



August 21, 2022

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

Re: Proposal of Architectural Services
Building C Renovations
Norman, Oklahoma

Mrs. Hall:

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

PROJECT UNDERSTANDING

Proposed Scope

Design of approximately 16,293 S.F. of renovations to Building C to be renamed Human Resources. The new Human Resources building will be comprised of Human Resources and Information Technology departments. The existing Printing Services space will remain in the building.

Article 1 BASE ARCHITECTURAL SERVICES

Schematic Design

1.01 Schematic Design was approved on 05/11/22 by the Owner.

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Design Development

- 1.02 Prepare Design Development Documents including Demo Plan, Floor Plan, Reflected Ceiling Plan and Interior Elevations.
- 1.03 Coordinate and provide Mechanical, Electrical and Plumbing Engineering and Structural Engineering.
- 1.04 Coordinate with Owner's Technology and ADA consultants.
- 1.05 Prepare preliminary interior finishes and light fixtures for review by City.
- 1.06 Issue 100% Design Development Documents to City and ADG for review and respond to review comments.
- 1.07 Issue 100% Design Development Documents to ADA consultant for review.
- 1.08 Issue 100% Design Development Documents to CM to be used to prepare 100% DD budget.

Construction Documents

- 1.09 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.
- 1.10 Coordinate and provide Mechanical, Electrical and Plumbing Engineering and Structural Engineering.
- 1.11 Coordinate with Owner's Technology and ADA consultants.
- 1.12 Issue 65% Construction Documents to City and ADG for review and respond to review comments.
- 1.13 Issue 65% Construction Documents to ADA consultant for review.
- 1.14 Issue 65% Construction Documents to CM to be used to prepare 65% CD budget.
- 1.15 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

- 1.16 Assist the City of Norman in issuance of plans to CM for bidding.
- 1.17 Respond to Requests for Information (RFIs) and issue Addenda as required during bidding.

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- 1.18 Attend bid opening, review bids and CM's Guaranteed Maximum Price (GMP).

Construction Observation

- 1.19 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.
- 1.20 Review of Shop Drawings and Submittals.
- 1.21 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.
- 1.22 Preparation and distribution of written field reports and photo-documentation of each site visit.
- 1.23 Conduct final Punch List inspection with City of Norman and CM. Conduct final inspection to verify satisfactory completion of the work.
- 1.24 Review CM's Change Order Requests (CORs) and issue Change Orders and Work Directives during construction as required.
- 1.25 Issue Certificate of Substantial Completion.
- 1.26 Conduct 11-month post-completion inspection of the work prior to CM'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 Security Design (Electrical engineer will provide power and pathway to doors with access control. Access control equipment, wiring, and installation by City's vendor-Convergint).
- 2.03 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).
- 2.04 A/V Design (Training Room, HR Conference Room, IT Conference Rooms and Waiting Room).

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- 2.05 ADA Consultant to review design drawings for ADA compliance at various stages.
- 2.06 Building Permit fees.
- 2.07 Special Inspection fees (if required).
- 2.08 Review documents as needed to convey changes and instructions to the Architect.
- 2.09 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 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.
- 3.05 As-built verification after construction is completed.
- 3.06 LEED certification.
- 3.07 Life-cycle costs.
- 3.08 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 \$175,125.00 for Building C Renovations less the Schematic Design Fee that was completed and paid for under the original scope of work. Refer detailed fee breakdown below:

7.5% of \$2,500,000.00 construction budget	\$187,500.00
Schematic Design Fee previously invoiced	\$ 12,375.00
Fee	\$175,125.00

- 4.02 Fees for Additional Services shall be billed hourly at the rates listed in Attachment "A".

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- 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.
- 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

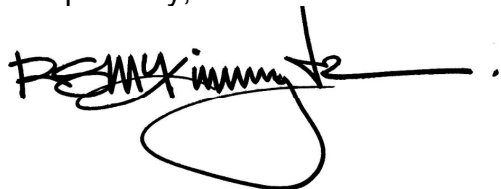
Reimbursable expenses shall be billed at one point one (1.1) times our cost in addition to the progress fee billings and include but are not necessarily limited to the following:

- 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.

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,

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

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Encl: TMP Hourly Billing Rates

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 _____ day of _____, 2023.

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.