



# City of Norman, OK

Municipal Building  
Council Chambers  
201 West Gray  
Norman, OK 73069

## Master

**File Number: K-1516-110**

<b>File ID:</b> K-1516-110	<b>Type:</b> Contract	<b>Status:</b> Consent Item
<b>Version:</b> 2	<b>Reference:</b> Item No. 22	<b>In Control:</b> City Council
<b>Department:</b> City Manager Department	<b>Cost:</b> \$1,747,644.14	<b>File Created:</b> 02/15/2016
<b>File Name:</b> Program Management Services Contract with ADG P.C.- NORMAN FORWARD		<b>Final Action:</b>

**Title:** CONTRACT NO. K-1516-110: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND ADG, P.C., OF OKLAHOMA CITY, OKLAHOMA, IN THE AMOUNT NOT-TO-EXCEED \$1,747,644.14 TO PROVIDE PROGRAM MANAGEMENT SERVICES AND PROJECT SPECIFIC SERVICES FOR NORMAN FORWARD PROJECTS AND BUDGET APPROPRIATION FROM THE NORMAN FORWARD FUND BALANCE.

**Notes:** ACTION NEEDED: Motion to approve or reject Contract No. K-1516-110 with ADG, P.C., in an amount not-to-exceed \$1,747,644.14; and, if approved, authorize the execution of the contract and appropriate \$1,747,655 from the Norman Forward Fund Balance (051-0000-253.20-00) to Professional Services/Consultant Planning (051-1011-413.40-03).

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

**Agenda Date:** 02/23/2016

**Agenda Number:** 22

**Attachments:** K-1516-110 ADG Program Management, Purchase  
Requisition

**Project Manager:** Terry Floyd

**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-1516-110

body

**BACKGROUND:** With the passage of the NORMAN FORWARD Sales Tax in October 2015, the City of Norman committed to completing a number of park, library, pool, recreational facility and recreational sports projects as part of the entire NORMAN FORWARD package. The City has proposed a contract with ADG P.C. to provide program management services for a number of NORMAN FORWARD projects, as well as provide staff assistance for overall program management of the entire NORMAN FORWARD.

**DISCUSSION:** In October 2015, the City issued a Request for Proposal (RFP 1516-25) to receive proposals

for NORMAN FORWARD program management services. Three firms were selected as finalists and interviewed in December 2015. From the finalists interviewed, ADG, P.C. was selected to begin contract negotiations for services.

The proposed contract with ADG P.C. includes a number of basic program management services that will be provided for the NORMAN FORWARD program.

These basic Program Management services (as outlined in "Exhibit A" of the contract) include:

**Weekly Oversight**

**Cashflow Reporting** - work with City's Finance team to develop a parallel method to track cash flow for the overall program that is intended to supplement City procedures.

**Budget Management** - review the overall program budget items and issues with the City as appropriate or as requested during the program schedule.

**Schedule Management** - review overall program schedule items and issues with the City as appropriate during the program timeline and report findings as necessary or as requested by the City.

**Contract Review**, as required

**Monthly Reporting** - prepare an overall program progress report monthly identifying status, various Project issues, program schedule status and issues, and program budget status and issues for review with the City.

The above-listed services are anticipated to be ongoing for a period of 3 years (36 months) and account for \$587,594.14 (33.6%) of the total contract amount.

The contract also includes the following project specific services for the new Central Library, East Branch Library and Westwood Pool.

These project specific services include:

**OUTREACH**

**Prepare, Attend and Document Public Meetings (up to the number of meetings listed in the proposal detail):** As the City's Program Manager, ADG will prepare for, attend, and document specific Project meetings with the public so the City's interests are addressed and the City has a record of the Public's feedback. This effort includes developing Action Items to be completed, documenting of information needed to prepare for the next public meeting, and documentation showing how the City has addressed public concerns.

**Ongoing Outreach Activities (up to the number of months listed in the proposal detail):** This effort includes addressing Project specific issues and concerns, working with the City to develop Project specific outreach strategies and implementation, and providing ongoing counsel to the City about Project specific outreach status, schedule and public perception.

**Report at City Council Meetings:** This effort includes preparing for, attending, presenting, and documenting Project status, issues, and recommendations to the Norman City Council.

**PROGRAMMING**

**Attend and Document Stakeholder Meetings:** As the City's Program Manager, ADG will prepare for, attend, and document meetings with Project Stakeholders so the City's interests are addressed and the City has a record of the Stakeholders' feedback. This effort includes developing Action Items to be completed by all team members including the City's consultants in charge of Project design and construction as necessary.

**Review Project Requirements:** ADG will assist in the development and or review of the City's Project requirements. The Project Requirements form the basis for the development of the Project and include the needs and criteria the design team is to follow during the development of the Project documents.

