



office memorandum

DATE: December 2, 2022
TO: Darrel Pyle, City Manager
FROM: Brenda Hall, City Clerk
SUBJECT: Contract K-2223-125 – The McKinney Partnership
Police Parking Lot

BACKGROUND: City Council, in its meeting of May 10, 2022, adopted Resolution R-2122-116 appropriating \$300,000 for the construction of an gated parking lot for the Police Department.

DISCUSSION: The current Police Department facility located at 201-B W Gray Street was built in 1984 with the Police Department, Municipal Court, and Communications occupying the facility in various states since that time. The facility currently provides parking for city assets and employees assigned in multiple designated parking lots, some of which are separated by active roadways. The current parking design provides no secured access or protections. While various efforts through the years have been made to provide limited visibility limitations and pedestrian access control to the facility, this has never been adequately accomplished.

The current assigned parking for the department lacks modern effective means to protect employees and city assets. The location is frequently visited by persons both on foot and in vehicles attempting to make entry into the facility, locate officers, and occasionally cause harm. The facility has been the location of aggressive, violent contacts, and is often the source of unauthorized access to the police facility. These concerns are significantly heightened for non-commissioned employees, guests, or injured officers who often find themselves confronting unknown persons in the parking area with limited or no warning.

Modern designs for law enforcement facilities include secured access controlled parking for employees and department assets. Norman Police Department is an outlier in our region for not providing such a facility. This project will correct these concerns by providing security fencing, access control, lighting, additional parking, and two additional access points into the facility. Additionally, the project will allow for all department parking to take place adjacent to the facility, an especially important factor provided the anticipated increase in traffic resulting from future road projects. The project will allow for increased security of the facility, employees, and critical City assets necessary for completion of the departments mission.

Funds are budgeted in the Municipal Complex Renovation/Expansion, Design (Project BG0075; account 50196644-46201).

RECOMMENDATION: Staff recommends Contract K-2223-125 with The McKinney Partnership in the amount of \$23,250 for the design of the parking lot be approved.

Approved

Date

Not approved

Date



November 28, 2022

Mrs. Brenda Hall
City Clerk
City of Norman
201 West Gray Street
Norman, OK 73070

K-2223-125

Re: Proposal of Architectural Services
City of Norman Police Parking Lot Renovations
Norman, Oklahoma

Mrs. Hall:

We appreciate this opportunity to submit to the City of Norman our Proposal of Architectural Services relating to City of Norman Police Parking Lot Renovations. We propose the following Scope, Outline of Services, and Fee Structure for this work:

PROJECT UNDERSTANDING

Proposed Scope

Design of renovations to existing City of Norman Police parking lot including addition of new vinyl coated fencing w/ privacy slats, two new automatic vehicle gates, one new manual vehicle gate, one new man gate, new lighting, and two new building entry doors.

Article 1 BASE ARCHITECTURAL SERVICES

Schematic Design

- 1.01 Design will be based on attached Schematic Design drawings dated May 27, 2022.

Construction Documents

- 1.02 Prepare Construction Documents for permitting, bidding, and construction including but not limited to Demo Plan, Site Plans, Elevations, Misc. Details, and Specifications.
- 1.03 Coordinate and provide Electrical Engineering.
- 1.04 Submit final documents to City of Norman for permitting and incorporate any comments as required for approval and issuance of building permit.

Bidding and Negotiations

- 1.05 Assist the City of Norman in issuance of plans to CM for bidding.
- 1.06 Respond to Requests for Information (RFIs) and issue Addenda as required during bidding.
- 1.07 Attend bid opening, review bids and CM's Guaranteed Maximum Price (GMP).

Construction Observation

- 1.08 Respond to RFIs from CM and render decisions relating to matters of compliance or interpretation of the documents in conjunction with the City of Norman.
- 1.09 Review of Shop Drawings and Submittals.
- 1.10 Review the construction at intervals required for life safety and code compliance estimated at two (2) site visits per month and two (2) Owner/Architect/Contractor meetings per month.
- 1.11 Preparation and distribution of written field reports and photo-documentation of each site visit.
- 1.12 Conduct final Punch List inspection with City of Norman and CM. Conduct final inspection to verify satisfactory completion of the work.
- 1.13 Review CM's Change Order Requests (CORs) and issue Change Orders and Work Directives during construction as required.
- 1.14 Issue Certificate of Substantial Completion.
- 1.15 Conduct 11-month post-completion inspection of the work prior to CM's 12-month warranty expiration.

