



City of Norman, OK

Municipal Building
Council Chambers
201 West Gray
Norman, OK 73069

Master

File Number: K-1516-128 AMD#1

File ID: K-1516-128 AMD#1

Type: Contract

Status: Consent Item

Version: 1

Reference: Item 22

In Control: City Council

Department: Planning and
Community
Development
Department

Cost: \$16,552.00

File Created: 08/25/2017

File Name: PlanNorman Contract Amendment

Final Action:

Title: AMENDMENT NO. ONE TO CONTRACT K-1516-128: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA AND MOORE IACOFANO GOLTSMAN, INC (MIG) INCREASING THE CONTRACT BY \$16,552 FOR A REVISED TOTAL CONTRACT AMOUNT OF \$466,551 IN ORDER TO ADD TWO ADDITIONAL STEERING COMMITTEE MEETINGS FOR ADDITIONAL REVIEW AND CONSIDERATION ON THE PREFERRED GROWTH SCENARIO AND OTHER ELEMENTS OF THE COMPREHENSIVE PLAN AND FOR ADDITIONAL CONSULTANT TIME IN THE PREPARATION OF THE COMPREHENSIVE PLAN FOR THE CITY OF NORMAN.

Notes: ACTION NEEDED: Motion to approve or reject Amendment No. One to Contract K-1516-128 with MIG increasing the contract amount by \$16,552 for a revised contract amount of \$466,551; and, if approved, authorize the execution thereof.

ACTION TAKEN: _____

Agenda Date: 09/12/2017

Agenda Number: 22

Attachments: Exhibit A Steering-Committee-List, Exhibit B
Comprehensive Plan Timeline & Synopsis.pdf, Exhibit
C Amendment.pdf

Project Manager: Susan Connors, Planning Director

Entered by: rone.tromble@normanok.gov

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:

Text of Legislative File K-1516-128 AMD#1

Body

BACKGROUND: In fiscal year 2014-2015 (FYE 2015), \$500,000 was budgeted for the Comprehensive Plan project in the Capital Fund, Special Studies, Comprehensive Plan, Design (account 050-9388-431.62-01; project BG0164). Staff negotiated a scope of work and a contract fee for \$449,999 fee with the MIG Consulting team to provide the previously mentioned services (see contract in Attachment No. 1). The remaining \$50,000 budgeted for this project was set aside for contingencies. MIG estimated the process taking eighteen months but

twenty-four months has been allowed for in the contract.

Under its contract with the City, MIG is developing a new Comprehensive Plan to guide future development in the City of Norman. The plan will serve both as a policy guide for decision makers and staff regarding future developments as well as providing framework for future associated planning documents.

The contract with MIG for the preparation of the Comprehensive Plan was approved by City Council in March, 2016. The City Council appointed a Steering Committee of 50 individuals to participate in the preparation of the Comprehensive Plan. The list of Steering Committee members is attached as **Exhibit A**.

The Comprehensive Plan scope of work called for nine Steering Committee meetings. The ninth Steering Committee was just held on August 10, 2017 with only 17 Committee members in attendance. Generally, there have been between 30 and 40 members in attendance at the meetings. The list of Steering Committee meeting dates and other public meetings and what was covered is each is listed in **Exhibit B**. All the meetings have been productive and have covered the topics as provided in the Scope of Work. However, the discussions on some of the Plan policies and also on the Future Land Use Map have carried over from one meeting to another to thoroughly cover the topic. Therefore, the number of Steering Committee meetings has been held, but the final discussion of the refined land use plan and other plan elements has not been finalized with the Steering Committee.

Scheduled trips by the consultants to Norman that were in the original contract that have not yet occurred include a City Council/Planning Commission briefing, one additional Community Open House and support to staff in presenting the Draft Plan to City Council. The preparation of the draft and final documents are also included in the original contract.

DISCUSSION: The proposed contract amendment will allow for two additional consultant trips to Norman to hold two more Steering Committee meetings to finalize discussion on the land use plan, discuss implementation of the Plan and review the draft plan. It will also cover the costs of additional MIG staff time in work sessions with City staff and meetings with community members not previously budgeted.

The overall schedule for the Plan completion is not being extended beyond the 24 month timeline allowed in the original contract.

Exhibit C is the letter from MIG detailing the additional costs to hold two more Steering Committee meetings and other meetings with staff.

RECOMMENDATION: Staff recommends approval of Amendment No. One to Contract K-1516-128 with MIG increasing the contract by \$16,552 for a revised contract amount of \$466,551 for the development of a Comprehensive Plan for the City of Norman. Funds are already available in the Capital Fund, Special Studies, Comprehensive Plan, Design because of the reserved \$50,000 contingency set aside (050-9388-431.62-01; project BG0164).