



MEMO TO: Darrel Pyle, City Manager
FROM: Taylor Johnson, Transit and Parking Program Manager
THROUGH: Shawn O'Leary, P.E., CFM, Director of Public Works
DATE: May 12, 2023
SUBJECT: Proposed Change Order #2 to Project BG0254

BACKGROUND:

On January 19, 2022, Council approved the purchase sale agreement and the City assumed ownership on March 4, 2022 of 320 E. Comanche Street with the intent to remodel the site/facility into the City's Transit Center. On May 10, 2022 Council then approved a contract with McKinney Architects to provide Architectural and Engineering services for the property.

Throughout fall 2022, Staff worked with the architect to finalize designs. Once finalized, in December 2022, bid documents were then solicited and a mandatory pre-bid meeting was conducted. On January 4, 2023, the City of Norman opened bids for the City Transit Center Remodel project. The low bid from Stronghold Construction was \$875,334. On February 14, 2023 City Council approved contract K-2223-72 with Stronghold Construction. A notice to proceed was given on February 28, 2023 and construction officially began March 1, 2023.

On April 11, 2023 Council approved Change Order #1 for this project in the amount of \$52,980.13 in order to cover the cost of additional, new drywall and flooring once asbestos removal was completed. This change order also included the cost of \$726.12 to provide power to the main door access control.

DISCUSSION:

Changes were proposed to the exterior signage that would be produced and installed on the Porter Avenue side of the facility, just on the exterior of the east canopy wall, as well as on the front of the facility. This was to accommodate a better design that incorporates the City's logo and the logo of EMBARK Norman. The signage subcontractor proposed additional costs as the result of these desired changes. The total cost of these changes is \$5,935.13.

Staff feels it is prudent to have this update to the exterior signage for wayfinding purposes to ensure those wanting to access the City Transit Center are aware of its location.

The City does have funds still available in the project budget that is earmarked for furniture, fixtures, and equipment (FF&E) that can be used to pay for this proposed change order. Staff are working to identify furniture costs now and will work diligently to keep costs as low as possible; however, there may be a need for additional funding and appropriations from Council depending on final costs.

Happy to answer any questions you may have after your review.

Approved: [Signature]
Darrel Pyle, City Manager

Date: 5-15-23

Denied: _____
Darrel Pyle, City Manager

Date: _____

cc: Anthony Francisco, Director of Finance
Clint Mercer, Chief Accountant
Kim Coffman, Budget Manager