

**NORMAN FORWARD EAST AND CENTRAL LIBRARIES
AD HOC ADVISORY GROUP**

**MUNICIPAL BUILDING CONFERENCE ROOM
201 WEST GRAY, NORMAN, OK**

TUESDAY, JANUARY 5, 2016

3:00 P.M.

- 1. WELCOME AND INTRODUCTIONS**
- 2. OVERVIEW OF COMMITTEE CHARGE**
- 3. ORGANIZATIONAL AND GOVERNANCE ITEMS**
- 4. PRESENTATION BY MSR DESIGN REGARDING THE NEW
CENTRAL AND EAST LIBRARY PROJECTS AND TIMELINES.**

East and Central Libraries (to be formed Jan 2016)

Input desired

- Meet with Project Consultants regarding timeline of projects
- Review and make recommendations regarding elements for concept design
- Review and make recommend actions regarding elements of final design
- Assist in public meetings to be held during phases of conceptual and final designs
- Report on progress of construction at ground breaking; 50% completion; & 100% completion
- Assist and make recommendations regarding grand opening of projects
- Report to the Council regarding progress of assignments

Membership

- 5 member Core Advisory Committee - * suggested chair – three members of the current Library Board complimented with the additional expertise of Mr. Kloesel and Mr. Seamans
 1. Tim Mauldin * (also Chair of Library Bd)
 2. Kevin Kloesel
 3. Andrew Seamans
 4. Carla Kimberling
 5. Aleisha Karjala
- Ex officio –
 1. PLS representative
 2. City Manager
 3. One member of Financial Oversight Committee
- Committee may be expanded for each Branch Project
- Committee meetings will be open to the public

Committee duration – three years

- East Branch - Conceptual design phase
- East Branch – Final design phase
- East Branch – Construction
- East Branch – Grand Opening

- Central Branch - Conceptual design phase
- Central Branch – Final design phase
- Central Branch – Construction
- Central Branch – Grand Opening

City Staff Support

- City Clerk
- Capital Projects
- Public Works
- Legal
- Public Works



City of Norman, OK

Municipal Building
Council Chambers
201 West Gray
Norman, OK 73069

Master

File Number: AP-1516-17

File ID: AP-1516-17	Type: Appointment	Status: Consent Item
Version: 1	Reference: Item 7	In Control: City Council
Department: City Clerk Department	Cost:	File Created: 12/17/2015
File Name: NFST Advisory Groups	Final Action:	

Title: CONSIDERATION OF THE MAYOR'S APPOINTMENTS AS FOLLOWS:

EAST AND CENTRAL LIBRARIES AD HOC ADVISORY GROUP

TIM MAULDIN, CHAIR
CARLA KIMBERLING
ALEISHA KARJALA
ANDREW SEAMANS
KEVIN KLOSEL

SENIOR CENTER AD HOC ADVISORY GROUP

DAVID HOPPER, CHAIR
MARY BONNER
ART BREIPOHL
NADINE JEWELL
MARVIN TERRY

WESTWOOD AD HOC ADVISORY GROUP

JIM GRIFFITH, CHAIR
ANN GALLAGHER
RENEE GOBEILLE
NANCY YOCH
KENT NICHOLSON

Notes: ACTION NEEDED: Motion to confirm or reject the appointments.

ACTION TAKEN: _____

Agenda Date: 12/22/2015

Agenda Number: 7

Attachments: Text File Appointments, Libraries Advisory Group,
Senior Ctr Advisory Group, Westwood Advisory
Group

Project Manager: Brenda Hall, City Clerk

Entered by: brenda.hall@normanok.gov

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
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Text of Legislative File AP-1516-17

Body
TO: City Council

FROM: Mayor Cindy Rosenthal

SUBJECT: Nominations for the Norman Forward Ad Hoc Advisory Groups for the Aquatics, Library and Senior Center Projects

We had 53 applicants for the various advisory committees and the Norman Forward Citizen Financial Oversight Board (CFOB). Obviously, there is a lot of enthusiasm and interest in the community. I have had a number of conversations with many of the applicants in order to clarify the role and responsibilities of each of the committees. The staff has also provided a template for the CFOB and each of the advisory groups to include a statement of tasks and input desired as well as project duration and other issues. A separate item recommends appointment of the CFOB through Resolution R-1516-75, as required by the Norman Forward Ordinance.

In this item I am attaching recommended names for three of the advisory groups. It does not make sense to appoint all of the advisory groups at this time, but these three groups - Libraries, Senior Citizen Center, and Westwood Pool -- need to get off the ground for 2016. We have other applicants who will obviously be great participants when we get ready to appoint other advisory groups. I am also suggesting that the Council designate a chair/liaison for each advisory group to work as a point person with City staff.

The citizen response here has been very positive. Appointment of the Libraries, Senior Center, and Westwood Pool Advisory Groups this month will allow us to timely take the next steps toward completing the initial projects that are ready to move forward.

