

AGENDA
BOARD OF CITY COMMISSIONERS
April 3, 2017 AT 6:30 P.M.
COMMISSION CHAMBERS AT CITY HALL
SHAWNEE, OKLAHOMA

CALL TO ORDER

DECLARATION OF A QUORUM

INVOCATION

FLAG SALUTE

All motions will be made in the affirmative. The fact that a commissioner makes or offers a second to a motion does not mean that the commissioner must vote in favor of passage.

1. Consider approval of Consent Agenda:
 - a. Acknowledge staff will proceed in the instant meeting with the opening and consideration of bids as set forth in Agenda Item No. 7.
 - b. Minutes from the March 20, 2017 regular meeting.
 - c. Lake Lease Renewals/Transfers:

TRANSFERS:
Lot 4 Seck Tract, 33712 Post Office Neck
From: Dana Burton
To: Tod and Lori Harrison
 - d. Authorize staff to solicit Requests for Qualifications for the City of Shawnee Website Redesign Project.
 - e. Authorize staff to request bids for wayfinding signage (modified from previous request).
2. Citizens Participation

(A three minute limit per person)
(A twelve minute limit per topic)
3. Introduction of Shawnee 2017 student/teacher delegation for exchange trip to Nikaho, Japan.

ADULT DELEGATES

Cheyenne Branscum, Teacher, Shawnee Middle School
Jennifer Price, 2017 Chairman

STUDENT DELEGATES

Tessa Dominy, Shawnee Middle School

Macy Proffer, Shawnee Middle School
Cary Mason, Shawnee Middle School
Erin LaBar, Shawnee Middle School
Cassidy Draper, Shawnee Middle School
Isabel West, Shawnee Middle School
Noah Dryer, Grove Middle School
Ethan Whiteman, Grove Middle School
Estelle Tiuseco, Grove Middle School
Emma Poyer, Grove Middle School

4. Mayor's Proclamations:

"National Public Safety Telecommunications Week"
April 9-15, 2017
5. Discussion and possible action to reschedule the May 15, 2017 City Commission meeting to May 16, 2017.
6. Presentation by Brandon Dyer, President of Community Renewal regarding the Neighbor-to-Neighbor Network and upcoming activities/events.
7. Consider Bids:
 - a. Avedis/City Sidewalk Project (Various Locations), Contract No. COS-PW-16-03 (Award)
 - b. Fire Station No. 2 Rehab Project (Open)
8. New Business

(Any matter not known about or which could not have been reasonably foreseen prior to the posting of the agenda)
9. Commissioners Comments
10. Adjournment

Respectfully submitted

Phyllis Loftis, CMC, City Clerk

The City of Shawnee encourages participation from its citizens in public meetings. If participation is not possible due to a disability, notify the City Clerk, in writing, at least forty-eight hours prior to the scheduled meeting and necessary accommodations will be made. (ADA 28 CFR/36)

Regular Board of Commissioners

1.b.

Meeting Date: 04/03/2017

CC Minutes 03-20-2017

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Minutes from the March 20, 2017 regular meeting.

Attachments

CC Minutes 03-20-2017

BOARD OF CITY COMMISSIONERS PROCEEDINGS
MARCH 20, 2017 AT 6:30 P.M.

The Board of City Commissioners of the City of Shawnee, County of Pottawatomie, State of Oklahoma, met in Regular Session in the Commission Chambers at City Hall, 9th and Broadway, Shawnee, Oklahoma, Monday, March 20, 2017 at 6:30 p.m., pursuant to notice duly posted as prescribed by law. Vice Mayor Harrod presided and called the meeting to order. Upon roll call, the following members were in attendance.

Richard Finley
Mayor

Absent
Commissioner Ward 1

Ron Gillham
Commissioner Ward 2

James Harrod
Commissioner Ward 3-Vice Mayor

Darren Rutherford
Commissioner Ward 4

Absent

Commissioner Ward 5

Ben Salter
Commissioner Ward 6

ABSENT: Dub Bushong, Lesa Shaw

INVOCATION Emergency Management Director Don Lynch

FLAG SALUTE

AGENDA ITEM NO. 1: Consider approval of Consent Agenda:

- a. Acknowledge staff will proceed in the instant meeting with the opening and consideration of bids as set forth in Agenda Item No. 15.
- b. Minutes from the March 6, 2017 regular meeting.
- c. Acknowledge the following reports:
 - License Payment Report for February 2017
 - Project Payment Report for February 2017

- d. Lake Lease Renewals/Transfers:

TRANSFERS:

Lot 5 Coffman Tract, 15309 Perry Road

From: William G. Holloway

To: R. Chris and Kay Duroy

- e. Acknowledge waiving Sections 8-431 and 8-434 of the Code of the City of Shawnee involving Garage Sale licenses and fees for the days of April 21-23, 2017.
- f. Budget Amendment – Fund 302
Amend budget for grant received from the Avedis Foundation for sidewalk project.
- g. Request Authorization to Advertise for Bids for the FY16-17 Rehab Concrete Streets Maintenance Project.

A motion was made by Commissioner Gillham, seconded by Commissioner Rutherford, to approve Consent Agenda Item Nos. 1(a-g). Motion carried 5-0.

AYE: Gillham, Rutherford, Salter, Harrod, Finley

NAY: None

AGENDA ITEM NO. 2:

Citizens Participation

(A three minute limit per person)

(A twelve minute limit per topic)

There was no Citizens Participation.

AGENDA ITEM NO. 3:

Presentation by City Manager to Employee of the Month, Paula Lauderdale, Information Systems.

Paula Lauderdale was present to accept the Employee of the Month Certificate presented by City Manager Justin Erickson.

RECESS CITY COMMISSION MEETING BY THE POWER OF THE CHAIR
TO CONVENE SHAWNEE AIRPORT AUTHORITY AND SHAWNEE
MUNICIPAL AUTHORITY (6:33 p.m.)

RECONVENE CITY COMMISSION MEETING BY THE POWER OF THE
CHAIR (6:47 p.m.)

AGENDA ITEM NO. 4:

Mayor' Proclamations:
"Arbor Week"
March 26 – April 1, 2017

Director of Operations James Bryce accepted the Mayor's Proclamation for
"Arbor Week" presented by Mayor Finley.

"Welcome Home Vietnam Veterans Day"
March 30, 2017

Veterans of Foreign Wars Post 1317 Commander Don Plumley accepted the
Mayor's Proclamation for "Welcome Home Vietnam Veterans Day" presented by
Mayor Finley.

"Fair Housing Month"
April 2017

Community Development Director Justin DeBruin accepted the Mayor's
Proclamation for "Fair Housing Month" presented by Mayor Finley.

AGENDA ITEM NO. 5:

Consider a resolution to surplus a certain
City of Shawnee vehicle and donate it to the
Heart of Oklahoma Exposition Center.

Resolution No. 6539 was introduced.

A RESOLUTION DECLARING A CERTAIN ITEM OF PERSONAL PROPERTY SURPLUS AND
NO LONGER NEEDED FOR CITY PURPOSES; DESCRIBING SAID ITEM; AND AUTHORIZING
THE DONATION OF SAID ITEM TO THE HEART OF OKLAHOMA EXPOSITION CENTER.

A motion was made by Vice Mayor Harrod, seconded by Commissioner
Gillham, to authorize a resolution to surplus a certain City of Shawnee vehicle and
donate it to the Heart of Oklahoma Exposition Center. Motion carried 5-0.

AYE: Harrod, Gillham, Finley, Rutherford, Salter
NAY: None

AGENDA ITEM NO. 6:

Consider a resolution to surplus a certain City of Shawnee vehicle and donate it to the City of McLoud.

Resolution No. 6540 was introduced.

A RESOLUTION DECLARING A CERTAIN ITEM OF PERSONAL PROPERTY SURPLUS AND NO LONGER NEEDED FOR CITY PURPOSES; DESCRIBING SAID ITEM; AND AUTHORIZING THE DONATION OF SAID ITEM TO THE CITY OF MCLOUD POLICE DEPARTMENT.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Rutherford, to authorize a resolution to surplus a certain City of Shawnee vehicle and donate to the City of McLoud. Motion carried 5-0.

AYE: Harrod, Rutherford, Salter, Gillham, Finley

NAY: None

AGENDA ITEM NO. 7:

Discussion, consideration, and possible action to approve an ordinance repealing and amending portions of Chapter 26, "Utilities" of the Shawnee Municipal Code.

City Manager Justin Erickson gave a staff report and explained that the proposed ordinance is a part of the recodification efforts and to reference a singular fee schedule. Mr. Erickson also advised that there was a modification to the proposed ordinance that was included in the agenda packet that removed the emergency clause and replaced it with an effective date of July 1, 2017.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Rutherford, to approve an ordinance repealing and amending portions of Chapter 26, "Utilities" of the Shawnee Municipal Code.

Ordinance No. 2597NS was introduced.

AN ORDINANCE REPEALING AND AMENDING PORTIONS OF THE SHAWNEE MUNICIPAL CODE, CHAPTER 26 "UTILITIES," PROVIDING FOR CERTAIN FEES TO BE SET BY RESOLUTION FROM TIME TO TIME BY THE CITY COMMISSION AND LISTED IN THE CITY FEE SCHEDULE; PROVIDING FOR REPEAL; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR CODIFICATION.

Motion carried 5-0.

AYE: Harrod, Rutherford, Salter, Gillham, Finley
NAY: None

Ordinance No. 2597NS was adopted by the City Commission.

AGENDA ITEM NO. 8: Discussion, consideration, and possible action to approve an ordinance repealing and amending portions of Chapter 21, “Parks and Recreation” of the Shawnee Municipal Code.

City Manager Justin Erickson explained that this ordinance is also needed for the recodification efforts and to reference the singular fee schedule. Mr. Erickson also advised that there was a modification to the proposed ordinance that was included in the agenda packet that references the emergency clause. If the emergency clause passes, the changes will become effective immediately, with the exception of changes related to the fees, which will become effective July 1, 2017 concurrent with the City Fee Schedule.

A motion was made by Commissioner Rutherford, seconded by Commissioner Gillham, to approve an ordinance repealing and amending portions of Chapter 21, “Parks and Recreation” of the Shawnee Municipal Code.

Ordinance No. 2598NS was introduced.

AN ORDINANCE REPEALING AND AMENDING PORTIONS OF THE SHAWNEE MUNICIPAL CODE, CHAPTER 21 “PARKS AND RECREATION,”; AUTHORIZING THE CITY MANAGER TO CHANGE THE HOURS OF PUBLIC PARKS UNDER CERTAIN CIRCUMSTANCES; AUTHORIZING FEES SET BY RESOLUTION AND LOCATED IN THE CITY FEE SCHEDULE OF CITY PARK FACILITIES AND INFRASTRUCTURE; REPEALING PROVISIONS FOR A PARKS AND RECREATION AND LINCOLN PARK COMMUNITY CENTER ADVISORY BOARD; PROVIDING FOR REPEAL; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND DECLARING AN EMERGENCY..

Motion carried 5-0.

AYE: Rutherford, Gillham, Harrod, Finley, Salter
NAY: None

Ordinance No. 2598NS was adopted by the City Commission.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Gillham, to approve emergency clause relating to Ordinance No. 2598NS. Motion carried 5-0.

AYE: Harrod, Gillham, Finley, Rutherford, Salter

NAY: None

AGENDA ITEM NO. 9:

Discussion, consideration, and possible action to approve an ordinance implementing a schedule of fees and charges in Chapter 1, General Provisions of the City Code.

City Manager Justin Erickson gave a staff report. He stated that attached to the ordinance as Appendix A is a schedule of fees that will consolidate all of the fees for the City. Mr. Erickson also advised that there was a modification to the proposed ordinance that was included in the agenda packet that removed the emergency clause and replaced it with an effective date of July 1, 2017.

A motion was made by Commissioner Gillham, seconded by Commissioner Rutherford, to approve an ordinance implementing a schedule of fees and charges in Chapter 1, General Provisions of the City Code.

Ordinance No. 2599NS was introduced.

AN ORDINANCE IMPLEMENTING A SCHEDULE OF FEES AND CHARGES IN CHAPTER 1, GENERAL PROVISIONS OF THE CITY CODE; AND THE CREATION OF THE SCHEDULE OF FEES AND CHARGES, FINES, BONDS, AND INSURANCE AS APPENDIX A OF THE CITY CODE; AND PROVIDING FOR CODIFICATION, REPEALER, AND SEVERABILITY.

Motion carried 5-0.

AYE: Gillham, Rutherford, Salter, Harrod, Finley

NAY: None

Ordinance No. 2599NS was adopted by the City Commission.

AGENDA ITEM NO. 10:

Discussion, consideration, and possible action on an ordinance adopting the Statewide Minimum building codes (Update of Existing Regulations).

Community Development Director Justin DeBruin explained this ordinance will update the existing building codes to maintain compliance with industry standards and is the minimum requirement by state law at this time. The ordinance adopts the 2015 International Building Code, 2014 National Electrical Code, 2015 International Fuel Gas Code, 2015 International Mechanical Code, 2015 International Plumbing Code, 2015 Existing Building Code, 2015 International Fire Code and 2015 International Residential Code. Mr. DeBruin stated that he has provided a letter to the Shawnee Home Builders Association and will attend the April meeting to provide them with further information.

City Manager Justin Erickson advised that there was a modification to the proposed ordinance that was included in the agenda packet that changed the effective date from 60 days from date of passage to July 1, 2017.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Rutherford, to approve an ordinance adopting the Statewide Minimum building codes (Update of Existing Regulations).

Ordinance No. 2600NS was introduced.

AN ORDINANCE OF THE CITY OF SHAWNEE ADOPTING THE 2015 INTERNATIONAL BUILDING CODE, 2014 NATIONAL ELECTRICAL CODE, 2015 INTERNATIONAL FUEL GAS CODE, 2015 INTERNATIONAL MECHANICAL CODE, 2015 INTERNATIONAL PLUMBING CODE, 2015 EXISTING BUILDING CODE, 2015 INTERNATIONAL FIRE CODE, 2015 INTERNATIONAL RESIDENTIAL CODE REPEALING ALL SECTIONS IN CONFLICT THEREWITH AND PROVIDING FOR SEVERABILITY; AND REPLACING SPECIFIC DOLLAR-FEE AMOUNTS THROUGHOUT THE ENTIRE CHAPTER WITH A REFERENCE TO THE CITY FEE SCHEDULE.

Motion carried 5-0.

AYE: Harrod, Rutherford, Salter, Gillham, Finley

NAY: None

Ordinance No. 2600NS was adopted by the City Commission.

AGENDA ITEM NO. 11:

Public hearing and consideration of an ordinance for proposed changes to City ward boundaries. *(Deferred from February 6, 2017 City Commission meeting.)*

City Manager Justin Erickson explained that no changes have been made to this proposal since it was brought before the Commission on February 7, 2017.

Mr. Erickson noted a 0.89% difference between the highest populated and lowest populated wards.

Mayor Finley declared a public hearing in session to consider an ordinance for proposed changes to City ward boundaries. No one appeared in favor or against said rezoning. The public hearing was closed.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Rutherford, to approve an ordinance for proposed changes to City ward boundaries.

Ordinance No. 2601NS was introduced.

AN ORDINANCE MODIFYING WARD BOUNDARIES OF THE CITY OF SHAWNEE, OKLAHOMA.

Motion carried 5-0.

AYE: Harrod, Rutherford, Salter, Gillham, Finley

NAY: None

Ordinance No. 2601NS was adopted by the City Commission.

AGENDA ITEM NO. 12: Consideration of a resolution for codification of municipal ordinances.

City Manager Justin Erickson explained the process of codifying municipal ordinances to stay in compliance with state law.

Resolution No. 6541 was introduced.

A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF SHAWNEE, OKLAHOMA CODIFYING ITS ORDINANCES.

A motion was made by Commissioner Gillham, seconded by Commissioner Salter, to authorize a resolution for codification of municipal ordinances. Motion carried 5-0.

AYE: Gillham, Salter, Harrod, Finley, Rutherford

NAY: None

AGENDA ITEM NO. 13:

Consideration of approval of Single Audit Engagement Letter and Compilation Engagement Letter with Arledge & Associates for Audit Services.

Finance Director Cindy Arnold gave a presentation explaining the process of selecting an audit firm for audit services. Ms. Arnold announced that Arledge and Associates was the lowest bidder and the highest ranking among proposals received.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Gillham, to approve a Single Audit Engagement Letter and Compilation Engagement Letter with Arledge & Associates for Audit Services. Motion carried 5-0.

AYE: Harrod, Gillham, Finley, Rutherford, Salter

NAY: None

AGENDA ITEM NO. 14:

Acknowledge Sales Tax Report received March 2017.

Finance Director Cynthia Arnold gave a presentation and reported that March sales tax collected this month was \$1,370,990.00, which is up 0.87% or \$54,946.00 from March of 2016.

AGENDA ITEM NO. 15:

Consider Bids:

a. EXPO Conference Center Flooring Project (Award)

Director of Operations James Bryce announced that three (3) bids were received and after review and consideration it is staff's recommendation to award the bid to Bryan's Flooring of Oklahoma City, Oklahoma in the amount of \$115,000.00 for the main floor and \$43,000.00 for the second floor (add alternate) for a total amount of \$158,000.00.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Rutherford, to accept staff's recommendation and award the bid to Bryan's Flooring in the total amount of \$158,000.00. Motion carried 5-0.

AYE: Harrod, Rutherford, Salter, Gillham, Finley

NAY: None

- b. Wayfinding Signage Project Re-bid, Contract No. COS-PW-16-02 (Open)

<u>BIDDER</u>	<u>AMOUNT</u>
Color-Ad, Inc. Manassas, VA	Base: \$465,476.00 Alternate: \$9,432.00 Total Bid Amount: \$474,908.00

City Engineer John Krywicki read one (1) bid into the record. Mr. Krywicki explained that the consultant that prepared the plans had a high bid estimate of \$270,000.00. Commissioner Rutherford asked why we had not received more bids on the project. City Manager Justin Erickson said there may be a way to break up the project and have City staff install the signage. Staff recommended to reject the bid.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Rutherford, to reject the bid submitted by Color-Ad, Inc. Motion carried 5-0.

AYE: Harrod, Rutherford, Salter, Gillham, Finley
NAY: None

- c. Avedis/City Sidewalk Project, Contract No. COS-PW-16-03 (Open)

<u>BIDDER</u>	<u>AMOUNT</u>
Rudy Construction Co. Oklahoma City, OK	\$714,850.00
A-Tech Paving Oklahoma City, OK	\$604,030.00
Parathon Construction Edmond, OK	\$537,375.00
C-P Integrated Services, Inc. Oklahoma City, OK	\$589,001.76
MTZ Construction, Inc. Oklahoma City, OK	\$503,555.00

City Engineer John Krywicki read five (5) bids into the record. Mr. Krywicki requested the bid award be deferred to the next City Commission meeting on April 3, 2017.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Gillham, to defer the bid award to the April 3, 2017 City Commission meeting. Motion carried 5-0.

AYE: Harrod, Gillham, Finley, Rutherford, Salter

NAY: None

AGENDA ITEM NO. 16:

New Business (Any matter not known about or which could not have been reasonably foreseen prior to the posting of the agenda)

There was no New Business.

AGENDA ITEM NO. 17:

Commissioners Comments

Commissioner Gillham stated there are several Blue Zones activities scheduled this week.

Commissioner Gillham explained a recent bicycle accident he was in and advised all citizens to purchase and wear helmets while riding bicycles.

Vice Mayor Harrod said thank you to all City staff for their work on the recodification, code updates, and rate modifications. Mr. Harrod reminded everyone of how important it is to for everyone outside of the city limits to follow the updated building codes also.

Vice Mayor Harrod commented on the work going on at Shawnee Milling Company.

Commissioner Rutherford said he had a chance to drive down Main Street from Harrison Avenue to Beard Avenue. He said the area is well lit, very clean, and has improved the overall look of the area.

Commissioner Salter mentioned he made the same drive as Commissioner Rutherford down Main Street recently and said it was interesting how clean the area looks without signal poles hanging overhead.

AGENDA ITEM NO. 18:

Discussion, consideration and possible action to go into Executive Session for discussion in accordance with 25 O.S. §307B(3), purchase or appraisal of real property.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Rutherford, to enter into executive session for discussion in accordance with 25 O.S. § 307B(3), purchase or appraisal of real property. Motion carried 5-0.

AYE: Harrod, Rutherford, Salter, Gillham, Finley

NAY: None

COMMISSION ENTERED INTO EXECUTIVE SESSION AT 7:30 P.M. WITH ALL MEMBERS PRESENT

COMMISSION RECONVENED FROM EXECUTIVE SESSION AT 7:38 P.M. WITH ALL MEMBERS PRESENT

AGENDA ITEM NO. 19:

Consider matters discussed in Executive Session in accordance with 25 O.S. §307B(3), purchase or appraisal of real property.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Gillham, to direct the City Manager to terminate the contract for sale of property located at 115-117 South Union Street and to deliver written notice to the seller of the termination. Motion carried 5-0.

AYE: Harrod, Gillham, Finley, Rutherford, Salter

NAY: None

AGENDA ITEM NO. 20:

Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (7:39 p.m.)

RICHARD FINLEY, MAYOR

ATTEST:

LISA LASYONE, CMC, DEPUTY CITY CLERK

Regular Board of Commissioners

1.c.

Meeting Date: 04/03/2017

Lake Lease

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Lake Lease Renewals/Transfers:

TRANSFERS:

Lot 4 Seck Tract, 33712 Post Office Neck

From: Dana Burton

To: Tod and Lori Harrison

Attachments

Lake Lease Harrison



City of Shawnee
Community Development Department
222 N. Broadway
Shawnee, OK 74801
(405) 878-1665 Fax (405) 878-1587
www.ShawneeOK.org

SHAWNEE TWIN LAKES CABIN SITE LEASES
SUMMARY/INSPECTION REPORT – FOR RENEWALS/TRANSFERS

Date	03/23/2017	License No. #030670
Type	☐ Renewal ☒ Transfer (Fee: \$1,000)	
Commission Meeting Date	April 3 rd , 2017	
Property Address	33712 POST OFFICE NECK	
Lake Site Location	LOT 4 SECK TRACT	
Lease Dates	04/03/2017 – 04/03/2047	
Lease Fee (changes annually)	\$689.00	
Inspection Fee	\$75.00 Applicable: ☐ Yes ☒ No	
Lessee (Transfer To)		
Name(s)	TOD & LORI HARRISON	
Address	SEE FILE	
Phone	SEE FILE	
Current Lessee (Transfer From) <i>(if applicable)</i>		
Name(s)	DANA BURTON	
Address	SEE FILE	
Phone	SEE FILE	
Inspection Information		
Inspection Required	☐ Yes ☒ No (if no, due: 08/06/2017)	
DEQ Report on File	☒ Yes ☐ No	
Type of Septic System	☒ Conventional ☐ Aerobic	
Last Inspected/Pumped	08/06/2012	
Misc. Comments	Total Charges Paid: \$1,689.00	

PLEASE READ CAREFULLY

THIS LEASE IS NOT TRANSFERABLE AND IS SUBJECT TO CANCELLATION BY THE CITY FOR ANY VIOLATIONS OF THE TERMS THEREOF AS MORE SPECIFICALLY SET FORTH IN SECTION 16-326 OF THE SHAWNEE MUNICIPAL CODE:

**CABIN SITE LEASE
LEASE# 030670**

STATE OF OKLAHOMA, POTTAWATOMIE COUNTY, SS:

This Lease made and entered into in duplicate this date of April 3rd, 2017 by and between the CITY OF SHAWNEE, a municipal Corporation, PARTY OF THE FIRST PART, and

TOD HARRISON
of 16906 BETHEL ROAD SHAWNEE OK 74801 ,
LORI HARRISON
of 16906 BETHEL ROAD SHAWNEE OK 74801,
PARTY OF THE SECOND PART.

WITNESSETH: That the first party in consideration of the sum of **\$ 689.00** dollars for **2017**, does hereby acknowledge receipt of the applicable rental fee, and other good and valuable considerations, does by these presents demise, lease and let unto the second party the following described real estate situated on, and a part of the site, owned by the first party as a City Reservoir and known as Shawnee Twin Lake No. 1, in the County of Pottawatomie State of Oklahoma, to-wit:

**33712 POST OFFICE NECK
LOT 4 SECK TRACT**

TO HAVE AND TO HOLD SAME UNTO the second party for a term of thirty (30) years from the date hereof.

IT IS FURTHER mutually understood and agreed by and between the parties hereto as follows:

The said party of the second part shall and will and does hereby agree to pay to the first party annual lease payments as set forth in "Exhibit A", payable yearly in advance. The City shall retain the right to adjust the lease rate schedule at the termination of the original 30-year lease or at such time that a transfer is approved in accordance with Section 16-321 of the Shawnee Municipal Code (hereafter "SMC").

That at the expiration of the primary term hereof, the lessee shall have the right and option to renew said lease for an additional period of thirty (30) years under the terms and

That at the expiration of the primary term hereof, the lessee shall have the right and option to renew said lease for an additional period of thirty (30) years under the terms and conditions set forth in Section 16-321 SMC. There is no limit to the number of times a lease can be renewed.

