



2 May 2022

Taylor Johnson, Transit and Parking Program Manager
City of Norman
1310 Da Vinci Street
Norman, OK 73069

Re: Proposal for Architectural & Engineering Services
City of Norman Transit Center
318 E. Comanche Street
Norman, OK 73070

Dear Mr. Johnson:

This Proposal for Architectural & Engineering Services related to the proposed Bus Transit Center at the above referenced location (Project) as required under Article 3 of K-1920-63 sets out the proposed scope, schedule and estimate of costs. All other terms of K-1920-63 will apply to this Project. We propose the following Scope of Work, Outline of Services, Fee Structure and Schedule of Services for this work:

The McKinney Partnership Architects, P.C.,

Hereinafter referred to as the **"Architect"** and

City of Norman

Hereinafter referred to as the **"Owner"** for the Project

Note for Reference only: Nelson/Nygaard Transportation Consultant

Hereinafter referred to as **"Consultant"** under Architect for the Project

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

PROJECT SCOPE OF WORK

This project shall include schematic design, design development, construction documents, and construction observation for the remodel of an existing approximate 1,071 square foot one-story drive through bank facility on an existing .562-acre site located at 318 E. Comanche in Norman, OK. Basic Services shall include architectural and structural engineering design.

Article 1 BASIC ARCHITECTURAL SERVICES:

Schematic Design:

- 1.01 Consult with Consultant & Owner about the overall vision, program, size, functionality, and aesthetic intent for the project.
- 1.02 Compile information applicable to the design including verification of existing architectural, mechanical, electrical, plumbing systems, detailed as-built measurements, building codes. Specific attention shall be paid to the sub-level areas where 48" diameter access tunnels are located beneath the drive lanes
- 1.03 Coordinate with the Owner and Consultant on the preliminary site plan to be developed by the Consultant indicating circulation, clearances, functionality, and other bus planning design criteria to be incorporated into the final site design.
- 1.04 Prepare schematic floor plan options utilizing the existing building shell. Review existing structural system and existing column configuration to determine feasible options for the removal of the columns, canopy, or both.
- 1.05 Prepare initial cost estimate.
- 1.06 Prepare schematic site plan, floor plan, and elevations for Owner and Consultant review. Incorporate comments into Design Development documents.

Design Development:

- 1.07 Develop further detailed site plan, floor plan, elevations, reflected ceiling / lighting plan, preliminary power plan, interior elevations, proposed interior and exterior furnishings layout, and proposed finishes for Owner and Consultant review.
- 1.08 Incorporate comments into construction documents.

Construction Documents:

- 1.09 Prepare Construction Documents including site plan, floor plans, reflected ceiling plan, mechanical / electrical layout plans, millwork elevations, finish plan, details, sections, schedules, site amenities, signage, revised construction cost estimate, and written specifications on the plans for Owner and Consultant 65% review.

Note: Plumbing, Mechanical, Electrical and Lighting Design shall be Design Build through the contractor. Existing mechanical, plumbing, and electrical to be modified as required including replacement of mechanical units.

- 1.10 Incorporate final comments and issue final construction documents for bidding and City of Norman building permit review.
- 1.11 Respond to any comments relating to approval and issuance of permit.

Bidding & Negotiations:

- 1.12 Coordinate with Owner on the preparation of bid notification and front-end specs.
- 1.13 Respond to any questions during bidding and issue responses to requests for information (RFIs).
- 1.14 Assist Owner in review of selected Contractor's bid and preparation of construction contract.

Construction Observation

- 1.15 Review material submittals and shop drawings from contractor.
- 1.16 Review the site construction twice per month (15 visits total). Site visits shall include meetings with Contractor, Owner's representative, and preparation of field reports with digital photo documentation.
- 1.17 Render decisions relating to matters of compliance or interpretation of the documents in conjunction with the Owner.
- 1.18 Prepare final punch list for completion of the work and conduct one follow-up site visit to verify punch list item completion.
- 1.19 Prepare and issue Certificate of Substantial Completion.
- 1.20 Conduct project warranty inspection eleven (11) months after substantial completion and prepare warranty punch list of any work required.

