

**PUBLIC NOTICE OF THE MEETING OF THE
OWASSO CAPITAL IMPROVEMENTS COMMITTEE**

TYPE OF MEETING: Special
DATE: August 11, 2016
TIME: 6:00 PM
PLACE: Owasso City Hall
200 South Main, Owasso, Oklahoma

RECEIVED
AUG 08 2016
City Clerk's Office *lw*

Filed in the office of the Owasso City Clerk and posted on the City Hall West Entrance at 5:00 p.m. on Monday, August 8, 2016.



Teresa Willson, Information Technology Director

AGENDA

1. Call to Order
2. Consideration and appropriate action relating to the approval of the May 19, 2016 minutes
Teresa Willson
Attachment
3. Consideration and appropriate action relating to a recommendation to place the construction of Fire Station number 4 on the list of projects eligible to receive Capital Improvement funding
Chief Chris Garrett
Attachment
4. Presentation of information on a potential intersection improvement project at E 106 St N and N 129 E Ave
Dwayne Henderson
5. Adjournment

**OWASSO CAPITAL IMPROVEMENT COMMITTEE
MINUTES OF MEETING
Thursday, May 19, 2016**

The Owasso Capital Improvements Committee met in a special meeting on Thursday, September 10, 2015 at Owasso Community Center, 301 South Cedar, per the Notice of Public Meeting and Agenda posted on the City Hall bulletin board at 5:00 p.m. on Monday, May 16, 2016.

1. **Call to Order** - Teresa Willson, Director of Information Technology, called the meeting to order at 6:00 pm. The following committee members were present:

Chris Kelley	Jason Drake (arrived 6:08)
Paul Loving	Casey Goodson
Dirk Thomas	Warren Lehr (arrived 6:52)
Jeff Davis	Sherry Bishop
Shawn Reiss (arrived 6:07)	Linda Jones

2. **Approval of minutes for the September 10, 2015 Special Meeting** – Teresa Willson presented the item. Paul Loving moved, seconded by Dirk Thomas to approve the minutes as presented.

YEA: Chris Kelley, Paul Loving, Dirk Thomas, Jeff Davis, Shawn Reiss, Jason Drake, Casey Goodson, Warren Lehr, Sherry Bishop, Linda Jones

NAY: None

Motion Passes, 10-0

3. **Consideration and appropriate action relating to a recommendation to place Brookfield Crossing Subdivision Stormwater Improvements on the list of projects eligible to received Capital Improvement funding** – Roger Stevens, Public Works Director, presented the item and discussion was held. Chris Kelley moved, seconded by Jason Drake to recommend adding Brookfield Crossing Subdivision Stormwater Improvements to the list of projects eligible for Capital Improvement funding.

YEA: Chris Kelley, Paul Loving, Dirk Thomas, Jeff Davis, Shawn Reiss, Jason Drake, Casey Goodson, Warren Lehr, Sherry Bishop, Linda Jones

NAY: None

Motion Passes, 10-0

4. **Consideration and appropriate action relating to a request to place CentralPark/Lakeridge Subdivision Stormwater Improvements on the list of projects eligible to receive Capital Improvement funding** – Roger Stevens, Public Works Director, presented the item and discussion was held. Dirk Thomas moved, seconded by Jason Drake to recommend adding CentralPark/Lakeridge Subdivision Stormwater Improvements to the list of projects eligible for Capital Improvement funding.

YEA: Chris Kelley, Paul Loving, Dirk Thomas, Jeff Davis, Shawn Reiss, Jason Drake, Casey Goodson, Warren Lehr, Sherry Bishop, Linda Jones

NAY: None

Motion Passes, 10-0

5. **Consideration and appropriate action relating to a request to place East 76 Street North and Main Street Intersection Improvements on the list of projects eligible to receive Capital Improvement funding** – Roger Stevens, Public Works Director, presented the item and discussion was held. Dirk Thomas moved, seconded by Shawn Reiss to recommend adding East 76 Street North and Main Street Intersection Improvements to the list of projects eligible for Capital Improvement funding.