The premises of all lots leased by the City shall at all times be kept clean and maintained in a sanitary condition by the lessee. There is a 25-foot lakeshore buffer that extends landward of the ordinary high water mark on all leased lots for the purpose of watershed protection. This area shall not be used by the general public, except during an emergency situation. Within this buffer, leaseholders are encouraged to preserve existing native vegetation. Docks and other approved structures may be located within the buffer area. Fertilizers and other chemicals shall not be used within the buffer area. All other applicable City regulations and rules apply

That in addition to the possession of the property so leased, the lessee shall have the right and privilege of a site for a boat house and boat dock on the land owned by the City adjoining and immediately in front of a lot leased, which said boat house shall be erected and maintained by and at the cost of the lessee on ground not to exceed an area of thirty (30) feet by thirty (30) feet, which said boat house shall never be used as a place of human habitation, and which said boat house or boat dock shall conform to the provisions of Section 16-325 SMC, and that said boat dock or boat house shall be the private property of the lessee, who shall have the right of ingress and egress to and from the same, subject to the rights of the public as set forth herein. The lessee shall agree to keep said lot and boat house and dock in a clean and sanitary condition, and to maintain the same in a safe condition, and the City as lessor shall in no manner be liable to lessee for any damages suffered by lessee to said lot or boat house or dock, or the improvements thereon on account of the rise and fall of the water line of said lake, or for the enlargement or decrease by the City of the size of said lake, or on account of any rule or regulation that may hereafter be adopted by lessor, governing the regulations of said lake, and lessee agrees to hold the lessor free and harmless from all damages suffered by him or by any other person, on account of personal injuries or loss of property that may incur upon said lot, boat house or boat dock.

That the lessee agrees to lease the premises **AS IS** from the lessor with the knowledge and understanding that the lessor does not guarantee access to lots. Should the Lessee determine that an access road is necessary to reach his/her lot from a road already in existence, lessee agrees to use his/her own funds to create said access road. Lessee further agrees that upon access road completion it shall not be a private road, but rather, will be available for public use, including, but not limited to, allowing neighbor lots to connect to it to improve access to their lots or to allow joint access to bordering lots upon the one access road. The location of any access road to be constructed by the lessee must be approved by the City Engineer of the City of Shawnee prior to the beginning of construction.

That should the lessee construct any building or other structure, said construction will be in accordance to City of Shawnee development regulations. Lessee agrees that prior to commencing construction on any structure on the leased premises he/she will obtain an approved building permit from the City.

That lessee is solely responsible for determining the flood elevation on the leased premises and is required to satisfy lessor that prior to any construction on the leased premises the determination of the flood elevation has been done correctly and that any structure or building to be constructed on the leased premises be above the flood elevation. **LESSOR EXPRESSLY MAKES NO WARRANTIES OR REPRESENTATIONS AS TO SAFETY FROM FLOODING ON THE LEASED PREMISES AND LESSEE EXPRESSLY RELEASES THE LESSOR FROM ANY LIABILITY DUE TO FLOOD DAMAGE, BOTH PERSONAL AND PROPERTY, OCCURRING ON THE LEASED PREMISES FROM ANY CAUSE OR CONDITION.**

That all sanitary facilities to be constructed on the premises shall be wholly contained on the leased premises. Sanitary facilities, include, but are not limited to, septic tanks and lateral lines.

All septic systems and waste disposal systems on leased lake lots shall be inspected and subject the standards set forth in Chapter 16 SMC. The leaseholder shall have sixty (60) days to correct any defects found in the system. Corrections not made within the allotted time shall be grounds for the City to cancel the lease of the leaseholder.

That no lease shall be assigned or sublet, but lessee may at any time during the term of his/her lease, sell and transfer to other parties the improvements on the lot leased by him/her.

That in the event of the sale of the improvements by the lessee, the transfer shall not become effective until approved by the Board of Commissioners of the City of Shawnee at a regular or adjourned meeting held for that purpose and the City as lessor reserves the right to reject and disapprove any transfer when in its opinion it would be to the best interests of the City and its inhabitants to do so. If the transfer is approved, a new lease shall be entered into between the purchaser and the City, and a transfer charge is hereby fixed and established in the sum of one-thousand dollars (\$1000.00) to be paid to the City prior to said transfer in accordance with Section 16-322 SMC.

That the lessee shall be the owner of all improvements which may be placed by him or her, said improvements including cabins or other buildings and boat houses constitute personal property and lessee shall have the right to remove same from the lot at the termination of the lease, subject to the following: whenever a lease has been cancelled by the City as provided herein or by ordinance, the lessee or owner of said improvements shall remove the same within sixty (60) days of the date of the said cancellation of the lease and upon failure to do so, said improvements shall revert to and become the property of the City of Shawnee. And it shall have the right, without further notice or demand to take immediate possession of all said improvements and these will belong to the first party or its assigns, as liquidated damages for the non-fulfillment of the lease by lessee and for the use and rental thereof.

That the said second party does hereby release the City of Shawnee of any claim or claims for damages by reason of the cancellation of the said lease aforesaid.

That the second party shall at all times during the term of this lease be subject to and does hereby agree to abide by and conform to any rules, regulations or ordinances now in force, or that may hereafter be adopted by the City of Shawnee, governing the regulation of said lake and within the described premises, as to fishing, hunting, boating and other recreational activities upon and around said water reservoir, and to conform to and abide by all further rules, regulations and ordinances now in force, or that hereafter may be adopted by the City of Shawnee, Oklahoma, governing the regulations of said premises and lake.

The City Commission may upon a showing of intentional disregard for the terms of the lease and this division or other city ordinance pertaining to the lake, cancel the city lease upon 30 days notice to the lessee by mailing a copy of such notice to the lessee at his/her last known address. If a lease is cancelled either by the city or the lessee of a city-owned lot prior to the expiration of the lease term, the lessee shall pay the city an early termination fee of \$1,000 in exchange for a release of liability from the remaining term.

That this lease shall be binding upon the representatives, heirs, and assigns and successors in interest of the parties hereto.

It is understood by the parties hereto that a failure to comply with the terms of said Cabin Site Lease shall constitute a misdemeanor and any person, firm, or corporation convicted of such violation shall be punished by a fine not exceeding five hundred dollars (\$500.00) plus costs, or imprisonment for a term not exceeding thirty (30) days, or by such fine and imprisonment.

IN WITNESS WHEREOF, party of the first part has caused its name to be affixed hereto by the Mayor of the City of Shawnee, Oklahoma, and attested by the City Clerk, and the party of the second part hereunto affixed his/her name the day and year first above written.

CITY OF SHAWNEE, OKLAHOMA
A Municipal Corporation,

BY: _____

MAYOR

PARTY OF THE FIRST PART

ATTEST:

CITY CLERK

Lori Harrison

PARTY OF THE SECOND PART

Bob Harris

PARTY OF THE SECOND PART

Regular Board of Commissioners

1.d.

Meeting Date: 04/03/2017

Website Redesign

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Authorize staff to solicit Requests for Qualifications for the City of Shawnee Website Redesign Project.

Attachments

Website Redesign Memo

Website Redesign RFQ



Office of the City Manager

MEMORANDUM

AGENDA: April 3, 2017

TO: Honorable Mayor and Members of the City Commission

FROM: *Justin Erickson*
Justin Erickson, City Manager

RE: **Request for Authorization: Requests for Qualification for Website Redesign**

SUMMARY AND BACKGROUND

The City of Shawnee maintains an active online presence and the City's website has been internally managed and designed since inception. Given available staff resources and the critical importance of web function to a City's image and customer service capabilities, staff has determined that it is time utilize a website design firm with expertise in governmental operations. The goal of this endeavor is to provide simple and intuitive electronic access to public services and information. The new website will be visually stunning and incorporate new City branding and logo elements. In summary, the goals of this effort are to:

- Enhance public communication and the City's overall image;
- Reduce transaction costs for the City and citizens;
- Provide better smart phone and tablet access;
- Facilitate streamlined permitting, payment for services, citizen inquiries, etc.;
- Allow for easy internal use, modification, adaptation; and
- Simplify content management and administration.

The anticipated timeframe for this project is as follows:

- April 3: Permission received from City Commission
- May 8: Proposals due, staff evaluation process, interviews, negotiations
- June 19: Contract presented to City Commission for approval
- December 1: New website launch

BUDGETARY IMPACT

Staff anticipates budgeting funds in the FY17-18 Budget to complete the Website Redesign Project. A contract and final price will be presented to the City Commission in June 2017 with a contract start date of July 1 or after.

RECOMMENDATION

Staff requests authorization to issue a Request for Qualifications for the Website Redesign Project.



REQUEST FOR QUALIFICATIONS

Website Redesign

April 2017

www.ShawneeOK.org

*****SUBMITTALS DUE MAY 8 at 4:00 PM*****

I. OVERVIEW

The City of Shawnee ("City") is soliciting Requests for Qualifications from qualified, experienced information technology management companies to redesign and construct its public city website.

The goal of this endeavor is to provide simple and intuitive electronic access to public services and information. The new website should be visually stunning and incorporate new City branding and logo elements. In summary, the goals of this effort are to:

- Enhance public communication and the City's overall image
- Reduce transaction costs for the City and citizens
- Provide better smart phone and tablet access
- Allow for streamlined permitting, payment for services, citizen inquiry, etc.
- Allow for internal ease of use, modification
- Simplify content management and administration

The new site shall be flexible and easy for city staff to maintain. The City will be primary on content management and will own all content. Upon completion and acceptance of the project structure and design, the website will become the domain of the City of Shawnee.

II. SITUATIONAL ANALYSIS

The City will negotiate a professional services agreement with the most qualified vendor to design and implement a new City website consistent with the information contained herein. The website redesign shall include these City sites:

www.shawneeok.org

www.shawneeairport.com

The City's Chief Information Officer built the current website and has managed the system for over 15 years. The project will also include a parallel site for the Shawnee Airport. Both sites will link to each other, but the domain names may be different as they are currently. This project is a priority for the City Commission, City Manager and the City's Management Team.

III. PROJECT TIMELINE

RFQ Process Authorization from the City Commission	April 3, 2017
RFQ Submittal Deadline	May 8, 2017, 4:00 PM
Staff Review and Interviews Completed	June 8, 2017*
Contract Award by City Commission	June 19, 2017*
Expected Launch of New Website	December 1, 2017*
(*dates subject to change)	

IV. SUBMITTAL REQUIREMENTS/INSTRUCTIONS

Deadline:	May 8, 2017 at 4:00 PM local time
Submit:	Six (6) printed copies of all materials and one digital copy
To:	City of Shawnee, City Manager, 16 W. 9 th , Shawnee, OK 74801

Mark Outside of Envelope: "RFQ Response – Website Redesign"

Questions: Justin Erickson, City Manager, (405) 878-1601

A. Vendor Qualifications

The City of Shawnee will evaluate vendor experience, qualifications and capabilities for developing and implementing a new City website. The desired qualifications are outlined below. Responders are required to submit a written narrative corresponding to each of the underlined section items:

a. Introduction

- Overview and summary of how your company will assist the City in reaching our website goals

b. Company Profile

- Company overview and history
 - How long has the company been in business?
 - Number of current employees
 - Number of clients in the past 5 years
- Capabilities of company - Why should your company be chosen

c. Management Team/Key Members of Implementation Team

- Name, title, role (e.g., project management, training, design)
- Education, years of experience

d. Project Development Approach

- Average timeline
- Detailed explanation of all project phases including consultation, design, development, training, implementation
- Statement that website will meet Accessibility Compliance requirements
- Training options
- What role the City of Shawnee will play in the project

e. Scope of Work

- Project phase deliverables
- What will be expected of the City
- What the City can expect from the company

f. Municipal Website Design Experience

- References (minimum of five references, all contact information below)
 - Client name
 - Website URL
 - Client contact person and title
 - Phone
 - Email address
 - Please include Oklahoma municipal clients if applicable

g. Hosting and Security (describe all available)

- Data Center

- Minimum requirements: reliable data center, managed network infrastructure, on-site power backup and generators, multiple telecom/network providers, redundant network, secure facility, system monitoring
- Hosting
 - Minimum requirements: automated software updates, server management and monitoring, multi-tiered software architecture, software updates and security patches, database updates and security patches, antivirus management and updates, server-class hardware, redundant firewall solutions, high performance SAN with N+2 reliability
- Bandwidth
 - Minimum requirements: multiple network providers, burst bandwidth of at least 22Gb/s
- Disaster Recovery
 - Minimum requirements: 24/7 emergency support, on-line status monitor, event notification emails, recovery time objective of at least 8 hours, recovery point objective for at least 24 hours, pre-emptive monitoring for disasters, multi geographic region redundant back up data center
- DDoS Mitigation
 - Minimum requirements: defined DDoS attack process including the ability to identify the attack source and type of attack, the ability to monitor the attack for a threshold and a plan once threshold is reached
- Upgradable security packages

h. Support and Maintenance (describe all available)

- System ownership
- Ongoing training opportunities and availability of robust, self-service documentation and technical support (videos and training manuals, etc.)
- Availability of continued communications post website implementation (with consultants and support staff)
- Support services - emergency and non-emergency situations

i. Description of Features and Functionality Included with the CMS

At minimum include:

- List of all features and functionality included in the proposed CMS. Must address all features and functionality listed in Required Features and Optional Features section of this RFP

j. Additional Products offered

- Give brief descriptions of other products offered by the company.
- Specifically, the City is interested in:
 - Emergency notifications
 - Scheduling of events, recreational facilities, etc.
 - Human Resources software solutions beyond basic applicant tracking
 - Web and Social Media Archiving solutions

V. PREFERRED FEATURES

The information below represents preferred functional capabilities in the selected CMS. This list is not all inclusive and other functionality may be recommended or added as part of a final contract.

- **Access GIS, Crime and Code Enforcement Stats, etc.** – interface to existing/planned systems and databases

- **Agenda Management** - Upload, create and manage agendas
- **Alerts & Emergency Notification** - Alerts posted on website and public notifications sent out through email, text message and social media
- **Approval Rights** - allow system administrator to establish specific rights and capabilities for internal staff to update content based upon the role they have in updating the website or send to a moderator before posting.
- **Archive Center** - Store agendas, minutes, newsletters and other documents
- **Automatic expirations** - the ability to set a date for content to automatically expire
- **Broken Links Finder** - Site visitors can enter comments concerning how they accessed the page
- **Browser Based Administration** - Update, delete and create template based web pages
- **Calendar** - Update/publish calendars by both department, city wide
- **Citizen Sourcing Tool** - Encourages citizen idea submission, engaging discussions, voting, etc.
- **Departmental Home Pages** - the ability for departments to have dedicated pages within the site that follow the same design as the other interior pages
- **Directories**- ability to allow citizens to search for staff or departments
- **Document Center** - Upload/download capability, back-end ability to search within
- **E-Notifications** - Electronic subscription, scheduled notifications for email and SMS
- **Facility Management** - Reservations and/or listing
- **Forward To a Friend** - E-Mail extension
- **Frequently Asked Questions** - Dynamic content
- **Intranet/Extranet** - User restricted pages
- **Live Edit** - create and edit pages live from the front end
- **Multi-Lingual Support** – using Google Translate
- **News & Announcements** - Dynamic content
- **News Releases** - Online publishing
- **Online Forms** - Forms/publishing/tracking
- **Online Job Postings and Application** - Applicants can also create an online profile, fill out application and attach additional documents
- **Online Payments** - Secure online transaction by department
- **Photo Center** - Display community photos in a central location on website
- **Printable Pages** - Print-friendly function
- **Responsive Design** - fully mobile responsive design - site adjusts to the screen size of all devices its being view on, includes forms, calendars, etc.
- **Request Tracking** - Citizens can submit request
- **RFP/RFQ/Bid Posting** – allow for easy posting of bids to the site
- **Rotating Photos/Banners** - Dynamic image display
- **RSS Feeds out** - Registration by Department
- **Quick Links** - Links can be placed directly on the pages
- **Site Search** - Internal site search engine, site search log
- **Site Statistics** - Analytics and site audit reports

- **Sitemap & Breadcrumbs** – Dynamically generated
- **Social Media Interface** - Facebook and Twitter feeds
- **Spotlight** - Ability to highlight important text on one or more pages
- **Website Visitor Profile** - Visitors can pick and choose the information that automatically becomes fed to their profile upon site login
- **Activities** – create classes, display class schedules, limit the number of persons that can sign up per class, and email those who have registered for specific classes
- **E-Communication platform** - integrated within the centralized CMS for creating visually rich, fully responsive, non-emergency e-communication. Create unlimited subscriber lists, and communicate over multiple channels – e-mail, text and social media from a single point of access.
- **Custom Mobile App** – mobile app for Apple® iOS and Android® devices
- **Newsletters** – Subscription and online publishing
- **Unique Department Home Page** – ability to for departments, associated organizations to have a unique separate design and URL
- **Video Center** – live streaming video capabilities

VI. OTHER REQUIREMENTS

A. The successful Vendor will deliver the following:

a. Design Aspects

- The Vendor shall provide a minimum of three (3) designs of the proposed website that are developed during this project.
- The Vendor will work with the City's design team to determine a new website content information architecture navigation framework to support easy navigation to key City services.

b. CMS

- The Vendor shall provide a comprehensive CMS solution.
- The CMS software proposed shall be in use in a wide variety of industries and shall not be a beta, release candidate or other early adopter technology.
- The CMS shall be accessible via external access.
- The Vendor will provide a search engine solution that will support indexing of all contents within the CMS as well as external City website resources.

c. Website

- The Vendor shall provide a fully operational and working website framework.
- The Vendor shall assist in migrating information to the new website.
- The Vendor shall assist in addressing any URL name changes and /or URL naming conventions.
- The website shall integrate all existing e-government applications and shall be designed for easy integration of additional e-government applications.
- The website shall be hosted by the vendor or the vendor shall assist the City in securing a third party hosting service.
- The website should hook into Google Analytics and utilize Google Webmaster Tools.

d. Training

- The Vendor will provide full and complete training on the use of the CMS

VII. SELECTION AND EVALUATION

Responses to this RFQ will help the City identify the most qualified vendor and will be indicative of the level of the firm's commitment. The City will evaluate the qualifications, references, overall fit with the City of Shawnee, as well as take into consideration the proposed scope to determine the most qualified web vendor.

The City of Shawnee reserves the right to reject any and all submittals, to compare the relative merits of the respective responses, and to choose a vendor, which in the opinion of the City, will best serve the interests of the City.

The selection process will involve the following phases:

- Phase 1: A City review team will evaluate vendor submittals. The initial review will determine conformance to submission requirements and whether responses meet minimum criteria established. Review will include the vendor's acceptance of RFP terms and completeness of submissions.
- Phase 2: Interview of most qualified applicants.
- Phase 3: Review team will check references given and rank the firms.
- Phase 4: The City will enter into negotiations leading to a professional services agreement to be presented to the Shawnee City Commission.

Regular Board of Commissioners**1.e.**

Meeting Date: 04/03/2017

Wayfinding

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Authorize staff to request bids for wayfinding signage (modified from previous request).

Attachments

Wayfinding Memo

Wayfinding Plan



Office of the City Manager

MEMORANDUM

AGENDA: April 3, 2017

TO: Honorable Mayor and Members of the City Commission

FROM: *Justin Erickson*
Justin Erickson, City Manager

RE: **Request for Authorization to Bid Wayfinding Project (revised)**

SUMMARY AND BACKGROUND

In 2016, the City of Shawnee with support from Visit Shawnee, Inc. underwent rebranding and wayfinding exercises that resulted in new logos and taglines for the City and community and a new Wayfinding Plan. Visit Shawnee, Inc. fully funded these planning efforts and there were a number of community presentations and stakeholder meetings held to ensure broad local support. The Wayfinding Plan (attached) contemplates a series of gateway, trailblazer and park signs placed around the community to define places and guide the public to various destinations.

The City bid the original Wayfinding Project twice. On February 6, staff informed the City Commission that no bids were received and rebid the project. On March 20, staff informed the City Commission that only one bid was received and that it far exceeded budgeted funds. The City Commission voted to reject the bid.

Staff is now requesting permission to solicit bids for two components of the Wayfinding Plan: the Gateway Signs and the Park Signs. Upon completion of this first phase, Staff will reevaluate the use of Trailblazer Signs and determine if those signs can be installed by City staff.

BUDGETARY IMPACT

The City of Shawnee has \$150,000 budgeted for wayfinding efforts. In addition, Visit Shawnee, Inc. has set aside approximately \$75,000 to assist with implementation of the plan, for a total overall budget of \$225,000.

RECOMMENDATION

Staff requests authorization to solicit bids for the Wayfinding Project. Staff anticipates completion of the project in the third quarter of 2017.



Shawnee, Oklahoma

Wayfinding Master Plan

Prepared for: _____



Prepared by: _____



Arnett Muldrow
& Associates

June 2016

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1. Introduction

Purpose

In March 2016, the City of Shawnee and Visit Shawnee, Inc. contracted with Arnett Muldrow & Associates develop a wayfinding master plan for the City of Shawnee, Oklahoma.

Overall project goals include the following:

- to promote major community destinations;
- to cultivate the City of Shawnee as a visitor destination and generate overnight stays;
- to enhance tourism and quality of life; and
- to develop an attractive, consistent signage to set Shawnee apart from competing communities.

Planning Process

This planning process for this project was designed around a four-month timeline. The project kicked off with a two-day site visit on April 4-5, 2016. The team presented a draft plan to the project steering committee on May 18 and presented the final plan and conducted a plan implementation workshop on June 24, 2016.



2. Preliminary Analysis

Stakeholder Input

On April 4-5, 2016, Arnett Muldrow & Associates (the “Consultants”) met with the wayfinding project steering committee to kick off the planning process. The Consultants conducted roundtable meetings with approximately one dozen community stakeholders. On April 5, the Consultants conducted a debriefing session with members of the project steering committee.

During the roundtable meetings, the Consultants recorded stakeholder responses to discussion questions posed by the Consultants. Participants were asked a series of questions surrounding two themes: one, wayfinding needs, issues, and opportunities; and two, project goals and objectives. In general, key themes identified by stakeholders included:

- Provide route guidance along key corridors;
- Create a visually-unified signage system;
- Generate signage templates for key community attractions;
- Curate the visitor experience within Shawnee;
- And generate local awareness and pride of amenities and assets.



Policy and Management

A key project goal is the establishment of wayfinding policy and management programs that will ensure the sustainability of the wayfinding plan and provide a roadmap for physical maintenance and system expansion over time.

Wayfinding Policy

A useful wayfinding policy will address two key issues:

- The inclusion and exclusion of potential destinations into the wayfinding system; and
- An assessment of the relative significance of qualifying destinations.

Types of Qualifying Destinations

To be considered for inclusion into the community wayfinding system for Shawnee, a destination or attraction must clearly conform to one of the following categories:

- *Architectural & Historical:* Historic Sites, Historic Districts
- *Commercial:* Farmers Markets, Shopping Districts, Industrial Parks, Zoos
- *Community:* Neighborhoods
- *Cultural & Institutional:* Arenas, Colleges and Universities, Convention Centers, Courthouses, Government Buildings, Health Care Centers, Libraries, Museums, Schools, Theaters
- *Recreational:* Boating Access, Campgrounds, Golf Courses, Hiking/Biking Trails and Routes, Equestrian Facilities, National/State/Regional Parks/Forests, Parks and Recreational Facilities, Sports Facilities
- *Transportation:* Airports, Historic Routes, Parking Resources, and Transit Centers
- *Visitor Services:* Hospitals, Visitor Information Centers

If a destination or attraction fails to conform to one of the above categories, it should be excluded for consideration as a qualifying destination.

Shawnee, Oklahoma Wayfinding Master Plan

Scoring Criteria for Qualifying Destinations

If an attraction or destination conforms to one of the qualifying categories for destinations, it will be considered for inclusion into the Shawnee wayfinding system. A qualifying attraction or destination shall then be rated according to a scoring matrix based on the below criteria. The attraction or destination under consideration shall register a minimum score of nine (9) to be included in the wayfinding system.

Size of Attraction: Score based on number of full-time employees

10 or fewer	1
11-49	2
50 or more	3

Access to Attraction: Score based on ease of access via roads and entrances

Unmarked and unpaved/no entrance	0
Entrance poorly marked and/or unpaved entrance/access	1
Clearly marked entrance with paved entrance/access	2

Parking Resources: Score based on number of parking spaces or nearby on-street parking

No on-site or nearby on-street parking	0
Nearby on-street parking only	1
Dedicated parking lot with 10 or fewer spaces	2
Dedicated parking lot with 11 or more spaces	3

Seasonality: Score based on annual availability or access to destination on an annual basis

6 months or less	1
6-9 months	2
9-12 months	3

Hours of Operation: Score based on weekly availability or access

0-20 hours/week	1
20-40 hours/week	2
40 or more hours/week	3

Significance of Attraction: score based on local, regional, or national importance

Local significance	1
Regional significance	2
National significance	3

Shawnee, Oklahoma Wayfinding Master Plan

System Management

The day-to-day and long-term management of a wayfinding system will require a commitment from the City of Shawnee's elected leadership as well as leaders from various city departments. These stakeholders will work together to manage the physical and administrative elements of the wayfinding program.

Day-to-Day System Management

The City of Shawnee should assign a department to manage the wayfinding system. This department would be responsible for scheduled system maintenance, including cleaning and repair to minor damage of system components. This department would also review the system status, address maintenance or repair issues, and discuss and recommend (if needed) action to alter, modify, or expand the existing system. Future design services can be managed by the department or through an as-needed services contract with a qualified firm.

Long-Term System Management

The City of Shawnee will be required to manage, and allocate additional funds to, an ongoing wayfinding management program. Between ten and fifteen percent of the funding for project implementation should be earmarked for long-term system repair, replacement, and expansion. The City of Shawnee may be required, on occasion, to contribute additional funds to ensure the system is adequately maintained.