Norman Forward East and Central Libraries Ad Hoc Advisory Group

Committee Charge

Input desired

- Meet with Project Consultants regarding timeline of projects
- Review and make recommendations regarding elements for **concept design**
- Review and make recommend regarding elements of **final design**
- Assist in **public meetings** to be held during phases of conceptual and final designs
- Report on **progress of construction** at ground breaking; 50% completion; & 100% completion
- Assist and make recommendations regarding **grand opening** of projects
- Report to the Council regarding progress of assignments

Committee duration – three years

- East Branch - Conceptual design phase (December to Feb)
- East Branch – Final design phase (March to June)
- East Branch – Construction (July 2016 to Feb 2017)
- East Branch – Grand Opening (March 2017)

- Central Branch - Conceptual design phase
- Central Branch – Final design phase
- Central Branch – Construction
- Central Branch – Grand Opening

City Staff Support

- City Clerk
- Capital Projects
- Public Works
- Legal

Norman Forward Ad Hoc Advisory Committees
Governance Items

Quorum & Attendance

Norman Code 4-106

- (a) “Quorum . . . shall be that whole number equal or exceeding the simple majority of those individuals authorized to be members”
- (b) A concurring vote of a quorum shall be necessary to initiate or transact any action or business
- (c) Only appointive members shall vote, each having one vote

Attendance – attend all meetings, but subject to removal if they absence themselves from three consecutive meetings. Norman Code §4-105 (b)(7)

Meeting Process and Decorum

- 1. Advisory Committee – Council to make final decisions
- 2. Speak after recognition by the Chair and only speak one person at a time
- 3. Respect each other and respect all Opinions
- 4. Robert’s rules of order suggested to assist in discussion and decision making processes
 - a. Action by motion made and duly seconded, then followed by discussion of the motion
 - b. Actions can only be reconsidered before adjournment of meeting. Motion to reconsider can only be made by one voting originally voting in favor of the action to be reconsidered

Open Meetings

- 1. All meeting of boards, commissions, committees, subcommittees and ad hoc committees shall be subject to the Open Meetings Act and Title 74 provisions (web site postings: City Ordinance – O-1213-47; Title 25 Okla. Stat. §301-314;
- 2. Basic requirements: advanced public notice of meetings - place, time, subject matter
- 3. “Meeting” – majority present; “personally together” [physically or other means (electronically)]; “conducting business”; **use of email** to discuss committee business is **strongly discouraged** – avoid “reply all”
- 4. City Staff will handle postings and minutes
 - a. Regular meeting schedule will be posted – Agendas – 24 hour notice
 - b. Special meetings – Agendas posted with 48 hours notice
 - c. Web site postings
 - d. Minutes will be summary minutes highlighting action items

Open Records Act

Broad definition of document “regarding the transaction of public business, the expenditure of public funds or the administering of public property”.

Exhibit G B103-2007 East Library Project Schedule

East Branch		
Task	Start	Stop
Pre-Contract	10/22/2015	
City Council Contract Approval	11/10/2015	
Kick-off Meetings	Week of December 7, 2105	
Site Analysis	11/14/2015	12/15/2015
Project Start-up	11/11/15	12/15/2015
Building Program	11/11/2015	12/15/2015
Senior Center Study		
Concept Design	01/04/2016	03/11/2016
Public Presentation	03/03/2016	03/04/2016
Design Development	03/14/2016	04/29/2016
Client Review	05/02/2016	05/06/2016
Contract Documents	05/09/2016	07/29/2016
Client Review	08/01/2016	08/05/2016
Bid Period	08/08/2016	08/26/2016
Bid Opening	08/30/2016	08/30/2016
Contract Award	08/31/2016	09/16/2016
Construction	09/19/2016	08/31/2017
FF&E Procurement	06/01/2017	08/01/2017
Substantial Completion	09/01/2017	09/15/2017
Move-in	09/15/2017	10/01/2017
Soft Opening	12/05/2017	12/16/2017
Grand Opening Date	To be determined	

Exhibit G B103-2007 Central Library Project Schedule

Central Branch		
Task	Start	Stop
Pre-Contract		11/10/2015
City Council Contract Approval	11/10/2015	
Kick-off Meetings	Week of December 7, 2105	
Site Analysis	11/14/2015	12/15/2015
Project Start-up	11/11/15	12/31/2015
Building Program	11/11/2015	01/15/2015
Senior Center Study	11/14/2015	12/15/2015
Concept Design	01/02/2016	03/11/2016
Public Presentation	03/03/2016	03/04/2016
Design Development	03/14/2016	05/20/2016
Client Review	05/23/2016	05/27/2016
Contract Documents	06/01/2016	09/30/2016
Client Review	10/03/2016	10/07/2016
Bid Period	10/10/2016	11/07/2016
Bid Opening	11/08/2016	11/08/2016
Contract Award	11/09/2016	12/02/2016
Construction	12/05/2016	11/30/2018
FF&E Procurement	08/27/2018	11/15/2018
Substantial Completion	12/03/2018	12/21/2018
Move-in	01/02/2019	02/08/2019
Soft Opening	02/11/2019	02/15/2019
Grand Opening Date	To be determined	

NORMAN

CENTRAL + EAST

BRANCH LIBRARIES

LIBRARY ADVISORY GROUP

JANUARY 5th 2016



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PROGRAM UPDATES

- CURRENTLY UNDERWAY
- FINALIZING EAST BRANCH THIS WEEK
- FINALIZING CENTRAL BRANCH THIS MONTH
- MASTER PLAN IS THE BASE INFORMATION
- INPUT FROM LIBRARY STAFF + LEADERSHIP
- INPUT FROM CITY STAFF + LEADERSHIP