YEA: Chris Kelley, Paul Loving, Dirk Thomas, Jeff Davis, Shawn Reiss, Jason Drake, Casey Goodson, Warren Lehr, Sherry Bishop, Linda Jones

NAY: None

Motion Passes, 10-0

6. **Consideration and appropriate action relating to a request to place South Sports Park Regional Detention Pond Project on the list of projects eligible to receive Capital Improvement funding** – Roger Stevens, Public Works Director, presented the item and discussion was held. Dirk Thomas moved, seconded by Shawn Reiss to recommend adding South Sports Park Regional Detention Pond Project to the list of projects eligible for Capital Improvement funding.

YEA: Chris Kelley, Paul Loving, Dirk Thomas, Jeff Davis, Shawn Reiss, Jason Drake, Casey Goodson, Warren Lehr, Sherry Bishop, Linda Jones

NAY: None

Motion Passes, 10-0

7. **Consideration and appropriate action relating to a request to place Elm Creek Tributary 5A and Rayola Park Stormwater Improvements on the list of projects eligible to receive Capital Improvement funding** – Roger Stevens, Public Works Director, presented the item and discussion was held. Chris Kelley moved, seconded by Dirk Thomas to recommend adding Elm Creek Tributary 5A and Rayola Park Stormwater Improvements to the list of projects eligible for Capital Improvement funding.

YEA: Chris Kelley, Paul Loving, Dirk Thomas, Jeff Davis, Shawn Reiss, Jason Drake, Casey Goodson, Warren Lehr, Sherry Bishop, Linda Jones

NAY: None

Motion Passes, 10-0

8. **Consideration and appropriate action relating to a request to place Garrett Creek/Morrow Place Sewer Assessment Area Sanitary Sewer Improvements on the list of projects eligible to receive Capital Improvement funding** – Roger Stevens, Public Works Director, presented the item and discussion was held. Shawn Reiss moved, seconded by Jason Drake to recommend adding Garrett Creek/Morrow Place Sewer Assessment Area Sanitary Sewer Improvements to the list of projects eligible for Capital Improvement funding.

YEA: Chris Kelley, Paul Loving, Dirk Thomas, Jeff Davis, Shawn Reiss, Jason Drake, Casey Goodson, Warren Lehr, Sherry Bishop, Linda Jones

NAY: None

Motion Passes, 10-0

9. **Adjournment**

YEA: Chris Kelley, Paul Loving, Dirk Thomas, Jeff Davis, Shawn Reiss, Jason Drake, Casey Goodson, Warren Lehr, Sherry Bishop, Linda Jones

NAY: None

Motion Passes, 10-0

Meeting adjourned at 6:59 pm


Teresa Willson, IT Director



TO: Capital Improvements Committee
City of Owasso

FROM: Christopher A. Garrett
Fire Chief

SUBJECT: Fire Station No. 4

DATE: August 5, 2016

BACKGROUND:

In 2013, fire department staff conducted an assessment of response capability to determine the need for, and priorities of, future growth. That assessment identified several areas of the fire and ambulance response district where a timely response to emergency incidents was unachievable based on the physical locations of the city's three fire stations. Of those identified areas, the northernmost area presented the greatest concern due to its current population and call history, as well as the planned and anticipated commercial and residential development along the district served by E. 116 Street North, Garnett Road, N. 129 East Avenue, and Highway 169.

With the passage of the half-penny sales tax in January 2015, fire department staff moved forward with identifying a suitable tract of land to purchase, knowing that purchasing the land and the ancillary costs associated with that purchase would be the first step in providing more effective fire and ambulance services in the north and northwest areas of the fire department's response district. Of the tracts of land available in that area, staff identified a 10-acre tract of land at 11933 E. 116 Street North that was well-positioned for Fire Station No. 4, and was large enough to support a training facility and an administrative building. In March 2015, City Council approved the purchase of the 10-acre property from Danny and Barbara Eberle for \$500,000.00. In April 2015, the city completed the purchase of the property.

INITIAL PROJECT DESIGN:

From December 2015, through March 2016, a review team of six individuals conducted a thorough evaluation of the eight architectural and design firms who submitted their qualifications for consideration. The architectural and design firm, Williams Spurgeon Kuhl and Freshnock (WSKF) of Kansas City, Missouri was chosen by all six team members. They (WSKF) have done extensive work in the design of fire stations, administrative offices, and fire training centers. The review team believed that WSKF's project approach and design processes (including checks and balances), as well as their team of expert consultants would assure the city a finished product that met all of its current and future needs. In particular, WSKF was working with Abercrombie Planning and Design of Fort Worth, Texas to bring additional fire station and training center design expertise to this project.