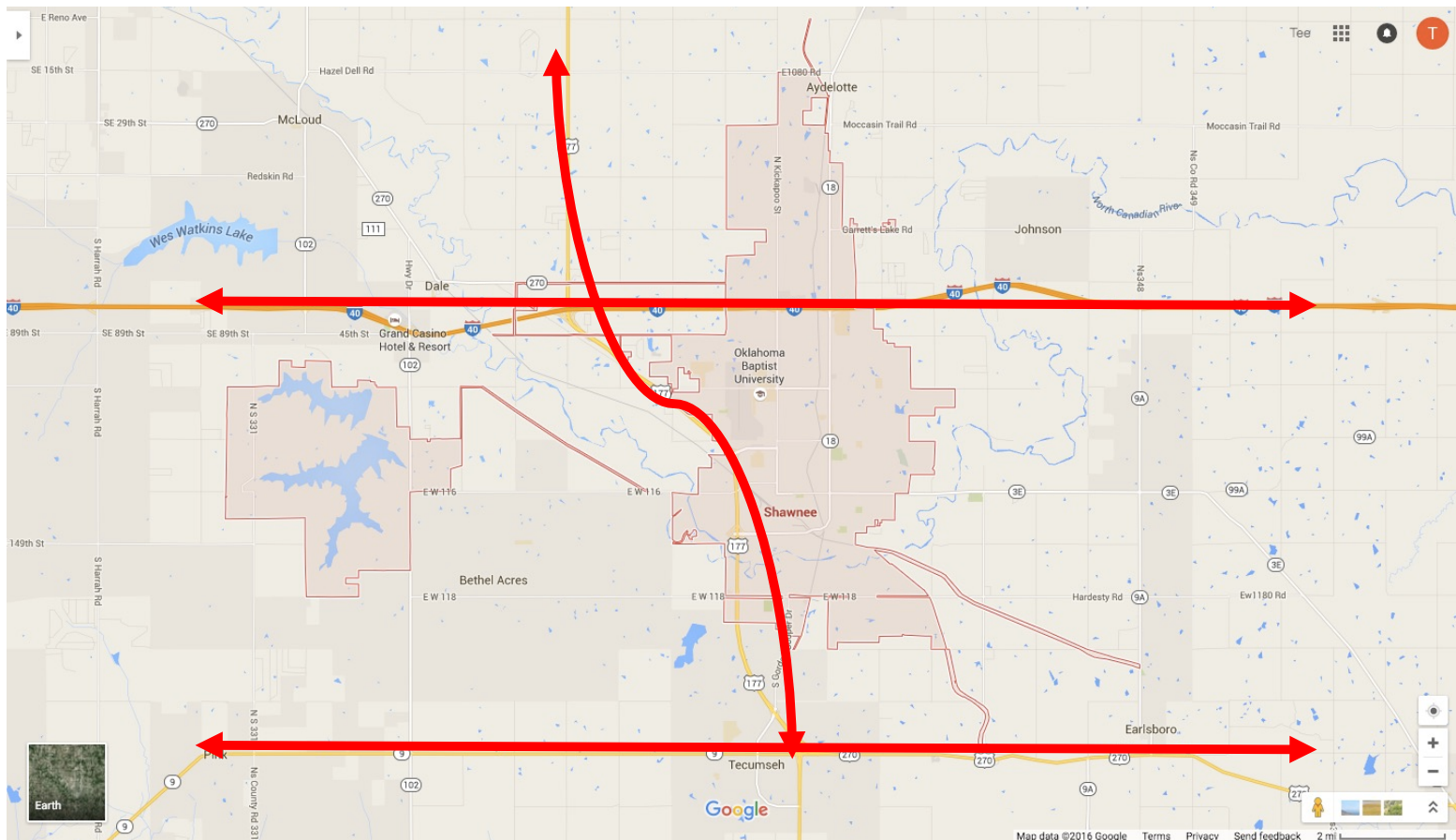


System Infrastructure

The process used to determine the routes to Shawnee destinations consisted of identifying three types of roads: Major Routes, Circulator Routes, and Destination Routes.

Major Routes

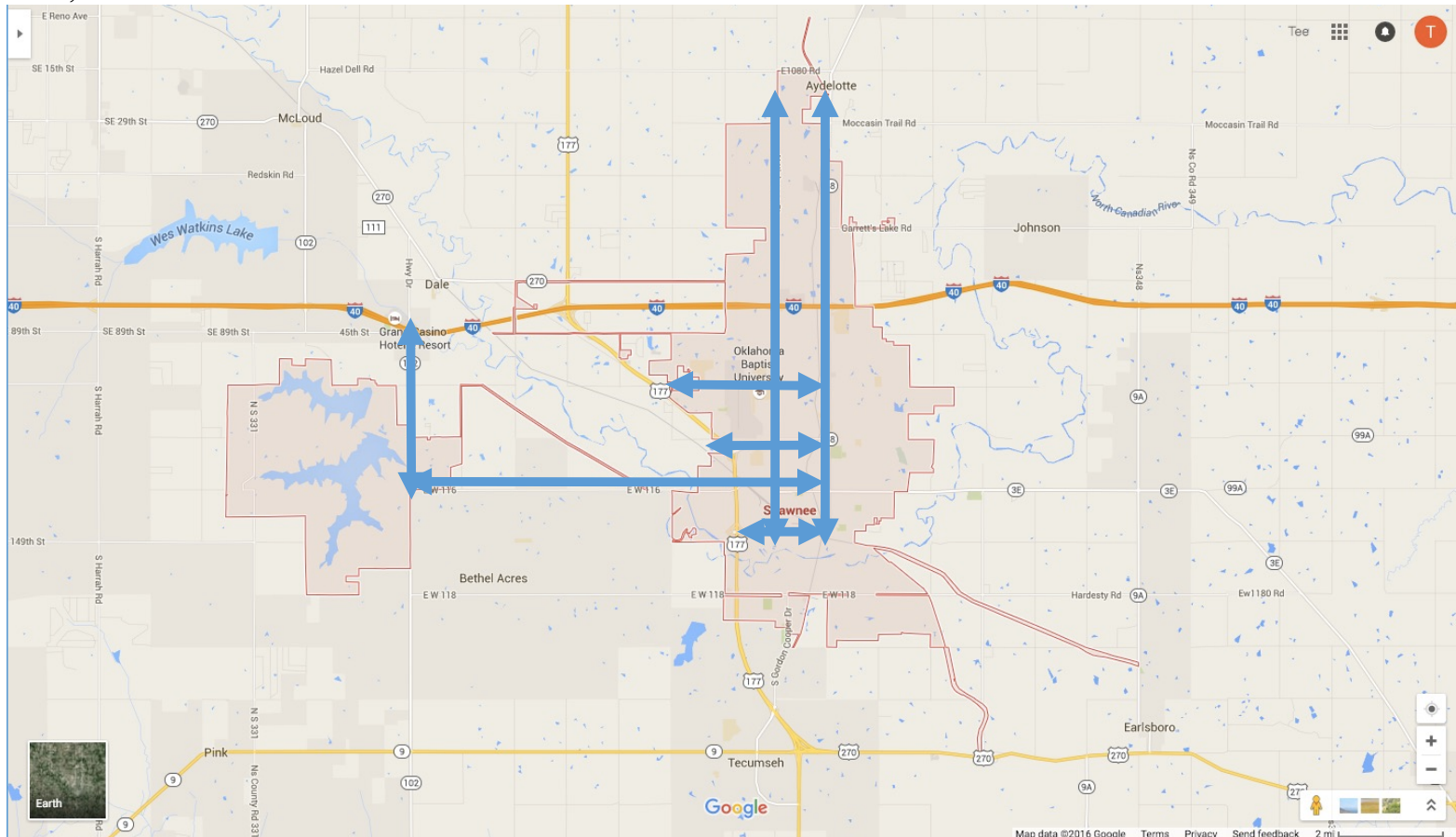
Major routes are the roads that bring most of the traffic into Shawnee. Based on an analysis of daily traffic counts (AADT = Annual Average Daily Traffic) for all highways with an Interstate, US, or OK/SH designation, most visitor trips should be routed along Interstate 40 and US 270/OK 9 from east to west, and US 77 from north to south. Therefore, all of these roads are designated in the wayfinding plan as Major Routes.



Shawnee, Oklahoma Wayfinding Master Plan

Circulator Routes

Circulator Routes form an internal connective network of roads that link Major Routes to wayfinding destinations. Circulator Routes also provide access from Major Routes to Destination Routes, the roads that lead to individual destinations. Circulator Routes are characterized by high traffic volumes in urban areas and by being the principal access ways in rural areas. In Shawnee, Circulator Routes include MacArthur Street, Kickapoo Street/Kickapoo Spur, Harrison Avenue, Farrall Street, Highland Street, Independence Street, Lake Road, and OK 102.



Destination Routes

Destination Routes connect destinations to the connective grid of Major and Circulator Routes. In many cases, access to a destination is directly from a Major Route or Circulator Route and needs no further connecting. For other destinations, one or more directional trailblazer will be required along a Destination Route to direct traffic to a point where either an on-premise sign confirms arrival at the destination or the destination is otherwise self-evident.

System Destinations

The Consultants with the project steering committee to edit, refine, and finalize the destinations to be included in the wayfinding system. These destinations are divided into three categories based on their overall significance as a visitor destination, with Tier One being the most significant and Tier Three the least significant to the wayfinding system.

Tier One Destinations

Tier One destinations are qualifying destinations that meet all requirements of scoring criteria for eligible destinations or attractions and should be included in motorist directional signage. Tier One destinations will require directional trailblazer signage from Primary, Circulator, and Destination Routes to direct visitors to the destination.

Count	Destination	Type	Tier	District
1	Downtown	Community	1	Downtown
2	Oklahoma Baptist University	Cultural/Institutional	1	N/A
3	St. Gregory's University	Cultural/Institutional	1	N/A
4	Heart of Oklahoma Exposition Center	Cultural/Institutional	1	N/A
5	Mabee-Garrer Museum	Cultural/Institutional	1	N/A

Figure 1: Tier One Destinations

Shawnee, Oklahoma Wayfinding Master Plan

Tier Two Destinations

Tier Two destinations are qualifying destinations that meet all requirements of scoring criteria for eligible destinations or attractions and should be included in motorist directional signage. Tier Two destinations will require a directional trailblazer when a turn is necessary and may be included in a directional trailblazer when a directional trailblazer is required because of a Tier One destination.

Count	Destination	Type	Tier	District
1	Airport	Transportation	2	Downtown
2	Gordon Cooper Technology Center	Cultural/Institutional	2	N/A
3	Pottawatomie County Museum	Cultural/Institutional	2	Downtown
4	Santa Fe Depot	Architectural/Historical	2	Downtown
5	Shawnee High School	Cultural/Institutional	2	N/A
6	Woodland Veteran's Park	Recreational	2	Downtown
7	Twin Lakes Access	Recreational	2	N/A
8	Boy Scout Rotary Park	Recreational	2	N/A
9	Lion's Club Park	Recreational	3	N/A
10	Citizen Potawatomi Nation Cultural Heritage Center	Cultural/Institutional	2	N/A
11	Splash Waterpark	Recreational	3	Downtown

Figure 2: Tier Two Destinations

Shawnee, Oklahoma Wayfinding Master Plan

Tier Three Destinations

Tier Three destinations are qualifying destinations that currently do not meet the minimum requirements of scoring criteria for eligible wayfinding destinations and attractions. Tier Three destinations should not be included in motorist directional signage but should be considered for destination-based identification signage when needed. Additionally, Tier Three destinations may be eligible for future inclusion into the directional signage system as these destinations grow in terms of their relative significance to the overall system.

Count	Destination	Type	Tier	District
1	City Hall	Cultural/Institutional	3	Downtown
2	County Courthouse	Cultural/Institutional	3	Downtown
3	Shawnee Municipal Auditorium	Cultural/Institutional	3	Downtown
4	Redbud Park	Recreational	3	N/A
5	Lion's Club Park	Recreational	3	N/A
6	Dean Weigant Park	Recreational	3	N/A
7	Kidspace Park	Recreational	3	N/A
8	Fairview Cemetery	Architectural/Historical	3	N/A
9	Milstead Park	Recreational	3	N/A
10	Airport Trail	Recreational	3	N/A
11	Library	Cultural/Institutional	3	N/A

Figure 3: Tier Three Destinations

3. System Design

Design Elements

The Consultants worked with the wayfinding project steering committee to edit, refine, and finalize artwork for the wayfinding system. Important considerations included the following design elements. Many of the design elements are drawn from the recommended brand identity for Shawnee, which has been embraced by the City of Shawnee.



Figure 4: Shawnee Brand Identity

Fonts

The wayfinding system for Shawnee features three approved font, which are described and illustrated below.

The first approved font is Highway Gothic, which should be utilized for vehicular signage, which is intended for viewing by people in motorized vehicles along public roadways. The cap height for sign copy must be six inches for signs in speed zones thirty miles-per-hour and above. The cap height must be four inches for speed zones less than thirty miles-per-hour.

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz

Figure 5: Highway Gothic

Shawnee, Oklahoma Wayfinding Master Plan

The second approved font is Avenir Next, which should be utilized for pedestrian signage. This typeface is intended for viewing by people on foot or non-motorized vehicles outside the public right-of-way, so the cap height is not subject to MUTCD regulations and can vary based on use. Avenir Next Bold should also be utilized for destination markers, which are on-site signs that identify specific destinations included in the wayfinding system.

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz

Figure 6: Avenir Next

The third approved font is Perpetua. This is the selection for the existing brand identity for Shawnee. This font should be used for decorative elements such as gateway signage, location markers, and map headers.

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz

Figure 7: Perpetua

Color Palette

The approved color palette for Shawnee draws directly from the existing brand palette for the City of Shawnee.

It is important to note that shades of red, orange, and yellow may not be used as sign backgrounds, as these colors may resemble regulatory signage and may confuse and endanger motorists.

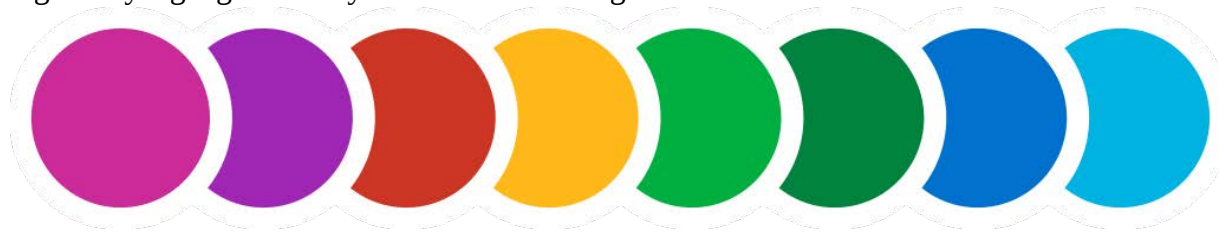


Figure 8: Color Palette

Shawnee, Oklahoma Wayfinding Master Plan

Icons

Two icons are approved for usage in the Shawnee wayfinding system. These are as follows:

- The commonly-acknowledged information icon “i” should be used in conjunction with a Visitor Information Center.
- The parking icon “P” should be used to indicate directional parking signage. It may appear in conjunction with the word “Parking” or simply on its own.



Figure 9: System Icons

Shawnee, Oklahoma Wayfinding Master Plan

Arrows

It is recommended that Type D arrows, shown below, should be used in all motorist-oriented signage in the Shawnee wayfinding system. For pedestrian-oriented trailblazers, an alternate set of arrows, also shown below, should be utilized.

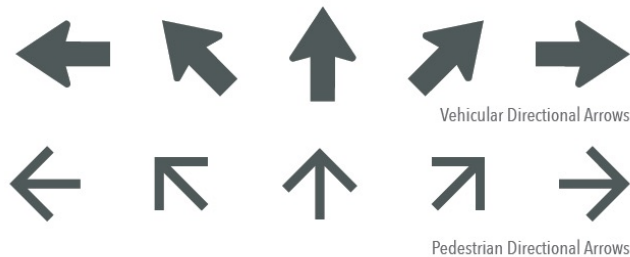


Figure 10: Vehicular and Pedestrian Directional Arrows

Materials

Pole-Mounted Signage

- Sign panels should feature custom, digitally-printed layouts with 3M UV-cured inks over 3M Engineer Grade Reflective Sheeting. This should be overlaid with 3M ElectroCut Film. Panels should be 0.125-gauge aluminum.
- Breakaway posts and decorative post features should be constructed of MUTCD-specified, ODOT-approved powder-coated metal. Signs installed in pedestrian areas should also include a decorative slip jacket at the base of the post.
- Signs on existing light standards may be used with ODOT approval.
- All installed signs should meet federal and state requirements for minimum height and breakaway features. Minimum height for the bottom edge of directional trailblazers and parking signs is eight feet above grade.

Monument-Style Signage

- The monument should be constructed of stone and block with concrete footers.
- Letters and graphic elements should be constructed of aluminum and feature backlit LED or other lighting for nighttime display.

Sign Typology

The wayfinding system is composed of several unique sign types, which serve different functions. The signs illustrated below should be considered “typical” for each sign type.

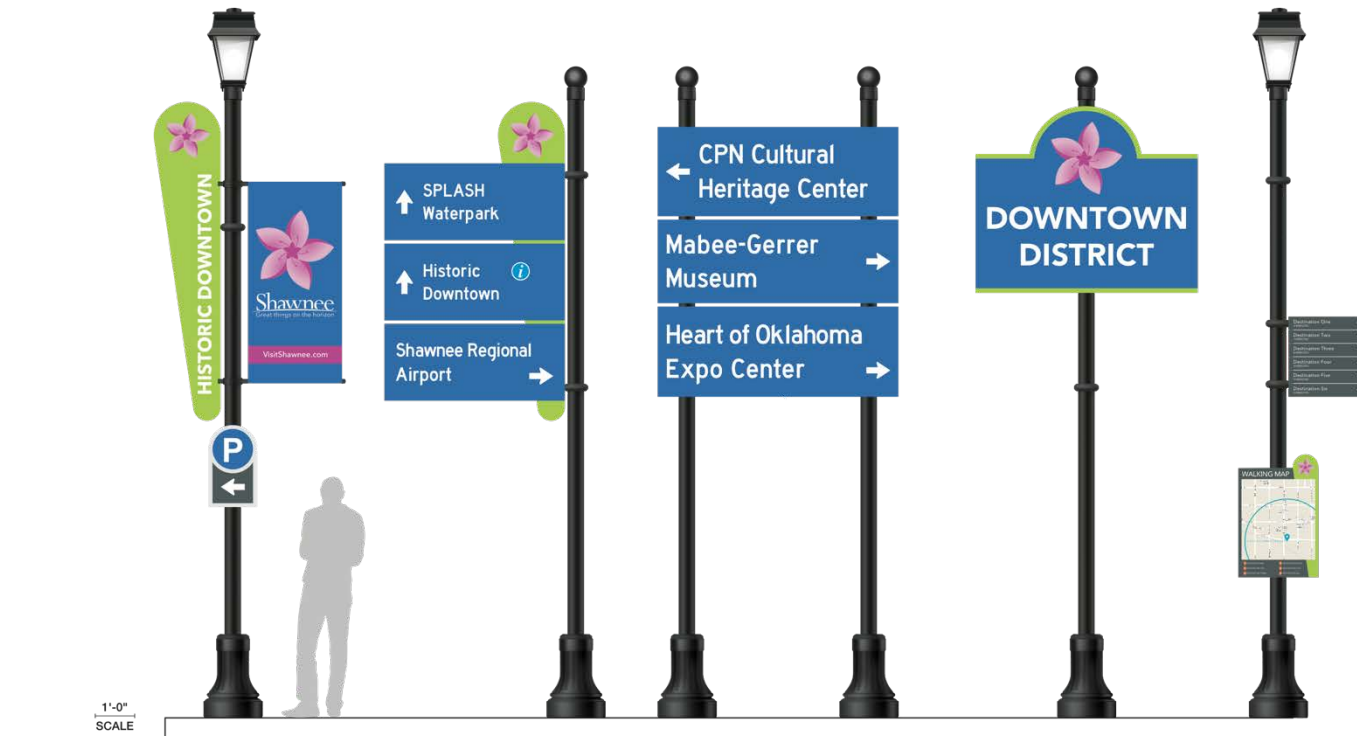


Figure 11: Sign Typology (1 of 2)



Figure 12: Sign Typology (2 of 2)

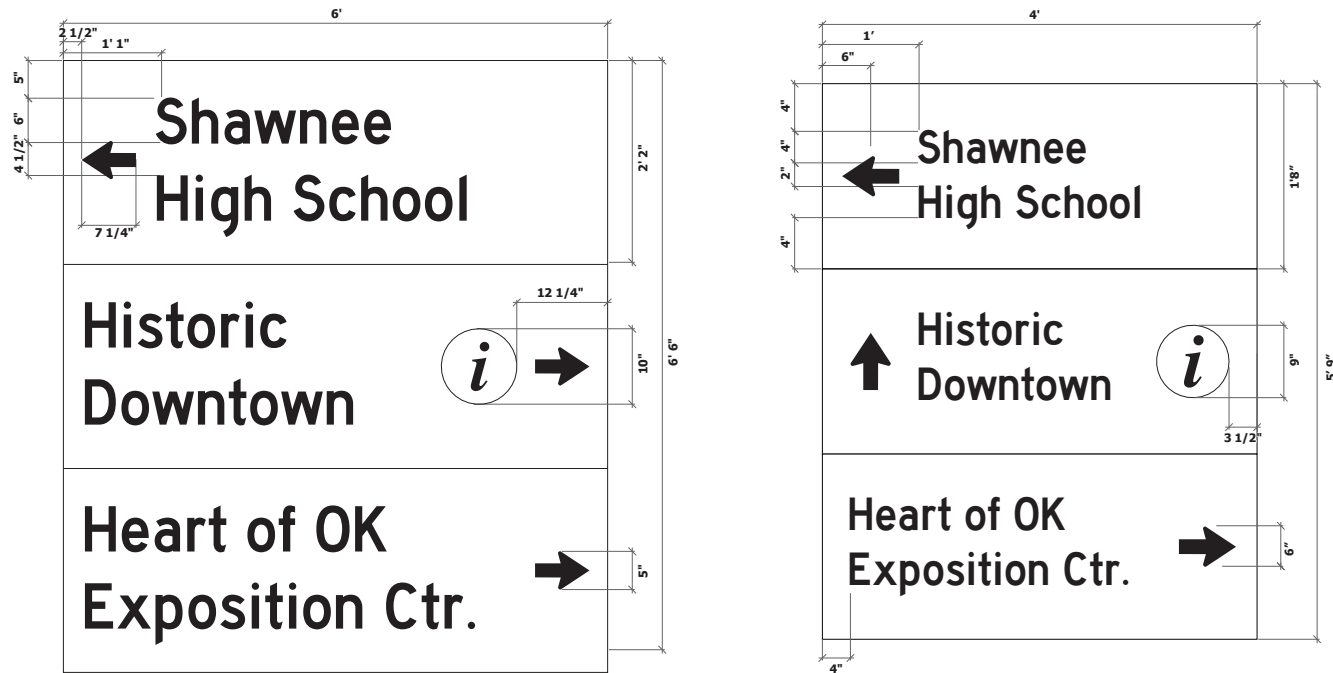


Figure 13: Sign Specifications

Directional Trailblazer Sign Panel Copy

Directional trailblazer signage has specific limits for the number of characters and spaces allowable for any given destination. The table below shows the full name of Tier One and Tier Two destinations alongside a recommended naming convention for each destination.

Tier Destinations	Directional Sign Panel
Downtown	Downtown
Oklahoma Baptist University	Oklahoma Baptist Univ.
St. Gregory's University	St. Gregory's University
Heart of Oklahoma Exposition Center	Heart of OK Exposition Ctr.
Mabee-Garrer Museum	Mabee-Garrer Museum
Tier Two Destinations	Directional Sign Panel
Airport	Airport
Gordon Cooper Technology Center	Gordon Cooper Technology Ctr.
Pottawatomie County Museum	Pottawatomie County Museum
Santa Fe Depot	Santa Fe Depot
Shawnee High School	Shawnee High School
Woodland Veteran's Park	Woodland Veteran's Park
Twin Lakes Access	Twin Lakes Access
Boy Scout Rotary Park	Boy Scout Rotary Park
Lion's Club Park	Lion's Club Park
Splash Waterpark	Splash Waterpark
Citizen Potawatomi Nation Cultural Heritage Center	Cultural Heritage Center

Figure 14: Sign Panel Copy for Tier One and Tier Two Destinations

Directional Sign Placement

Wayfinding signage should be installed in locations per MUTCD regulations and pending ODOT approval. Sign location diagrams for “typical” intersections in Shawnee are displayed below.

