



# City of Norman, OK

Municipal Building  
Council Chambers  
201 West Gray  
Norman, OK 73069

## Master

**File Number: K-1920-15**

**File ID:** K-1920-15

**Type:** Contract

**Status:** Consent Item

**Version:** 1

**Reference:** Item 25

**In Control:** City Council

**Department:** Utilities Department

**Cost:** \$206,700.00

**File Created:** 06/25/2019

**File Name:** Truck Wash/Container Maintenance/Household  
Hazardous Waste

**Final Action:**

**Title:** CONTRACT K-1920-15: BY AND BETWEEN THE NORMAN MUNICIPAL AUTHORITY AND STUDIO ARCHITECTURE IN THE AMOUNT OF \$206,700 TO PROVIDE DESIGN, BIDDING, CONSTRUCTION ADMINISTRATION, AND AS-BUILT SERVICES FOR THE SANITATION TRUCK WASH, THE SANITATION CONTAINER MAINTENANCE, AND THE HOUSEHOLD HAZARDOUS WASTE FACILITIES.

**Notes:** ACTION NEEDED: Acting as the Norman Municipal Authority, motion to approve or reject Contract K-1920-15 with Studio Architecture in the amount of \$206,700; and, if approved, authorize the execution thereof.

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

**Agenda Date:** 07/09/2019

**Agenda Number:** 25

**Attachments:** Contract-K-1920-15,  
Map\_Proposed\_TruckWash-ContMaint-HHW,  
Requisition

**Project Manager:** Nathan Madenwald, Capital Projects Engineer

**Entered by:** nathan.madenwald@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-1920-15

Body

**BACKGROUND:** Under this contract, a new truck wash facility, a new container maintenance facility, and a new household hazardous waste facility will be designed to allow for the Sanitation and Environmental Services Divisions to more efficiently accomplish their missions. Both the truck wash and container maintenance facilities have design and construction funds

which were allocated in fiscal year 2018-2019 (FYE 2019). Funds originally allocated in FYE 2019 for a Material Recovery Facility (MRF) are proposed to be used for the household hazardous waste facility.

Currently, the Sanitation Division spends approximately \$30,000 per year on contracted-out truck washing. Through this new facility, Sanitation will be able to eliminate this outside cost and other City departments could utilize the facility for vehicle cleaning through Internal Service charges between the departments. The facility will initially be designed to utilize potable water but will be configured to allow for future use of reclaimed water from the adjacent Water Reclamation Facility (WRF) to reduce potable water consumption and further environmental sustainability efforts. The facility will include a new building, pavement improvements, connection to water and sewer facilities, and an automated wash system.

The new container maintenance facility will be designed to provide a safe, efficient building to allow for welding and painting of solid waste dumpsters and containers. The current facilities are inadequate and don't meet industry standards for welding and painting operations. The proposed facility will be co-located with the truck wash facility north of the WRF.

The new household hazardous waste facility will provide a safe, year-round disposal option for our citizens that is environmentally friendly. The current operation is an annual collection event where citizens can dispose of approved wastes that have been accumulated throughout the year. The new facility will not require citizens to store wastes throughout the year. Additionally, this facility will eliminate the need for the annual collection event which costs approximately \$100,000 per year.

**DISCUSSION:** Request For Proposal (RFP) 1819-05 was issued for eleven water, wastewater, and sanitation projects on June 12, 2018, and 26 proposals were received July 10, 2018. Five Utilities Department staff members reviewed the proposals independently and then met on August 7, 2018, to discuss consultant qualifications and to compare results of the individual consultant review rankings. Ultimately, ten consultants were selected on August 19, 2018, for the eleven projects; Studio Architecture was selected for the design of the Truck Wash and Container Maintenance facilities. Subsequent to the original RFP, it was determined that the need for Household Hazardous Waste facility was more urgent than the MRF and that it should be added to this contract to expedite its design and construction.

Proposed Contract K-1920-15 authorizes Studio Architecture to proceed with the design, bidding, construction administration, and as-built services for the projects. A Preliminary Design Report will be completed prior to final design to provide a more detailed construction scope of work and cost estimate for the project.

The proposed scope of the work and its cost have been negotiated with Studio Architecture; the proposed not to exceed fee is \$206,700. Attachment A details the proposed schedule; Attachment B details the proposed work scope; and Attachment C defines the costs for the work to be completed. As detailed in the contract, tasks to be performed include:

- Confirm the needs for each facility and develop configurations for efficient customer and

- employee flow;
- Determine building layout and sizing to meet required needs;
- Develop site design including required utilities for each facility;
- Prepare preliminary design report with estimated costs for the improvements;
- Prepare preliminary and final plans and specifications for the project;
- Generate bidding documents to bid the projects and provide bidding services;
- Administer the project during construction; and
- Prepare final as-built records documents.

Funds are available in Sanitation Capital Projects, Design (account 033-9975-432.62-01) for the Truck Wash Facility (\$62,050; project SA0015); the Container Maintenance Facility (\$72,350; project SA0009) and the Household Hazardous Waste Facility (\$72,300; project SA0012).

**RECOMMENDATION:** Staff recommends that the Norman Municipal Authority approve Contract K-1920-15 with Studio Architecture to provide design, bidding, construction administration, and as-built services for the Sanitation Truck Wash, the Sanitation Container Maintenance, and the Household Hazardous Waste facilities for a total fee of \$206,700.