CWPP and determined that their proposal fits into the anticipated budget and schedule. The CWPP service cost was within our available budget (\$48,544.74—Exhibit A, Attached), and work will be able to begin as soon as a contract is approved. The attached contract documents include the anticipated work schedule and a more detailed breakdown of each task's cost (Contract K-2425-67, including Exhibit A).

RECOMMENDATION: It is recommended that the City Council approve Contract Number K-2425-67 to Chloeta for the design and planning services involved with the creation of a Community Wildfire Protection Plan for Norman, as described in "Exhibit A" (\$48,544.74). Funding is available from the Capital Fund, Tree Program Project, Design (Account 50799966-46201; Project PR0212).