



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 10/13/2026

REQUESTER: Norman Police Department

PRESENTER: Major Chad Vincent

ITEM TITLE: CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF CONTRACT K-2627-93: A CONTRACT BETWEEN THE CITY OF NORMAN AND ARCHITECTS DESIGN GROUP, L.L.C., FOR FACILITY CONDITION ASSESSMENTS AND SPATIAL NEEDS ASSESSMENTS FOR THE POLICE DEPARTMENT IN THE AMOUNT OF \$ 282,900, AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT. (WARD 4)

BACKGROUND:

The City of Norman has experienced a significant amount of growth and development in recent years, and is anticipated to experience additional growth in the future. In response to such growth, the City has undertaken a number of initiatives over the last 15 years, including obtaining voter approval for a permanent additional sales tax ("PSST") to fund certain public safety needs, including capital equipment, an Emergency Communications and Operations Center, and a number of new additions to both the police and fire department staff. At its current level, PSST fund revenues are not sufficient to fund additional staffing and facility needs.

In 2023, the City contracted with Matrix Consulting Group to complete a public safety allocation study. This study was presented to Council in 2025. Norman's Fire Department completed additional work with Matrix Consulting in 2026 to evaluate future facility needs, locations, and to develop cost estimates. The Police Department separately issued a Request for Proposal for a Space Needs Assessment ("RFP"). At its meeting on September 22, 2026, the City Council appointed the Ad Hoc Public Safety Planning and Funding Committee to work for 12 months evaluating these existing and proposed studies to develop a long-term funding recommendation for Council to consider. Contract K-2627-93 is the result of the Request for Proposal for the Police Space Needs Assessment and will be considered by the Ad Hoc committee as part of its review process.

DISCUSSION:

Following receipt of proposals in response to the RFP, the City interviewed several teams to determine which would be the best fit and most qualified for this project and Architects Design Group, L.L.C., ("ADG") was selected as the best proposer. ADG is an architectural design firm

out of Winter Park, Florida that specializes solely in the design of public safety, law enforcement, fire-rescue, emergency operations centers, public safety training, criminal justice and civic facilities. ADG recently served as the architect of record for the construction of the City's Emergency Communications and Operations Center and staff was very pleased with the process and result. During ADG's interview with Staff for the RFP, it became clear that the City would benefit from a more holistic planning effort. After working with Facilities staff, a scope of services was developed that meets the more intensive evaluation needs of the Police Department, while ensuring the Municipal Campus and other municipal sites are planned in conjunction with the Police Department.

Contract K-2627-93 is a standard form contract that meets the contracting requirements of the City. Exhibit A details the scope of services. For the Municipal Master Planning Scope, a high-level evaluation of city-owned properties is anticipated to ensure sufficient and appropriate space for anticipated future growth. The Police Department Scope is more intensive, and will include Site Analysis, Master Planning, Conceptual Building design, Community Outreach program implementation (if requested) and Design/Engineering Services. Exhibit B details some of the baseline information ADG will need for its assessment. Exhibit C describes the fee for these services, which totals \$261,900 plus up to an additional \$21,000 to cover for reimbursable expenses. The project is anticipated to take 6 – 8 months; ADG is aware of the Ad Hoc Public Safety Planning and Funding Committee's timeline for review of the information in order to make a recommendation to Council.

Funding for this Contract will come from two sources, namely a transfer of \$100,000 from the Municipal Complex Renovation (Project BG0075, Account 50196644-46101 Construction) and an appropriation of \$182,900 from Capital Fund Balance (Account 50-29000). These funds will be deposited into Police Department Space Assessment (Project BG0109, Account 50593388-46201 Design).

RECOMMENDATION NO 1:

Staff recommends Council approval of Contract K-2627-93.

RECOMMENDATION NO 2:

Staff recommends an appropriation of \$182,900 from Capital Fund Balance (Account 50-29000) and a transfer of \$100,000 from Muni Complex Renovation (Project BG0075, Account 50196644-46101 Construction), the total of \$282,900 go to Police Department Space Assessment (Project BG0109, Account 50593388-46201 Design).