



# City of Norman, OK

Municipal Building  
Council Chambers  
201 West Gray  
Norman, OK 73069

## Master

**File Number: K-2021-111**

**File ID:** K-2021-111

**Type:** Contract

**Status:** Consent Item

**Version:** 1

**Reference:** Item 26

**In Control:** City Council

**Department:** Parks and Recreation  
Department

**Cost:** \$171,900.00

**File Created:** 04/02/2021

**File Name:** Saxon Park Project

**Final Action:**

**Title:** CONTRACT K-2021-111: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND WALLACE ENGINEERING STRUCTURAL CONSULTANTS, INC., IN THE AMOUNT OF \$171,900 PLUS \$10,500 FOR REIMBURSABLE EXPENSES TO PROVIDE PROFESSIONAL DESIGN SERVICES TO INCLUDE THE PREPARATION OF CONSTRUCTION DOCUMENTS, BIDDING SERVICES AND CONSTRUCTION SUPERVISION FOR THE NORMAN FORWARD SAXON PARK PROJECT.

**Notes:** ACTION NEEDED: Motion to approve or reject Contract K-2021-111 with Wallace Engineering Structural Consultants, Inc., in the amount of \$171,900 plus \$10,500 for reimbursable expenses, and, if approved, authorize the execution thereof.

**ACTION TAKEN:** \_\_\_\_\_

**Agenda Date:** 04/13/2021

**Agenda Number:** 26

**Attachments:** K-2021-111, Saxon Park Master Plan

**Project Manager:** James Briggs Park Planner

**Entered by:** lisa.griggs@normanok.gov

**Effective Date:**

### History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
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### Text of Legislative File K-2021-111

Body

**BACKGROUND:** In October, 2015, Norman citizens passed the NORMAN FORWARD Initiative which provides funding for various quality of life improvement projects through a ½% sales tax increase over 15 years. One of the projects included in the NORMAN FORWARD Initiative was the completion of construction of John H. Saxon Jr. Community Park, a 67-acre site at the southwest corner of State Highway 9 and 36th Avenue SE.

In 2011, City Council adopted the Saxon Park Master Plan which was completed by the Landscape Architecture firm of Howell and VanCuren, Inc. (Howell). That process included a great deal of public input through statistically valid surveys, and stake holder and public meetings. After the design development process was completed and adopted, several projects at Saxon Park were completed between 2011 and 2016, which were paid for through a combination of Room Tax, Community Parkland Development Fund and Capital Fund resources, along with two separate \$160,000 Recreational Trails Grant awards. Extensive site clearing, grading, and drainage work in pedestrian areas was done; and a park entry road and parking lot was built along with the layout and construction of a crushed granite cross-country running course, a concrete fitness trail, and improvements to the property line fencing on the west side of the park.

Since that time, Howell & VanCuren, Inc. has been acquired by Wallace Engineering Structural Consultants, Inc. (Wallace). The original Howell Master Plan for Saxon Park will continue to be followed as development of Saxon Park continues.

The continued development of Saxon Park was identified in the NORMAN FORWARD Initiative with a projected project cost of \$2,000,000 to complete a second parking area, build a restroom facility and a large event pavilion, continued cleanup and improvement of the creek running through the site, and completing a comprehensive signage and wayfinding package for the Park, among other things. This was identified as a "Pay-As-You-Go" project, which would only be done once the budgeted amount had been collected via the sales tax put in place in late 2015. There is sufficient funding to proceed with the final design of the park improvements which will begin with hiring Wallace Engineering (Howell & VanCuren's parent company) to complete the design package and construction drawings for the rest of the Park improvements shown on the Master Plan (attached) and work with staff through all phases of construction.

**DISCUSSION:** As we have approached the time to work on the continued development of Saxon Park, we have also been in communication with leaders from the O.U. Native American Student Association and the Kiowa Nation to identify potential locations in Norman for a permanent pow-wow space that could be used year-round for a variety of activities and events. The space would be available to any group on a rental-agreement basis. In those discussions, it was decided that Saxon Park would be an ideal location, since it has state highway access, has good access from a large indoor convention center space (at the NCED Conference Center), and is very close to the University of Oklahoma and its Native American Studies programs and resources.

We have discussed the scope of work necessary to prepare all construction documents to complete the original plans for the park and also adding design details for a pow-wow area in the park with the Howell/Wallace project team. We would now like to move forward with the final design of the second phase of the Saxon Park project. The design development for a pow-wow space will be included in the design work; however, we will need to seek additional funding and partnerships to fund any major construction of that feature, which is something we are continuing to explore with The Kiowa Nation and others.

Contract K-2021-111 with Wallace Engineering-Structural Consultants, Inc., is a standard

American Institute of Architects contract which includes the following services to accomplish the work included in the Masterplan for the Park:

**Schematic Design and Survey** - Includes Topographic Survey as well as analysis of site utility requirements & adequacy, review of drainage and design elements from masterplan, grading concept, preliminary cost estimate and design review meetings, including work involved to locate pow-wow area.

**Design Development Phase** - includes refining the site plan, design concepts and individual features/components, development of plans and details; including grading, drainage, utilities, lighting, landscape and irrigation plans, preliminary specifications, permitting review and cost estimate update.

**Construction Development Phase** - Includes producing bid and construction documents for all required grading, drainage and erosion control details, site layout plans, site features and amenities details, architectural details, mechanical systems, utilities, landscape and irrigation details, final cost estimates, review meetings and permitting coordination.

**Bidding** - Includes advertisement for bids, preparing bid packets, issuance of construction documents, pre-bid conference, addenda preparation, bid tabulation preparation and review.

**Construction Administration** - Includes pre-construction meeting, Request for Information review and responses, change order review, submittal review, site visits, bi-monthly construction progress meetings, substantial completion review and punch list documentation.

The estimated time to complete the construction documents and bidding of the work is approximately 5 months for design-phase work; and a bidding and construction estimate of 11 months. The City of Norman will manage the implementation of the continued development of Saxon Park in-house, with existing capital project staff. The Wallace/Howell & VanCuren team will assist with bidding and construction administration as described in the attached contract. The total fee for the services listed above is not to exceed \$171,900. Additional project costs that the City will be responsible for will include reimbursable expenses, materials testing and geo-technical work, which are estimated to be \$10,500.

Funds are available for this contract in the NORMAN FORWARD Fund, Saxon Park Project, Design (account 51796674-46201; project NFP106).

**RECOMMENDATION:** It is recommended that the City of Norman approve Contract K-2021-111 with Wallace Engineering-Structural Consultants, Inc. in the amount of \$171,900 plus \$10,500 for reimbursable expenses for design, bidding and construction supervision services for the NORMAN FORWARD Saxon Park Project.