GOALS

- **FLEXIBLE & ADAPTABLE**
- **INVITING**
- **DIVERSE**
- **SERVICE**
- **SUSTAINABLE**
- **INNOVATIVE**

NORMAN CENTRAL + EAST BRANCH LIBRARIES

FLEXIBLE & ADAPTABLE: spaces that can adapt to future changes with ease



Provide open spaces that can be rearranged and scaled



Adaptability and Respectful Contributions



Adaptability for a variety of uses



NORMAN CENTRAL + EAST BRANCH LIBRARIES

INVITING: making the library a destination for the public



Comfort in information sharing and collaborative work



Design comfortable spaces for all activities



NORMAN CENTRAL + EAST BRANCH LIBRARIES

DIVERSE: creating a welcoming environment for a wide variety of users and activities



Provide a variety of spaces to reflect the diversity of the public



Design for the space to be used as the “third place”



Design for books, privacy and interaction

NORMAN CENTRAL + EAST BRANCH LIBRARIES

SERVICE: a design that functions well for the staff and the public



Ensure spaces are tailored to the needs of the customer



Spaces designed for what you want when you want it

NORMAN CENTRAL + EAST BRANCH LIBRARIES

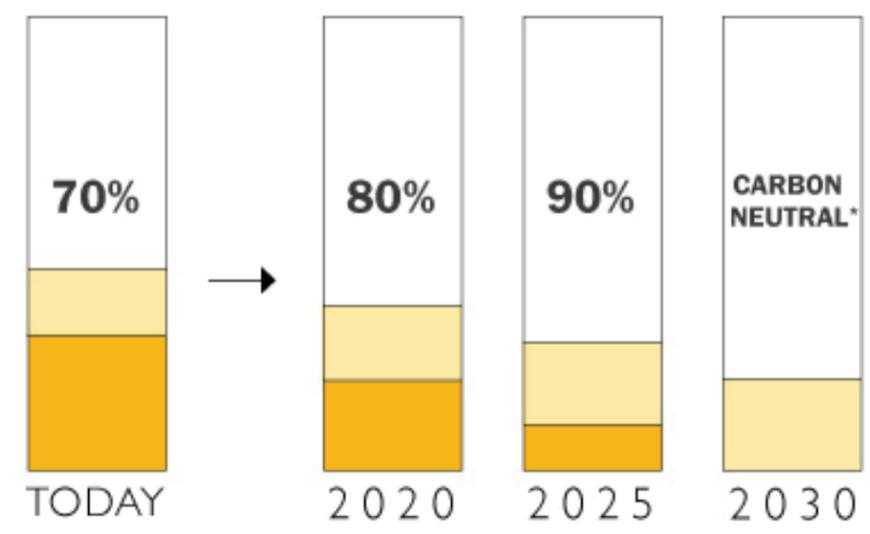
SUSTAINABLE: embracing the natural environment