Article 2 OWNER RESPONSIBILITIES:

- 2.01 Provide programming requirements and information relating to current and projected municipal departmental needs including areas, staffing projections, uses, adjacencies and current operations.
- 2.02 Property Survey (Survey already completed for fee of \$4,500.00).
- 2.03 Building Permit fees.
- 2.04 Special Inspection fees (if required).
- 2.05 Review documents as needed to convey changes and instructions to the Architect.
- 2.06 Provide written approval at all stages of the project.

Article 3 ADDITIONAL SERVICES:

- 3.01 Changes or Value Engineering in the project at the Owner's request after previous phases have been approved by the Owner when such changes require additional work by the Architect or their Consultants.
- 3.02 Civil Engineering (Hourly not-to-exceed \$3,000.00. The original Owner/Architect Agreement has an allowance of \$30,000.00 for civil engineering).
- 3.03 3-D renderings.
- 3.04 Signage design.
- 3.05 Additional construction observation required beyond the contracted completion due to no fault of the Architect. Architect shall invoice the Owner who should recover any additional costs from the Contractor.
- 3.06 As-built verification after construction is completed.
- 3.07 Detailed cost estimates or opinions of probable costs.

Article 4 ARCHITECTURAL FEES

- 4.01 Architectural Fee for Basic Services shall be a lump sum fee of \$22,250.00 for Police Parking Lot Renovations. Detailed fee breakdown below:

7.5% of estimated \$250,000.00 construction budget	\$ 18,750.00
Electrical Engineering Fee	\$ 4,500.00
Fee	\$ 23,250.00

- 4.02 Fees for Additional Services shall be billed hourly at the rates listed in Attachment “A”.
- 4.03 Should the scope or design change after previous approvals have been granted, fees shall be adjusted for any additional work required by the Architect or its consultants.

Article 5 ARCHITECTURAL FEE PAYMENT

- 5.01 Fees for Basic Services shall be billed monthly based on the percentage of completion and shall be due and payable within thirty days of the date of invoice.
- 5.02 Fees for Additional Services shall be billed hourly at the rates listed in Attachment “A” in addition to fees noted in Article 5.01 or at a negotiated lump sum fee.
- 5.03 Should the Project be canceled prior to completion, only the fees for services performed and reimbursable expenses accrued up to the time of Architect's receipt of written notice to cease work shall be due and payable.
- 5.04 Reimbursable Expenses and expenses pertaining to Additional Services shall be submitted in addition to the invoices for Basic Services.

Article 6 REIMBURSABLE EXPENSES

Reimbursable expenses shall be billed at one point one (1.1) times our cost in addition to the progress fee billings and include but are not necessarily limited to the following:

- 6.01 Cost of reproduction (prints, CAD plots and photocopies) as required to perform services. The cost of bid documents will be paid by contractors.
- 6.02 Mileage at current IRS rates.
- 6.03 Expenses of overtime work (1.5 times base hourly rate) if required and authorized in advance by the Owner.

If you have any questions, please advise. If this Proposal meets with your approval, please execute, and return one copy our records.

We appreciate this opportunity to be of continued service to the City of Norman and look forward to assisting you with this project.

Respectfully,

Proposal of Architectural Services – Police Parking Lot Renovations

November 28, 2022

Page 5 of 5

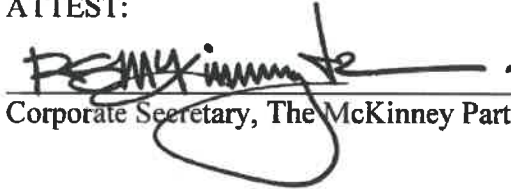


Richard S. McKinney, Jr., AIA
President

Attachment A TMP Hourly Billing Rates

Attachment B Schematic Design Documents

ATTEST:



Corporate Secretary, The McKinney Partnership Architects, P.C.

