



21 April 2017
1 May 2017 **REVISED**

Mr. James Briggs, Park Planner II
Parks & Recreation Department
City of Norman
201 West Gray Street
Norman, OK 73070

Re: Proposal of Architectural Services
Westwood Tennis Center Indoor Courts Project
Norman, OK

Mr. Briggs:

The McKinney Partnership Architects (TMP) is pleased to submit our Proposal of Architectural Services for the proposed Indoor Tennis Courts Project to be located at Westwood Tennis Center in Norman, Oklahoma. **Revisions are indicated bold and underlined.** We propose the following Scope, Outline of Services, Fee Structure, Schedule and Budget understanding for this work:

SCOPE OF WORK

This facility shall include two (2) new post-tensioned concrete tennis courts within an approximate 120' x 140' pre-engineered building with an insulated tensile cover, HVAC, Sprinkler System, lighting, and associated site work adjacent to the new building.

SERVICES

Services shall include the work listed in the Criteria as outlined within City of Norman RFP No. 1617-47 with the exception of a third construction cost estimate due to the limited scope of work (see Attachment B, pp II,7).

Scope of work includes the coordination of design-build documents provided by the subcontractors for the building enclosure and tennis courts. Civil, structural, mechanical and electrical design is included in the Base Fee.

All Construction Administration is to be conducted by the Owner, **unless this Optional Service is requested by the Owner.**

ARCHITECTURAL FEES

Base Architectural Fee shall be a fixed amount of Fifty Three Thousand Two Hundred Fifty Dollars (\$53,250.00).

Optional Construction Observation shall be performed for an additional fee of Twelve Thousand Six Hundred Fifty Dollars (\$12,650).

Per the Criteria of the RFP (see Attachment B), the Base Fee shall include printing of four (4) complete sets of plans for review, one (1) complete record set, a digital PDF version for City and distribution to plan rooms, and a set of Record Plans/Specifications from red lines made by contractor on site during construction (both full and half size) per the RFP. In addition, applicable plans shall be distributed to private utility companies as required for construction and any potential relocation.

REIMBURSABLE EXPENSES:

- Reproduction in excess of the requested documents noted above
- Geotechnical Testing and Report
- **Cost of Site Survey shall be included in Base Architectural Fee**

ADDITIONAL SERVICES

Any additional services for work not outlined in the Scope shall be billed hourly in addition to the Base Fee at the attached hourly rates for the following services:

- Changes to the Design or Scope causing additional work to the design team after previous phases have been approved.
- Construction Administration following bidding and negotiations. **(Optional Service)**
- Services related to Tennis Center drainage design beyond the immediate limits of the new building.
- **Other Services as listed in the Standard Form of Agreement Between Owner and Consultant**

A Not-To-Exceed cap fee shall be quoted for any additional service prior to commencement with any work and determination of scope.

PROJECT SCHEDULE

We are prepared to commence immediately upon receipt of notice to proceed and propose the following schedule:

- Design and Construction Documents 6-8 Weeks
- Permitting and Bidding 4 Weeks
- Contract Negotiation and Mobilization 2-3 Weeks
- Construction 4-5 Months

We recommend a Design Ready Site Survey and Geotechnical Report be initiated at the earliest opportunity to avoid delays in the schedule.

OWNER PROVISIONS

The Owner shall provide the following:

- Programming requirements and information relating to the proposed Indoor Facility including priority of project components.
- Information on existing drainage piping located south of the tennis courts along with any other records of site utility information.
- Any information on existing structures.
- Permit Fees

PROJECT BUDGET

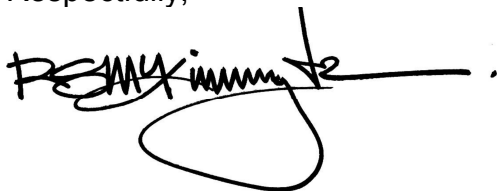
The project budget is noted in the RFP at \$700,000. The final working budget shall be established after determination of any potential additional funds for the Project from other sources.

The Project shall be designed and bid reflecting a Base Bid and Add Alternates for final selection by the Owner.

Should this proposal meet with your approval, please attach as an Exhibit to the City's Architectural Agreement for Services.

We appreciate this opportunity to be of continued assistance to the City of Norman and look forward to working with you on this facility improvement for our community. Please do not hesitate to contact me should you have any questions or need clarification.

Respectfully,



Richard S. McKinney, Jr., AIA
President