Incorporate usable landscape features

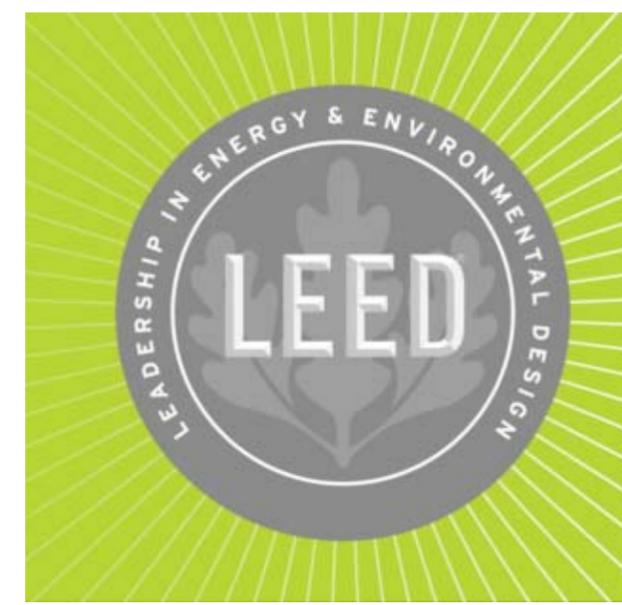


Provide seamless transition from inside to outside



Fossil Fuel Energy Reduction
 Renewable
 Fossil Fuel Energy Consumption

The 2030 Challenge



NORMAN CENTRAL + EAST BRANCH LIBRARIES

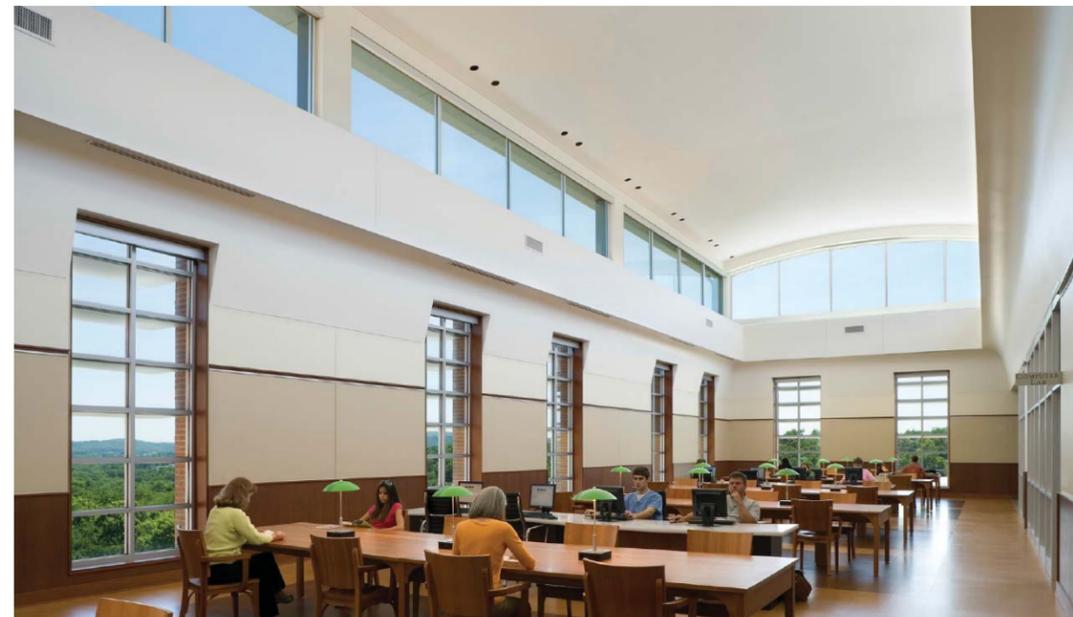
INNOVATIVE: spaces with enduring value



Provide a distinctive design that reflects the aspirations of Norman



Provide spaces for making, experimenting and collaborating