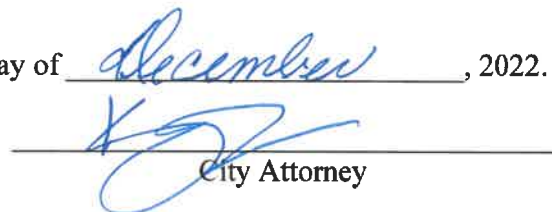
THE CITY OF NORMAN, OKLAHOMA ("CITY")


Mayor

ATTEST:


City Clerk

Approved as to form and legality this 2nd day of December, 2022.


City Attorney

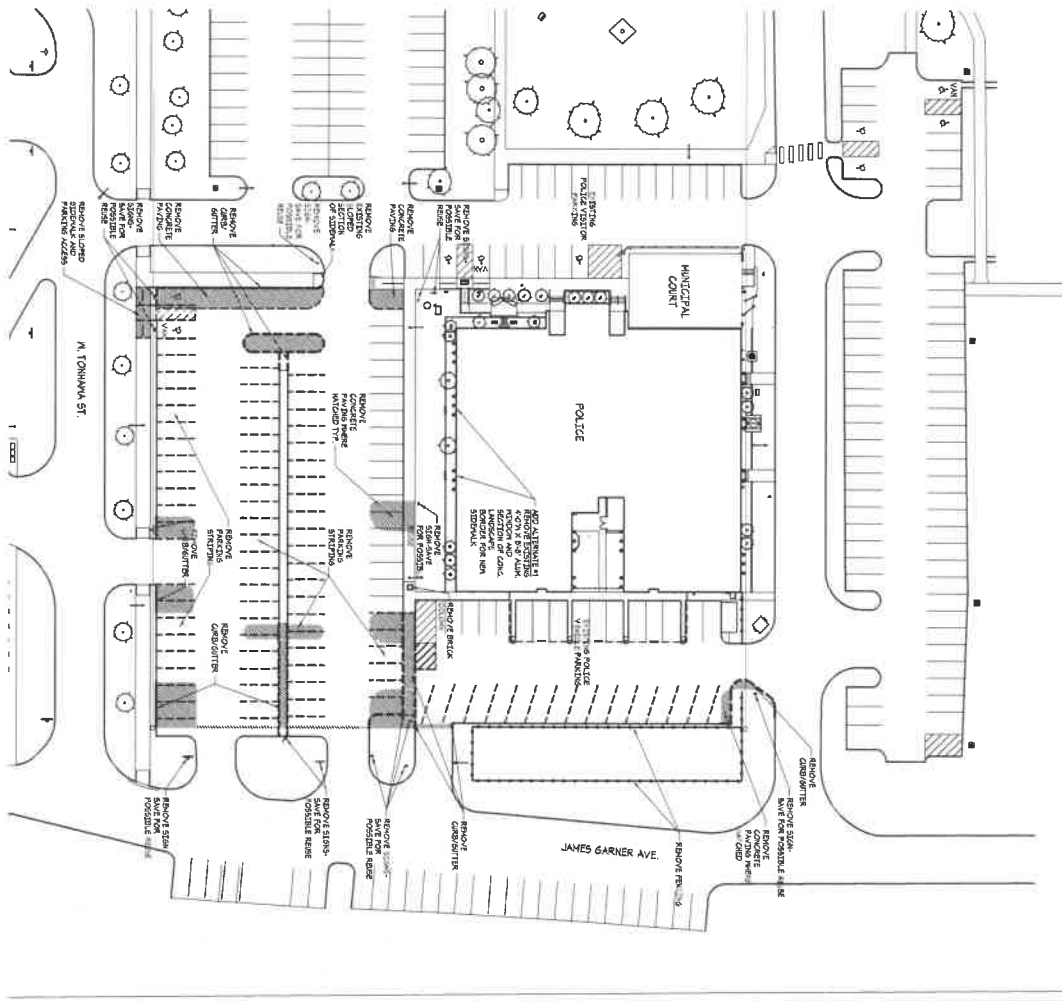
ATTACHMENT A

THE MCKINNEY PARTNERSHIP ARCHITECTS STANDARD HOURLY BILLING RATES


Principal	\$ 200.00
Senior Architect	\$ 180.00
Project Architect	\$ 110.00
Project Staff	\$ 80.00
Project Support Staff	\$ 70.00
Administrative Staff	\$ 75.00
Clerical	\$ 50.00