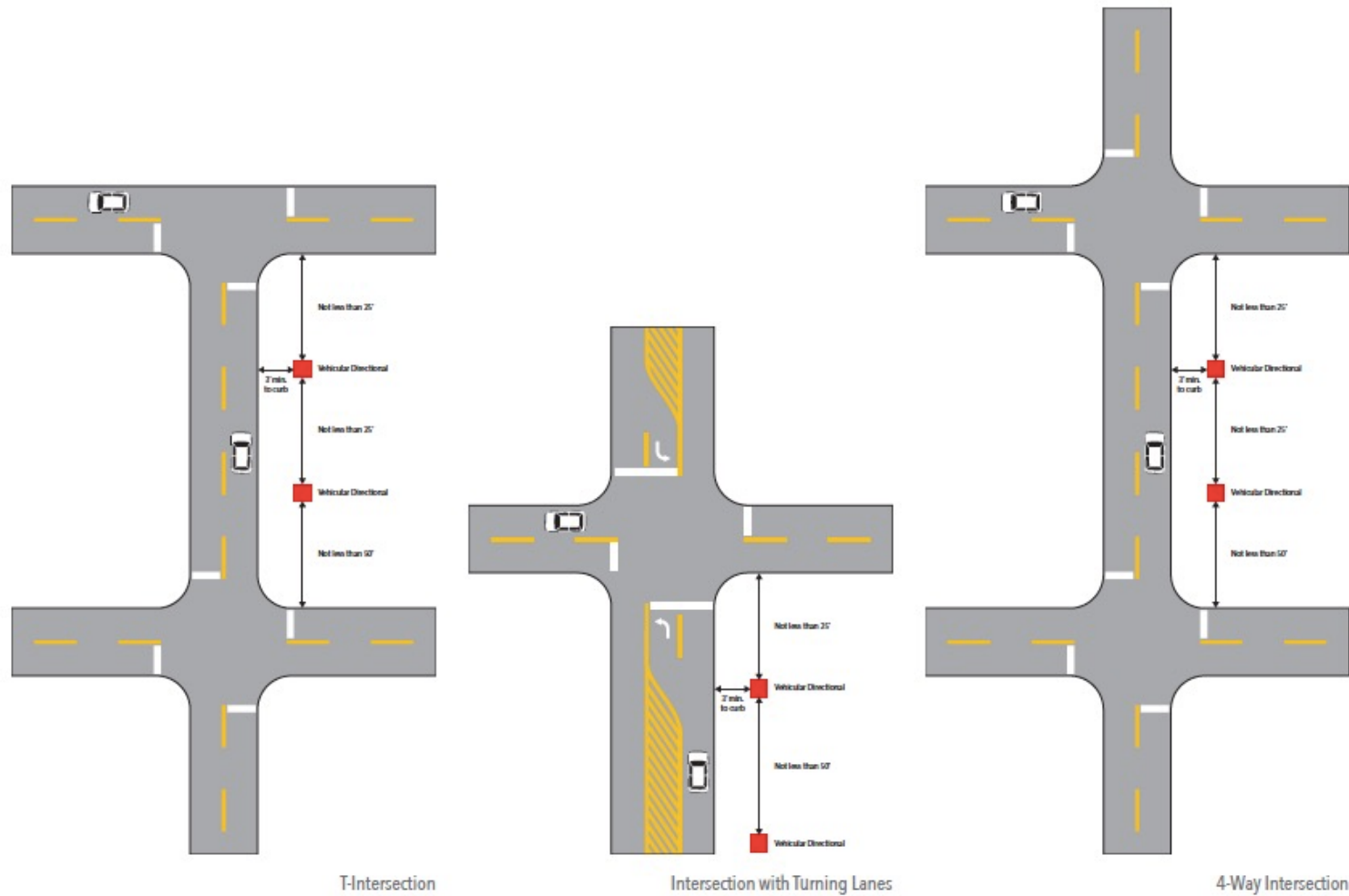


Figure 15: Typical Sign Placement Diagrams

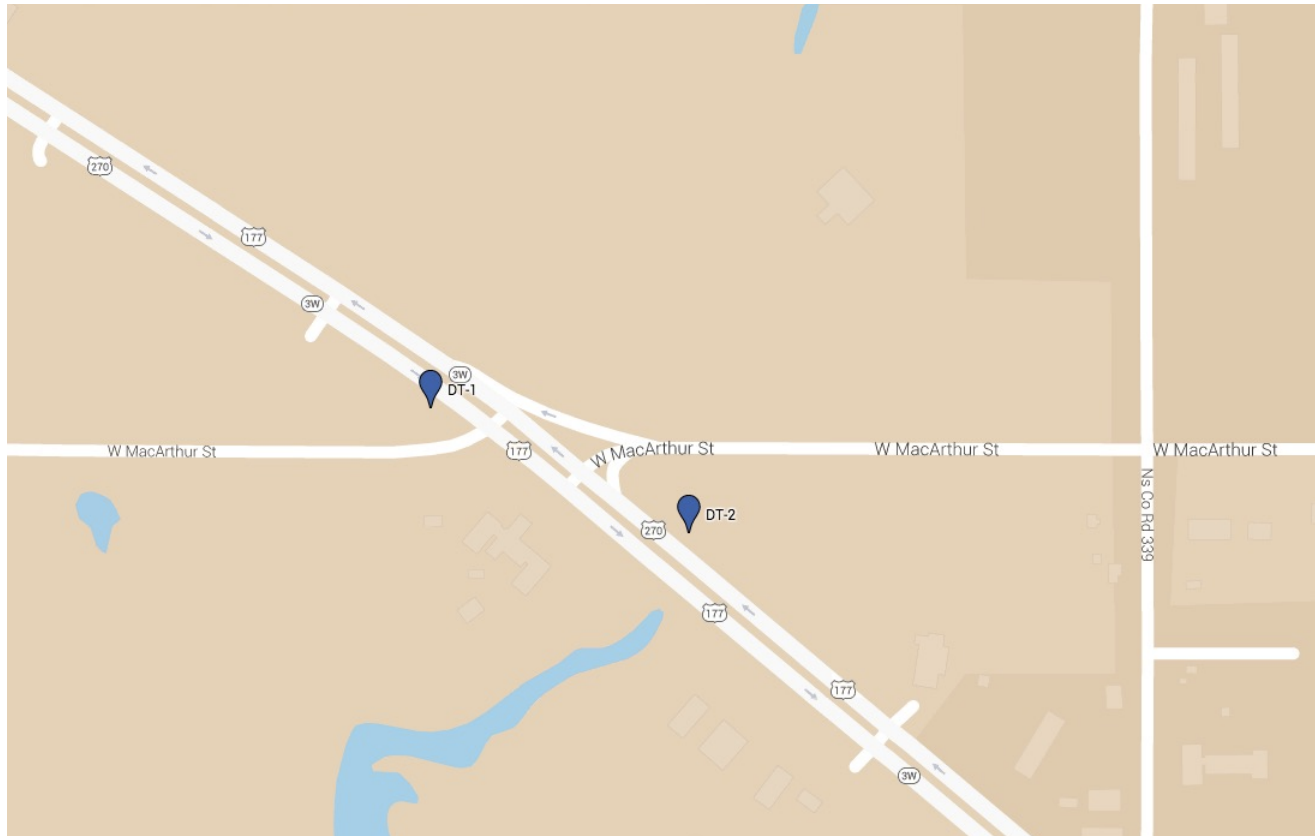
4. Sign Schedule

The sign schedule for Shawnee combines the key routes, decision points, and destinations into signage content, location, and type. The sign schedule for Shawnee is detailed throughout this chapter as a series of exhibits that combine maps and tables to detail relevant information in an easy-to-comprehend format.

The sign schedule maps provide aerial views of roadways and existing development throughout the city. The sign schedule tables detail the system Directional Trailblazers and Gateways. Each sign schedule table provides a unique code for each sign, additional details regarding the sign typology, the general location of the sign.

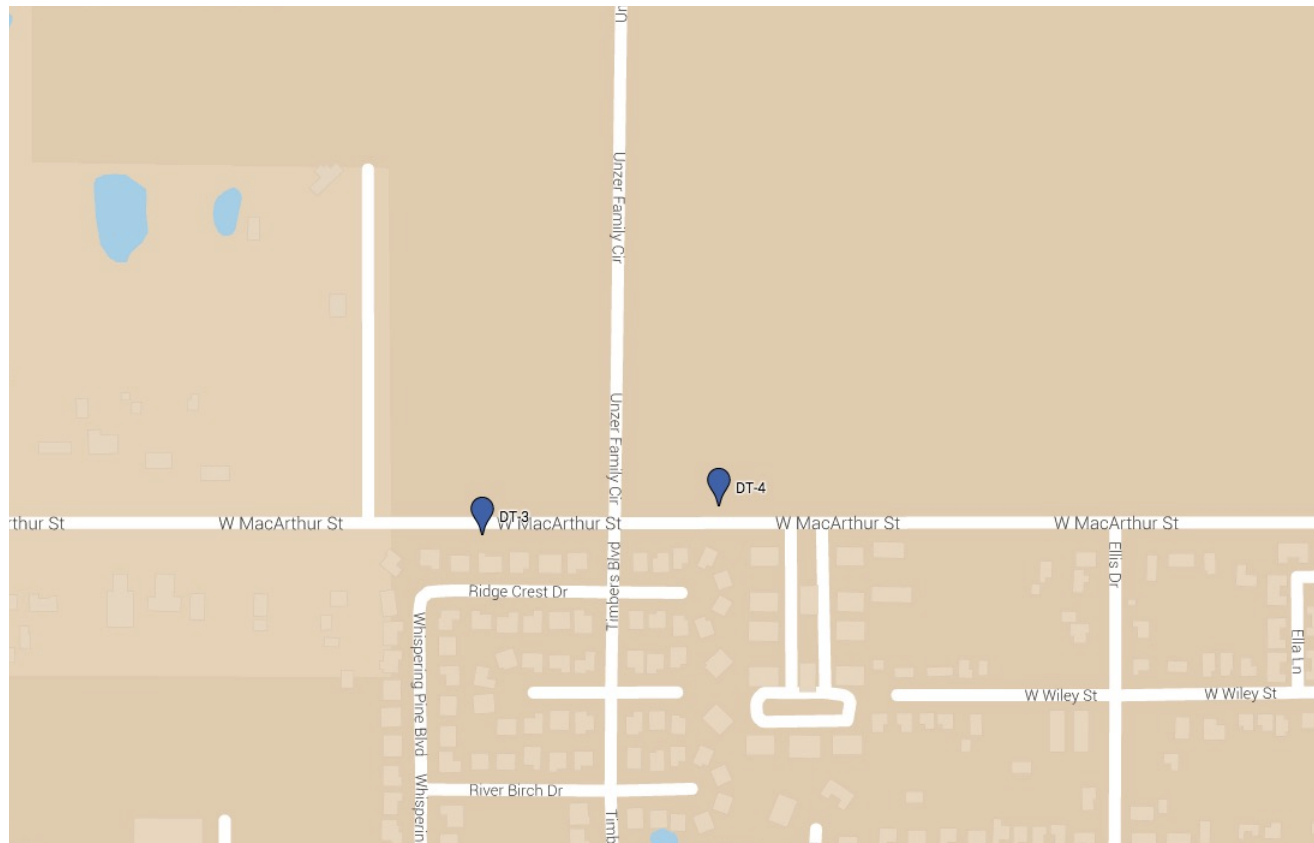
The table for Directional Trailblazers also includes the content of each sign panel. This content includes the name of one, two, or three destinations (no more than three destinations are permitted), along with directional arrows for each destination. The directional arrows in the table are represented by the following symbols: “<” is left, “>” is right, “^” is straight ahead, “<^” is left-diagonal, and “^>” is right-diagonal.

US 177 & MacArthur St



Code	Sign Type	Destination A	Dir A	Destination B	Dir B	Destination C	Dir C	Location
DT-1	Directional Trailblazer-High Speed	St. Gregory's University	<	Mabee-Gerrer Museum	<	Oklahoma Baptist Univ.	<	Southbound 177
DT-2	Directional Trailblazer-High Speed	St. Gregory's University	>	Mabee-Gerrer Museum	>	Oklahoma Baptist Univ.	>	Northbound 177

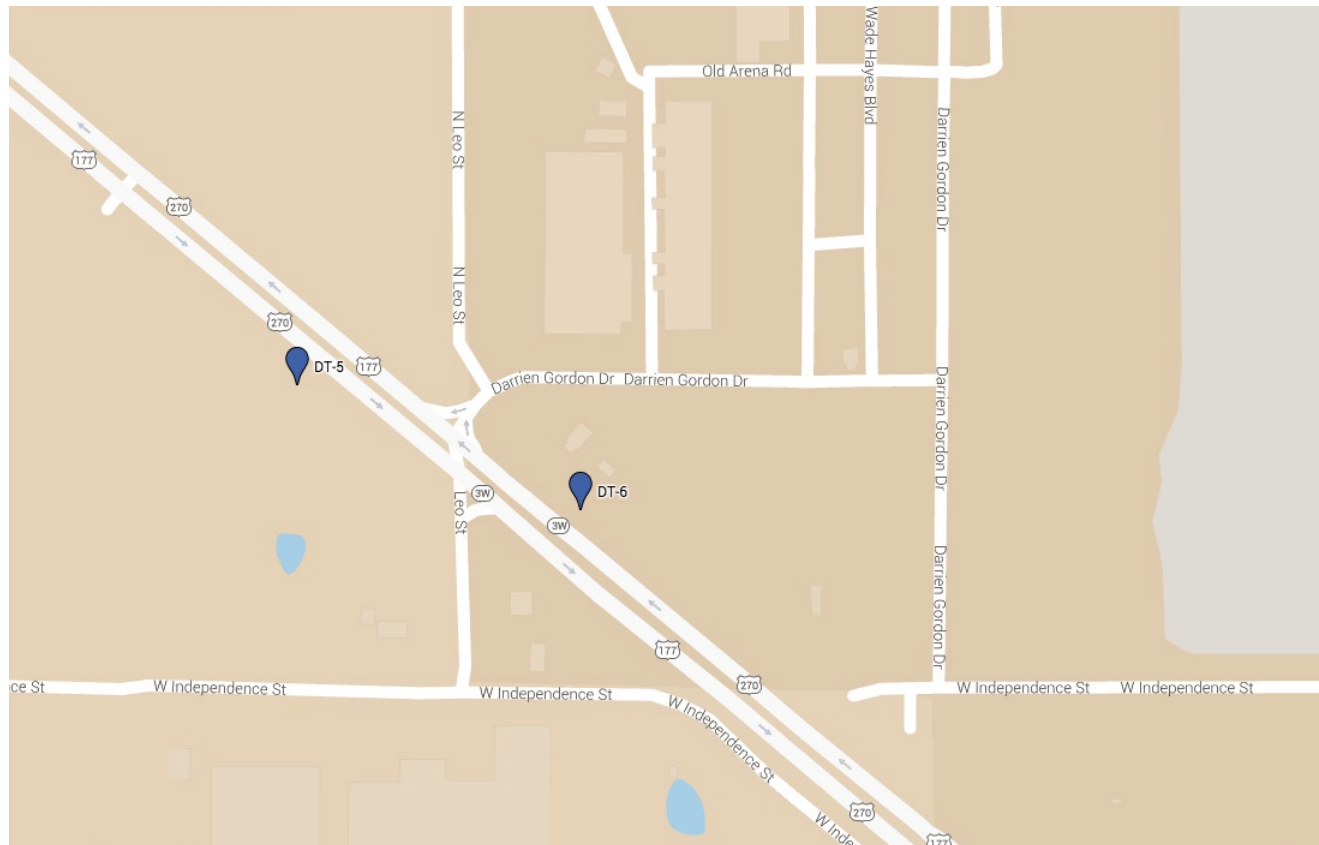
MacArthur St & St. Gregory's University



Code	Sign Type	Destination A	Dir A	Destination B	Dir B	Destination C	Dir C	Location
DT-3	Directional Trailblazer-High Speed	St. Gregory's University	<	Mabee-Gerrer Museum	<			Eastbound MacArthur St
DT-4	Directional Trailblazer-High Speed	St. Gregory's University	>	Mabee-Gerrer Museum	>			Westbound MacArthur St

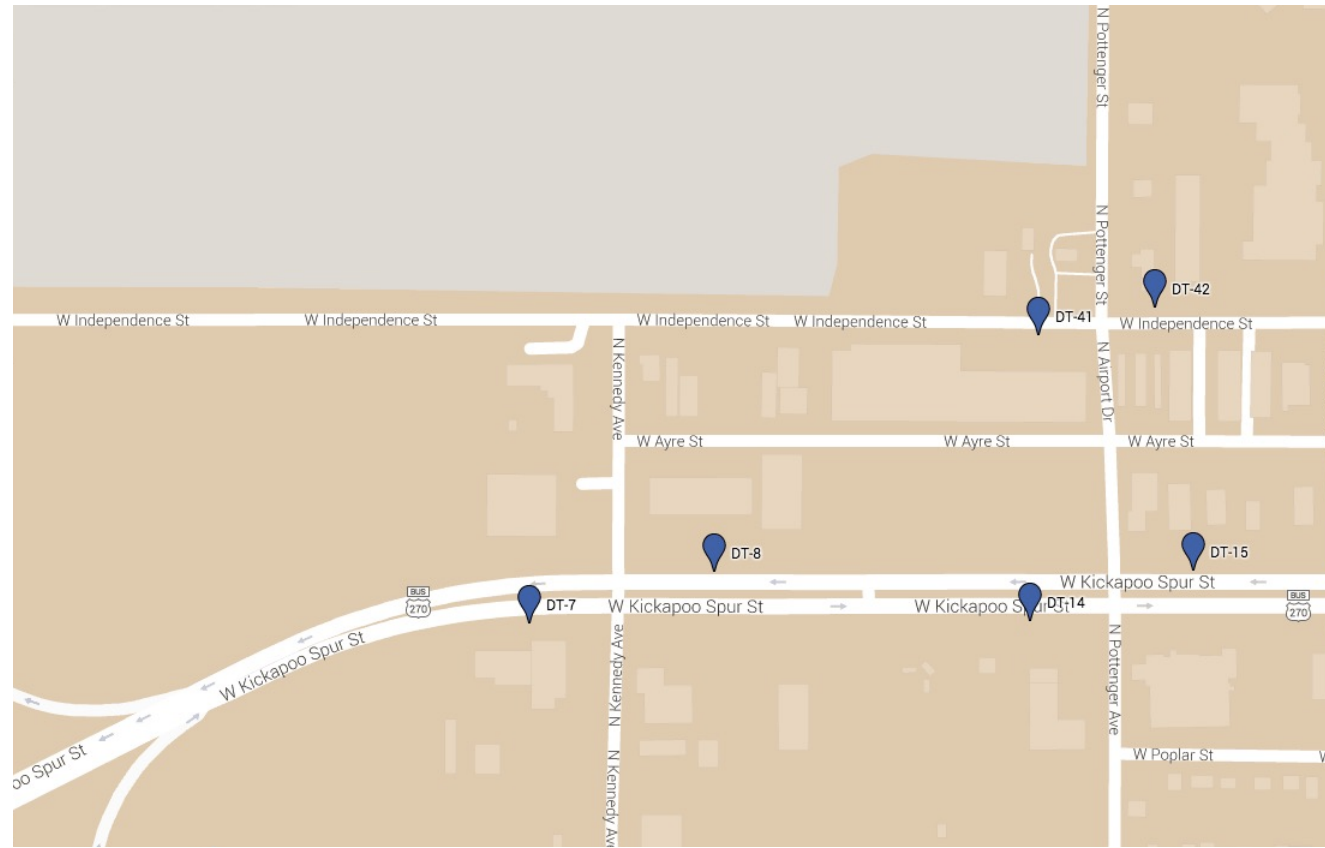
Shawnee, Oklahoma Wayfinding Master Plan

US 177 & Leo St



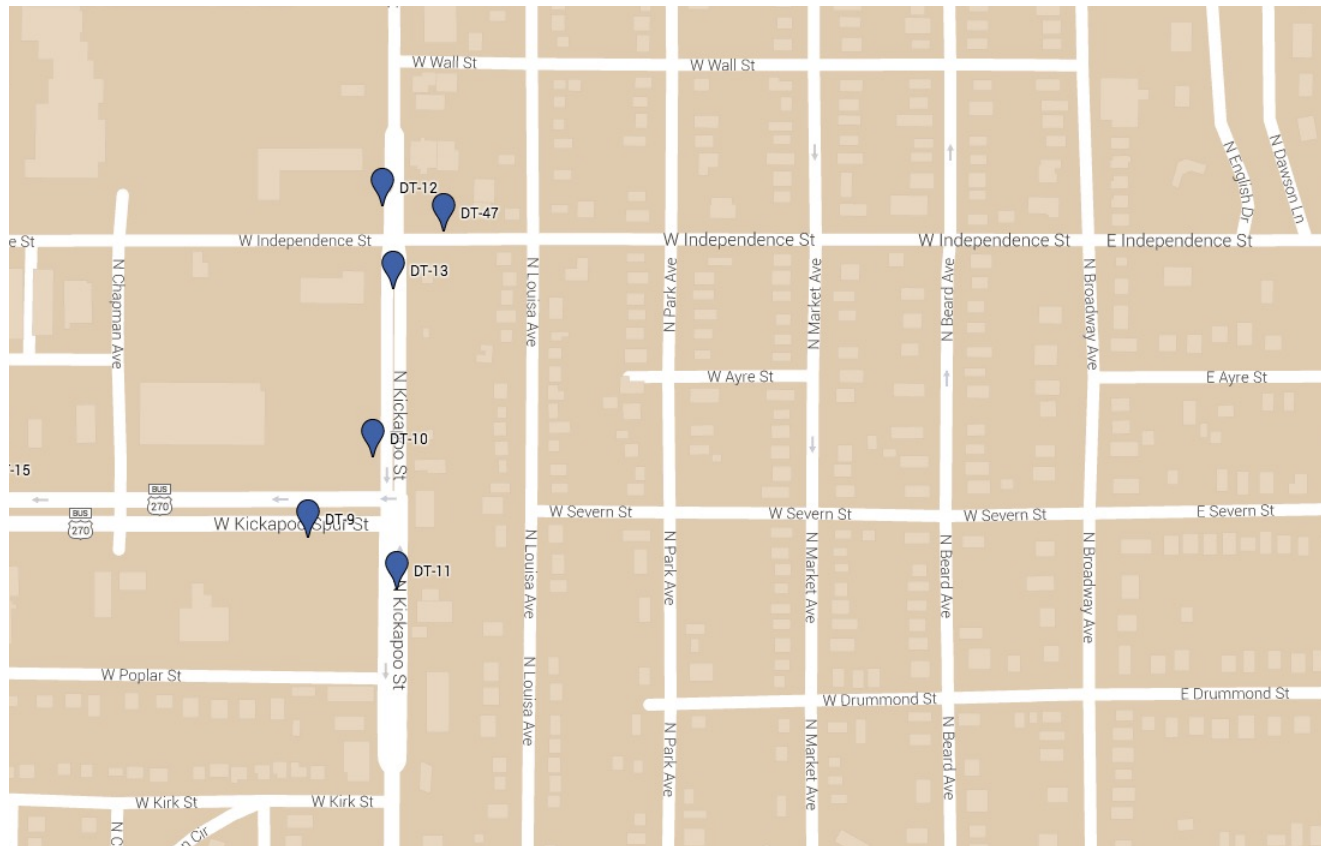
Code	Sign Type	Destination A	Dir A	Destination B	Dir B	Destination C	Dir C	Location
DT-5	Directional Trailblazer-High Speed	Heart of OK Exposition Ctr.	<					Southbound 177
DT-6	Directional Trailblazer-High Speed	Heart of OK Exposition Ctr.	>					Northbound 177

W Kickapoo Spur



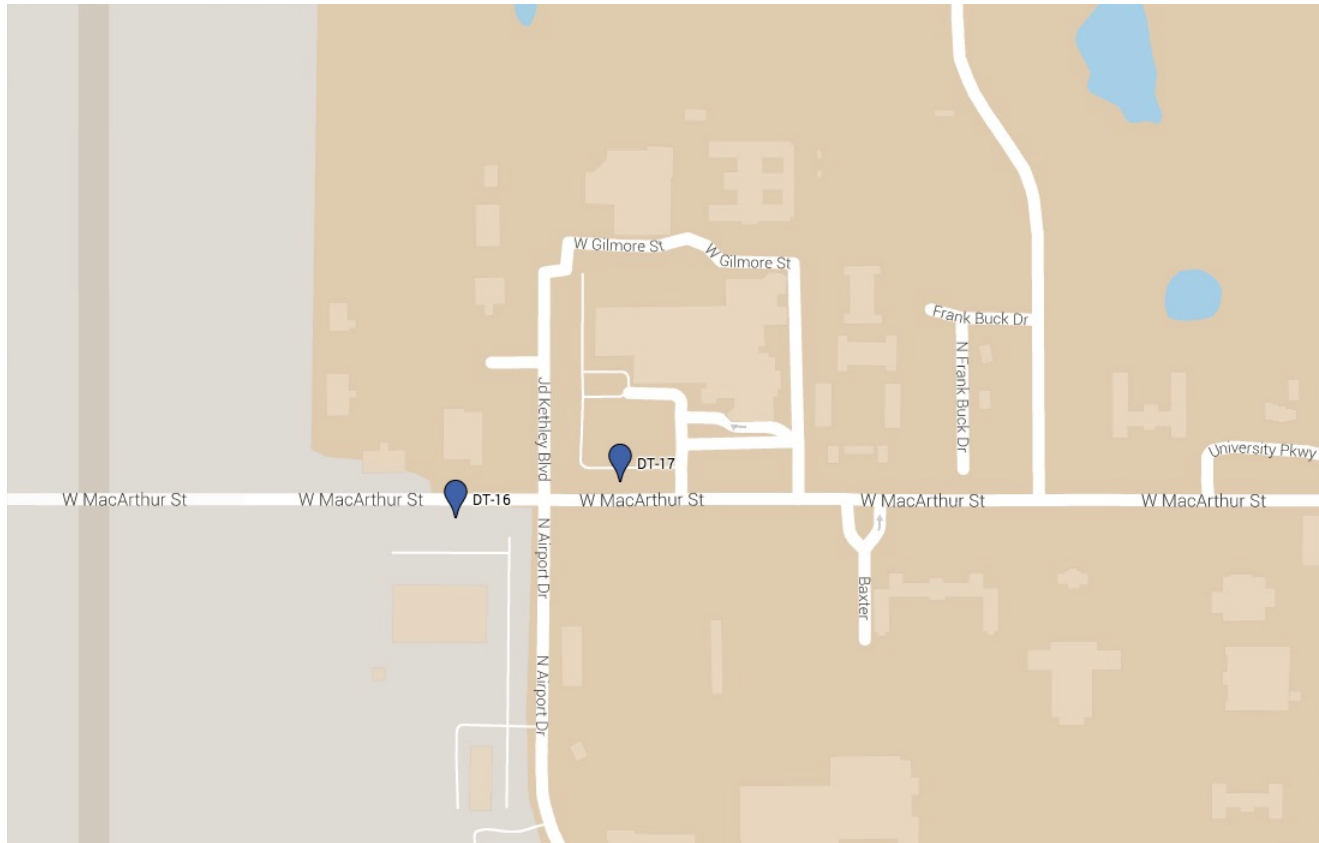
Code	Sign Type	Destination A	Dir A	Destination B	Dir B	Destination C	Dir C	Location
DT-7	Directional Trailblazer-High Speed	Shawnee High School	>					Eastbound Kickapoo Spur
DT-8	Directional Trailblazer-High Speed	Shawnee High School	<					Westbound Kickapoo Spur
DT-14	Directional Trailblazer-High Speed	Airport	<					Eastbound Kickapoo Spur
DT-15	Directional Trailblazer-High Speed	Airport	>					Westbound Kickapoo Spur
DT-41	Directional Trailblazer-High Speed	Airport	<					Eastbound W Independence St
DT-42	Directional Trailblazer-High Speed	Airport	>					Westbound W Independence St

