

CITY OF NORMAN, OKLAHOMA

RFP-2526-40

ADDENDUM NO. 1

**Facility Condition Assessment and Space Needs Analysis
for the City of Norman Police Department**

Date Issued: April 15, 2026

1. Purpose of Addendum

This Addendum No. 1 is issued to provide additional information and clarification to prospective Consultants regarding optional site visit opportunities and to revise the project schedule associated with this Request for Proposals.

2. Optional Group Site Visits

The City of Norman is providing optional group site visit opportunities for prospective Consultants to participate in a general walkthrough of the Norman Police Department Headquarters facility located at:

112 W. Daws Street
Norman, Oklahoma 73069

These site visits are intended to provide Consultants with a broader understanding of existing facility conditions and the current operational environment to better inform proposers in the preparation and development of their proposals.

3. Scheduled Site Visit Opportunities

Consultants may attend one of the following scheduled site visit sessions:

Tuesday, May 5, 2026, from 3:00 p.m. to 5:00 p.m.
Thursday, May 7, 2026, from 9:00 a.m. to 11:00 a.m.
Monday, May 11, 2026, from 9:00 a.m. to 11:00 a.m.

Each session will consist of a guided walkthrough of the facility. Attendance may be limited based on operational and safety considerations.

4. RSVP Requirement

Consultants who wish to attend a site visit shall RSVP in advance by contacting:

Chad Vincent, Major
Norman Police Department
chad.vincent@normanok.gov
405-217-7752

Consultants are encouraged to identify their preferred session when responding.

5. Non-Mandatory Nature of Site Visits

Participation in a site visit is strictly optional. Failure to attend a site visit will not be considered a disadvantage and will not impact proposal evaluation, scoring, or selection. Attendance or non-attendance will not be a factor in determining responsiveness.

All proposals will be evaluated solely based on the criteria outlined in the Request for Proposals.

6. Revised Project Management and Schedule

Section 4, Project Management and Schedule, of the Request for Proposals is hereby revised as follows:

- A. RFP Issued: March 17, 2026
- B. Deadline for Written Questions: May 8, 2026 by 5:00pm
- C. Proposals Due: May 29, 2026 by 5:00pm
- D. Review of Proposals: May 29, 2026 to June 26, 2026
- E. Notice of Intent to Award: June 29, 2026
- F. Kickoff Meeting: July 13, 2026

G. Draft FCA and SNA Reports Due: TBD

H. Final Reports and Presentations: TBD

7. Additional Conditions

Site visits will be limited to general observation of the facility. Access to certain secure or restricted areas may be limited in accordance with police security protocols. Consultants shall not rely exclusively on observations made during site visits and remain responsible for reviewing all RFP documents and materials provided by the City.

8. Acknowledgment of Addendum

Consultants must acknowledge receipt of this Addendum No. 1 in their proposal submission.

9. No Other Changes

All other terms, conditions, and requirements of RFP-2526-40 remain unchanged.