



City of Norman, OK

Municipal Building
Council Chambers
201 West Gray
Norman, OK 73069

Master

File Number: K-1819-99

File ID: K-1819-99 **Type:** Contract **Status:** Consent Item

Version: 2 **Reference:** Item 26 **In Control:** City Council

Department: City Manager **Cost:** \$857,000.00 **File Created:** 01/17/2019
Department

File Name: Municipal Complex Renovation Contract with the **Final Action:**
McKinney Partnership

Title: CONTRACT K-1819-99: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND THE MCKINNEY PARTNERSHIP ARCHITECTS IN AN AMOUNT NOT-TO-EXCEED \$857,000, AND AUTHORIZING STAFF TO ISSUE A NOTICE TO PROCEED FOR THE INITIAL PHASE OF DESIGN SERVICES, AT A COST OF \$215,000 RELATED TO THE 2008 GENERAL OBLIGATION BOND FOR THE CITY OF NORMAN MUNICIPAL COMPLEX RENOVATION AND IMPROVEMENTS.

Notes: ACTION NEEDED: Motion to approve or reject Contract K-1819-99 with The McKinney Partnership Architects in an amount not-to-exceed \$857,000; and, if approved, authorize the execution thereof and further authorize Staff to issue a notice to proceed for the initial phase of design services at a cost of \$215,000 related to the 2008 General Obligation Bond for the City of Norman Municipal Complex Renovation and Improvements..

ACTION TAKEN: _____

Agenda Date: 01/22/2019

Agenda Number: 26

Attachments: 2019-1-18- Final -Contract K-1819-99 with The McKinney Partnership

Project Manager: Terry Floyd, Development Coordinator

Entered by: terry.floyd@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-1819-99

Body

BACKGROUND: A space Utilization Study and Phased Master Plan was prepared in 2008, by The McKinney Partnership Architects. In 2015, an update to the study was conducted due to additional facility space that had been acquired, interim space expanded and existing facilities renovations that were completed. Since the initial Phased Master Plan Study was prepared in January 2008 followed by the 2015 UPDATED Space Utilization Study, several municipal facility advancements have taken place including the acquisition and utilization of the Smalley Center on Lindsey Street for the Norman Investigations Center, an interim expansion of the Municipal

Court (2009), a partial renovation of Building A interiors (2012), and a conceptual design for a Senior Center considered in the current Library building (2015). Additionally, other Municipal Complex interior, mechanical and roof improvements have been completed in the current Library, Building B and Building C.

DISCUSSION: Contract Number K-1819-99, with The McKinney Partnership Architects provides for the design services related to update/renovation of the Norman Municipal Complex as authorized by Norman residents in the 2008 General Obligation Bond. In addition to designing the facilities, the services included in the contract will also assess the current needs of each primary department within the Municipal Complex.

The McKinney Partnership will coordinate with the City to review the 2015 Updated Municipal Complex Study area to provide an Updated Phased Master Plan including projected areas and proposed locations of each department and preliminary cost estimate.

Project Phasing

With the new Central Library nearing completion (by mid-2019), programming will begin for the initial phase including the formation of a new Development Center (Planning/Inspections/Permitting, Engineering, Public Works Administration, Geographic Information Systems, and Utilities Administration/Engineering functions) and possibly Parks & Recreation Administration/Planning to be relocated to the current Library from Buildings A and C.

Subsequent phases at this time are currently planned as follows:

- Relocation of the Municipal Court & Finance Department functions to Building A;
- Expansion of Police Department functions into the vacated Municipal Court and dispatch services space in Building B;
- Interior modifications to Building C including expansion of Information Technology & Human Resources functions;
- Interior modifications to 201 West Gray including security, administration and records storage space modifications;
- Municipal Complex site development including potential parking and stormwater detention modifications as required.

