

Amendment Number 5 K-0203-48

Agreement

The City of Norman, Oklahoma and Meyer, Scherer & Rockcastle, Ltd.

for

Master Plan of Library Services

The City of Norman, Oklahoma (**Owner**) and Meyer, Scherer & Rockcastle, Ltd. (**Consultant**) shall enter into an amendment to the agreement for library master plan services. The **Owner** and the **Consultant** agree to the following:

A. Scope of Work

The **Owner** wishes the **Consultant** to:

1. Data Gathering

Analyze the circulation and usage statistics for the City of Norman library; comparative benchmark study of peer libraries in the region; projection of collection sized based on usage in print and electronic formats; review of programming and meeting attendance; review of demand for space for collaborative work, study and service group meetings. This data will include recent statistics from the west side branch. Data will be aggregated on a city-wide basis and then segregated by east, central and west service areas.

2. Public Process Step One

Conduct two (2) public meetings to inform and solicit input from the citizens of Norman. Convene the two public meetings within the period of one site visit. The purpose of these meetings will be to update the stakeholders and solicit comments from the City of Norman, the Pioneer Library System staff and Board, City Officials and Staff and other stakeholders as deemed appropriate by the City of Norman. Information gathered during this process will be used in the updating of the library plan. Notes and public comments from these meetings will be integrated into the plan update.

3. Central Library Plan Update

Update the recommendations for the proposed central library building. This will include:

- I. The recommended program area to reflect the recent addition of one branch library on the west side and a proposed branch library on the east side of the City of Norman. This will include work to review circulation use data, analysis of the the collection size and the study of the long-term impact of the expanded integration of the east and west side branch libraries. The goal is to determine the correct size of the central library based on:
 - i. Projected population to the year 2035 (20 years)
 - ii. The impact of the addition of the east and west branch libraries to the City of Norman. This will include analyzing the collection size, meeting space, study and collaboration space, readers seating and space for staffing.
 - iii. Changes in the way library services are evolving.
 - iv. Input from the public and stakeholders.
2. Upon completion of the program, the **Consultant** will prepare a plan diagram that will illustrate:
 - i. The functional relationship between and recommended location of service areas of the library including seating, meeting space, space for the collection and staff.
 - ii. The relative sizes and relationships of each service area.
 - iii. Location of entrances and service access

- iv. Location of elevators and stairs
- 3. Upon the determination of the recommended programmed area and the relationship diagrams, the **Consultant** will prepare a site plan that will include:
 - i. Recommendations for parking
 - ii. Vehicular, pedestrian, and, potentially, public transportation access.
 - iii. Service and staff access; public access to book drops and patron pick up and drop off.
 - iv. Future expansion.
 - v. Landscaping, city street adjustments and connections to the city parks and trail-ways.
- 4. **East Side Branch Recommendation**

Update the recommendations for the proposed east side branch library building. This work will include:

 - 1. The recommended program area and site requirements of the branch taking in to account the recently completed west branch and the updated program area for the central library.
 - 2. Prepare a diagram illustrating the size and relationship of the service areas of the library
 - 3. Prepare a site plan that integrates with the existing fire hall and public meeting building. This site plan will study the best way to place the library adjacent to the existing parking lot and, if possible, maximize the efficiency of the current parking. Also included in this site plan study will be an integration with service access, pedestrian access and emergency vehicle access.
- 5. **Statement of Probable Costs**

Update the overall project budget to include the central and the east side branch libraries. This update will enable the Owner to evaluate the project in the context of the changing demographics of the city and updates to the service model. The Consultant shall be permitted to use the previous master plan and budget as the starting point for the update. This includes cost and programming services completed earlier by the **Consultant** on behalf of the **Owner** without compensation. This Statement of Probable costs will include:

 - 1. Comparative costs of similar library facilities in the region
 - 2. Construction costs adjusted for inflation to the likely date of construction
 - 3. Furnishing, fixtures and equipment
 - 4. Professional services
- 6. **Public Process Step Two**

Upon completion of the data analysis, program recommendation, plan diagrams, site plans and statement of probable costs, the **Consultant** will present this information in a public session. During this site visit, the **Consultant** will also meet with the City Council, Pioneer Library System and other stakeholders determined by the **Owner**.
- 7. **Final Report Contents**
 - 1. Introduction
 - 2. Analysis of peer and city-wide library use data
 - 3. Program, plan diagrams and site plan for the central library
 - 4. Program, plan diagrams and site plan for the east side branch
 - 5. Statement of probable costs for the east side and central library

B. Schedule

This work will commence upon the signing of this amendment. The **Owner** and the **Consultant** agree that time is of the essence and will mutually cooperate to complete this work as soon as professionally prudent. A preliminary schedule, shown in weeks, is set forth below:

- Data Gathering and Analysis4 weeks
- Public Process Step One4 weeks
- Central Library Plan Update and East Side Branch Recommendation8 weeks
- Statement of Probable Cost6 weeks
- Public Process Step Two and First draft for review4 weeks
- Completion of final update report4 weeks
- Completion of final update report30 weeks

C. Professional Fee and Reimbursable Expenses

1. The **Owner** and the **Consultant** specifically understand and agree that the cost to provide these professional services is estimated to not exceed \$46,650.00 (Forty Six Thousand Six Hundred Fifty Dollars and no Cents.)
2. **Reimbursable expenses** will be invoiced at cost and will be paid by the **Owner**. The estimated reimbursable expenses for travel expenses for each required visit is estimated to be \$1,000.00 (airfare, hotel and per diem expenses).

This AGREEMENT is entered into on the _____ day of _____, 2014



On behalf of the **OWNER**
City of Norman, Oklahoma

On behalf of the **CONSULTANT**
Jeffrey Scherer, FAIA
Meyer Scherer & Rockcastle, LTD.
710 South Second Street, 8th Floor
Minneapolis, MN 55401

Attest:

_____, City Clerk

Approved as to form and legality this 23 day of January, 2014