N Kickapoo St



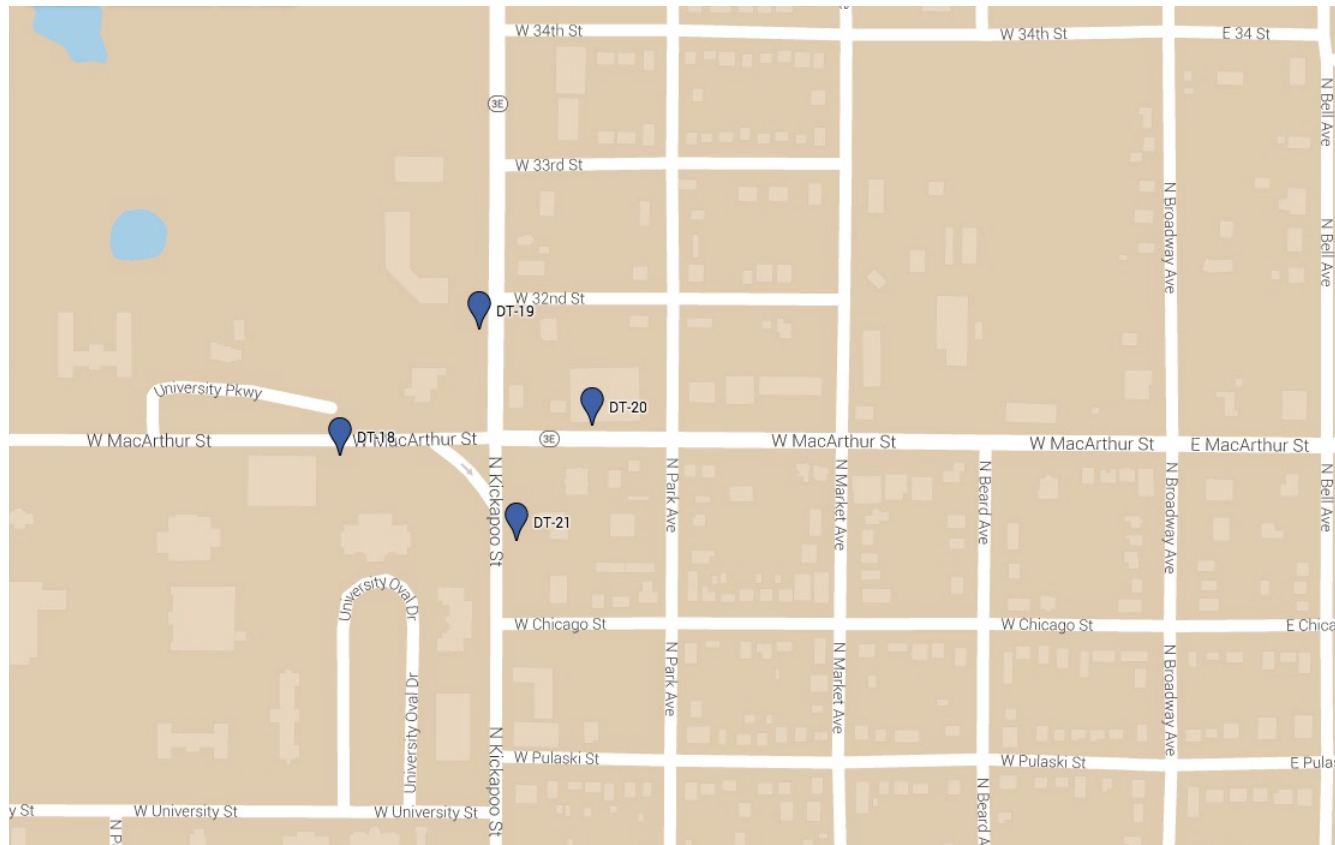
Code	Sign Type	Destination A	Dir A	Destination B	Dir B	Destination C	Dir C	Location
DT-9	Directional Trailblazer-High Speed	Downtown	>					Eastbound Kickapoo Spur
DT-10	Directional Trailblazer-High Speed	Downtown	^	Shawnee High School	>			Southbound N Kickapoo St
DT-11	Directional Trailblazer-High Speed	Shawnee High School	<					Northbound N Kickapoo St
DT-12	Directional Trailblazer-High Speed	Heart of OK Exposition Ctr.	>	Airport	>			Southbound N Kickapoo St
DT-13	Directional Trailblazer-High Speed	Heart of OK Exposition Ctr.	<	Airport	<			Northbound N Kickapoo St
DT-47	Directional Trailblazer-High Speed	Heart of OK Exposition Ctr.	^	Airport	^	Shawnee High School	<	Westbound W Independence St

W MacArthur St & N Airport Dr



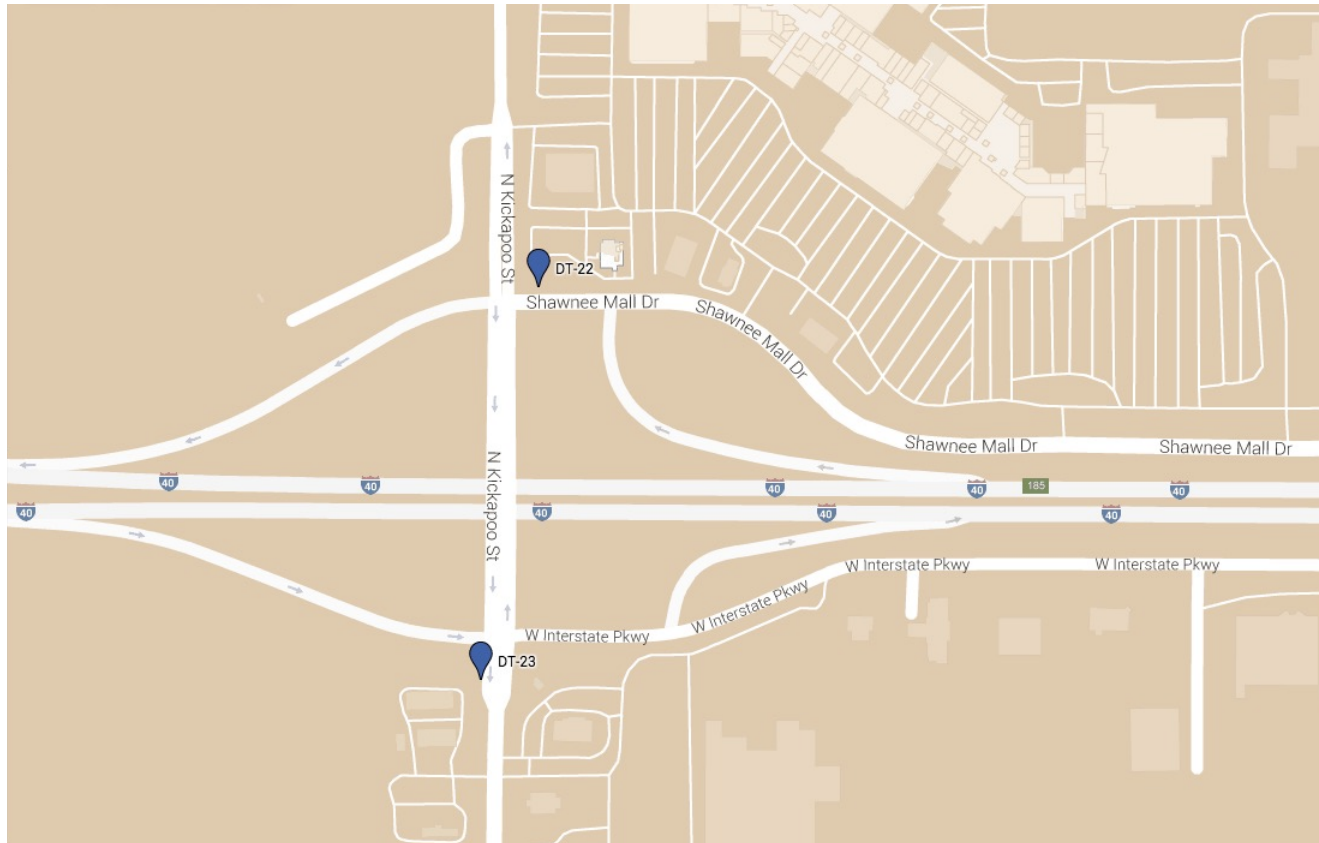
Code	Sign Type	Destination A	Dir A	Destination B	Dir B	Destination C	Dir C	Location
DT-16	Directional Trailblazer-High Speed	Oklahoma Baptist Univ.	^	Airport	>			Eastbound MacArthur St
DT-17	Directional Trailblazer-High Speed	St. Gregory's University	^	Mabee-Gerrer Museum	^	Airport	<	Westbound MacArthur St

W MacArthur St & N Kickapoo St



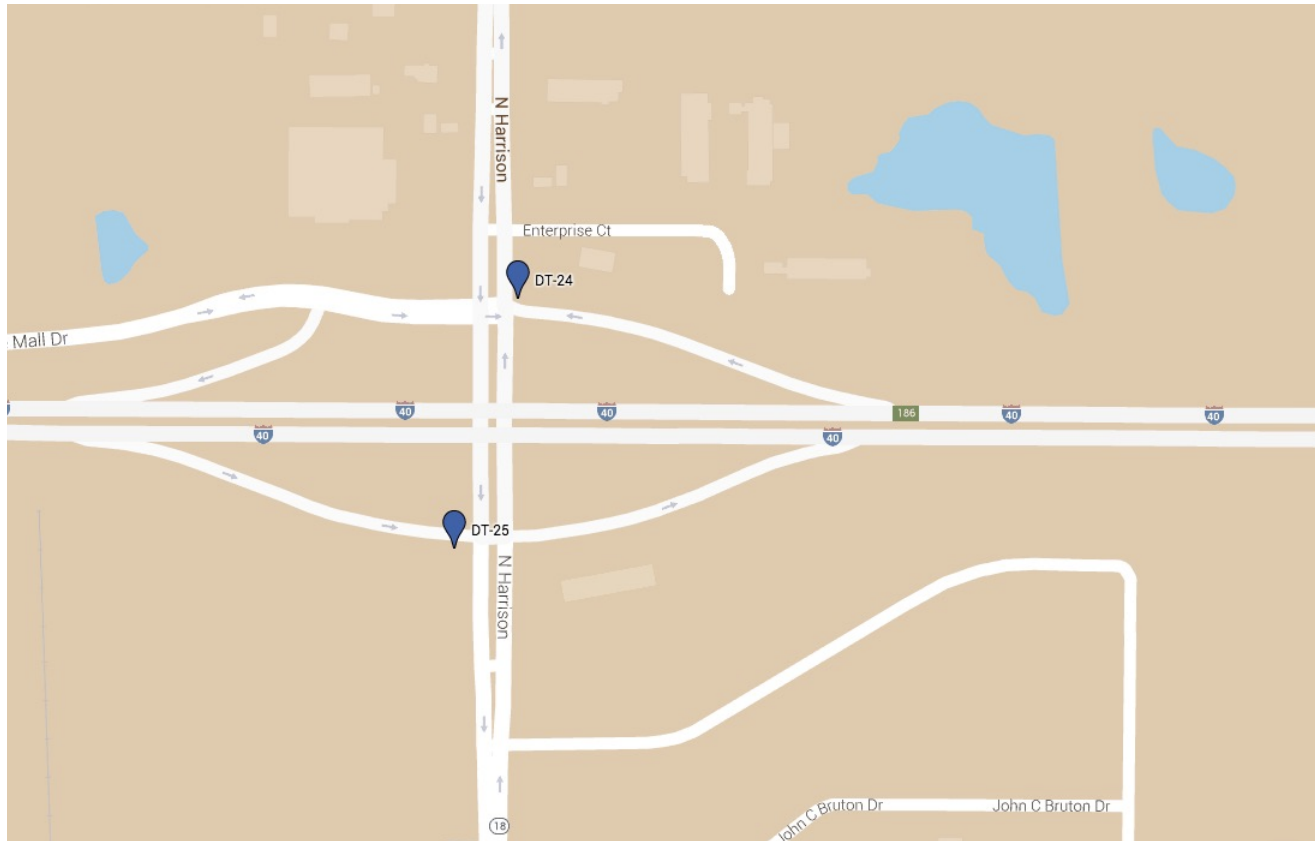
Code	Sign Type	Destination A	Dir A	Destination B	Dir B	Destination C	Dir C	Location
DT-18	Directional Trailblazer-High Speed	Downtown	>					Eastbound MacArthur St
DT-19	Directional Trailblazer-High Speed	Downtown	^	Oklahoma Baptist Univ.	>	St. Gregory's University	>	Southbound N Kickapoo St
DT-20	Directional Trailblazer-High Speed	Oklahoma Baptist Univ.	^	St. Gregory's University	^	Downtown	<	Westbound MacArthur St
DT-21	Directional Trailblazer-High Speed	Oklahoma Baptist Univ.	<	St. Gregory's University	<	Mabee-Gerrer Museum	<	Northbound N Kickapoo St

N Kickapoo St & I-40



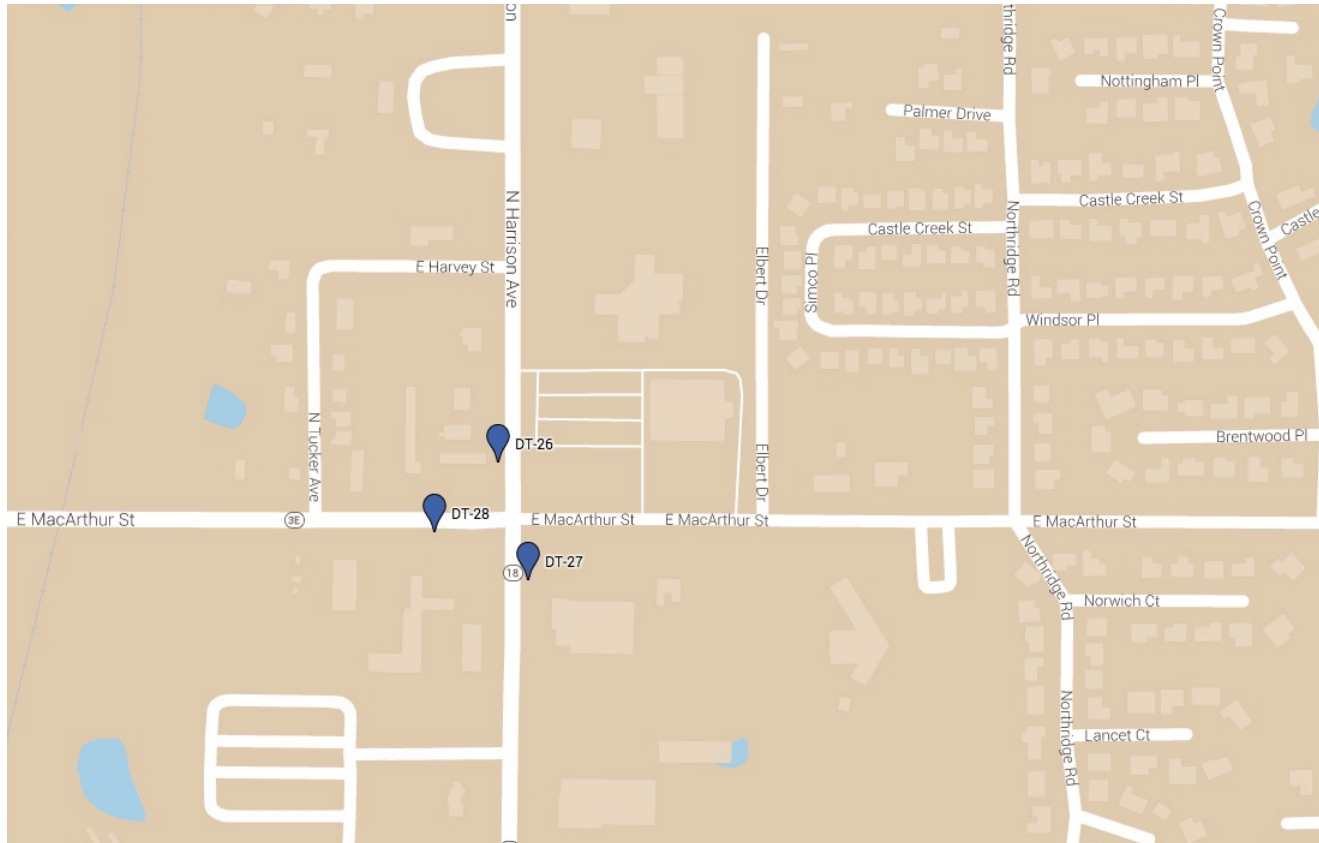
Code	Sign Type	Destination A	Dir A	Destination B	Dir B	Destination C	Dir C	Location
DT-22	Directional Trailblazer-High Speed	Oklahoma Baptist Univ.	<	St. Gregory's University	<	Downtown	<	Westbound Shawnee Mall Dr
DT-23	Directional Trailblazer-High Speed	Oklahoma Baptist Univ.	>	St. Gregory's University	>	Downtown	>	Eastbound End of I-40 Exit Ramp

N Harrison Ave & I-40



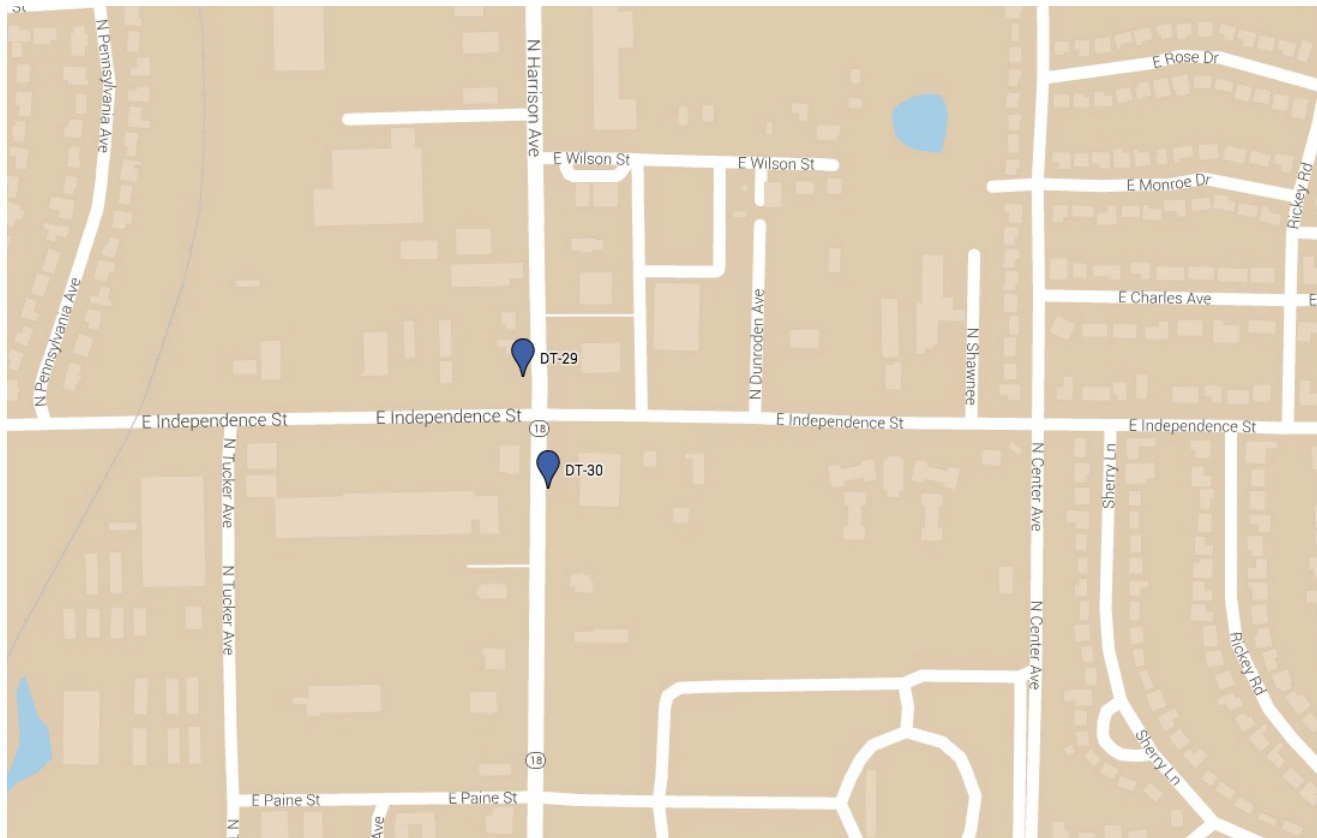
Code	Sign Type	Destination A	Dir A	Destination B	Dir B	Destination C	Dir C	Location
DT-24	Directional Trailblazer-High Speed	Gordon Cooper Technology Ctr.	<	Downtown	<			Westbound End of I-40 Exit Ramp
DT-25	Directional Trailblazer-High Speed	Gordon Cooper Technology Ctr.	>	Downtown	>			Eastbound End of I-40 Exit Ramp

N Harrison Ave & E MacArthur St

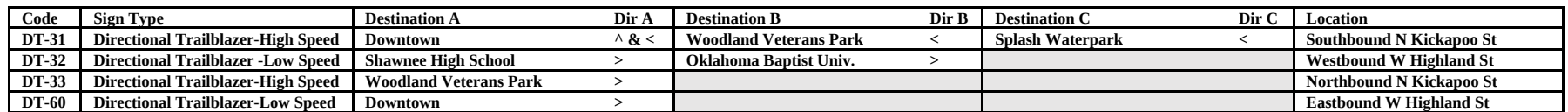


Code	Sign Type	Destination A	Dir A	Destination B	Dir B	Destination C	Dir C	Location
DT-26	Directional Trailblazer-High Speed	Oklahoma Baptist Univ.	>	St. Gregory's University	>	Mabee-Gerrer Museum	>	Southbound N Harrison Ave
DT-27	Directional Trailblazer-High Speed	Gordon Cooper Technology Ctr.	^	Oklahoma Baptist Univ.	<	St. Gregory's University	<	Northbound N Harrison Ave
DT-28	Directional Trailblazer-High Speed	Gordon Cooper Technology Ctr.	<	Downtown	>			Eastbound MacArthur St