On March 15, 2016, City Council approved the contract with Williams Spurgeon Kuhl and Freshnock Architects, Inc. (WSKF) of Kansas City, Missouri for architectural design and engineering services for the Fire Station No. 4 Master Plan in the amount of \$223,970.

Regarding the scope of design, both parties agreed that a master plan of the complete project design was necessary, regardless of whether or not the construction of the fire station, training center, and administrative building were sequenced or concurrent. Specifics of the master plan were to include:

Fire Station No. 4:

- Living quarters and operational areas for up to eight personnel.
- Living Quarters for Shift Commander.
- Additional apparatus bay space for quartering reserve apparatus.

Training Center:

- Multi-purpose facility designed to provide realistic training involving live fire, hazardous material incidents, and technical rescues.
- Props suited for law enforcement training (excluding live weapons).
- Area for the Public Works Department to use for hands-on training using heavy equipment.

Fire Administration:

- Office quarters for all current and future administrative positions in one location to enhance coordination and communication among the administrative staff.
- Police department sub-station to better serve the northern area of the city.
- Large training room to be used by fire, police, and public works personnel to support outside activities on the training center grounds, as well as by the community for meetings.
- Fire department command/coordination center during significant emergency events.

FINAL PROJECT DESIGN:

The completed Master Plan took into account the fire department's need to address current and future needs in all three components, maximize efficiency of space, use of the training facilities by other city departments and the community (where appropriate), and current and anticipated fire hazards within the community. Additionally, the facilities had to: be "50-year solutions"; utilize low maintenance construction elements; incorporate environmentally-friendly options wherever possible; and present a professional image for the city.

Fire department staff and WSKF worked collaboratively throughout the planning and designing process. Using several methods of inquiry, the project team produced a list of needs relative to the fire department's current and future administrative and field operations. Included was the community risk assessment that involved every firefighter in operations. This assessment allowed WSKF and Abercrombie Planning and Design to develop the Master Plan for the training center that concentrated on the type of incidents that our firefighters will likely face, even as the city grows.

The final design included a single 20,689 square foot building that quartered the operations staff for Fire Station No. 4, the shift commander, all of fire administration staff (including the Fire Marshal's Office), and police operations personnel responsible for the northern sections of the city. (See Table 1.) Additionally, the final design included the training center, consisting of four training buildings, a maintenance/storage/training building, an outdoor classroom, and a salt and sand storage facility for the Public Works Department. (See Table 2.)

Table 1: Fire Station No. 4 Components

Living Quarters	Apparatus Bays	Fire Administration	Police Satellite Office
5,515 Square Feet	6,697 Square Feet	7,826 Square Feet	652 Square Feet
Seven (7) Individual Bunkrooms	Three (3) Drive Through Apparatus Bays	Lobby/Reception Area	Office (3-4 Work Stations)
One (1) Captain's Office/Bunkroom	One (1) Small Bay for Shift Commander's Vehicle	Eleven (11) Administrative Offices	Briefing Room/Interview Room
One (1) Shift Commander's Bunkroom	Large Gear Storage Room (Doubles as Tornado Shelter)	One (1) Large Conference Room	Restroom
Kitchen	Various Storage and Designated Work Areas	Two (2) Small Conference Rooms	Storage Room
Dining Room	Watch Desk/Radio Room	Training Room (46 Person)/ Emergency Coordination Room	
Dayroom		Workroom	
Fitness Room		Breakroom	
Public Restroom			

Two aspects of the final design were notably different from the expectations communicated to the design team at the start of the project. The first difference is the lack of a fourth drive-through apparatus bay, which was planned for quartering reserve apparatus. The design team proposed a maintenance/storage/training building as part of the training center, but located immediately behind the fire station. Along with housing the reserve apparatus and storing the department's operational and maintenance equipment and supplies, the building's bay space would contain multiple props for hazardous materials training.

The second difference is the incorporation of the training room into the administrative space. This project component was originally considered as a stand-alone building as part of the training complex; however, this design maintains the community's ability to use the training room, without compromising the security of the administrative offices or interfering with administrative operations.

