



# City of Norman, OK

Municipal Building  
Council Chambers  
201 West Gray  
Norman, OK 73069

## Master

**File Number: K-1516-84**

**File ID:** K-1516-84

**Type:** Contract

**Status:** Non-Consent Items

**Version:** 1

**Reference:** Item No. 21

**In Control:** City Council

**Department:** City Manager  
Department

**Cost:** \$607,123.00

**File Created:** 11/17/2015

**File Name:** East Branch Library Design Contract

**Final Action:**

**Title:** CONTRACT K-1516-84: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND MEYER, SCHERER & ROCKCASTLE, LTD. OF MINNEAPOLIS, MINNESOTA, IN THE AMOUNT OF \$607,123 TO PROVIDE PROFESSIONAL ARCHITECTURAL SERVICES FOR THE DESIGN OF THE NORMAN PUBLIC LIBRARY, EAST BRANCH; NORTH OF ALAMEDA STREET, EAST OF FIRE STATION #9; AND APPROPRIATION OF CAPITAL FUND BALANCE.

**Notes:** ACTION NEEDED: Motion to approve or reject Contract No. K-1516-84 in the amount of \$607,123 with Meyer, Scherer & Rockcastle, Ltd.; and, if approved, authorize the execution thereof and appropriate \$607,123 from the Capital Fund Balance (050-0000-253.20-00) to the Norman Forward Sales Tax Capital Fund, Project BP0017, East Library Branch Project, Design (051-9507-455.62-01).

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

**Agenda Date:** 11/24/2015

**Agenda Number:** 21

**Attachments:** Contract

**Project Manager:** Terry Floyd

**Entered by:** Terry Floyd

**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-1516-84

body

**BACKGROUND:** With the passage of the NORMAN FORWARD Sales Tax in October 2015, the City of Norman committed to acquiring a site and constructing a new East Library Branch. The City is now seeking to acquire architectural services for the design of the new East Library Branch. The East Library Branch will be located north of Alameda Street and directly east of Fire Station #9.

**DISCUSSION:** In 2002, the City of Norman began utilizing the services of Meyer, Scherer & Rockcastle, Ltd., (MSR) for the Comprehensive Master Plan for Public Library Services. The original Comprehensive Master Plan was completed in 2007. In January 2014, the City Council approved a second contract (K-0203-48) with MSR, to update the Library Master Plan. Results of the Master Plan update outlined the need for a new central

and an additional eastside library branch to service the growing Norman population. Additionally, the Master Plan outlined preliminary concepts for a new East Library Branch directly east of Fire Station #9 on land currently owned by the City, and a new Central Library at a site north of Acres Street, adjacent to Andrews Park. With the passage of NORMAN FORWARD in October 2015, Norman voters approved funding for construction of both library branches and associated land acquisition.

Staff has negotiated with MSR to provide basic professional services (\$395,916) and initial additional services related to the design of a new East Library Branch which include:

- Programming (\$10,000)
- Detailed Cost Estimating (\$19,000)
- Telecommunications/Data/AV Design (\$20,000)
- Leadership in Energy and Environmental Design Certification (\$33,350)
- Furniture, Furnishings, Signage and Equipment Design (\$52,800)
- Additional On-site Observation (12 hours per week for 104 weeks; \$41,600)
- Reimbursable Expenses for Professional Services (\$34,457)

The total cost of the new East Library Branch design and additional services, as outlined above, is \$607,123, which is approximately 12.1 percent (12.1%) of the estimated cost for the Norman Public Library East.

The City Code, Section 8-204.B.6, exempts professional services such as architectural and engineering design services from competitive bidding requirements. Council has indicated an interest in accelerating the timeline to begin design and construction of both library branches. Given these factors, along with the long-standing relationship between MSR and both the City of Norman and Pioneer Library System through their previous design work and analysis as part of the Norman Library Master Plan, staff is recommending award of a design contract for the new Central Library to MSR.

The Norman Forward Sales Tax ("NFST") will go into effect on January 1, 2016. Collections should be received by the City with the March 2016 Oklahoma Tax Commission remittance. In order to provide temporary funding until NFST revenues become available, staff recommends appropriating \$607,123 (total contract amount) from the Capital Fund balance to the NFST Fund. Once NFST revenue becomes available either through collections or from the sale of revenue bonds, Council will have the option to reimburse the Capital Fund balance for this East Library Branch design cost.

**RECOMMENDATION:** Staff recommends that 1) City Council approve Contract K-1516-84 with Meyer, Scherer & Rockcastle, Ltd. in the amount of \$607,123 and 2) City Council appropriate \$607,123 from the Capital Fund Balance (account 050-0000-253.20-00) to Norman Public Library, East Design in the Norman Forward Sales Tax Capital Fund (account 051-9506-455.62-01; project BP0017).