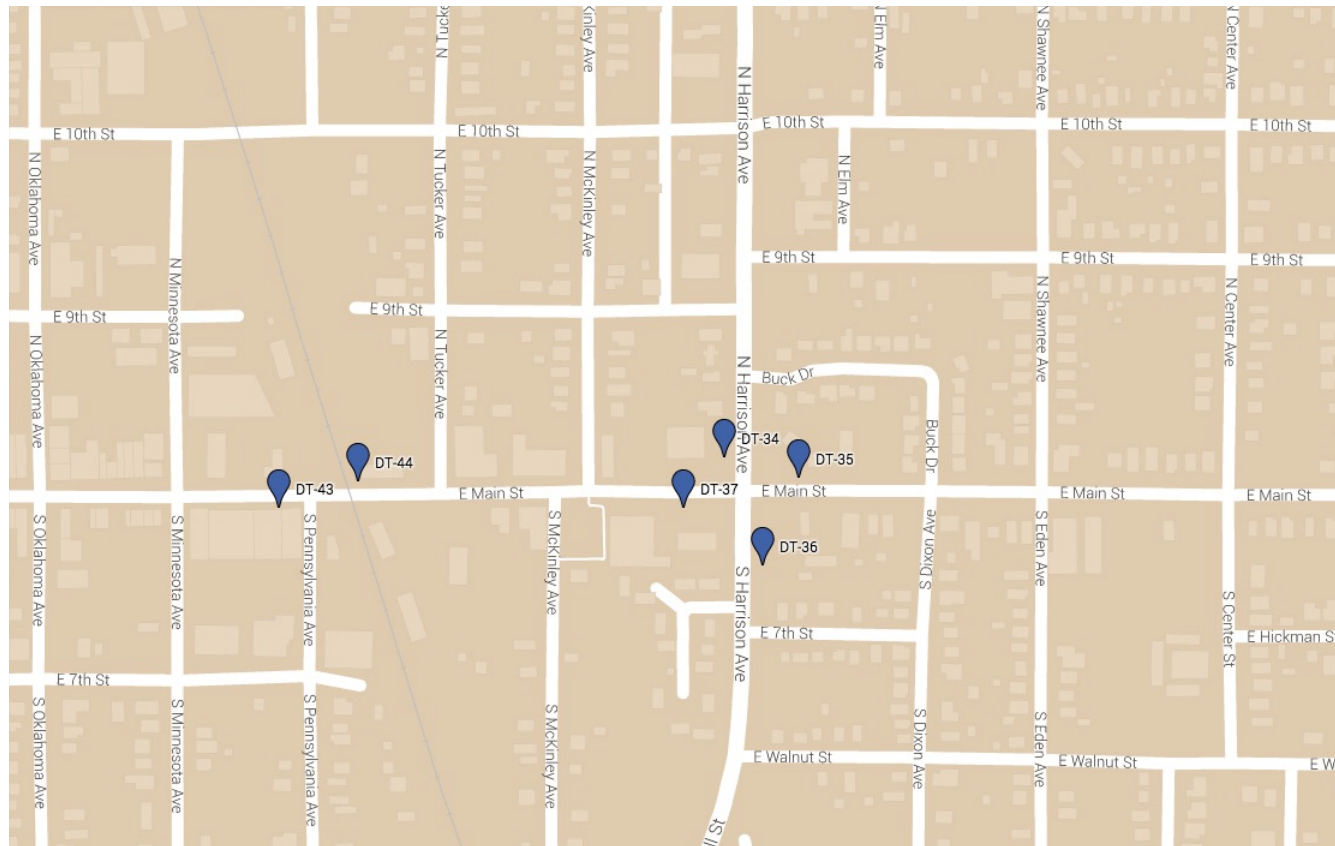
N Harrison Ave & E Independence St



Code	Sign Type	Destination A	Dir A	Destination B	Dir B	Destination C	Dir C	Location
DT-29	Directional Trailblazer-High Speed	Downtown	^	Heart of OK Exposition Ctr.	>	Shawnee High School	>	Southbound N Harrison Ave
DT-30	Directional Trailblazer-High Speed	Gordon Cooper Technology Ctr.	^	Shawnee High School	<	Heart of OK Exposition Ctr.	<	Northbound N Harrison Ave



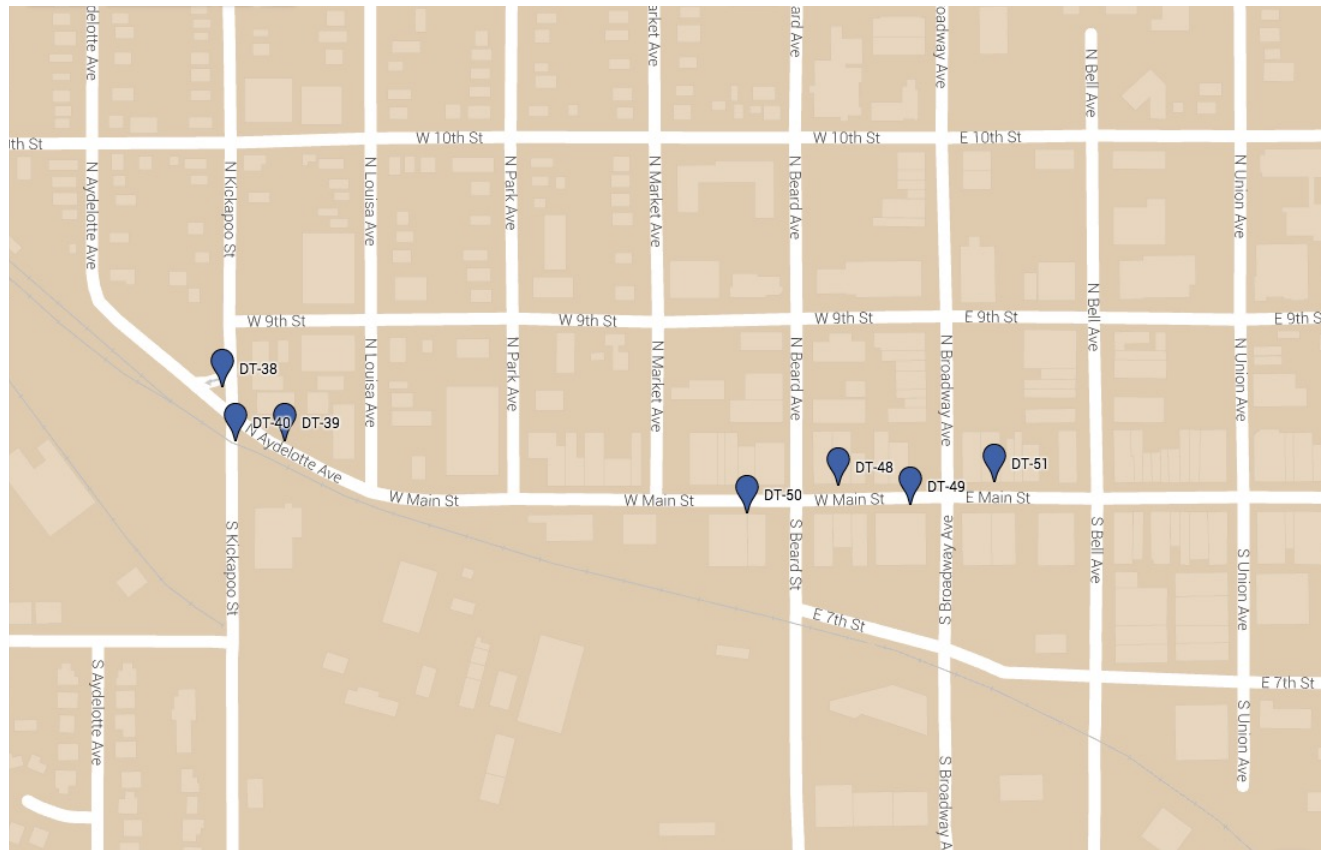
E Main St



Code	Sign Type	Destination A	Dir A	Destination B	Dir B	Destination C	Dir C	Location
DT-34	Directional Trailblazer-High Speed	Boy Scout/Rotary Park	<	Downtown	>	Pottawatomie County Museum	>	Southbound N Harrison Ave
DT-35	Directional Trailblazer-Low Speed	Downtown	^	Pottawatomie County Museum	^	Santa Fe Depot	^	Westbound E Main St
DT-36	Directional Trailblazer-High Speed	Downtown	<	Pottawatomie County Museum	<	Boy Scout/Rotary Park	>	Northbound S Harrison Ave
DT-37	Directional Trailblazer -Low Speed	Boy Scout/Rotary Park	^					Eastbound E Main St
DT-43	Directional Trailblazer -Low Speed	Santa Fe Depot	<	Pottawatomie County Museum	<			Eastbound E Main St
DT-44	Directional Trailblazer -Low Speed	Santa Fe Depot	>	Pottawatomie County Museum	>			Westbound E Main St

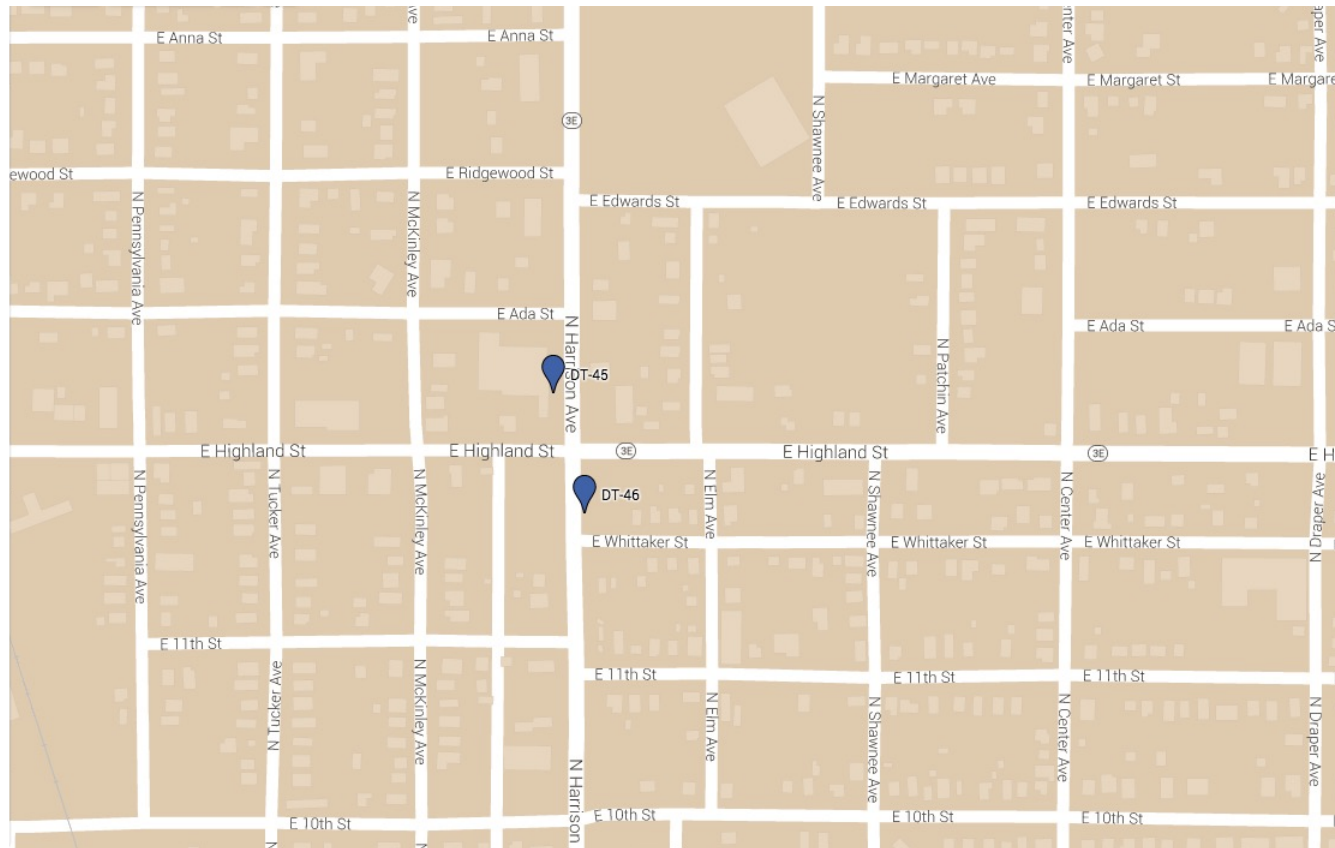
Shawnee, Oklahoma Wayfinding Master Plan

W Main St



Code	Sign Type	Destination A	Dir A	Destination B	Dir B	Destination C	Dir C	Location
DT-38	Directional Trailblazer-High Speed	Downtown	<					Southbound S Kickapoo St
DT-39	Directional Trailblazer -Low Speed	Shawnee High School	>	Heart of OK Exposition Ctr.	>	Oklahoma Baptist Univ.	>	Westbound Aydelotte Ave
DT-40	Directional Trailblazer-High Speed	Downtown	>					Northbound S Kickapoo St
DT-48	Directional Trailblazer -Low Speed	Cultural Heritage Center	<					Westbound W Main St
DT-49	Directional Trailblazer -Low Speed	Woodland Veterans Park	<	Santa Fe Depot	^	Pottawatomie County Museum	^	Eastbound W Main St
DT-50	Directional Trailblazer -Low Speed	Cultural Heritage Center	>					Eastbound W Main St
DT-51	Directional Trailblazer -Low Speed	County Courthouse	>	Municipal Auditorium	>	Woodland Veterans Park	>	Westbound E Main St

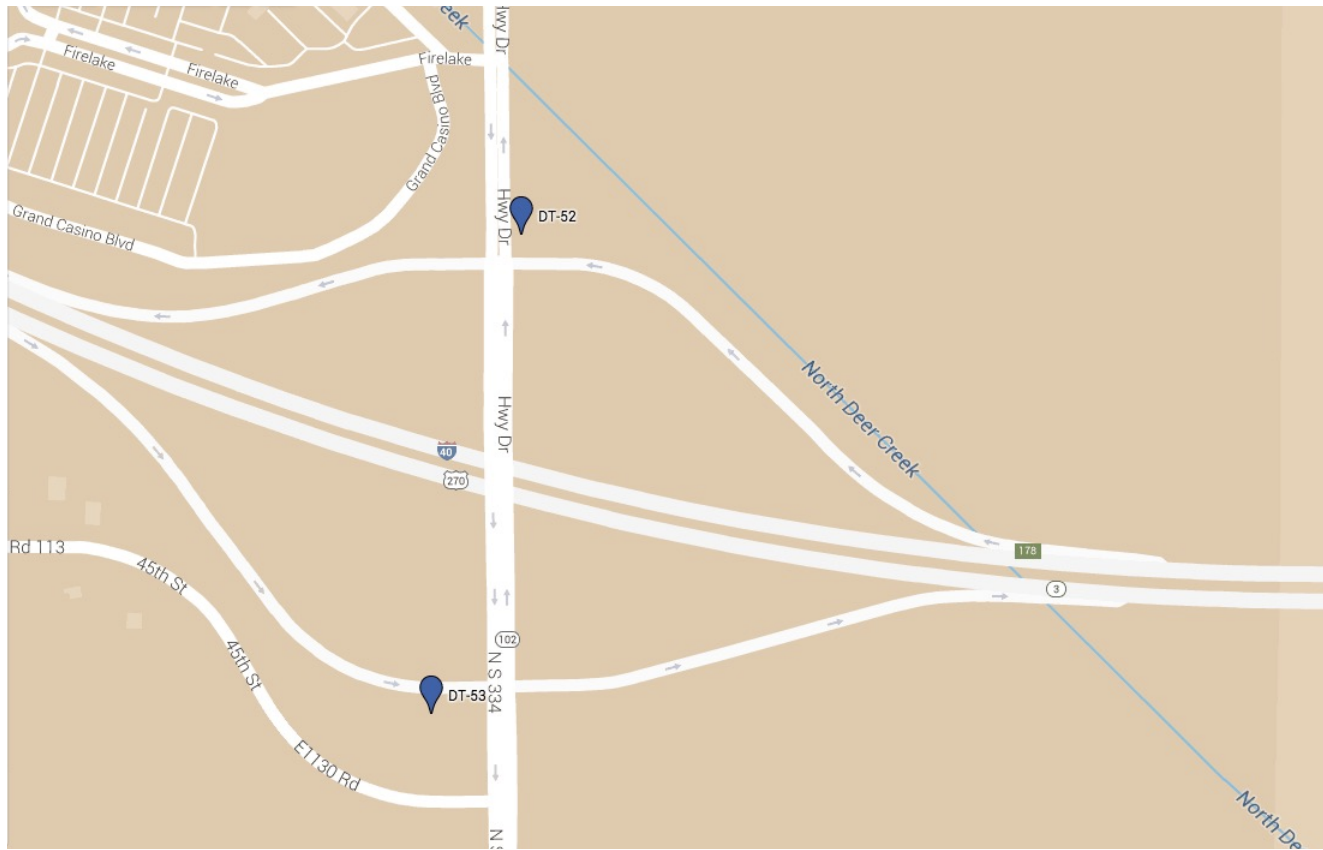
E Highland St & N Harrison Ave



Code	Sign Type	Destination A	Dir A	Destination B	Dir B	Destination C	Dir C	Location
DT-45	Directional Trailblazer-High Speed	Downtown	^	Woodland Veterans Park	<	Splash Waterpark	<	Southbound N Harrison Ave
DT-46	Directional Trailblazer-High Speed	Woodland Veterans Park	<	Splash Waterpark	<			Northbound N Harrison Ave

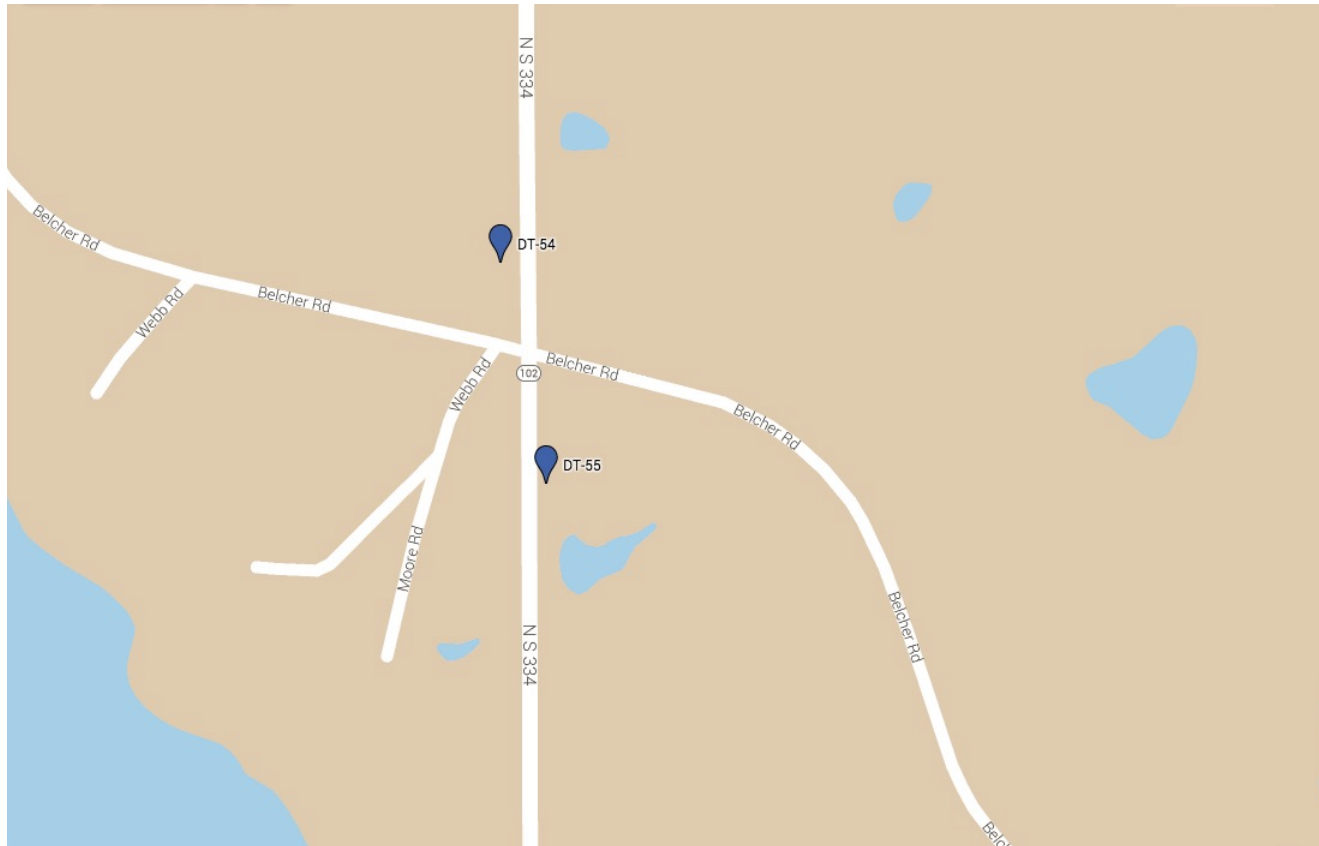
Shawnee, Oklahoma Wayfinding Master Plan

I-40 & 334



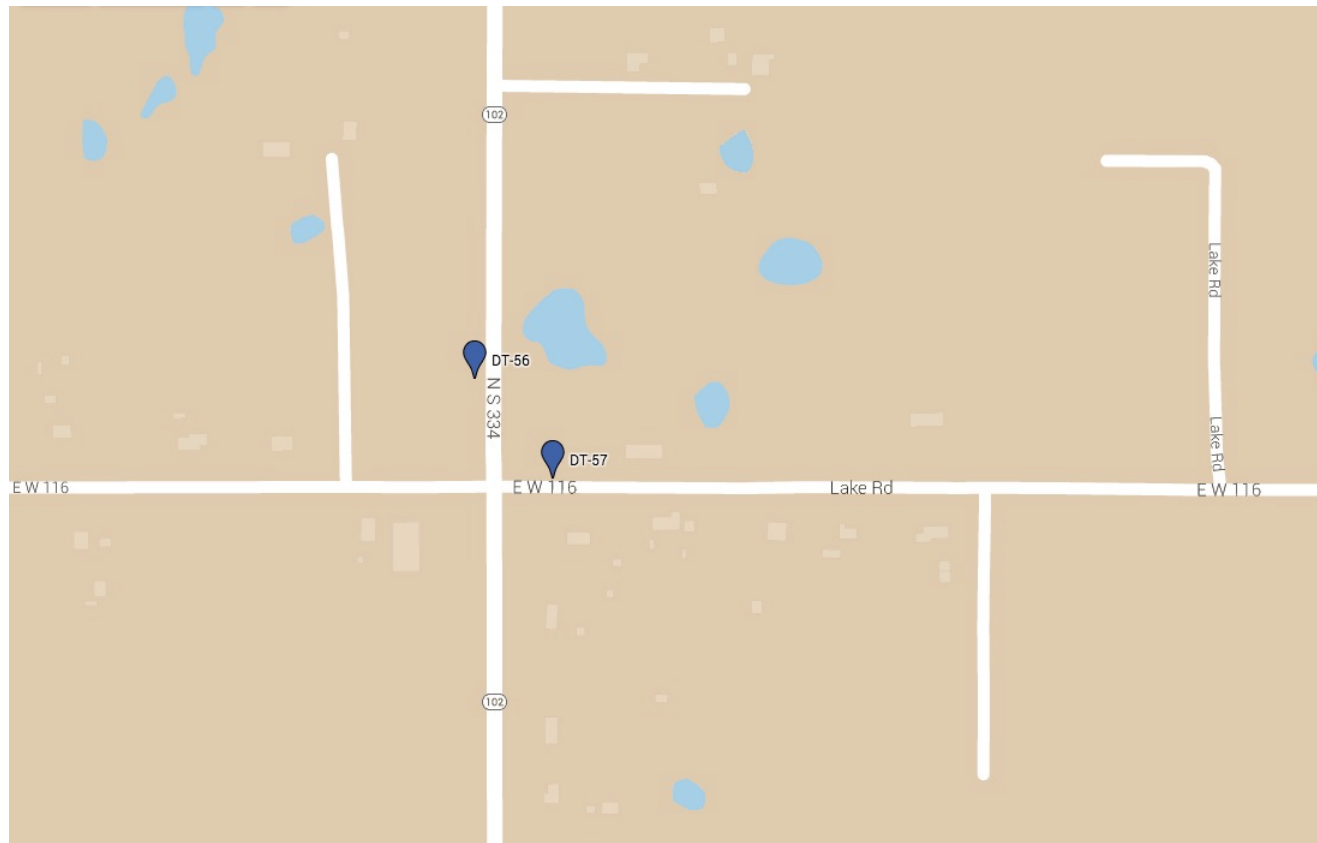
Code	Sign Type	Destination A	Dir A	Destination B	Dir B	Destination C	Dir C	Location
DT-52	Directional Trailblazer-High Speed	Shawnee Twin Lakes	<					Westbound End of I-40 Exit Ramp
DT-53	Directional Trailblazer-High Speed	Shawnee Twin Lakes	>					Eastbound End of I-40 Exit Ramp