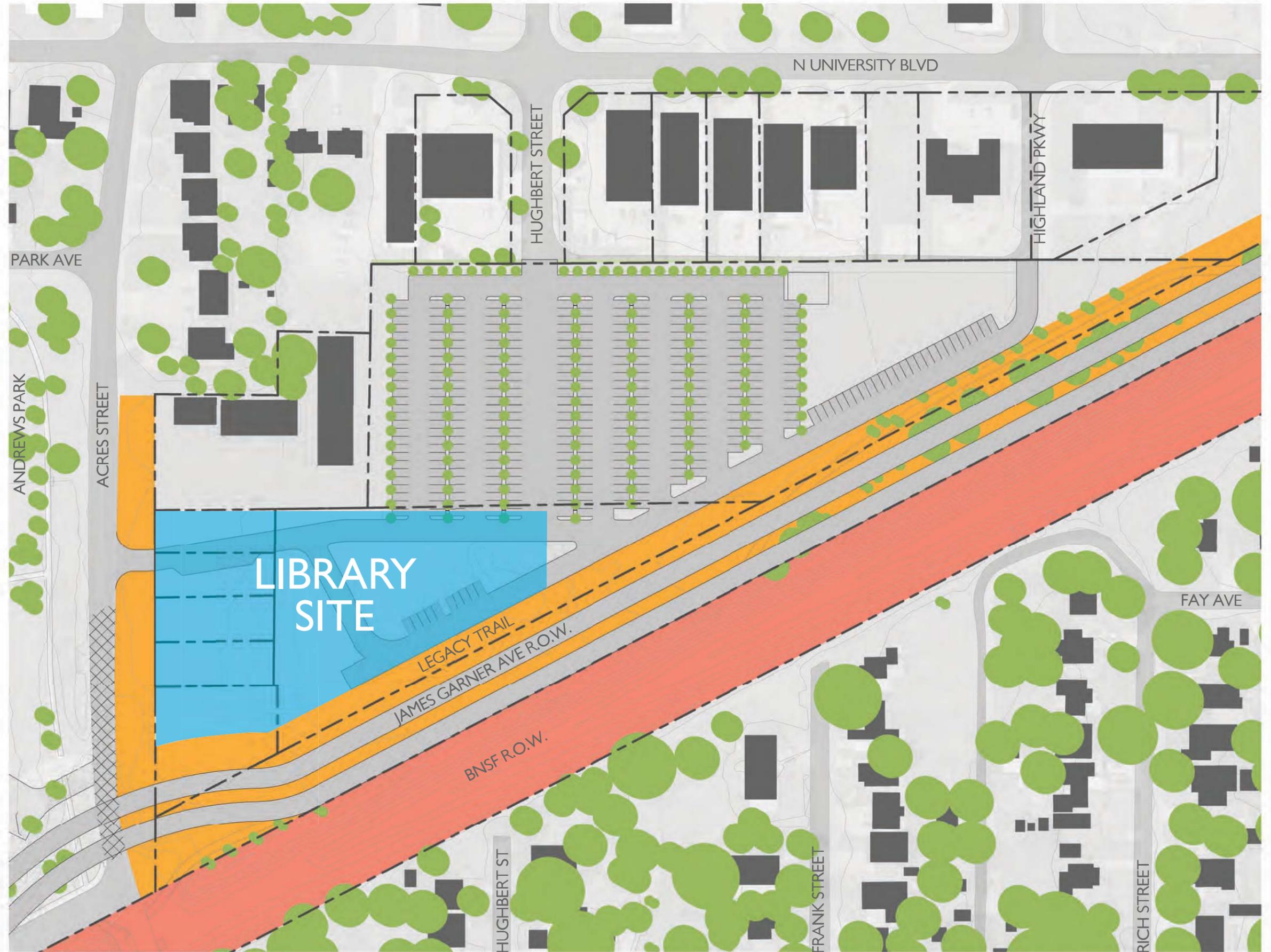


Design spaces that are ageless

NORMAN

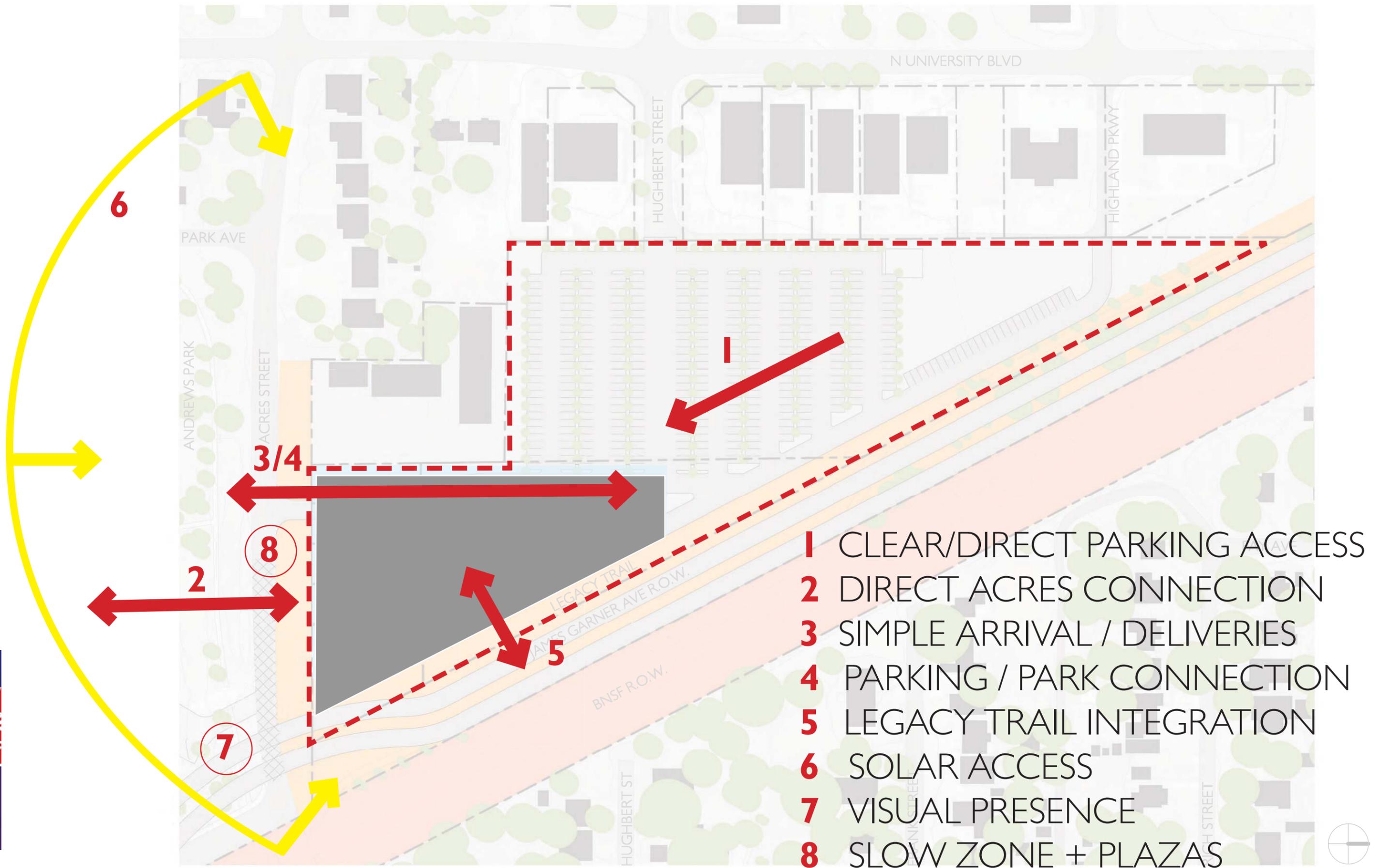
CENTRAL + EAST

BRANCH LIBRARIES



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- 1** CLEAR/DIRECT PARKING ACCESS
- 2** DIRECT ACRES CONNECTION
- 3** SIMPLE ARRIVAL / DELIVERIES
- 4** PARKING / PARK CONNECTION
- 5** LEGACY TRAIL INTEGRATION
- 6** SOLAR ACCESS
- 7** VISUAL PRESENCE
- 8** SLOW ZONE + PLAZAS



