



City of Norman, OK

Municipal Building Council
Chambers
201 West Gray Street
Norman, OK 73069

Master

File Number: K-1314-121

File ID: K-1314-121

Type: Contract

Status: Consent Item

Version: 1

Reference: Item No. 26

In Control: City Council

Department: Planning and
Community
Development
Department

Cost: \$100,000.00

File Created: 02/07/2014

File Name: Center City Visioning Project

Final Action:

Title: CONTRACT NO. K-1314-121: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, UNIVERSITY OF OKLAHOMA, AND THE NATIONAL CHARRETTE INSTITUTE IN AN AMOUNT NOT-TO-EXCEED \$200,000 (CITY PORTION NOT-TO-EXCEED \$100,000) FOR THE FACILITATION OF A PUBLIC DESIGN CHARRETTE AND CREATION OF A MASTER PLAN AND ZONING CODE WITH BUILDING FORM STANDARDS FOR THE CENTER CITY VISIONING PROJECT AREA.

Notes: ACTION NEEDED: Motion to approve or reject Contract No. K-1314-121 with the University of Oklahoma and the National Charrette Institute; and, if approved, authorize the execution thereof and payment in an amount not-to-exceed \$100,000 for the City's portion.

ACTION TAKEN: _____

Agenda Date: 02/11/2014

Agenda Number: 26

Attachments: K-1314-121.pdf, Center City Master Plan Map.pdf

Project Manager: Susan Connors, Director of Planning and Community Devel

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-1314-121

Body

BACKGROUND: City Council approved a Memorandum of Understanding (MOU) between the City of Norman and the University of Oklahoma (OU) on January 14, 2014.

The MOU sets forth the terms and conditions that govern the development of a Center City Master Plan/Visioning Project and outlines the responsibilities of the City of Norman and the University of Oklahoma. Under the terms of the MOU, each party is responsible for providing representation in the selection of a Consultant for the Project; providing representation on the Project Steering Committee; providing support to the Consultant in their respective areas of expertise; and providing funding for the project up to \$100,000 each with

a total funding allocation not to exceed \$200,000.

The Plan for this Project will be generated and recommended through a Steering Committee. In addition, an Executive Subcommittee of the Steering Committee shall be comprised of one representative from the City of Norman, one representative from the University of Oklahoma, and one citizen chosen jointly by the City of Norman and the University of Oklahoma. The three member Executive Subcommittee has been identified as: the Co-Chairs of the Steering Committee, Mayor Cindy Rosenthal and Richard McKown; and Daniel Pullin for the University of Oklahoma.

The Project will commence once the Project Manager (Consultant) is identified and the City of Norman and the University of Oklahoma have agreed to terms and conditions with the Consultant. The City of Norman and the University of Oklahoma have negotiated the Contract K-1314-121 with National Charrette Institute (NCI) to act as the Consultant in this Project. Contract K-1314-121 is presented to City Council for consideration at this time.

ANALYSIS: The Steering Committee met for the first time on February 6, 2014 to discuss and recommend a contract with Bill Lennertz of the National Charrette Institute (NCI) for the facilitation of a public design charrette and creation of a master plan and zoning code with building form standards for the Center City Visioning Project Area. The Steering Committee reviewed the proposed scope of work by NCI and discussed the timeline, charrette, and community outreach efforts recommended by NCI. The Steering Committee expressed satisfaction with NCI's proposal and recommended that City Council and the University of Oklahoma move forward with selection of NCI as the Project Manager for the Center City Master Plan/Visioning Project.

As agreed to in the MOU, this contract with NCI will be funded jointly by the City of Norman and OU with a fee not to exceed \$200,000. The contract specifies the scope of the work, the responsibilities of each party, team members, compensation and project schedule. The scope of work is broken down into six tasks in the proposed contract. They are: the Project Kick-Off; Charrette Preparation; Charrette; Charrette Report and Center City Code Drafting; Center City Code Public Presentation; and Finalization and Adoption of the Center City Code. Tasks One through Five will be the primary responsibility of NCI with cooperation and assistance from the City of Norman and the University of Oklahoma. Task Six, adoption of the Center City Code by the City of Norman, will be at the direction of City Council. As a result, NCI anticipates completion of Tasks One through Five within seven months from approval of the attached contract by the City Council and the University of Oklahoma.

NCI will act as General Manager of this project and hire additional subject matter experts, such as architects, urban designers, and code experts, to provide expertise as necessary. The selection of these subject matter experts is contingent on approval from the Project Steering Committee and the cost of any such expert is included in the \$200,000.00 funding allocation. Funds are appropriated in Consultant-Management Research (010-1093-413.40-01).

Legal Counsel for the University of Oklahoma has reviewed the attached contract, and, if approved by City Council, the Contract will then be sent to the University of Oklahoma for formal approval.

RECOMMENDATION: This Contract identifies the responsibilities of the City of Norman, OU and Bill Lennertz and NCI in preparing a Center City Master Plan for an approximately 42-block area generally bounded by Gray Street on the north, the railroad tracks on the east, Boyd Street on the south and Park Avenue and Flood Avenue on the west. If Council wishes to move forward with the Center City Master Plan/Visioning Project, Staff recommends approval of Contract K-1314-121 with the University of Oklahoma and the National Charrette Institute.