



1 July, 2022

Mr. David R. Riesland, P.E.
City Transportation Engineer
City of Norman
201 West Gray Street
Norman, OK 73070

Re: Proposal of Architectural & Engineering Services
City of Norman Traffic Management Center
Norman, Oklahoma

Dear Mr. Riesland:

We appreciate this opportunity to submit to the City of Norman our Proposal for Architectural & Engineering Services relating to the design of the new Traffic Management Center to be located in Building C. We propose the following Scope, Outline of Services, Fee Structure and Schedule for this work:

PROJECT UNDERSTANDING

Proposed Scope

Design of approximately 2,200 S.F. Traffic Management Center for City of Norman to be located in the southwest corner of Building C. TMP to coordinate the design with Stantec (Owner's transportation consultant). The Traffic Management Center will be comprised of three Offices, Operations Room, Conference Room, and IT Room. The Operations Room, Conference Room, and IT Room will have a raised floor for underfloor power and data. Basic services shall include architectural, MEP engineering, structural engineering and FF&E selection.

3600 West Main
Suite 200
Norman, Oklahoma
73072
405.360.1400 p
405.364.8287 f
tmparch.com

Article 1 BASE ARCHITECTURAL SERVICES

Schematic Design

- 1.01 Meet with City of Norman and Stantec to develop space needs, expectations, adjacencies, equipment, budget, and schedule.
- 1.02 Compile existing site and building information applicable to the design including as-built conditions, site conditions, building systems and any known deficiencies.
- 1.03 Conduct preliminary code review based on current adopted codes by City.
- 1.04 Prepare Schematic Design documents as required to convey the proposed space planning and design intent.
- 1.05 Review Schematic Design documents with City and Stantec and incorporate any changes as required into Design Development drawings.

Design Development

- 1.06 Prepare Design Development Documents including Demo Plan, Floor Plan, Reflected Ceiling Plan, Interior Elevations, and preliminary mechanical/electrical/plumbing design.
- 1.07 Coordinate w/ Stantec on physical requirements, finishes, equipment, etc.
- 1.08 Prepare preliminary interior finishes and light fixtures for review by City and Stantec.
- 1.09 Prepare preliminary Furniture, Fixtures & Equipment (other than transportation equipment) for review by City and Stantec.
- 1.10 Review Design Development Documents with City and Stantec and incorporate any changes as required into Construction Documents.

Construction Documents

- 1.11 Prepare Construction Documents for permitting, bidding, and construction including but not limited to Demo Plan, Floor Plans, Reflected Ceiling Plan, Interior Elevations, Door and Window Details, Interior Finishes, Misc. Details, and Specifications.
- 1.12 Coordinate and provide Mechanical, Electrical, Plumbing engineering as required to bid and construct the project.
- 1.13 Coordinate and provide Structural engineering to verify if existing roof structure can support new roof mounted mechanical unit and provide details for additional bracing if required.
- 1.14 Review Construction Documents with City and Stantec and incorporate any changes as required.

- 1.15 Incorporate any changes in the Construction Documents as required based on ODOT reviews at 50% and 90% issuances.
- 1.16 Submit plans to City of Norman for permitting and incorporate any comments as required for approval and issuance of building permit.
- 1.17 Final Furniture, Fixtures & Equipment (other than transportation equipment) selection and specifications for procurement by City.

Bidding and Negotiations

- 1.18 Assist the City of Norman in issuance of plans to ODOT for letting.
- 1.19 Respond to Requests for Information (RFIs) and issue Addenda as required during bidding.

Construction Observation

- 1.20 Respond to RFIs from General Contractor and render decisions relating to matters of compliance or interpretation of the documents in conjunction with the City of Norman and Stantec.
- 1.21 Review of Shop Drawings and Submittals.
- 1.22 Review the construction twice per month (12 visits total). Site visits shall include meetings with Contractor, Owner's representative, and preparation of field reports with digital photo documentation.
- 1.23 Preparation and distribution of written field reports and photo-documentation of each site visit.
- 1.24 Conduct final Punch List inspection with City of Norman, Stantec and General Contractor. Prepare written Punch List and distribute. Conduct final inspection to verify satisfactory completion of the work.
- 1.25 Review General Contractor's Change Order Requests (CORs) and issue Change Orders and Work Directives during construction as required.
- 1.26 Issue Certificate of Substantial Completion.
- 1.27 Conduct 11-month post-completion inspection of the work prior to General Contractor's 12-month warranty expiration for each building Phase.

