



29 August 2025

Mr. James Briggs, LLA
Park Development Manager
City of Norman Parks & Recreation Department
225 North Webster Ave.
Norman, OK 73070

Re: **REVISED** Proposal of Architectural Services
Reaves Park Splash Pad Restrooms and Maintenance Facility

Dear James:

The McKinney Partnership Architects (TMP), in association with HALFF, is pleased to submit our **REVISED** Proposal of Architectural Services for the above referenced proposed projects located within Reaves Park in Norman, Oklahoma. This work is in alignment with the overall Master Plan for Reaves Park (Attachment B). We propose the following Scope, Outline of Services, and Fee Structure for this work.

SCOPE OF WORK

Restroom Facility

Planned are six (6) unisex single-user restrooms including two (2) family units with changing benches. The plan, layout, interior finishes, mechanical, plumbing, and fixtures shall be similar to the recent restroom facility proposed for a separate area of Reaves Park (That project was cancelled). A covered open-air Pavillion shall be attached to the Restrooms and front on the future Splash Pad.

Vacant shell space for a Splash Pad Pump House shall be attached for future filters, pumps, chemical storage, sterilization, and other equipment. Underground sleeves and infrastructure may also be included to accommodate the splash pad based on assumed equipment needs.

Heat, light, and powered ventilation shall be provided for all enclosed spaces. Pathways shall be included for Access / Security / Control systems to be provided by the Owner.

Maintenance Facility

A new Maintenance Facility shall be located at the southeast corner of Reaves Park in the same area as the existing maintenance yard. This facility shall include a pre-engineered metal building to house equipment, an office, restroom, and storage space. The building shall be heated and ventilated and the office / restroom space conditioned with a mini-split unit. The balance of the site shall have concrete paving and / or compacted gravel as required for equipment circulation and material storage.

BASIC SERVICES

Services shall include:

- Schematic Design including Plans, Elevations, Site Plan, and preliminary 3D Sketch Up model.
- Final Design documents including renderings, plans, sections, elevations, preliminary systems, preliminary Site Design, and materials.
- Construction Documents, Short Form Specifications, MEP, Civil, Structural, Foundation Design (maintenance building), Landscape Design, and all details as required for bidding, permitting, and construction.
- One (1) Cost estimate
- Selection of all finishes, colors, and materials
- Consultation with Aquatics firm on assumed future splash pad infrastructure needs and sizing.
- Assist the Owner in bidding!

BASE ARCHITECTURAL FEES:

Civil, Structural, Landscape	\$ 14,600
Mechanical, Electrical, Plumbing	\$ 3,600
Architectural	<u>\$ 33,860</u>
	\$ 52,600

The Base Fee shall include printing of four (4) complete sets of plans for Final Review and Construction, one (1) complete reproducible record set and a digital PDF set for City.

REIMBURSABLE EXPENSES:

- | | |
|--|---------|
| • Geotechnical Testing both sites (Est.) | \$6,000 |
| • Topographic Survey | \$6,000 |

ADDITIONAL SERVICES

Any Additional Services for work not outlined in the Basic Services Scope shall be billed hourly in addition to the Base Fee at the hourly rates listed in Attachment A including but not limited to:

- Changes to the Design or Scope causing additional work by the design team after previous phases have been approved.
- MEP, Civil, or Structural Design if required, other than what is noted in Basic Services
- Construction Observation when requested by the Owner.

OWNER PROVISIONS

The Owner shall provide the following:

- Programming requirements and information relating to the proposed facilities.
- Permit Fees
- Construction Observation
- Coordination, verification with any utilities, easements, or site work
- Splash Pad preliminary scope for consultant's sizing of services.
- The Owner shall function as Project Manager / General Contractor.

PROJECT SCHEDULE

We are prepared to commence immediately upon receipt of notice to proceed and propose the following estimated schedule (not including Owner review and approval time):

- | | |
|---|------------|
| • Design | 5-6 weeks |
| • Construction Documents | 8-10 weeks |
| • Permitting and Bidding | 4 weeks |
| • Contract Negotiation and Mobilization | 3-4 weeks |
| • Construction | 6-7 months |

Should this proposal meet with your approval, please execute, and return one (1) original copy.

We appreciate this opportunity to be of continued assistance to the City of Norman and look forward to collaborating with you on this next component of Reaves Park. Please do not hesitate to contact me should you have any questions or need clarification.

Respectfully,



Richard S. McKinney, Jr., AIA
President

Attachment A - Hourly Billing Rates
Attachment B - Reaves Park Masterplan
Attachment C - Aerial Site Image

APPROVAL:

Name / Title

Date

Attachment A

The McKinney Partnership Architects Hourly Billing Rates

Principal	\$ 200.00
Senior Architect	\$ 175.00
Project Architect	\$ 130.00 – 150.00
Project Manager	\$ 80.00 – 120.00
Project Staff	\$ 60.00 – 80.00
Project Support Staff	\$ 40.00 – 60.00
Administrative Staff	\$ 50.00 – 75.00
Clerical	\$ 40.00 – 60.00

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

Attachment A

HALFF Hourly Billing Rates

Engineer Principle in Charge (Engineer V equivalent)	I	\$	128.00
	II	\$	158.00
	III	\$	202.00
	IV	\$	259.00
	V	\$	345.00
Scientist / Analyst	I	\$	105.00
	II	\$	133.00
	III	\$	194.00
	IV	\$	238.00
	V	\$	330.00
Landscape / Planner	I	\$	100.00
	II	\$	129.00
	III	\$	169.00
	IV	\$	222.00
	V	\$	289.00
Surveyor / SUE	I	\$	119.00
	II	\$	126.00
	III	\$	166.00
	IV	\$	206.00
	V	\$	272.00
Office / Field Tech	I	\$	72.00
	II	\$	97.00
	III	\$	116.00
	IV	\$	142.00
	V	\$	241.00
CEI Services	I	\$	105.00
	II	\$	121.00
	III	\$	121.00
	IV	\$	155.00
	V	\$	209.00
Administrative	I	\$	76.00
	II	\$	98.00
Intern	I	\$	90.00
	II	\$	105.00

Attachment B



Reaves Park Master Plan

Attachment C



Reaves Park Aerial