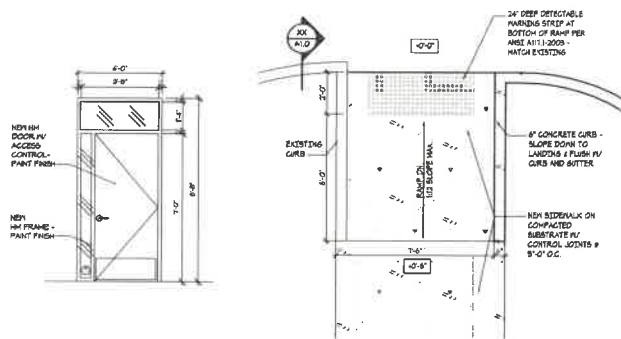
Hourly rates may be adjusted without notice based upon annual employee reviews and salary adjustments.

Attachment B



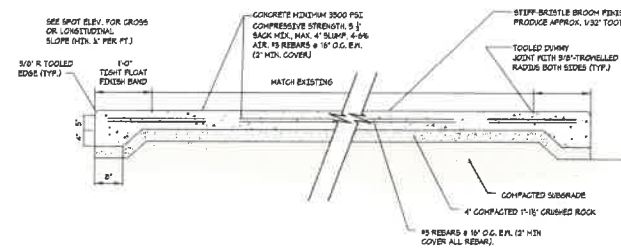
01 DEMOLITION SITE PLAN - POLICE VEHICLE PARKING

 <p>THE MCKINNEY PARK PARTNERSHIP 3501 New Main Suite 200 Norman, Oklahoma 405.351.1400 405.351.6287 mnpark.com</p>	<p>Sheet</p>	<p>Project:</p> <p>City of Norman Municipal Complex Renovation Police Vehicle Parking</p> <p>201 W. Gray Norman, OK</p>	<p>Issue Date:</p> <p>02/27/2024/REVISED 00</p> <p>Feedback:</p>	<p>Project Number:</p> <p>CM003119</p> <p>Sheet Title:</p> <p>DEMOLITION SITE PLAN</p> <p>Sheet Number:</p> <p>D1.0</p>
--	--------------	--	--	---