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 Audio/Video Design (Electrical engineer will provide power and data connections behind TV in Conference Room and under Conference Table with pathway between). TV and mount to be specified by Stantec. No cameras or speakers included in design.
- 2.03 Security Design (Electrical engineer will provide power and pathway to doors with access control. Access control equipment, wiring, and installation by City's required vendor-Convergint).
- 2.04 Low Voltage Design (Electrical engineer will provide empty j-box with ¾" empty conduit and pull string stubbed above ceiling. Low voltage equipment, wiring, connections, and testing by City's required vendor-Trans-Tel).
- 2.05 Building Permit fees.
- 2.06 Special Inspection fees (if required).
- 2.07 Review documents as needed to convey changes and instructions to the Architect.
- 2.08 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 3-D renderings.
- 3.03 Signage design.
- 3.04 Structural Engineering beyond scope listed in Base Architectural Services.
- 3.05 Civil Engineering if required.

- 3.06 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.
- 3.07 As-built verification after construction is completed.
- 3.08 LEED certification.
- 3.09 Life-cycle costs.
- 3.10 Detailed cost estimates or opinions of probable costs.
- 3.11 Audio/Video Design, Security Design or Low Voltage Design beyond scope listed in Base Architectural Services.
- 3.12 Fees for additional site observation visits beyond 12 site visits included in Base Architectural Services shall be billed at a lump sum fee of \$300.00 per site visit.

Article 4 ARCHITECTURAL FEES

- 4.01 Architectural Fee for Basic Services shall be a lump sum fee of \$40,545.00 based on the following breakdown:

Architectural Design	\$22,545.00
Mechanical/Electrical/Plumbing Design	\$12,500.00
Structural Engineering	\$ 2,500.00
FF&E Selection & Specification	\$ 3,000.00
Total	\$40,545.00

- 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 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.

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- 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. 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.

Article 7 PROJECT SCHEDULE

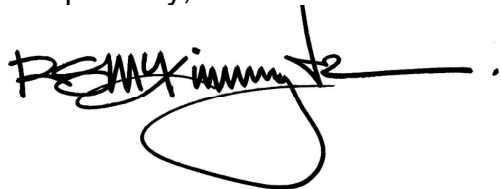
We propose the following schedule:

- 7.01 We anticipate submitting 90% Construction Documents by the end of September per Owner. No other dates have been established at time of this Proposal.

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 the design of the new Traffic Management Center.

Respectfully,

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

Richard S. McKinney, Jr., AIA
President

Encl: Attachment A:TMP Hourly Billing Rates
Attachment B: Schematic Design dated 04/04/22

The City of Norman, Oklahoma

By: _____
Name: _____
Title: _____

Attest: _____
Name: Brenda Hall
Title: City Clerk
(Seal)

Approved as to form and legality this _____ day of _____, 2022.