Table 2: Training Center Components

Maintenance/Storage Building	Apartment/Hotel/Commercial Training Building	Residential Training Buildings	Outdoor Classroom
6,000 Square Feet	8,782 Square Feet	1-Story/ 1,200 Square Foot Residential Mock-up	Covered Training Area
Two Apparatus Bays for Reserve Apparatus	Apartment Mock-ups	1½-Story/ 1,800 Square Foot Residential Mock-up	Bench Seating
Bulk Storage Areas for Operational and Facility Maintenance Supplies	Commercial Occupancy Mock-ups	2-Story / 2,500 Square Foot Residential Mock-up	
SCBA Compressor for Refilling Air Cylinders	Hotel Room Mock-ups	Class A and Natural Gas-Fired Burn Props	
O ₂ Refilling System	Natural Gas-Fired Burn Props	Oil/Water Separation	
Turnout Gear Extractor	Multiple Rappelling Points		
Hazardous Materials Training Props	Two Stairwells		
Restrooms for Training Center	Sprinkler/Standpipe Props		

PROBABLE COST:

The design team at WSKF has produced a "Statement of Probable Cost" that takes into account the project details as they are currently designed. Table 3 (see below) shows the costs associated with each project component; however, WSKF has advised us that some of the costs associated with construction, site development (civil engineering), and landscaping are shared costs that will have to be recalculated if the scope of the project is limited to only one or two components. Additionally, some of the site development costs may be a part of the E. 116 Street North widening project; thus, there may be some cost savings (to one project or the other) in this area.

The cost of the fire apparatus and ambulance for the fire station, as well as the fire and EMS equipment to stock the apparatus are not project costs identified in WSKF's Statement of Probable Cost. These costs have been added to WSKF's cost estimates (Table 3) to more accurately communicate the total cost of the project (excluding staffing).

Table 3: Statement of Probable Cost (WSKF); Including Apparatus/Equipment Costs

Project Component	SQ. FT.	Unit \$	Subtotal	Fee (6%)	P&P Bonds (1.5%)	Contingency (15%)	Total
Fire Station No. 4	12,210	225	\$2,747,700	\$164,862	\$43,688	\$443,438	\$3,399,688
Fire Station No. 4 FFE			\$140,000				\$140,000
Fire Administration	8,478	200	\$1,695,600	\$101,736	\$26,960	\$273,644	\$2,097,940
Fire Administration FFE			\$190,000				\$190,000
Training Center			\$4,435,647	\$266,139	\$70,527	\$715,847	\$5,488,160
Site Development			\$3,041,630	\$182,498	\$48,362	\$490,873	\$3,763,363
Landscaping			\$281,765	\$16,906	\$4,480	\$45,473	\$348,624
Apparatus			\$1,500,000				\$1,500,000
Equipment			\$250,000				\$250,000
Total			\$14,282,342	\$732,141	\$194,017	\$1,969,275	\$17,177,775

PROJECT SCOPE AND TIMELINE:

There are five options regarding the project scope: (1) delay construction on the entire project; (2) construct the fire station in 2017, and delay construction on the training center and fire administration; (3) construct the fire station and the training center in 2017, and delay construction on fire administration; (4) construct the fire station and fire administration in 2017, and delay construction on the training center; or (5) construct all components in 2017.

The benefits of each component, whether considered independently or collectively, are experienced by the fire department staff, police department staff, public works staff, as well as the community they serve, primarily through operational efficiency or effectiveness. However, the decision about the project scope must take into account the clear fiscal challenges affixed to each of the five options. Options 1, 2, 3, and 4 contain construction delays that will ultimately result in increased construction costs, if and when the unbuilt component(s) are constructed.

Representatives from WSKF advised city staff that it is preferable to award a construction contract in the first quarter of the year. This time frame yields lower construction costs, and provides the selected construction firm time to mobilize during challenging transitional weather patterns. As such, WSKF recommends determining the project scope by September, to allow their design team adequate time to develop construction documents and prepare the bid specifications prior to the end of the calendar year.

RECOMMENDATION:

Staff recommends approval to submit a recommendation to the Owasso City Council to place the construction of Fire Station number 4 on the list of projects eligible to receive Capital Improvement funding.