

12 June 2015

Mr. Steve Lewis
City Manager
City of Norman
201 West Gray Street
Norman, OK 73070

Re: Proposal of Architectural Services

**REVISED Updated Municipal Complex Space Utilization Study and
Feasibility Assessment for Proposed Senior Citizens Center**
Norman, Oklahoma

Mr. Lewis :

I appreciate this opportunity to submit our REVISED Proposal of Architectural Services relating to the preparation of an Updated Space Utilization Study for the City of Norman Municipal Complex and a Feasibility Study for a proposed Senior Citizens Center within the vacated Library Building. Final revisions are shown underlined

We propose the following Scope, Outline of Services, Fee Structure **and Schedule** for this work:

SCOPE OF WORK

Since the initial Space Utilization Study and Phased Master Plan was prepared in January 2008, several municipal facility advancements have taken place including the acquisition and utilization of the Smalley Center on Lindsey Street for the Police Department, the renovation of Building A interiors, the interim expansion of the Municipal Court and the preliminary design and a proposed design/location for a new City Library. Additionally, some interior, mechanical and roof renovations have been completed within the current library building.

Numerous assumptions and projections were made in the preparation of the 2008 Space Utilization Study including building/departamental areas, user needs a phased construction schedule with construction cost inflation factors.

This Updated Study shall 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 (SCC) within the existing library building (Building D).

SERVICES

Updated Space Utilization Study and Phased Master Plan

TMP shall coordinate with the City of Norman (City) to review the 2008 Study areas and assess the current and projected areas and needs for each of the primary Departments within the Municipal Complex.

Deliverables shall include:

- An **Update to the Phased Master Plan** including projected areas and proposed locations of each Department.
- An **Update to the Preliminary 2008 Cost Estimate** based on the revised areas, quality and types of spaces to be built out, current costs and inflation factor(s) applicable to the projected phased construction schedule.

Senior Citizen's Center Assessment

TMP, along with Lifespan Design Studio (LDS) Senior Center Consultants, shall coordinate with the City and our Senior Citizens Group thru a series of discussion groups to compile, refine and develop a Design Program and Feasibility Assessment. Various options and conceptual layouts shall be considered in the development of this assessment. In addition, conceptual sketch renderings shall be prepared to convey the proposed character and layout of the concept.

Deliverables shall include:

- An **Architectural Design Program of Needs** and areas for the SCC.
- Preliminary **conceptual layout and renderings** for the SCC specific to Building D.
- An in-depth **Feasibility Assessment of the existing Building D** including an assessment of the existing systems to identify potential upgrades, code requirements and/or potential repair required.
- An **Updated Preliminary Cost Estimate** for the proposed SCC concept based on the preliminary areas, quality and types of spaces to be built out.

ARCHITECTURAL FEES

Base Fee shall be billed hourly not to exceed a maximum cap fee of **\$64,950.00**

Base Fee includes preparation of twenty (20) booklets of the overall Program and Assessment, along with PDF images and a PowerPoint presentation.

REIMBURSABLE EXPENSES:

- All reimbursable expenses shall be billed at cost in addition to the Base Fee.
- Typical travel, lodging, meal expenses (for LDS) and project reproduction expenses (other than 20 presentation booklets) shall be billed at cost in addition to the Base Fee.
- This Proposal allows for three (3) trips to Norman by LDS as desired by the City.

PROJECT SCHEDULE

We propose the following outline schedule:

- We are prepared to commence immediately with the Update to the Space Study and Building D Assessment.
- We propose an initial Public Meeting be held on or about June 30 (to be confirmed with the City and seniors). Note: A Program Questionnaire will be distributed by LDS to the City for input in advance of the initial Public Meeting.
- We propose one (1) additional Public Meeting in Norman be conducted in July or August.
- Other On-Line Meetings will be held with LDS as required.
- A Draft of the Study and Assessment shall be issued mid-August for input and comment.
- The Final **Revised Space Utilization Study and Senior Citizens Center Assessment** shall be delivered no later than Monday, August 31, 2015.
- The Architect and LDS shall make a presentation to Council (or other group) as desired by the City.

ADDITIONAL SERVICES

All additional services shall be billed hourly in addition to the Base Fee at the attached hourly rates for the following services:

- Changes to Study after previous phases have been approved.
- Additional meetings (beyond 3) in Norman requiring the attendance of LDS

OWNER PROVISIONS

The Owner shall provide the following:

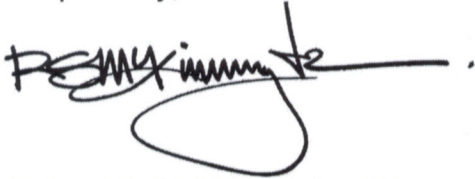
- Programming requirements and information relating to current and projected municipal departmental needs including areas, staffing projections, uses, adjacencies and current Senior Citizens Center operations.
- Current operational assessment and records for the systems and structure of Building D
- Access to buildings with prior notice.

Proposal of Architectural Services
12 June 2015
Page 4 of 4

Should this proposal meet with your approval, please execute one copy, and return one for our records.

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

Respectfully,

A handwritten signature in black ink, appearing to read "R. McKinney, Jr.", with a large, stylized loop at the end.

Richard S. McKinney, Jr., AIA
President

Encl: Lifespan Design Studio Proposal of Services
Lifespan Design Studio Credentials
TMP Hourly Billing Rates

Approved:

City of Norman

Title

Date

FEBRUARY 2015

ATTACHMENT ATHE MCKINNEY PARTNERSHIP ARCHITECTS
BILLING RATES

Principal	\$	175.00
Senior Architect	\$	150.00
Technical XIV	\$	105.00
Technical XIII	\$	100.00
Technical XII	\$	95.00
Technical Level XI	\$	90.00
Technical Level X	\$	85.00
Technical Level IX	\$	80.00
Technical Level VIII	\$	75.00
Technical Level VII	\$	70.00
Technical Level VI	\$	65.00
Technical Level V	\$	60.00
Technical Level IV	\$	55.00
Technical Level III	\$	50.00
Technical Level II	\$	45.00
Technical Level I	\$	40.00
Administrative VII	\$	75.00
Administrative VI	\$	70.00
Administrative V	\$	65.00
Administrative IV	\$	60.00
Administrative III	\$	55.00
Administrative II	\$	50.00
Administrative I	\$	45.00
Clerical	\$	30.00

Hourly rates may be adjusted without notice based upon annual employee reviews and salary adjustments.