



DATE: August 25, 2023
 TO: Darrel Pyle, City Manager
 FROM: Brenda Hall, City Clerk
 SUBJECT: Contract K-2324-77 – The McKinney Partnership
 Municipal Complex Signage Project

office memorandum

BACKGROUND: A Space Utilization Study and Phased Master Plan was prepared in 2008, by The McKinney Partnership Architects (TMP). In 2015, an update to the study was conducted due to additional facility space that had been acquired, interim space expanded and existing facilities renovations that were completed. The Master Plan included the following:


- Renovation of the old Central Library site for a new Development Center
- Relocation of the Municipal Court to Building A;
- Interior modifications to Building C including expansion of Information Technology & Human Resources;
- Interior modifications to 201 West Gray including Security, Administration and Records;
- Expansion of Police Division into the vacated Court space;
- Site development including potential parking and detention modifications as required; and
- Location and wayfinding signage for the entire complex

DISCUSSION: The Development Center was completed in December 2022. The Municipal Court facility are scheduled to be finished by December 2023 and renovations to Building C are scheduled to be finished in January 2024. Therefore, it is now necessary to get the location and wayfinding signage for the complex completed.

TMC has submitted a proposal in a lump sum fee of \$22,250 to prepare design and construction documents, assistance with bidding and construction observation for the project.

Funds are currently budgeted in the Signage Replacement Municipal Complex, Construction Project BG0046; account 50496644-46101. It will be necessary to transfer \$22,250 from the construction account to the design account (50196644-46201) to complete the work. .

RECOMMENDATION: Staff recommends Contract K-2324-77 with The McKinney Partnership, in the amount of \$22,250, for the Municipal Complex Signage Project be approved.

 9-14-23
 Approved _____ Date _____ Not approved _____ Date _____



September 11, 2023

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

Re: Proposal of Architectural Services
City of Norman Municipal Complex Wayfinding Design
Norman, Oklahoma

Mrs. Hall:

We appreciate this opportunity to submit to the City of Norman our Proposal of Architectural Services relating to City of Norman Municipal Complex Wayfinding Design. We propose the following Scope, Outline of Services, and Fee Structure for this work:

PROJECT UNDERSTANDING

Proposed Scope

Design of exterior signs for City of Norman Municipal Complex. Signs include two illuminated monumental signs, directional signs throughout complex, new City Hall letters on existing ground sign and wall, and new address signs for all buildings.

3600 West Main
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tmparch.com

Article 1 BASE ARCHITECTURAL SERVICES

Schematic Design

- 1.01 Initial project kick-off meeting w/ City of Norman to discuss project.
- 1.02 Verification of existing signs to be removed.
- 1.03 Prepare Schematic Design Concepts including 2D and 3D renderings of each sign type.
- 1.04 Meeting with City to present Schematic Design Concepts.
- 1.05 Make up two revisions to Schematic Design Concepts.

Construction Documents

- 1.06 Prepare demolition site plan for existing signs to be removed, site plan for new signs, individual sign drawings, sign schedule, and specifications for bidding.

Bidding and Negotiations

- 1.07 Assist the City of Norman in issuance of plans to sign contractors for bidding.
- 1.08 Respond to Requests for Information (RFIs) and issue Addenda as required during bidding.
- 1.09 Attend bid opening, review bids and present bid analysis to the City of Norman.

Construction Observation

- 1.10 Respond to RFIs from sign contractor and render decisions relating to matters of compliance or interpretation of the documents in conjunction with the City of Norman.
- 1.11 Review of Shop Drawings and Submittals.
- 1.12 Conduct final Punch List inspection with City of Norman. Conduct final inspection to verify satisfactory completion of the work.
- 1.13 Review sign contractor's Change Order Requests (CORs) and issue Change Orders and Work Directives during construction as required.

Article 2 OWNER RESPONSIBILITIES:

- 2.01 Provide programming requirements and information relating to wayfinding.
- 2.02 Review documents as needed to convey changes and instructions to the Architect.
- 2.03 Provide written approval at all stages of the project.
- 2.04 Provide power and connection to new illuminated monument signs.

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.
- 3.01 Electrical engineering for illuminated signs.
- 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 Cost estimates.

Article 4 ARCHITECTURAL FEES

- 4.01 Architectural Fee for Basic Services shall be a lump sum fee of \$22,250.00 for City of Norman Municipal Complex Wayfinding Design.
- 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 the 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

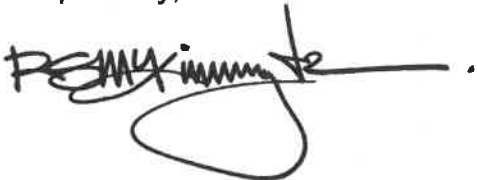
Reimbursable expenses shall be billed at one point one (1.1) times our cost in addition to the progress fee billings and include but are not necessarily limited to the following:

- 6.01 Cost of reproduction (prints, CAD plots and photocopies) as required to perform services. The 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.

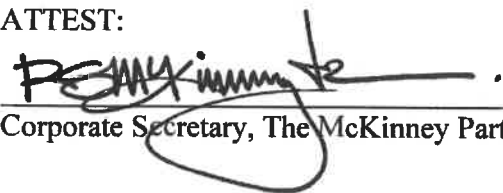
Respectfully,



Richard S. McKinney, Jr., AIA
President

Attachment A TMP Hourly Billing Rates

ATTEST:



Corporate Secretary, The McKinney Partnership Architects, P.C.

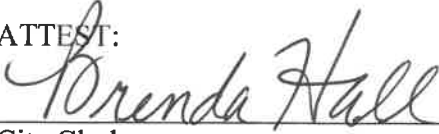
THE CITY OF NORMAN, OKLAHOMA (“CITY”)



City Manager



ATTEST:



City Clerk

Approved as to form and legality this 14 day of September, 2023



City Attorney