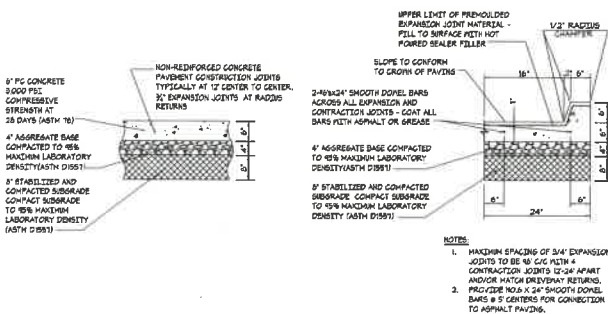


06 EXTERIOR DOOR ELEVATION
SCALE: 3/8" = 1'-0"

05 CURB RAMP DETAIL
SCALE: 3/8" = 1'-0"

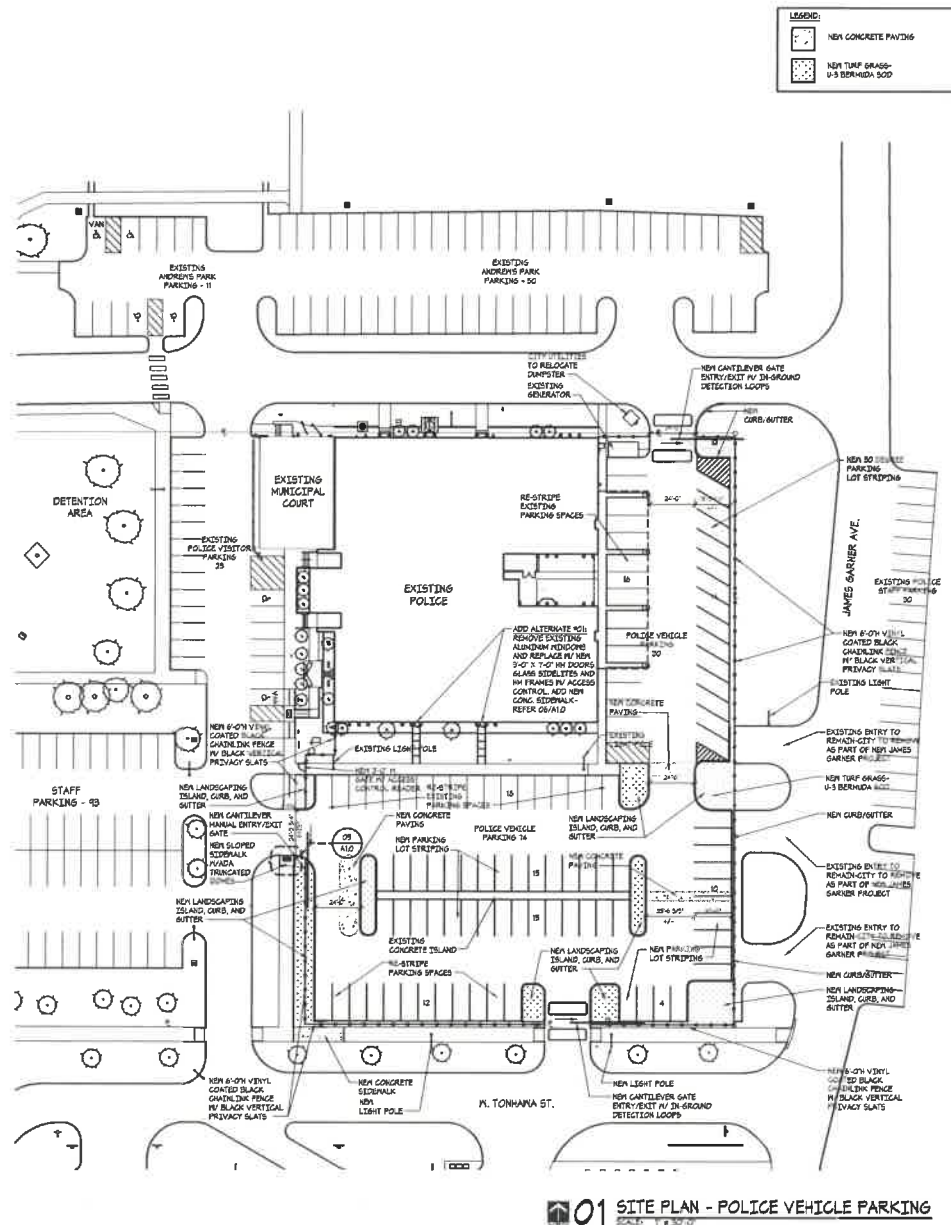


04 SIDEWALK DETAIL
SCALE: 3/4" = 1'-0"



03 CONCRETE PAVING DETAIL
SCALE: 3/4" = 1'-0"

02 CURB & GUTTER DETAIL
SCALE: 3/4" = 1'-0"



01 SITE PLAN - POLICE VEHICLE PARKING
SCALE: 1" = 30'-0"



3500 West Main
Suite 200
Norman, Oklahoma
75072
405.360.1400 p
405.364.8287 f
mparch.com

Scale:

Project:

**City of Norman
Municipal Complex Renovation
Police Vehicle Parking**
201 W. Gray
Norman, OK

Issue Date:

05/27/2022-REVISED 8D

Revisions:

Project Number:

CM003319

Sheet Title:

SITE PLAN

Sheet Number:

A1.0