



# City of Norman, OK

Municipal Building  
Council Chambers  
201 West Gray  
Norman, OK 73069

## Master

**File Number: K-1415-143**

**File ID:** K-1415-143

**Type:** Contract

**Status:** Consent Item

**Version:** 1

**Reference:** Item No. 22

**In Control:** City Council

**Department:** Parks and Recreation  
Department

**Cost:** \$64,950.00

**File Created:** 06/17/2015

**File Name:** McKinney Architects

**Final Action:**

**Title:** CONTRACT NO. K-1415-143: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND THE MCKINNEY PARTNERSHIP ARCHITECTS IN AN AMOUNT NOT TO EXCEED \$64,950 FOR THE PURPOSE OF PROVIDING ARCHITECTURAL SERVICES FOR THE UPDATED MUNICIPAL COMPLEX SPACE UTILIZATION STUDY AND FEASIBILITY ASSESSMENT FOR THE PROPOSED SENIOR CITIZENS CENTER.

**Notes:** ACTION NEEDED: Motion to approve or reject Contract K-1415-143 with McKinney Partnership in an amount not-to-exceed of \$64,950; and, if approved, authorize the execution thereof.

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

**Agenda Date:** 06/23/2015

**Agenda Number:** 22

**Attachments:** Text File, McKinney Contract#K-1415-143, Lifespan  
Design Proposal

**Project Manager:** Jud Foster

**Entered by:** suzanne.terry@normanok.gov

**Effective Date:**

### History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	City Council	06/23/2015					

### Text of Legislative File K-1415-143

Body

**BACKGROUND:** A space Utilization Study and Phased Master Plan was prepared in 2008, by The McKinney Partnership Architects. Since that time some additional facility space has been acquired, interim space expanded and existing facilities renovation completed. An Updated Municipal Complex Space Utilization Study and Feasibility Assessment proposed specifically for the Senior Citizens Center is now required.

**DISCUSSION:** Contract Number K-1415-143, with The McKinney Partnership Architects for the Updated Municipal Complex Space Utilization Study and Feasibility Assessment for Proposed Senior Citizens Center will assess the current needs of each primary department within the Municipal Complex, as well as the development of a focused study for the inclusion of a proposed Senior Citizens Center within the existing library building.

The McKinney Partnership will coordinate with the City to review the 2008 Study area to provide 1) an Updated Phased Master Plan including projected areas and proposed locations of each department and preliminary cost estimate, and 2) a Senior Citizens Center Assessment.

The McKinney Partnership, along with Lifespan Design Studio senior center consultants, will coordinate with the City and the senior citizens group through a series of discussions to compile, refine and develop a Design Program and Feasibility Assessment. Various options and conceptual layouts will be considered in the development of the assessment and conceptual sketch renderings prepared to convey the proposed character and layout of the concept.

For the Senior Citizens Center, the study will provide 1) an architectural design program of needs and areas, 2) a preliminary conceptual layout and renderings specific to the existing library building, 3) an in-depth feasibility assessment of the existing library building including an assessment of the existing systems to identify potential upgrades, code requirements and/or potential required repairs, and 4) an updated preliminary cost estimate. The proposal from Lifespan Design Studio discusses a second phase of more detailed design work, which is not being made a part of this contract.

Base architectural fees are billed hourly, not to exceed a maximum cap fee of \$64,950, plus reimbursable expenses to include travel, additional printing and extra work that may be approved in advance.

Upon approval of Contract Number K-1415-143 the consulting team is prepared to commence immediately with public meetings to occur in June, July and August. A draft Study and Assessment will be issued mid-August for input and comment and the Final Revised Space Utilization Study and Senior Citizens Center Assessment will be delivered no later than August 31, 2015.

During the FYE 2016 budget process, funding was approved for this updated study. However, to accelerate the review process the contract is being approved in the current fiscal year. To meet technical municipal financial requirements, it will be necessary to appropriate the necessary funds for the contract from General Fund Balance into the Project expenditure account which will then be transferred from that account back to the General Fund Balance once the FYE16 Budget goes into effect after July 1, 2015. Council's approval of the contract on tonight's Agenda will also authorize those municipal finance accounting actions.

RECOMMENDATION: It is recommended that City Council approve Contract Number K-1415-143, with McKinney Partnership Architects, for the Updated Municipal Complex Space Utilization Study and Feasibility Assessment for the Proposed Senior Citizens Center as follows:

Contract Number K-1415-143

Award to: McKinney Partnership Architects

Base Fee Not to Exceed \$64,950

Appropriate contract amount from FYE15 General Fund balance to

Account Number 050-9388-431.6201 - Project Number BG0166