Belcher Rd & 334



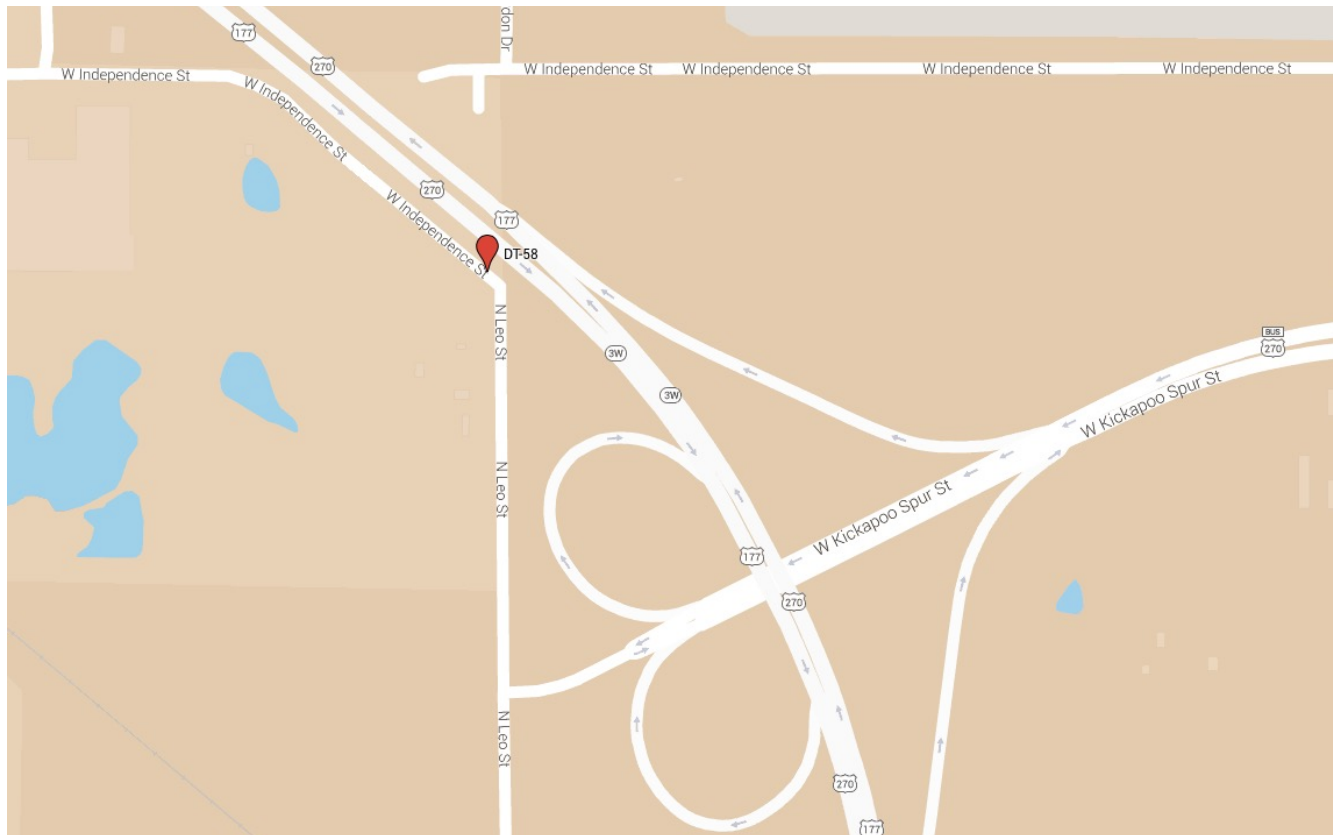
Code	Sign Type	Destination A	Dir A	Destination B	Dir B	Destination C	Dir C	Location
DT-54	Directional Trailblazer-High Speed	Shawnee Twin Lakes	>	Boat Launch/Fishing Dock	>	Glen Collins Memorial Park	>	Southbound OK 102
DT-55	Directional Trailblazer-High Speed	Shawnee Twin Lakes	<	Boat Launch/Fishing Dock	<	Glen Collins Memorial Park	<	Northbound OK 102

Lake Rd & 334



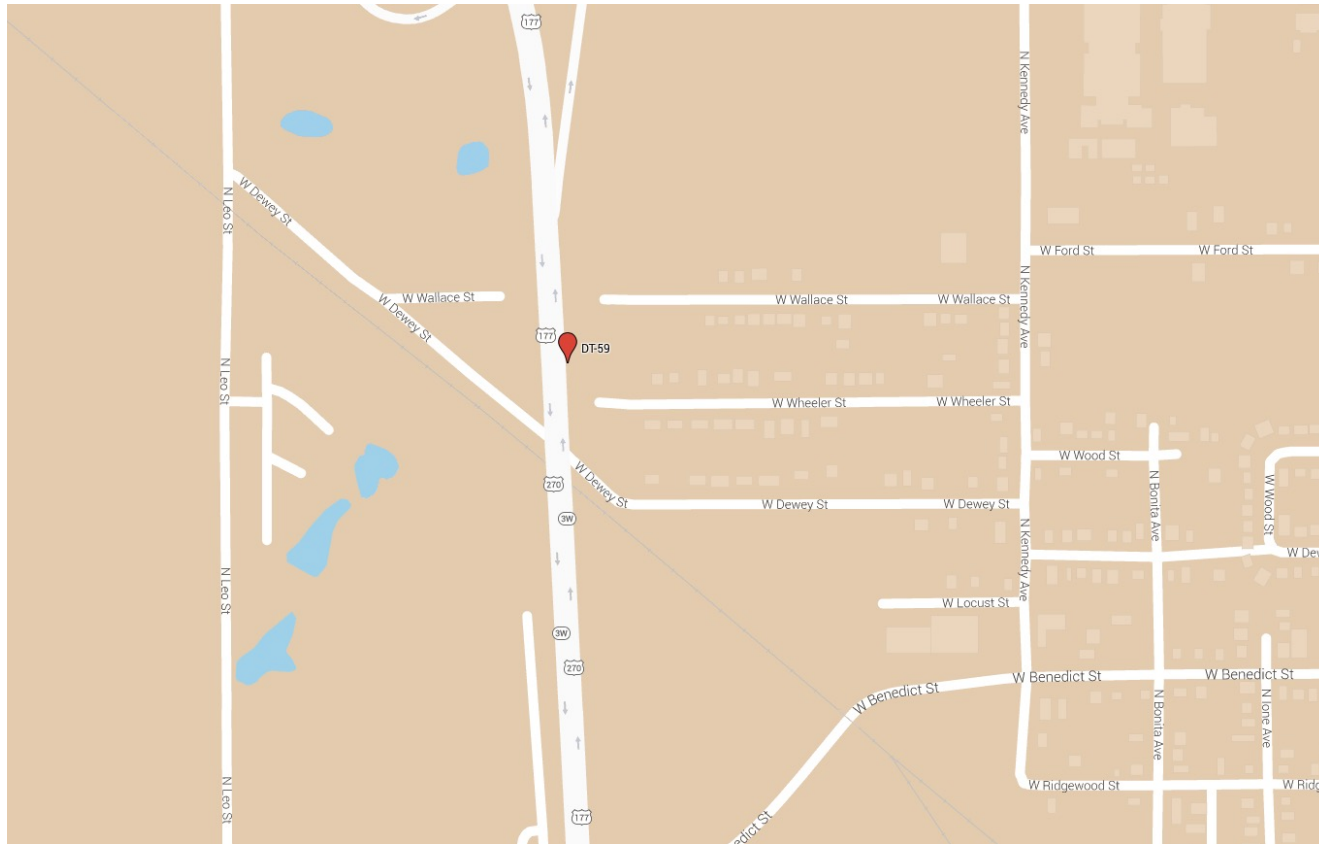
Code	Sign Type	Destination A	Dir A	Destination B	Dir B	Destination C	Dir C	Location
DT-56	Directional Trailblazer-High Speed	Shawnee Twin Lakes	>	Camping/Swimming	>	Isaac Walton Park	>	Southbound OK 102
DT-57	Directional Trailblazer-High Speed	Shawnee Twin Lakes	^ & >	Camping/Swimming	^ & >	Isaac Walton Park	^ & >	Northbound OK 102

US 177 & W Kickapoo Spur



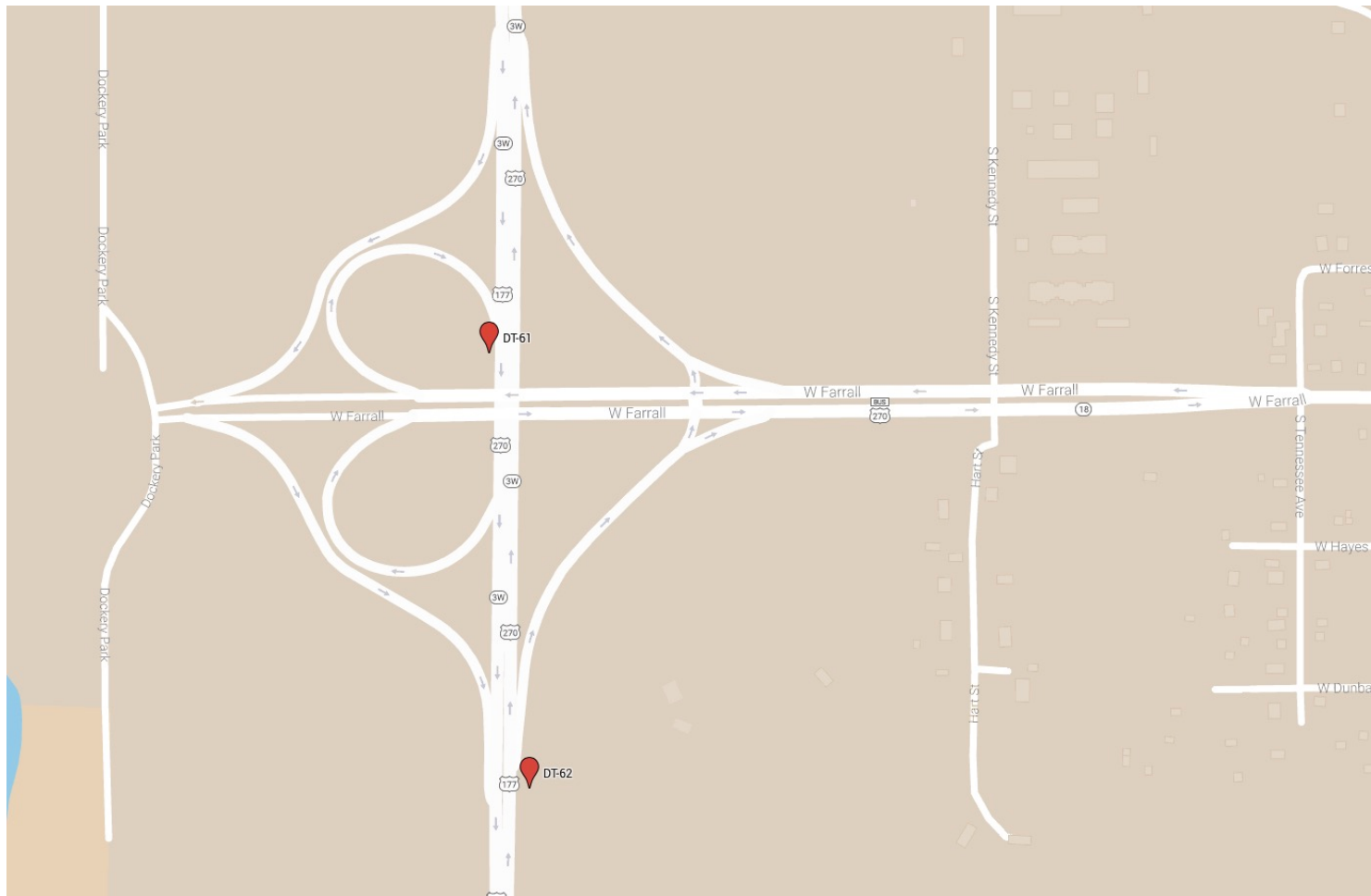
Code	Sign Type	Destination A	Dir A	Destination B	Dir B	Destination C	Dir C	Location
DT-58	OKDOT Trailblazer-High Speed	Downtown	↗	Shawnee Airport	↗	Shawnee High School	↗	Southbound 177

US 177 & W Kickapoo Spur



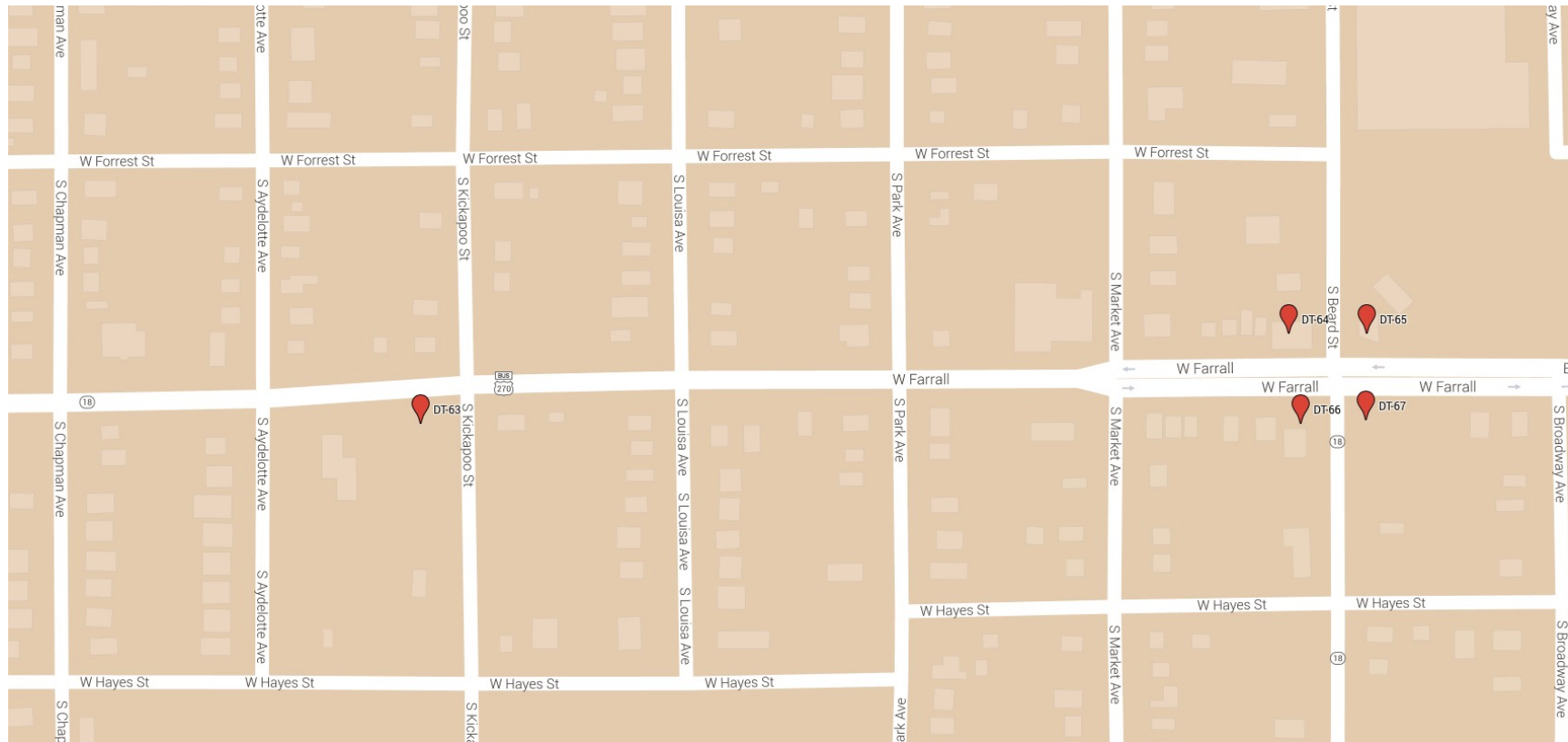
Code	Sign Type	Destination A	Dir A	Destination B	Dir B	Destination C	Dir C	Location
DT-59	OKDOT Trailblazer-High Speed	Downtown	^>	Airport	>			Northbound 177

US 177 & W Farrall



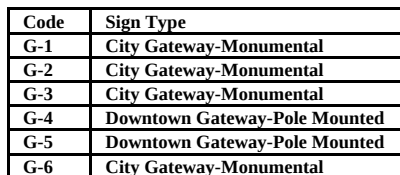
Code	Sign Type	Destination A	Dir A	Destination B	Dir B	Destination C	Dir C	Location
DT-61	OKDOT Trailblazer-High Speed	Downtown	>					Southbound 177
DT-62	OKDOT Trailblazer-High Speed	Downtown	>					Northbound 177

W Farrall & S Kickapoo St & S Beard St



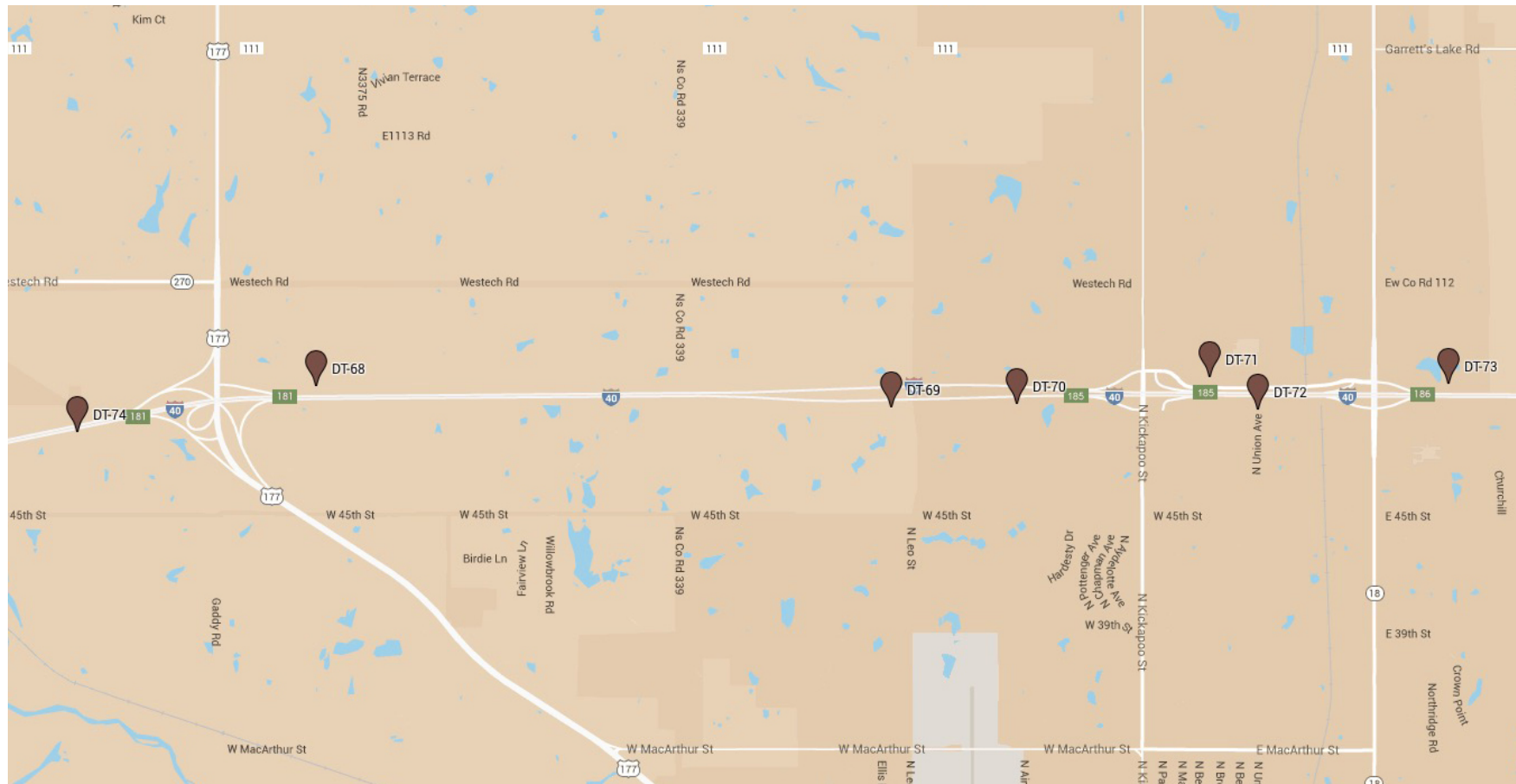
Code	Sign Type	Destination A	Dir A	Destination B	Dir B	Destination C	Dir C	Location
DT-63	Directional Trailblazer-Low Speed	Universities	<	EXPO Center	<	Airport	<	Eastbound W Farrall
DT-64	Directional Trailblazer-Low Speed	Cultural Heritage Center	^					Southbound S Beard St
DT-65	Directional Trailblazer-Low Speed	Downtown	>	Woodland Veterans Park	>	Splash Waterpark	>	Westbound E Farrall
DT-66	Directional Trailblazer-Low Speed	Downtown	<	Woodland Veterans Park	<	Cultural Heritage Center	>	Eastbound W Farrall
DT-67	Directional Trailblazer-Low Speed	Downtown	^	Woodland Veterans Park	^	Splash Waterpark	^	Northbound S Beard St

Gateways



Shawnee, Oklahoma Wayfinding Master Plan

I-40



Code	Sign Type	Destination A	Dir A	Destination B	Dir B	Destination C	Dir C	Location
DT-68	OKDOT Trailblazer-High Speed	Historic Downtown Shawnee						Westbound I-40
DT-69	OKDOT Trailblazer-High Speed	Historic Downtown Shawnee						Eastbound I-40
DT-70	OKDOT Trailblazer-High Speed	Historic Downtown Shawnee						Eastbound I-40
DT-71	OKDOT Trailblazer-High Speed	Historic Downtown Shawnee						Westbound I-40
DT-72	OKDOT Trailblazer-High Speed	Historic Downtown Shawnee						Eastbound I-40
DT-73	OKDOT Trailblazer-High Speed	Historic Downtown Shawnee						Westbound I-40
DT-74	OKDOT Trailblazer-High Speed	Historic Downtown Shawnee						Eastbound I-40

5. Implementation

Ideally, the signs in the program would be implemented in one budget cycle. However, many communities opt to phase in signs over time. In the case of Shawnee, the following phasing approach should be used if needed:

- Priority One: Vehicular trailblazing system and Interstate 40 ODOT Signs. If phasing needs to be broken down further, Shawnee should concentrate on one corridor at a time with Trailblazing signs.
- Priority Two: Gateways which can be implemented in phases.
- Priority Three: Pedestrian Oriented Signs which can be implemented as downtown continues to redevelop.

Wayfinding System Cost Estimates

	Count	Type	Unit Cost	Total Unit Cost	Unit Installation Cost	Total Unit Installation Cost	Total Cost	
	70	Vehicular Directional	\$1,200.00	\$84,000.00	\$400.00	\$28,000.00	\$112,000.00	
	5	Gateways	\$5,000.00	\$25,000.00	\$400.00	\$2,000.00	\$27,000.00	
Estimated	4	Pedestrian Map	\$800.00	\$3,200.00	\$400.00	\$1,600.00	\$4,800.00	
Estimated	4	Parking Directional	\$400.00	\$1,600.00	\$200.00	\$800.00	\$2,400.00	
Estimated	4	Pedestrian Directional	\$1,200.00	\$4,800.00	\$400.00	\$1,600.00	\$6,400.00	
				\$118,600.00		\$34,000.00	\$152,600.00	Low Estimate Total

	Count	Type	Unit Cost	Total Unit Cost	Unit Installation Cost	Total Unit Installation Cost	Total Cost	
	70	Vehicular Directional Low Speed	\$2,200.00	\$154,000.00	\$600.00	\$42,000.00	\$196,000.00	
	5	District Gateways	\$10,000.00	\$50,000.00	\$600.00	\$3,000.00	\$53,000.00	
Estimated	4	Pedestrian Map	\$1,200.00	\$4,800.00	\$600.00	\$2,400.00	\$7,200.00	
Estimated	4	Parking Directional	\$1,200.00	\$4,800.00	\$600.00	\$2,400.00	\$7,200.00	
Estimated	4	Pedestrian Directional	\$2,200.00	\$8,800.00	\$600.00	\$2,400.00	\$11,200.00	
				\$222,400.00		\$52,200.00	\$274,600.00	High Estimate Total

Regular Board of Commissioners

3.

Meeting Date: 04/03/2017

Sister Cities Delegation

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Introduction of Shawnee 2017 student/teacher delegation for exchange trip to Nikaho, Japan.

ADULT DELEGATES

Cheyenne Branscum, Teacher, Shawnee Middle School

Jennifer Price, 2017 Chairman

STUDENT DELEGATES

Tessa Dominy, Shawnee Middle School

Macy Proffer, Shawnee Middle School

Cary Mason, Shawnee Middle School

Erin LaBar, Shawnee Middle School

Cassidy Draper, Shawnee Middle School

Isabel West, Shawnee Middle School

Noah Dryer, Grove Middle School

Ethan Whiteman, Grove Middle School

Estelle Tiuseco, Grove Middle School

Emma Poyer, Grove Middle School

Attachments

No file(s) attached.

Regular Board of Commissioners

4.

Meeting Date: 04/03/2017

Mayors Proclamations

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Mayor's Proclamations:

"National Public Safety Telecommunications Week"

April 9-15, 2017

Attachments

Natl Tele Week Proc



Proclamation

“National Public Safety Telecommunications Week”

Whereas, emergencies can occur at any time that requires police, fire, or emergency medical services. When an emergency occurs the prompt response of police officers, firefighters, and paramedics is critical to the protection of life and preservation of property; and

Whereas, the safety of our police officers and firefighters is dependent upon the quality and accuracy of information obtained from citizens who telephone the City of Shawnee; and

Whereas, professional Public Safety Telecommunicators are a vital link between citizens and victims and are the first and most critical contact our citizen have with emergency services; and

Whereas, Public Safety Telecommunicators are the single vital link for our police officers, firefighters, and emergency medical personnel by monitoring their activities by radio, providing them information, and insuring their safety; and

Whereas, Public Safety Telecommunicators of the City of Shawnee dispatched 90,000 calls in 2016; and

Whereas, Public Safety Telecommunicators of the City of Shawnee Communications Center have contributed substantially to the apprehension of criminals, suppression of fires, and treatment of patients while exhibiting compassion, understanding, and professionalism during the performance of their job in the past year; and

Whereas, in honor of the men and women whose diligence and professionalism keep our city and citizens safe. Your valuable service should be applauded and held in the highest regard all through the year, for without your commitment, devotion, and hard work, countless number of lives and property would be in jeopardy. Thank you for helping our communities and keeping us safe.

Now, Therefore, I, Richard Finley, Mayor of the City of Shawnee, Oklahoma, do hereby proclaim, the week of April 9—15, 2017, to be

“National Public Safety Telecommunications Week”

In the City of Shawnee, Oklahoma
Dated this 3rd day of April, 2017

Richard Finley, Mayor

Phyllis Loftis, CMC, City Clerk



Regular Board of Commissioners

5.