NORMAN

CENTRAL + EAST

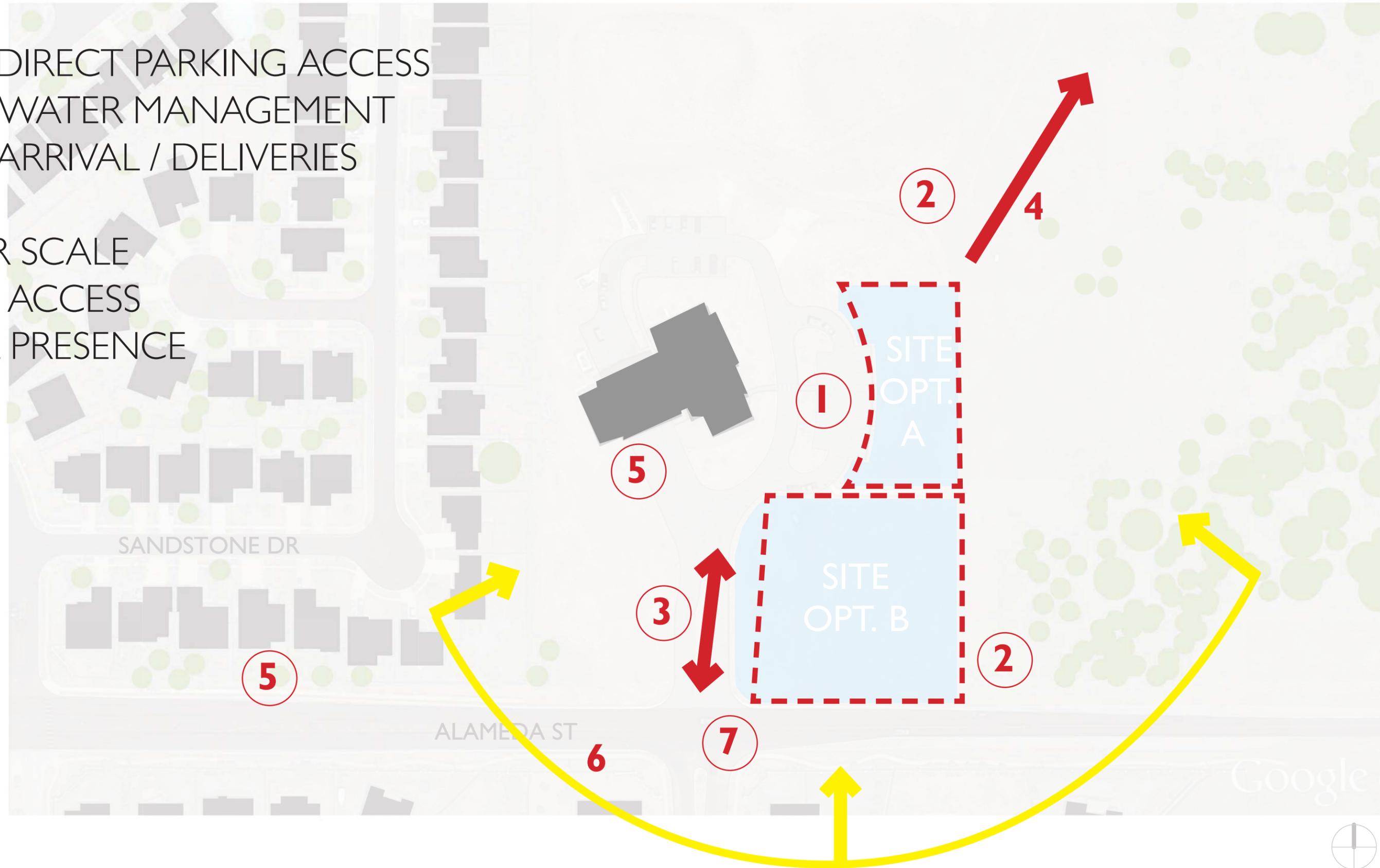
BRANCH LIBRARIES



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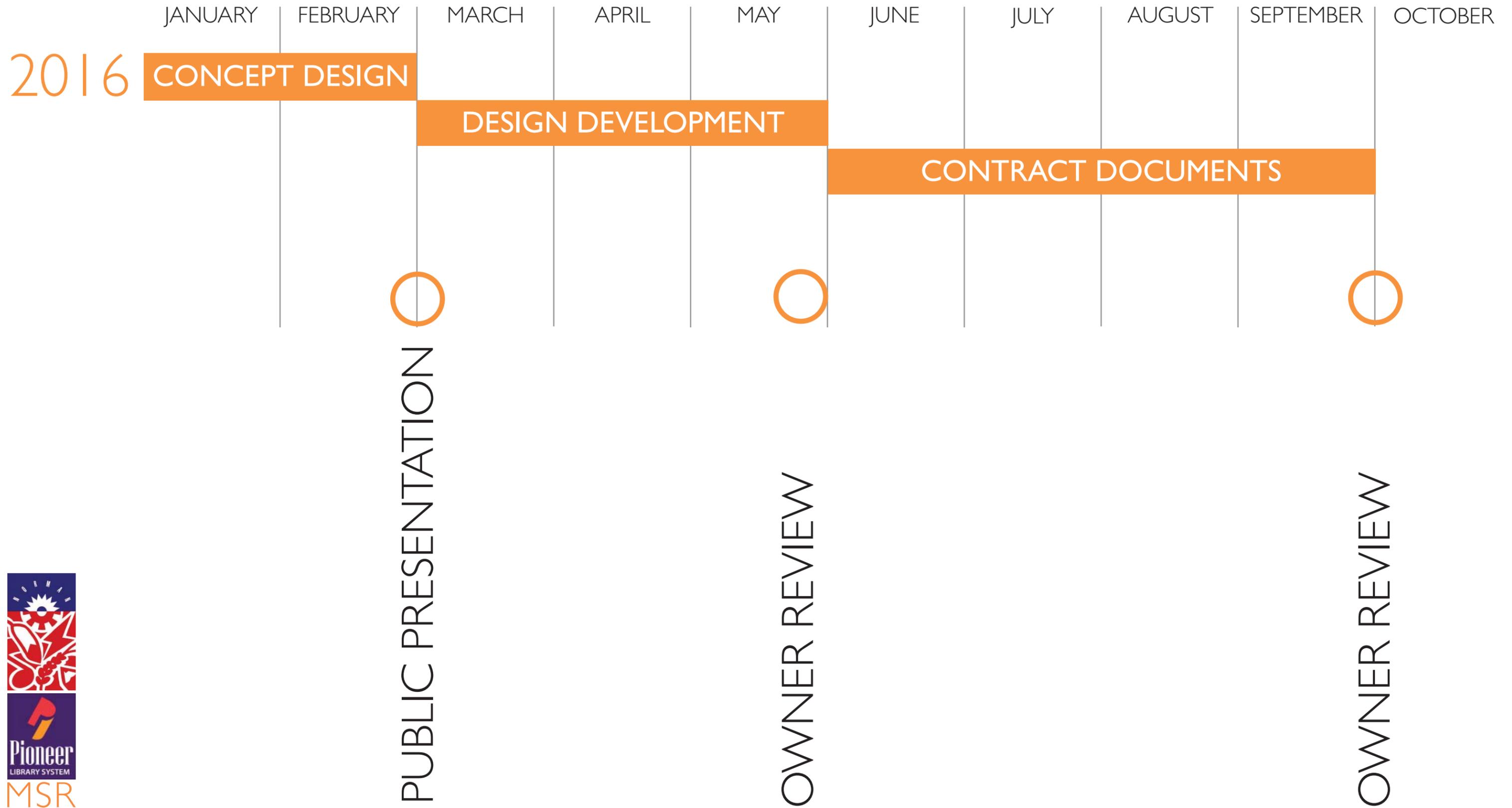


- 1** CLEAR/DIRECT PARKING ACCESS
- 2** GOOD WATER MANAGEMENT
- 3** SIMPLE ARRIVAL / DELIVERIES
- 4** VIEWS
- 5** PROPER SCALE
- 6** SOLAR ACCESS
- 7** VISUAL PRESENCE



