

February 16, 2018

Mr. Terry Floyd  
City of Norman  
201 W. Gray Street  
Norman, OK 73069

Additional Services Request #1\_R1  
MSR Project Reference: 2016006.00

Dear Terry,

MSR is committed to assisting the City of Norman and PLS to deliver an exemplary branch library on budget and on schedule. To do so, MSR and the design team have contributed effort far beyond that anticipated in our initial proposal and contract agreement. At this time we request your review and approval of the below contract modifications as the below services are beyond the scope of our current agreement. Thank you for the opportunity to discuss the below additional services.

#### FFE- Book Bins

During the FFE design process, PLS and MSR reviewed the book bin design as documented during the design phase. PLS requested that the book bins be redesigned to be more like the West Branch book bins (a design MSR understood to be one that PLS did not want replicated at East). To make design modifications, MSR anticipates working with the project millwork contractor to develop a design that matches the West Branch using a material other than metal. The scope of this effort includes coordination with millwork contractor on material options, review of millwork drawings, coordination and approval of design with PLS. This additional service would be applicable to Central Branch as well and the amount shown would cover changes for both branches.

16 hours – Designer x \$86 per hour - \$1,376

#### Early Literacy Fixture design

Based on the October FFE meeting with PLS, the early literacy fixtures have been removed from the furnishing budget due to FFE budget constraints. Early budgeting exercises reduced the capacity to supply this important part of the interior build out. The original budget called for panels in two niches, however constraints in the official FFE budget will not cover their cost. PLS has a relationship with a local fabricator that they used to build the Norman West literacy fixtures and whom they would like to leverage for the East work. PLS has requested MSR's design input for East's panels with the intent that these fixtures are specific and custom to the East Branch. The other

option would be to work with a national design and fabrication company at approximately 4 times the cost. Both MSR and PLS have found that an approach with national design and fabrication companies often cost more and do not provide the intended results. The following represents MSR's anticipated effort for the development of East Branch library specific early literacy fixtures.

Research & Design: (38 hours)

Research early literacy design – 8 hours - Designer  
 Design (2) concepts for PLS comment and decision – 24 hours - Designer  
 Oversight + Presentation – 6 hours - Associate

Development: (32 hours)

Selected concept development – 24 hours - Designer  
 Drawings and coordination with selected fabricator – 8 hours - Designer  
 Oversight + Presentation – 6 hours - Associate

Installation: (4 hours)

Coordination with selected fabricator – 4 hours - designer

68 hours – Designer X \$86	= \$5,848
12 hours – Associate X \$107	= \$1,284
<b>Early Literacy Panels Total</b>	<b>= \$7,132</b>

Public Art Design Assistance

MSR has attended four meetings specific to the selection and guidance of the public art commission process for the Norman East project. As part of the scope of the selected sculpture, MSR and the design team have been asked to assist with additional coordination and design services. To support this coordination and detailing for the public art design the design team requests the following:

MSR – coordination – 8 hours x \$101 (Associate)	= \$808
MODUS* – lighting – fixed fee = \$700 x 1.1 (MSR mark-up)	= \$770
360* – structural – fixed fee = \$600 x 1.1 (MSR mark-up)	= \$660
<b>Public Art Design Assist. Total</b>	<b>= \$2,238</b>

\* consultant additional service request is attached to the back of this memo.

Construction Administration Services

As part of the contract, the construction duration was anticipated at 52 weeks. The currently anticipated construction duration is anticipated at 64 weeks (03.06.17 - 06.01.18). As part of MSR's continued support for the project, MSR requests compensation for the weeks anticipated beyond the contract amount.

Basic Service Construction Administration

Weekly CA rate = \$2,322.75

As of this request, the substantial completion date is June 01, 2018 which makes the total CA duration 64 weeks.

**Anticipated Additional CA and on-site = \$27,800**

Summary:

FFE Book Bins	\$1,376
Early Literacy Panels	\$7,132
Public Art Assistance	\$2,238 (consultant coordination)
CA 12 week extension	\$27,800

Total: \$38,546

We would like to set up a time this week to discuss the above additional service and to answer any questions you may have. The most urgent services that need to be agreed upon are those related to the Book Bins, Literacy Fixtures and Ad Hoc Committee meeting attendance. We thank you for the opportunity to discuss the above additional services. MSR shares in the City of Norman and PLS's excitement about the opening of the East Branch Library.

Sincerely,

Matthew S. Kruntorad, AIA LEED AP  
Principal