



City of Norman, OK

Municipal Building Council
Chambers
201 West Gray Street
Norman, OK 73069

Master

File Number: K-0203-48 Amd 5

File ID: K-0203-48 Amd 5

Type: Contract

Status: Consent Item

Version: 1

Reference: Item No. 14

In Control: City Council

Department: City Clerk Department

Cost: \$46,650.00

File Created: 01/23/2014

File Name: Update to Library Services Needs

Final Action:

Title: AMENDMENT NO. FIVE TO CONTRACT NO. K-0203-48: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND MEYER, SCHERER & ROCKCASTLE, LTD., IN AN AMOUNT NOT-TO-EXCEED \$46,650 TO UPDATE THE LIBRARY MASTER PLAN REGARDING LIBRARY SERVICES NEEDS FOR NORMAN AND BUDGET APPROPRIATION.

Notes: ACTION NEEDED: Motion to approve or reject Amendment No. Five to Contract No. K-0203-48 with Meyer, Scherer, and Rockcastle, Ltd., in an amount not to exceed \$46,650; and, if approved, authorize the execution thereof and appropriate \$48,000 from the General Fund Balance (010-0000-253.20-00) to Consultant-Management Research (010-2080-455.40-01).

ACTION TAKEN: _____

Agenda Date: 01/28/2014

Agenda Number: 14

Attachments: Norman Library Amendment 5 MSR Design

Project Manager: Brenda Hall, City Clerk

Entered by: brenda.hall@normanok.gov

Effective Date:

History of Legislative File

| Ver- sion: | Acting Body: | Date: | Action: | Sent To: | Due Date: | Return Date: | Result: |
|---------------|--------------|-------|---------|----------|-----------|-----------------|---------|
|---------------|--------------|-------|---------|----------|-----------|-----------------|---------|

Text of Legislative File K-0203-48 Amd 5

Body

BACKGROUND: City Council, in its meeting of August 27, 2002, approved Contract No. K-0203-48 with Meyer, Scherer & Rockcastle, Ltd., (MS&R) in the amount of \$75,000 to prepare a Comprehensive Master Plan for the Public Library Services for Norman. Amendments One through Three were extension of time only and a report was presented to Council in August 2004. The Mayor's Ad Hoc Committee on Libraries was appointed in November 2004 to establish overall criteria and goals, possible construction sites, and funding strategies for the library project. The ad hoc committee discussed the need at that time to update the Master Plan to move to the next level in the process and Amendment No. Four to the contract was approved in March 2007, which updated the Master Plan to reflect changes in demographics and the library service model for the community and provided an analysis of the proposed site through public meetings. A report on the library project as prepared by MS&R was submitted to Council in August 2007. Since that time additional additions to library services have been added by the Pioneer Library System.

The Norman Library Board met on August 19, 2013, and recommended Council take immediate steps toward updating the MS&R study to consider the impact of the recently added library services in Norman. The board questioned Ms. Anne Masters, Executive Director of the Pioneer Library System (PLS), about updates to the Master Plan and she said the estimated costs for a new central library could be reduced from the earlier plan as administrative offices for PLS are no longer needed at the main branch as they are now located at the PLS Administration Building located in the old Borders building. Ms. Masters said the update would also need to include a review of the overall library services needs for Norman with the addition of the Norman West satellite branch and the 24 hour library at Irving Middle School.

DESCRIPTION: Council reviewed the request from the Norman Library Board and discussed the need to update the Master Plan during the annual planning retreat in August 2013. Staff met with representatives from PLS and MS&R in December 2013 and an updated cost estimates were provided to complete the update.

The Finance Committee conducted a mid-year budget review in its meeting on January 15, 2014, and discussed funding for the proposed update. It was the consensus of the Finance Committee to move forward with a contract with MS&R to update the plan.

Amendment No. Five is submitted for Council's consideration to analyze and update the library services needs for Norman included in the Comprehensive Master Plan. The amendment includes analyzing the circulation and usage statistics; conducting two public meetings to solicit input from Norman citizens; update the recommendations for the proposed central library building; update the recommendations for the proposed east side branch; and update the overall project budget to include both central and east side branch libraries. Upon completion MS&R will present this information to Council in a public session.

The work would begin upon approval of the contract and the estimated timeframe for completion of the report is two months.

Funding for the project would need to be appropriated from the General Fund Balance (010-0000-253.20-00) to Consultant-Management Research (010-2080-455.40-01).

RECOMMENDATION: Amendment No. Five to Contract No. K-0203-48 with MS&R is submitted for Council's consideration. If approved, funds in the amount of \$48,000 will need to be appropriated from the General Fund Balance (010-0000-253.20-00) to Consultant-Management Research (010-2080-455.40-01).