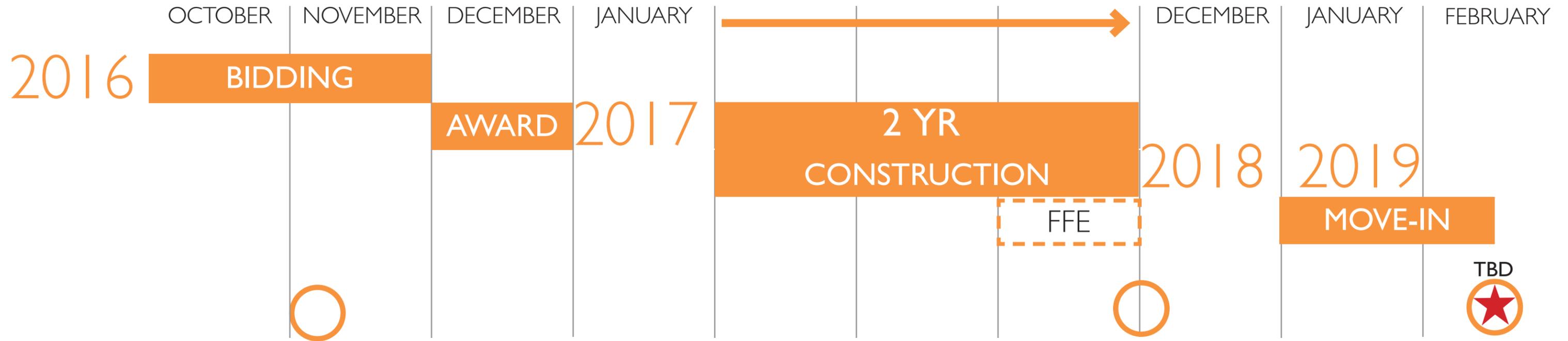
NORMAN **CENTRAL** BRANCH LIBRARY

DESIGN PHASE



NORMAN **CENTRAL** BRANCH LIBRARY

CONSTRUCTION PHASE



BID OPENING

SUBSTANTIAL
COMPLETION

GRAND OPENING

NORMAN **CENTRAL** BRANCH LIBRARY

PROBABLE COST

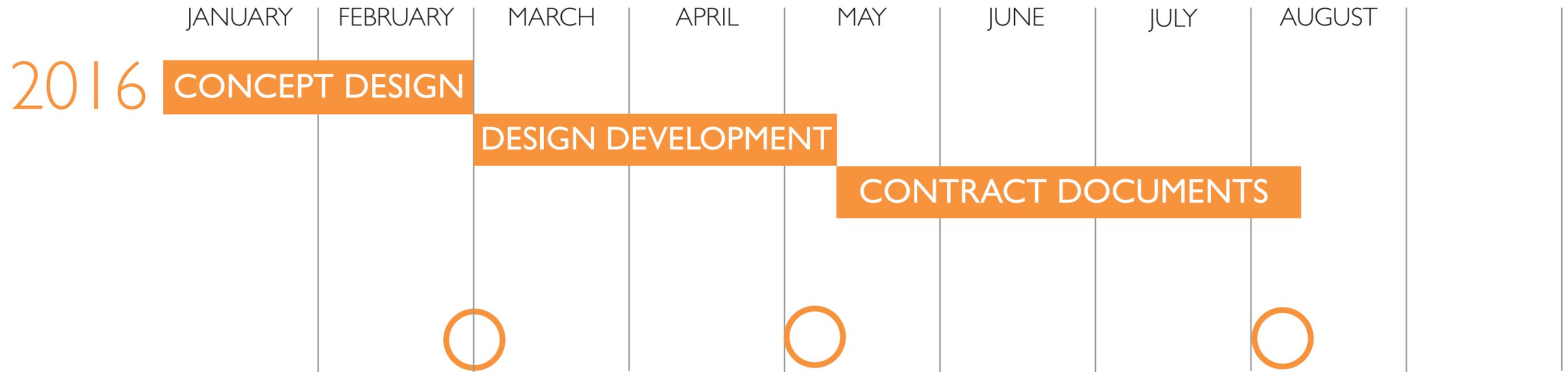
Item	Total	% of Total	\$/GSF
Site Development	\$4,053,850	10.35%	\$49.44
Building Construction	\$22,996,653	58.70%	\$280.45
Contingency, Bonds, Insurance, Mgr Fees	\$5,365,606	13.70%	\$65.43
Subtotal	\$32,416,109	82.74%	\$395.32
Furniture and Equipment	\$2,976,600	7.60%	\$36.30
Soft Costs (permits, professional services, site surveys, etc.)	\$3,784,719	9.66%	\$46.16
Grand Total	\$39,177,428	100.00%	\$477.77



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NORMAN **EAST** BRANCH LIBRARY

DESIGN PHASE



PUBLIC PRESENTATION



OWNER REVIEW

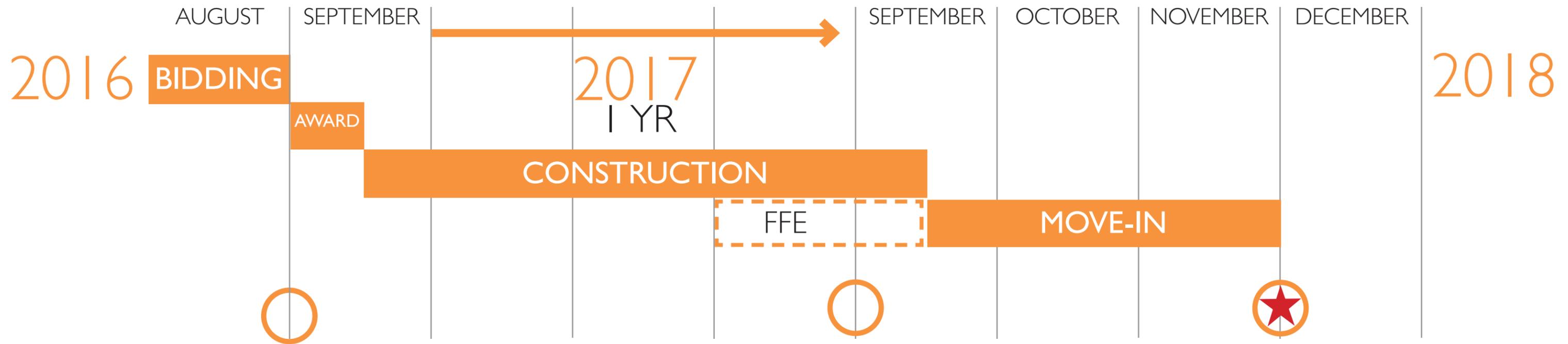


OWNER REVIEW



NORMAN **EAST** BRANCH LIBRARY

CONSTRUCTION PHASE



BID OPENING

SUBSTANTIAL
COMPLETION

GRAND OPENING

NORMAN **EAST** BRANCH LIBRARY

PROBABLE COST

Item	Total	% of Total	\$/GSF
Site Development	\$237,500	4.65%	\$19.00
Building Construction	\$3,212,357	62.85%	\$256.99
Contingency, Bonds, Insurance, Mgr Fees	\$724,470	14.17%	\$57.96
Subtotal	\$4,174,327	81.67%	\$333.95
Furniture and Equipment	\$440,000	8.61%	\$35.20
Soft Costs (permits, professional services, site surveys, etc.)	\$496,968	9.72%	\$39.76
Grand Total	\$5,111,294	100.00%	\$408.90



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NORMAN **CENTRAL + EAST** BRANCH LIBRARY

DESIGN PHASE