City Attorney / General Counsel

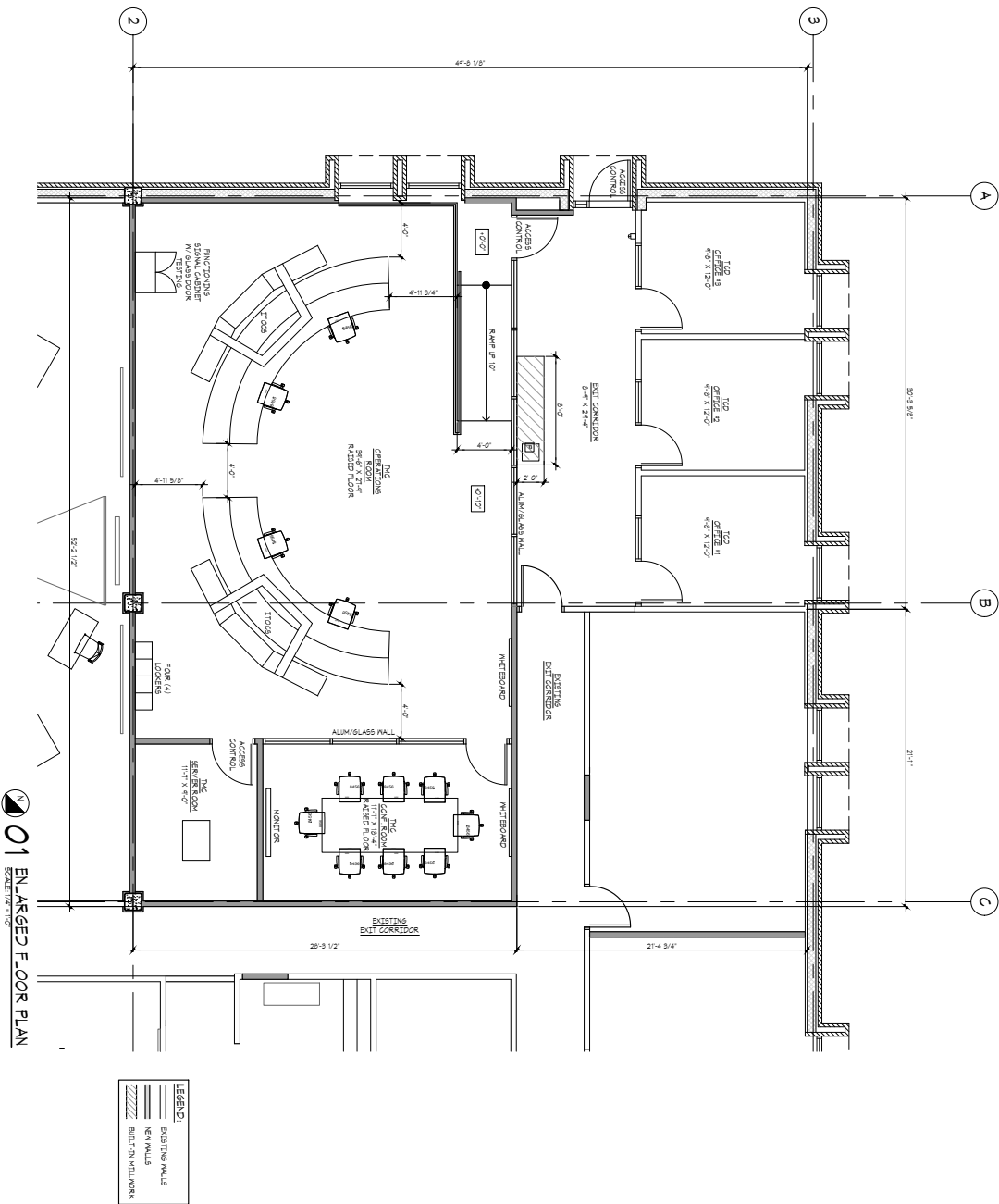
ATTACHMENT "A"

The McKinney Partnership Architects Hourly Billing Rates

Senior Architect	\$ 120.00 – 150.00
Project Architect	\$ 90.00 – 110.00
Project Manager	\$ 80.00 – 100.00
Project Staff	\$ 60.00 – 80.00
Project Support Staff	\$ 40.00 – 60.00
Administrative Staff	\$ 50.00 – 75.00
Clerical	\$ 30.00 – 50.00

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

ATTACHMENT "B"



THE MCKINNEY PARTNERSHIP
ARCHITECTS

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Suite 400
Norman, Oklahoma
73072
405.361.1400 P
405.364.8267 F
mynp.com

City of Norman
Ttraffic Management Center
201 W. Gray, Building C
Norman, OK

Issue Date: 04/04/2022
Revision: SCHEMATIC DESIGN
C:\M09022

Project Number: C:\M09022
Sheet Title: ENLARGED FLOOR PLAN

Sheet Number: A1.1