



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 10/25/2022

REQUESTER: James Briggs, Park Development Manager

PRESENTER: Jason Olsen, Director of Parks and Recreation

ITEM TITLE: CONSIDERATION OF APPROVAL, AWARDING, ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF REQUEST FOR PROPOSAL RFP-2223-28 AND CONTRACT K-2223-64: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND SWIFTCO DEVELOPMENT, L.L.C., IN THE AMOUNT OF \$108,500, PERFORMANCE BOND B-2223-31; STATUTORY BOND B-2223-32, AND MAINTENANCE BOND MB-2223-31 FOR THE MOORE-LINDSAY HISTORIC HOUSE ROOF REPLACEMENT PROJECT, AND RESOLUTION R-2223-58 GRANTING TAX-EXEMPT STATUS.

BACKGROUND:

The City of Norman owns the Moore-Lindsay House located at 508 North Peters Avenue, and it has served as the home of the Cleveland County Historical Society since the 1980s. The Society operates the building as a House Museum, which hosts daily tours, workshops, educational programs, and exhibits throughout the year in exchange for the use of the building. They pay all utility costs, and the City of Norman provides all building maintenance. Over the years, the maintenance has included the replacement of the house's original sandstone foundation, installing modern heat and air systems, acquiring and renovating the "Carriage House" structure, and various re-painting, woodwork, and window replacement projects. Also, the main house was re-roofed approximately 20 years ago with cedar shakes. The Historical House roof has reached the end of its expected lifespan and has been affected by multiple large hailstorms in the past few years. The roof is leaking in several places, which tarps have covered. The Carriage House still has the asphalt shingle roof that was on it when the City purchased it in the early 2000s. The Parks and Recreation Department requested funds to make improvements to the house in the Fiscal Year 2020 budget, and the City of Norman Facility Maintenance Division has annual funding available to maintain and/or replace roofs on all city-owned structures.

DISCUSSION:

On 23 and 30 September 2022, Request for Proposals (R.F.P.) Number 2223-28 for the Moore-Lindsay Historical Museum Roof Replacement Project was advertised in the Norman Transcript, Southwest Construction News, e-Plan, i-Square Foot, and Bid News; and the R.F.P. was advertised on the City's website. Due to the complex nature of the museum roof's structure,

Requests for proposals were distributed directly to three specialty roof contractors, two of whom responded with complete proposals.

Parks and Recreation staff reviewed the proposals, which included a base bid to do the work according to the R.F.P.'s provisions and specifications, including technical data from the Cedar Shake and Shingle Bureau roof manual. All bidders were also asked to include a per-square-foot price to replace any roof deck material with new Oriented Strand Board (O.S.B.) decking if it was found to be present once the old roof was removed. When the proposals were compared, it was determined that the bid from Swiftco Development, L.L.C. (Swiftco), presented the best option to get the longest-lasting roof that would meet the aesthetic and material goals of the project. The new roof will be an Ipe wood roof, which is used more often on wood shake, and shingle projects due to its noticeable difference in durability and longevity.

Staff recommends awarding Contract K-2122-64 to Swiftco Development, L.L.C., in the total amount of \$108,500 for the Moore-Lindsay Historical Museum Roof Replacement Project. The proposed funding will come from the Fiscal Year 2019-2020 (FYE 2020) Room Tax Project Account for Museum Repairs, and the Facility Maintenance Roof Projects Capital Account. Some funding is proposed to be left in the Museum Account to help pay for any interior repair and/or exterior wood trim replacement that will be needed once the roof is replaced.

RECOMMENDATION NO. 1:

It is recommended that R.F.P. 2223-28 be awarded to Swiftco Development, L.L.C., in the amount of \$108,500 for the Moore-Lindsay Historical Museum Roof Replacement Project. The funding of \$108,500 is available for this project in the Room Tax Fund, Historical Museum Repairs, Construction Account (23796627-46101; project RT0090: \$88,500) and the Capital Fund, Facility Maintenance Roofs, Construction Account (account 50595540-46101; project EF1002--\$20,000).

RECOMMENDATION NO. 2:

It is further recommended that City Council approve Contract K-2223-64, Performance Bond B-2223-31, Statutory Bond B-2223-32, and Maintenance Bond MB-2223-31

RECOMMENDATION NO. 3:

It is further recommended that The Swiftco Development, L.L.C., be authorized and appointed as project agent for the Moore-Lindsay Historical Museum Roof Replacement Project by Resolution R-2223-58 to avoid the payment of sales tax on materials purchases related to the project.