Article 2 OWNER RESPONSIBILITIES:

- 2.01 Provide detailed program information, expectations for the project, overall project guidelines / construction standards to be met, and critical dates.
- 2.02 Provide IT, telecom, AV, and access control for project.
- 2.03 Provide specifications and detailed information on all Owner provided equipment.
- 2.04 Provide approvals as required to allow Architect, Engineers, and Contractor to proceed with the work.
- 2.05 Maintain communication between Contractor and Architect throughout construction.
- 2.06 Pay any Municipal Fees, Building Permits, or other Assessments.
- 2.07 Provide bucket truck / operator (if required) to investigate canopy plenum and structure.
- 2.08 Supplement existing site survey as required with information for project.

Article 3 ADDITIONAL SERVICES:

- 3.01 Furniture, Site Fixtures and Equipment selection (FF&E). \$3,000
- 3.02 Changes or Value Engineering in the project at the Owner's request after previous phases have been approved.
- 3.03 Fees for additional Site Observation visits beyond 15 site visits included in Article 1.16 shall be billed at a lump sum fee of \$300 per site visit.
- 3.04 Expenses of overtime work (1.5 times base hourly rate) requiring higher than regular rates, if authorized in advance by the Owner.
- 3.05 Low Voltage / IT Design – AV, security, access control, data cabling design, etc.
- 3.06 Additional detailed as-built site verification. \$1,500
- 3.07 Landscape / Irrigation Design
- 3.08 Enhanced photo-realistic renderings of the project. Note: 3D preliminary renderings are included in Basic Services.
- 3.09 Civil Engineering, if required

Article 4 REIMBURSABLE EXPENSES:

Reimbursable expenses shall be billed at our cost (unless otherwise noted) in addition to the progress billings and include but are not necessarily limited to the following:

- 4.01 Cost of reproduction (prints, CAD plots, and photocopies) as required to perform design services. NTE \$800
- 4.02 Geotechnical Investigation for additional structure and foundations. Estimate - \$4,000
- 4.03 Any testing or special inspections required for the project including evaluation of subgrade access piping to verify load bearing capacity or structural inspections.

Article 5 BASIC ARCHITECTURAL SERVICES FEE:

- 5.01 Fees for Basic Architectural and Structural Services shall be \$111,475.00 including an allowance of \$35,000.00 for structural engineering as we are uncertain what will be required in the restructuring of the canopies to provide clear span space. This allowance (and overall Basic Services Fee) may be adjusted (up or down) based on the final structural design fee. Also included in the Basic Architectural Services fee is the Consultant's fee of \$6,200.00 for further development of a preliminary site plan and consultation throughout the design process with the Architect and the Owner.
- 5.02 Fees for Additional Services, as required or requested, shall be as estimated in Article 3, billed hourly at the rates listed in Attachment "A", or at an agreed upon Lump Sum Fee.

- 5.03 Should the project scope or design change after previous approval has been granted, fees shall be adjusted for any additional work required by the Architect or its consultants.

Article 6 ARCHITECTURAL FEE PAYMENT:


- 6.01 Fees for services shall be billed monthly and shall be due and payable within Thirty (30) days of receipt of invoice.
- 6.02 Reimbursable Expenses and Additional Services fees shall be included with Basic Services invoices.
- 6.03 Should the Project be cancelled 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.

Article 7 PROJECT SCHEDULE

- 7.01 It is understood that *Time is of the Essence* for this project.
- 7.02 The projected completion date is in July of 2023
- 7.03 Refer to Attachment "B" for Proposed Overall Project Schedule

Should you have any questions, please advise. We are prepared to commence immediately upon your written authorization to proceed.

Respectfully,



Richard S. McKinney, Jr., AIA
President

Attachments A Hourly Billing Rates
B Overall Project Schedule

Attachment A

The McKinney Partnership Architects Hourly Billing Rates

Principal	\$175
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

Proposed Overall Project Schedule (Refer Article 1 for Scope)

Task	Duration	Completion
<i>DESIGN</i>		
Project Kick-Off Meeting		May 12
Schematic Design	5 Weeks	
Review	2 Weeks	July 7
Design Development	4 Weeks	
Review	2 Weeks	August 22
Construction Documents	4 Weeks	
Review	2 Weeks	October 9
Bidding	3 Weeks	
Contracting	1 Week	
Council Consideration	2 Weeks	November 20
<i>Construction</i>		
Groundbreaking		November 27
Substantial Completion		June 24
Occupancy		July 1