



## MEMORANDUM

**To:** Rick McKinney, AIA  
**From:** James Gamez  
**Date:** April 28, 2022  
**Subject:** Norman Transit Center – Planning Services

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Nelson\Nygaard completed a Long-Range Transit Plan (LRTP), branded as *GoNorman*, in June 2021. Following the completion of the LRTP, the City of Norman purchased a property at 318 East Comanche in downtown Norman to serve as the City's future transit center.

The City of Norman anticipates contracting with McKinney Partnership Architects for architectural and engineering services. McKinney Partnership Architects requests a scope of work and budget from Nelson\Nygaard to provide transit planning services as subconsultant.

### **Nelson\Nygaard Scope of Work**

#### **Task 1 – Update schematic site plan**

Nelson\Nygaard will update its initial site plan to reflect changes to structural elements such as columns and canopies. Transportation elements such as turning radii, drive widths, stall lengths, etc. will also be updated accordingly.

#### **Task 2 – Participate in design review meetings**

This task involves participating in up to 10 design review meetings with the McKinney Partnership and the City of Norman via video conference. Nelson\Nygaard team members will review the meeting agenda in advance of each meeting and be prepared to address any transit operations-related questions. No travel is necessary for this task.

#### **Task 3 – Review and provide comments on design plans**

This task involves reviewing and providing comments and feedback on the transit center design, particularly as related to:

- Operations
  - Bus bay geometry and dimensions
  - Bus ingress/egress
  - Internal bus circulation
- Rider amenities

- Ticket vending machines
- Real-time information
- Multimodal elements
  - Mobility hub best practices and emerging trends
  - Rider pick-up and drop-off
  - Parking needs and circulation
  - Pedestrian and cyclist connectivity
  - Bike amenities
- Driver facilities
- Safety and security
  - Best practices
  - Gaps and vulnerabilities
- EMBARK Oklahoma City bus needs
- Future expansion considerations

Nelson\Nygaard will provide detailed written comments as requested.

## Nelson\Nygaard Budget

		Nelson\Nygaard Labor Costs				Total Labor Hours	Total Costs
		James Gamez	Michael Bjork				
		Principal	Associate Engineer II				
		70.67	60.10				
		133.50	113.53				
		20.42	17.36				
		\$224.59	\$191.00	Hours	Cost		
Task	Description						
1	Update schematic site plan	2	8	10	\$1,977	10	\$1,977
2	Participate in Design Review Meetings	4		4	\$898	4	\$898
3	Review and Provide Comments on Design Plans	8	8	16	\$3,325	16	\$3,325
TOTAL HOURS		14	16	30		30	
TOTAL LABOR COST		\$3,144	\$3,056		\$6,200		\$6,200