**Review Space Program:** ADG will assist in the development and/or review the Space Program for the Project. The space program is a mathematical model outlining each space's intended use and the required square footage necessary to meet the user(s)' needs and the City's Project Requirements.

**Review Project Schedule and Budget:** ADG will review the design team's development schedule and budget for readily observable errors and omissions. Additionally, ADG will review the schedule and budget based on construction techniques and costs common to the Norman area.

**Review RFQ and RFP:** ADG will assist in the development and/or review of RFQs and RFPs for design services as appropriate for each Project. RFQs and RFPs are the basis for complete and quality work provided by qualified consultants.

**Incorporate into the Overall Implementation Plan:** ADG will analyze, review, and incorporate the Project's specifics into the overall Program Schedule then update this information for the period of performance of the contract.

#### **PRE DESIGN/DESIGN**

**35%, 65%, and 95% Functional, Technical, and Constructability Reviews:** ADG will review the City's consultants' submittals on behalf of the City reviewing the consultants' documents for readably observable omissions, code issues, ADA issues, etc. ADG will also review the documents to make sure the consultants are picking up specific items the City wants addressed as discussed in meetings and reviews with the consultants'; Action Item follow up. Additionally, ADG will review the documents for constructability noting issues and concerns from a contractor's point of view.

**35%, 65%, and 95% Cost Estimate Reviews:** ADG will review the consultant's cost estimate at each submittal. ADG will apply known current local market cost information to the consultant's quantities as a check to the Project budget.

**Value Reviews 35%, 65% and 95%:** at the end of each review, ADG will assemble comments and suggestions from the review team to identify areas where better value may exist by using different manufacturers/materials and/or different construction techniques.

**LEED Review, as applicable**

**Consultant Invoice Review**

**Bid Assistance - Review RFQ and RFP:** ADG will assist in the development and or review RFQ's and RFP's for construction services as appropriate for the Project. RFQ's and RFP's are the basis for complete and quality work provided by qualified contractors.

#### **CONSTRUCTION**

**Requests for Information ("RFI") and Change Order Assistance:** when requested, ADG will review RFI's and Change Orders requiring assessment by the City.

**Monitor Progress and Pay Application Review:** ADG will attend weekly construction meetings conducted by the Contractor. ADG will review Project progress to determine in general if the Work is being completed in conformance with the Contract Documents. ADG will document field observations at each site visit in order to determine in general if Pay Applications are representative of the Work performed for the specified period.

**Punchlist Preparation and Review:** ADG will review a Punchlist prepared by the Contractor for Substantial

Completion and backcheck the Punchlist items as they are completed. Program Manager will add to and

supplement the Contractor's Punchlist as required.

**Prepare Monthly Report:** ADG will prepare a progress report monthly identifying the status of the Project, the Project schedule, and the Project budget for review with the City.

#### **MANAGEMENT SPECIFIC TO A PARTICULAR PROJECT**

**Cashflow Reporting:** ADG will work with the City's finance department to develop a parallel method to track cash flow for the Project that is intended to supplement, not replace any City procedures.

**Budget Management:** ADG will review Project specific budget items and issues as appropriate during the Project development and construction schedule.

**Schedule Management:** ADG will review Project specific schedule items and issues as appropriate during the Project development and construction timeline and report findings as necessary or as requested by the City.

**Monthly Reporting:** ADG will prepare an overall progress report monthly specific to the Project identifying Project status, Project issues, schedule status, and the budget status for review with the City.

These project specific services for the Central Library, East Branch Library and Westwood Pool account for \$494,524.00 (approximately 28.29%) of the total contract amount.

The contract also authorizes Staff to exercise an option to include the monthly program management services and project specific services outlined above for the Indoor Multi-Sport Facility, Indoor Aquatics Facility, Senior

Citizen's Center and Indoor Soccer Facility upon written directive from the City Manager's Office and the City's Project Coordinator. These services could potentially be added as the projects commence and services are required.

These additional services would be paid for from the remaining \$665,526 of the contract if authorized in the future. If authorized, additional services outlined in Exhibit B would be performed at the rates indicated in Exhibit C.

An appropriation from the NORMAN FORWARD Fund Balance (Account No. 051-0000-253.20-00) to Norman Forward project Account No. 051-1011-413.40-03 for \$1,747,644.14 will also need to be made by Council as part of this contract approval.

**RECOMMENDATION:** Staff recommends that 1) City Council approve Contract K-1516-110 with ADG, A.P. in the amount not-to-exceed \$1,747,644.14 and 2) City Council appropriate \$1,747,645 from NORMAN FORWARD Fund Balance (051-0000-253.20-00) to Norman Forward project, Professional Services/Consultant Planning (051-1011-413.40-03).