Architectural Services

The following architectural services will be provided for all of the phases of the complex renovation:

- Schematic Design
 - Review with City the 2015 Space Utilization Study to verify current space needs, expectations, adjacencies, anticipated growth, budget, schedule and priorities for each building, function and phase;
 - Develop revised program of design requirements and needs for City review;
 - Compile existing site and building information applicable to the design including as-built conditions, site conditions, building systems and any known deficiencies;
 - Conduct preliminary code review based on current adopted codes by City;
 - Prepare schematic drawings and three-dimension images of design concepts as required to convey the proposed space planning and design intent;
 - Prepare cost estimate of Schematic Design;
 - Review Schematic Design documents with City staff;
 - Revise drawings to reflect comments from City following review.
- Design Development
 - Prepare Design Development documents including Site Plan, Floor Plan, Reflected Ceiling Plan, Interior Elevations, Building Sections and preliminary Building System Design.
 - Prepare preliminary interior finishes and light fixtures for review by City.
 - Prepare Design Development budget for review by City.
 - Review Design Development Documents with City and incorporate any changes as required.

- Construction Documents
 - Prepare Construction Documents for permitting, bidding, and construction including but not limited to: Site Plan with Details, Structural Details, Floor Plans, Elevations, Interior and Millwork Elevations, Building Sections, Interior Design Finishes and Specifications;
 - Coordinate and provide Structural, Mechanical, Electrical, Plumbing, and Civil Engineering design as required to construct the project(s);
 - Review Construction Documents with Owner and incorporate any changes as required.
 - Prepare 80% Construction Design cost estimate for review by City;
 - Submit plans to City of Norman for permitting and incorporate any comments as required for approval and issuance of building permit.

- Bidding and Negotiations
 - Assist the City in issuance of plans for bidding and participation in Pre-Bid meeting;
 - Respond to Requests for Information (RFIs) and Issue Addenda as required during bidding;
 - Review bids and assist City in preparation of Construction Contract.

- Construction Observation
 - Respond to RFIs from General Contractor and render decisions relating to matters of compliance or interpretation of the documents in conjunction with the City;
 - Review of Shop Drawings and Submittals;
 - Review the construction at intervals required for life safety and code compliance estimated at four (4) site visits per month and two (2) job site meetings per month;
 - Preparation and distribution of written field reports and photo-documentation of each site visit;
 - Conduct final Punch List inspection with City and Contractor. Prepare written Punch List and distribute. Conduct final inspection to verify satisfactory completion of the work.
 - Review Contractor Change Order Requests (CORs) and issue Change Orders and Work Directives during construction as required;
 - Issue Certificate of Substantial Completion;
 - Conduct 11 month post-completion inspection of the work prior to Contractor's 12 month warranty expiration.

Project Schedule

- The project will begin with the Updated Master Plan and programming and services related to the renovation of the existing Library (Development Center) with a 20-24 week schedule for preparation of construction documents on the initial phase (Library).
- Services shall include preparation of program, design and construction documents separately for each phase, as required;
- Services for the existing Library, Buildings A and B shall occur sequentially as each building is vacated;
- Services for 201 West Gray, some parts of Building C and General Site Work may run concurrently as they may not require vacation of a space or building.

It has been recommended by the architect that the City retain a Construction Manager at Risk for the entire Municipal Complex Renovation in order to enhance:

- Continuity between the phases
- Communication with the City
- Coordination and cost-control of sub-contractors
- Oversight of budget
- Overall control of the site

Fees

The bond issuance for the 2008 General Obligation Bond for Municipal Complex Improvement and Renovations is anticipated by June 30, 2019. The proposed contract outlines a phased approach to design to coincide with the issuance of bonds for the entirety of the design and construction by the end of the fiscal year.

Funds for this phase of the contract with McKinney Partnership are available in Municipal Complex Renovation/Expansion, Design (account. 050-9644-419.62-01; project BG0075) for the proposed first phase of the complex design.

This phase includes:

- Site verification of the buildings
- Review of previous programming for all buildings
- Schematic Design for each building
- Design Development of the Library Building

Upon issuance of the bonds, a Notice to Proceed for subsequent phases will be issued as appropriate. The total contract amount that includes base architectural fees and related services for the entire Municipal Complex design are set in an amount not to exceed \$857,000.

RECOMMENDATION: It is recommended that City Council approve Contract Number K-1819-99 in an amount not to exceed \$857,000 and authorizing Staff to issue a Notice to Proceed for the Initial Phase Services at a cost of \$215,000 with McKinney Partnership Architects, to provide architectural services related to the 2008 General Obligation Bond for the City of Norman Municipal Complex renovations and improvements.