



City of Norman, OK

Municipal Building
Council Chambers
201 West Gray
Norman, OK 73069

Master

File Number: K-1920-71

File ID: K-1920-71

Type: Contract

Status: Consent Item

Version: 1

Reference: Item 21

In Control: City Council

Department: Parks and Recreation
Department

Cost: \$194,000.00

File Created: 09/27/2019

File Name: contract for NF Community Sports Park Development
Project

Final Action:

Title: CONTRACT K-1920-71: A CONTRACT BY AND BETWEEN THE NORMAN MUNICIPAL AUTHORITY AND HOWELL AND VANCUREN, INC., IN AN AMOUNT NOT-TO-EXCEED \$194,000 TO PROVIDE PROFESSIONAL ARCHITECTURAL SERVICES FOR DESIGN, CONSTRUCTION DOCUMENTS, BIDDING SERVICES, AND CONSTRUCTION ADMINISTRATION FOR THE NORMAN FORWARD COMMUNITY SPORTS PARK DEVELOPMENT PROJECT.

Notes: ACTION NEEDED: Acting as the Norman Municipal Authority, motion to approve or reject Contract K-1920-71 with Howell and VanCuren, Inc., in an amount not-to-exceed \$194,000; and, if approved, authorize the execution thereof.

ACTION TAKEN: _____

Agenda Date: 10/08/2019

Agenda Number: 21

Attachments: K-1920-71, Commercial Liability Insurance,
Professional Liability

Project Manager: Jud Foster, Director of Parks and Recreation

Entered by: Ellen.Usry@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-1920-71

Body

BACKGROUND: On October 13, 2015, Norman citizens passed the NORMAN FORWARD Initiative which will fund various projects through a ½ % sales tax increase over 15 years. One of the projects included in the NORMAN FORWARD Initiative is the construction of a community sports park that would provide a youth football practice facility and adult softball complex.

\$2,500,000 has been programmed for this project.

On June 18, 2019, City Council reviewed the final site options for this project in an Executive Session; and came to consensus that a portion of the land owned by the Norman Utilities Authority located at 12th Ave. NE and Franklin Rd. would be best suited and most cost effective for this new park. Once the design process is completed, and we know the exact amount and configuration of land needed for the project, we will bring an item to authorize the purchase of the site from the Norman Utilities Authority.

The NORMAN FORWARD Implementation Plan was developed in June of 2016 by ADG, P.C. who was hired by the City of Norman as the Program Manager for the NORMAN FORWARD program. The original Implementation Plan called for pre-construction, and architectural and engineering services for this project to begin in 2018. As a result of delays in the land acquisition, that timeline has been revised and now shows design services to begin in the fourth quarter of 2019. We anticipate the design phase to take approximately ten months; and the construction phase to take approximately 12 months. The project is now anticipated to be completed by late summer of 2021.

DISCUSSION: Request for Qualifications RFQ-1920-15 was issued in August of 2019. Four Landscape Architecture design teams responded with proposals. The City currently has working contracts with all of the Firms that responded, and are very familiar with their work. Howell and VanCuren, Inc. was determined to be the Firm best suited for this project. Contract K-1920-71 with Howell and VanCuren, Inc. is a standard AIA contract which includes the following services to complete this project:

Schematic Design Phase - includes program evaluation and refinement, analysis of existing utilities, cost estimation, design update, topography survey and soil borings and a public meeting to confirm project scope.

Design Development Phase - includes refining site plan, design concepts and individual features/components, development of plans and details; including grading, drainage, utilities, lighting, landscape and irrigation plans, preliminary specifications 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 assisting with advertisement for bids, issue of construction documents, pre-bid conference, addenda preparation, bid tab and review.

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

The total fee for the services listed above is not to exceed \$194,000. 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 \$36,600.

The City Attorney's office and Staff from ADG, P.C. have reviewed this contract and recommend approval.

Funds are available for this project in the NORMAN FORWARD Fund, Community Sports Park Development Project (account 051-9441-452.62-01; project NFB-005).

RECOMMENDATION: It is recommended that the Norman Municipal Authority approve Contract K-1920-71 with Howell and VanCuren, Inc. in the amount of \$194,000 for design, bidding and construction supervision services for the NORMAN FORWARD Community Sports Park Project.