Meeting Date: 04/03/2017

Reschedule 05-15-2017 Mtg

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Discussion and possible action to reschedule the May 15, 2017 City Commission meeting to May 16, 2017.

Attachments

No file(s) attached.

Regular Board of Commissioners

6.

Meeting Date: 04/03/2017

Community Renewal Presentation

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Presentation by Brandon Dyer, President of Community Renewal regarding the Neighbor-to-Neighbor Network and upcoming activities/events.

Attachments

No file(s) attached.

Regular Board of Commissioners**7.a.**

Meeting Date: 04/03/2017

Bid Avedis Sidewalk

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Avedis/City Sidewalk Project (Various Locations), Contract No. COS-PW-16-03 (Award)

Attachments

Avedis Sidewalk Memo

Avedis Sidewalk Bid Tab

Avedis Sidewalk Notice

Avedis Sidewalk Mailing List

Avedis Sidewalk Plan Holders List



MEMORANDUM

AGENDA: April 3, 2017

TO: Justin Erickson, City Manager

FROM: 

John Krywicki, P.E., City Engineer

RE: **Recommendation of Award for the Avedis/City Sidewalk Project(s) Contract No. COS-PW-16-03**

SUMMARY AND BACKGROUND

The City of Shawnee opened Bids for the above referenced project at the March 6, 2017 Commissioners meeting. The City received five (5) bids and the bid tabulations are attached. MTZ Construction Inc. was the low bid at \$503,555.00 with the next lowest bid submitted by Parathon Construction at \$537,375.00. MTZ Construction had not done any previous work for the City of Shawnee, thus, we required submittal of past projects and references (see attached MTZ submittal). References were contacted and all indicated that they would not hesitate awarding MTZ on future projects, which to me, is the highest recommendation one could give. Upon review of the bid tabs, and having contacted references on past projects, we find that MTZ Construction Inc. has submitted the "lowest and best" bid for the Avedis/City Sidewalk Project.

BUDGETARY IMPACT

With the contribution of \$350,000 from the Avedis Foundation, and the City matching that amount, the budget for the overall project this year is at \$700,000. The MTZ Construction Inc. bid of \$503,555 will allow the City the opportunity to increase the quantities of work under the contract and to do additional areas upon satisfactory completion of identified areas, i.e Main Street from Harrison to Bryan, Wallace from Kickapoo to Broadway, and Independence from Sequoyah to Center, then south along Center to KidSpace Park.

RECOMMENDATION

Staff recommends awarding the Avedis/City Sidewalk Project, Contract No. COS-PW-16-03 to MTZ Construction Inc. in the amount of \$503,555.00 as the Lowest and Best Bid received for the project.

COS-PW-16-03
 AVEDIS CITY SIDEWALK PROJECT (VARIOUS LOCATIONS)

ITEM NO.	Spec No.	DESCRIPTION	QNTY. NO.	UNIT	MTZ Construction, Inc UNIT PRICE	MTZ Construction, Inc TOTAL	PARATHON CONSTRUCTION UNIT PRICE	PARATHON CONSTRUCTION TOTAL	C-P INTEGRATED SERVICES INC UNIT PRICE	C-P INTEGRATED SERVICES INC TOTAL
1		RETAINING WALL - TRINITY BLOCK	160	S.Y.	\$ 135.00	\$ 21,600.00	\$ 200.00	\$ 32,000.00	\$ 117.06	\$ 18,729.60
2		REMOVE TREE	5	EA.	\$ 1,000.00	\$ 5,000.00	\$ 1,800.00	\$ 9,000.00	\$ 2,408.17	\$ 12,040.85
3	201 (A, B)	CLEARING AND GRUBBING	1	L.S.	\$ 1,000.00	\$ 1,000.00	\$ 4,500.00	\$ 4,500.00	\$ 19,889.35	\$ 19,889.35
4	202 (C)	UNCLASSIFIED EXCAVATION	1,050	C.Y	\$ 5.00	\$ 5,250.00	\$ 10.00	\$ 10,500.00	\$ 40.57	\$ 42,598.50
5	230 (A)	SOLID SLAB SODDING	3,700	S.Y.	\$ 4.00	\$ 14,800.00	\$ 4.00	\$ 14,800.00	\$ 6.26	\$ 23,162.00
6	303	AGG. BASE 3/8" LIMESTONE SCREENINGS	1,860	TONS	\$ 20.00	\$ 37,200.00	\$ 30.00	\$ 55,800.00	\$ 44.38	\$ 82,546.80
7		REMOVAL OF CONC. SIDEWALK	3,200	S.Y.	\$ 5.00	\$ 16,000.00	\$ 7.00	\$ 22,400.00	\$ 6.10	\$ 19,520.00
8	414 (B)	4" CONCRETE SIDEWALK	6,200	S.Y.	\$ 41.00	\$ 254,200.00	\$ 40.00	\$ 248,000.00	\$ 28.86	\$ 178,932.00
9	414 (B)	SIDEWALK RAMPS (4" CONCRETE)	120	S.Y.	\$ 85.00	\$ 10,200.00	\$ 60.00	\$ 7,200.00	\$ 57.13	\$ 6,855.60
10		6" CONCRETE DRIVEWAY--H.E.S.	2,350	S.Y.	\$ 50.00	\$ 117,500.00	\$ 45.00	\$ 105,750.00	\$ 63.20	\$ 148,520.00
11	609 (B)	CURB & GUTTER REPLACEMENT	250	L.F.	\$ 20.00	\$ 5,000.00	\$ 30.00	\$ 7,500.00	\$ 26.14	\$ 6,535.00
12	619 (B)	CURB & GUTTER REMOVAL	250	L.F.	\$ 5.00	\$ 1,250.00	\$ 8.00	\$ 2,000.00	\$ 6.73	\$ 1,682.50
13	622 (A)	PIPE RAILING	25	L.F.	\$ 65.00	\$ 1,625.00	\$ 75.00	\$ 1,875.00	\$ 112.38	\$ 2,809.50
14	880	TRAFFIC CONTROL	1	L.S.	\$ 6,380.00	\$ 6,380.00	\$ 4,500.00	\$ 4,500.00	\$ 10,034.03	\$ 10,034.03
15		DETECTABLE WARNING SURFACE	85	S.F.	\$ 30.00	\$ 2,550.00	\$ 30.00	\$ 2,550.00	\$ 37.24	\$ 3,165.40
16		BONDS AND INSURANCE	1	L.S.	\$ 4,000.00	\$ 4,000.00	\$ 9,000.00	\$ 9,000.00	\$ 11,980.63	\$ 11,980.63
TOTAL AMOUNT OF BASE BID						\$ 503,555.00		\$ 537,375.00		\$ 589,001.76

COS-PW-16-03
 AVEDIS CITY SIDEWALK PROJECT (VARIOUS LOCATIONS)

ITEM NO.	Spec No.	DESCRIPTION	QNTY. NO.	UNIT	A-TECH PAVING UNIT PRICE	A-TECH PAVING TOTAL	RUDY CONSTRUCTION UNIT PRICE	RUDY CONSTRUCTION TOTAL
1		RETAINING WALL - TRINITY BLOCK	160	S.Y.	\$ 115.00	\$ 18,400.00	\$ 220.00	\$ 35,200.00
2		REMOVE TREE	5	EA.	\$ 1,200.00	\$ 6,000.00	\$ 1,200.00	\$ 6,000.00
3	201 (A, B)	CLEARING AND GRUBBING	1	L.S.	\$ 13,750.00	\$ 13,750.00	\$ 25,000.00	\$ 25,000.00
4	202 (C)	UNCLASSIFIED EXCAVATION	1,050	C.Y.	\$ 25.00	\$ 26,250.00	\$ 20.00	\$ 21,000.00
5	230 (A)	SOLID SLAB SODDING	3,700	S.Y.	\$ 3.50	\$ 12,950.00	\$ 2.50	\$ 9,250.00
6	303	AGG. BASE 3/8" LIMESTONE SCREENINGS	1,860	TONS	\$ 38.00	\$ 70,680.00	\$ 40.00	\$ 74,400.00
7		REMOVAL OF CONC. SIDEWALK	3,200	S.Y.	\$ 10.00	\$ 32,000.00	\$ 10.00	\$ 32,000.00
8	414 (B)	4" CONCRETE SIDEWALK	6,200	S.Y.	\$ 39.50	\$244,900.00	\$ 50.00	\$ 310,000.00
9	414 (B)	SIDEWALK RAMPS (4" CONCRETE)	120	S.Y.	\$ 100.00	\$ 12,000.00	\$ 95.00	\$ 11,400.00
10		6" CONCRETE DRIVEWAY--H.E.S.	2,350	S.Y.	\$ 48.00	\$112,800.00	\$ 55.00	\$ 129,250.00
11	609 (B)	CURB & GUTTER REPLACEMENT	250	L.F.	\$ 22.00	\$ 5,500.00	\$ 30.00	\$ 7,500.00
12	619 (B)	CURB & GUTTER REMOVAL	250	L.F.	\$ 8.00	\$ 2,000.00	\$ 10.00	\$ 2,500.00
13	622 (A)	PIPE RAILING	25	L.F.	\$ 130.00	\$ 3,250.00	\$ 84.00	\$ 2,100.00
14	880	TRAFFIC CONTROL	1	L.S.	\$ 18,500.00	\$ 18,500.00	\$ 35,000.00	\$ 35,000.00
15		DETECTABLE WARNING SURFACE	85	S.F.	\$ 30.00	\$ 2,550.00	\$ 50.00	\$ 4,250.00
16		BONDS AND INSURANCE	1	L.S.	\$ 22,500.00	\$ 22,500.00	\$ 10,000.00	\$ 10,000.00
TOTAL AMOUNT OF BASE BID						\$ 604,030.00		\$ 714,850.00

MTZ submit
CONSTRUCTION PROJECTS

CITY OF LAWTON: BISHOP PUBLIC SCHOOL
PARKING LOT, SIDEWALKS AND DIRTWORK
Inspector: Chance Anderson Ph# (405) 320-3765
2013: JULY- OCTOBER \$450,000.00

CITY OF ADA: OAK AVE.. 16TH & 17TH ST and ASH AVE., ROADWAY IMPROVEMENTS
PAVEMENT ON STREET
INSPECTOR: GARY PH# (580) 436-8156

CITY OF LAWTON: NW ARLINGTON STREET & NW 35TH DRAINAGE & STREET CONSTRUCTION
INSPECTOR: VICTOR ROSAS Ph# (405) 512-0975
February 2014-JUNE 2016 \$3.5M

CITY OF CHICKASHA: 7TH STREET REPAIR
INSPECTOR: GYM Ph# (405) 431-0563
SEP-DEC 2015 \$323,000.00

CITY OF OKLAHOMA CITY: MP-0465
INSPECTOR: ROBERT Ph# (405) 394-7368
MAY-NOV 2015 \$250,000.00

CITY OF CHOCTAW: STREET REPAIR
INSPECTOR: JOHN BAXTER Ph#(415) 919-6622

CITY OF ADA: CHICKASAW NATION
ARLINGTON STREET IMPROVEMENTS
INSPECTOR: JOEL Ph# (580) 399-9237
FEB-NOV 2016 1.04M

CITY OF MIDWEST CITY: N. OAKS CUL DE SAC CONSTRUCTION
INSPECTOR: GLENN PRESLEY PH#: 405-739-1267
OCT 2015-JAN 2016 \$150,000.00

CITY OF TISHOMINGO: PARKING LOT

INSPECTOR: JOEL Ph# (580) 399-9237

JAN-MARCH 2016 \$816,000.00

CITY OF CHICKASHA 2017-013: STREET INTERSECTION REPLACEMENT

INSPECTOR: RON CHAPMAN PH#: (405) 999-0629

OCT- 2016-FEB2017 \$239,400.00

CITY OF CHICKASHA 2017-015: SIDEWALK REPLACEMENT

INSPECTOR: RON CHAPMAN PH#: (405) 999-0629

NOV2016-PRESENT \$193,250.00

CITY OF CHICKASHA 2017-016: STREET STORM SEWER INLET REPLACEMENT

INSPECTOR: RON CHAPMAN PH#: (405) 999-0629

DECEMBER 2016-PRESENT \$127,800.00

CURRENT PROJECT

CITY OF OKLAHOMA CITY : MS-0049-SIDEWALKS IMPROVEMENTS

INSPECTOR:ROBERT WITT Ph) (405) 834-4874

APRIL 2016-PRESENT \$3.22M

CITY OF OKLAHOHA CITY: M3-W003A-MAPS 3 SIDEWALKS PROJECT 2 IMPROVEMENTS

INSPECTOR: ISAAC LOCKE (405) 394-6973

AUGUST2016-PRESENT \$1.33M

CHICKASHA NATION: SULPHUR ROUTE #3274 18TH ST:

INSPECTOR: JOEL MCSWAIN PH: (580) 399-9237

FEB 2017-PRESENT \$215,241.66

OTHER REFERENCES:

JOHN H. MCKAY	CHICKASAW NATION	580-272-5458
JOEL MCSWAIN	CHICKASA NATION	580-399-9237
ROB CAMP	CITY OF CHICKASHA	580-297-0954
✓ RON CHAPMAN	CITY OF CHICKASA	405-999-0629
RICK HARGETT	CITY OK OKC	405-248-7362
RENEE ELLIOT	CHICKASAW NATION	580-421-8886
BRANDON BUNDY	CITY OF MIDWEST CITY	405-739-1213
GLORIA BROWN	CITY OF OKC	405-682-7064
PAUL RYCKBOST	CITY OF OKC	405-297-2879
JASON HULIN	ODOT	580-323-0702
EDWARD SIMMS	SAYRE CITY MGR	580-729-1072
MARVIN MARSEE	OKC INSPECTOR	405-694-8159
TOM CLARK	CITY OF MWC	405-760-1763
JIM LUCKETT	EL RENO PUB WORKS DIR	405-422-2139

BID TABULATION SHEET

AVEDIS CITY SIDEWALK PROJECT

CONTRACT NO. COS-PW-16-03

MARCH 20, 2017

<u>BIDDER</u>	<u>AMOUNT</u>
<u>Rudy Construction Co.</u> Oklahoma City, OK	\$ 648,650.00 714,850.00
<u>A-Tech Paving</u> Oklahoma City, OK	\$ 604,030.00
<u>Parathon Construction</u> Edmond, OK	\$ 537,375.00 ✓
<u>C-P Intergrated Services, Inc.</u> Oklahoma City, OK	\$ 589,001.76 ✓
<u>MTZ Construction, Inc.</u> Oklahoma City, OK	\$ 503,555.00 ✓
<u>\$642,300 BUDGET</u>	
<u>ENGINEER'S ESTIMATE</u>	

NOTICE TO BIDDERS

Sealed bids will be received by the City of Shawnee, Oklahoma, City Hall, 16 West 9th – P.O. Box 1448, Shawnee, OK 74802-1448 up to 4:00 p.m., **Monday, March 20, 2017**, for:

BID: CONTRACT NO. COS-PW-16-03
AVEDIS CITY SIDEWALK PROJECT
(VARIOUS LOCATIONS)

Bidding Documents, Plans and Specifications are available to qualified bidders at the office of City Engineer, 222 North Broadway, Shawnee, OK 74802-1448. The fee for Plans and Specifications is \$50.00 per contract set and is non-refundable. No documents will be mailed unless the request is accompanied by an additional \$10.00 per set to cover mailing cost. **A Pre-Bid Conference is scheduled for Wednesday, March 8, 2017, at 10:00 a.m. in the Engineering Conference Room, 222 North Broadway, Shawnee, OK.**

Each bid shall be filed in a sealed envelope. On the front of each envelope shall be written the following words to the left of the address:

BID: CONTRACT NO. COS-PW-16-03
AVEDIS CITY SIDEWALK PROJECT
(VARIOUS LOCATIONS)
March 20, 2017

This project shall include **removal and replacement of sidewalks in various locations**. BIDDERS must obtain Bid Documents directly from the City of Shawnee in order for Bids to be acknowledged. The ORIGINAL COPY of each bid shall be filed with the City Clerk of the City of Shawnee, Oklahoma, together with a sworn anti-collusion affidavit in writing that the bidder has not entered into any agreement, expressed or implied, with any other bidder, or bidders, for the purpose of limiting the bid, or bidders, or parcel out to any bidder, or bidders or any other persons, any part of the contract or subject matter of the bid.

Each BIDDER shall attach to his/her BID filed with the City of Shawnee either a bidder's bond, a certified check, or a cashier's check made payable to the City of Shawnee, in an amount not less than five percent (5%) of the amount of bid as a guarantee of delivery of the service in full compliance with the specifications as issued by the City of Shawnee. Should the successful BIDDER fail to deliver the service in full compliance with the specifications within forty-five (45) days after acceptance of his/her bid, the bidder's bond, certified check or cashier's check deposited with his/her bid will be retained as and for liquidated damages. The deposit of each unsuccessful bidder will be returned when his/her bid is rejected.

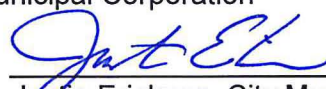
The bids filed with the City Clerk will be opened and considered by the Board of Commissioners at a Public Meeting in the City Hall, Shawnee, Oklahoma, at 6:30 p.m., **Monday, March 20, 2017**. The City of Shawnee reserves the right to reject any and all bids.



Phyllis Loftis, CMC, City Clerk

CITY OF SHAWNEE, OKLAHOMA
a Municipal Corporation

BY:


Justin Erickson, City Manager

Project Mailing list
COS-PW-16-03
AVEDIS CITY SIDEWALK PROJECT

A-1 DOZER & EXCAVATING
38107 – 45TH STREET
SHAWNEE, OK 74804

ACE PAVING & CONSTRUCTION INC
NBU 8108
PRAGUE OK 74864

All Roads Paving
10200 N.W. 10th Street
Oklahoma City, OK 73127

Arbor Transport & Construction
P.O. Box 1721
Norman, OK 73070

A-TECH PAVING
P O BOX 2865
EDMOND OK 73083-2865

Austin Paving
PO Box 2707
Stillwater, OK 74076

Bishop Paving
PO Box 1334
OKC,OK 73101

CGC,LLC
101 W. 5th Street
Edmond, Oklahoma 73003

Christian Construction Company
20125 180th Street
Purcell, OK 73080

Cimarron Construction Company
7409 N.W. 85th Street
OKC,OK 73132

Connelly Paving Company
P.O. Box 75450,
OKC, OK 73147

Continental Construction Corporation
5720 N. Industrial Blvd.
Edmond, OK 73034

Continental Construction
10900 Hefner Pointe Dr. Suite
202
OKC,OK 73120

Cove Creek Construction
912 East Main St.
PO Box 350
Clarksville, Arkansas 72830

CP3 Enterprises
13112 NS 3500
Maud, Oklahoma 74854

C-P Integrated Services
3007 NW 63rd Street STE 205
Oklahoma City, OK 73116

Davenport Construction
6001 N. Horseshoe Bend
Edmond, Ok 73034

DOLESE
20 N W 13TH
OKLAHOMA CITY OK 73103

Downey Contracting LLC
3217 N.E. 63rd
OKC,OK 73121

DTH Construction
35603 Moccasin Trail
McCloud, OK 74851

Duit Construction Company, Inc.
6250 Industrial Blvd.
Edmond, OK 73034

Eagle Vision Construction
PO Box 1225
Shawnee, OK 74802

Ferguson Waterworks
2220 S.E. 18th St.
OKC, Ok 73129

Forsgren, Inc.
3000 North 23rd Street
Fort Smith, Arkansas 72904

Gayler Construction Services
Rt.1 Box 318
Earlsboro, Ok 74840

Gibson & Associates, Inc
11210 Ryliecrest
Balch Springs, Texas 75180-0579

**Hardcore Concrete Construction
Group**
15 Angie Lane
Shawnee, OK 74801-3916

Project Mailing list
COS-PW-16-03
AVEDIS CITY SIDEWALK PROJECT

HASKELL LEMONS, LLC.
PO Box 75608
OKC, OK 73147

HD Supply
14701 E. 116 N
Owasso, Ok 74055

Heller Construction
PO Box 1438
Hot Springs, Arkansas 71902

Howard Construction
901 S. Spring Lane
Blanchard, OK 73010

Howards Excavating and Paving
14000 S. Meridian Ave.
OKC, Ok 73173

J & S Dozer
1822 Elmgrove Road
Muskogee, Ok 74403

Jordan Contractors
123 S. Broadway
Tecumseh, Ok 74873

Keystone Services, Inc.
P.O. Box 218
Bixby, OK 74008

**Krapff Reynolds Construction
Company**
2400 N.E. 4th Street
OKC, OK 73117

Kraus Construction
2419 N. O Street
Fort Smith, Arkansas 72901

Kustom Krete
1901 Glenn Wood Dr.
Moore, OK 73160

Landes Engineering, L.L.C.
P. O. Box 1032
Shawnee, OK 74802-1032

Legacy Services, Inc.
10020 NW 134th Street
Yukon, OK 73099

MARKWELL PAVING COMPANY
P O BOX 82005
OKC OK 73148

McWane Pipe
10012 S. Maplewood Pl
Tulsa, OK 74137

Medevelop
3847 S. Boulevard, Suite 400
Edmond, OK 73013

Meridian Contracting Inc
17500 S. Sooner Rd
Norman, OK 73071

Merryman Excavators
1501 Land Road
Woodstock, IL

Midstate Traffic Control
12501 N. Sante Fe
OKC, OK 73114

Mike Little Construction
1901 N. Kickapoo
Shawnee, OK 74804

Nash Construction Company
700 S. Irving
Oklahoma City, OK 73129

OBC Inc
PO Box 3817
Edmond, Ok 73083

Parathon Construction
PO Box 1287
Edmond, Ok 73083-1287

Pbx Corporation
PO Box 644
Sapulpa, Ok 74067

Peter Porter
4409 N. Bryan Ave.
Shawnee, OK 74804-2352, R007

PIONEER ROCK
P O BOX 176
COMMERCE OK 74339

PM Construction
131 N. Richey
Pasadena, Texas 77506

Project Mailing list
COS-PW-16-03
AVEDIS CITY SIDEWALK PROJECT

RUDY CONSTRUCTION CO.
P O BOX 14575
OKC OK 73113

SAC Services
3600 S. Ross Ave.
Oklahoma City, OK 73119

SHELL CONSTRUCTION
P.O. Box 1178
OKC, OK 73101

Shiloh Enterprises, Inc.
5720 N. Industrial Blvd.
Edmond, OK 73034

Shoestring Enterprises LLC
PO Box 390
Olustee, OK 73560

Silver Star Construction, Inc.
2401 S. Broadway
Moore, OK 73160

TG Excavating
26016 E. Admiral Place
Catoosa, OK 74015

Time Striping Inc.
PO Box 1236
Van Buren, Arkansas 72957

TJ Campbell
6900 S SUNNYLANE
OKC OK 73135

Tom Hudson Paving
7400 W. HWY 33
Guthrie, OK 73044

Tonto Construction Inc
8101 W. 33rd Street South
Muskogee, Ok 74401

Traffic and Lighting Systems
13305 N. Sante Fe
OKC, OK 73114

Trent Construction
2200 N. Luther Road
Harrah, Ok 73045

T T K CONSTRUCTION
P O BOX 3681
EDMOND OK 73083

Urban Contractors
7113 N. Bryant Ave.
OKC, OK 73121

Water Works Plumbing, Inc
2023 S. Nicklas Ave
OKC, OK 73128

Wee Construction Co
PO Box 263
Washington, OK 73093

**White Hawk Engineering &
Design, LLC**
PO Box 7620
Moore, OK 73153-1620

White's Construction
2019 Spencer Dr.
Harrah, Ok 73045

WOOD & SONS PAVING
200 E. INTERSTATE 35
EDMOND OK 73034

Wynn Construction
11901 N. Eastern Ave.
OKC, OK 73131

Central Contracting
17301 South Sunny Lane
Norman, Ok 73071

Martin Marietta Materials Inc
1404 SW 89th Street
Okc, Ok 73159-6305

MKEC Engineering
1000 W. Wilshire suite 401
Okc, Ok 73116

Branco Enterprises, Inc
PO Box 459
Neosho, Missouri 64850

Oklahoma Concrete LLC
Tyler Beaty
5990 Callahan Way NE
Piedmont, Ok 73078

C3 Construction
Chris Whisenant
1012 N. Mississippi, Suite A
Ada, Ok 74820

Project Mailing list
COS-PW-16-03
AVEDIS CITY SIDEWALK PROJECT

Dodge Data & Analytics
Attn: Plan Coordinator
3315 Central Avenue
Hot Springs, AR 71913

CMD
Attn: DOCUMENT PROCESSING
30 Technology Parkway South, Ste 100
Norcross, GA 30092

Benchmark Enterprises
Becky Wagnon
PO Box 140121
Broken Arrow, OK 74014

Gary Barnett
38610 Garrett's Lake Rd
Shawnee, Oklahoma 74804

CITY OF SHAWNEE
PLAN HOLDER'S LIST
CONTRACT NO. COS-PW-16-03
AVEDIS CITY SIDEWALK PROJECT
(VARIOUS LOCATIONS)

Plan Holders highlighted have confirmed receipt of Addendum #1

Business Name: RUDY CONSTRUCTION
Contact: PHIL PRATT
Address: PO BOX 14575
OKC, OK 73113
Telephone: 405-478-9900
Fax: 405-478-9901
Cell: _____
E-Mail: INFO@RUDYCONSTRUCTION.COM
Paid for & Picked Up Specs: 2/17/17 CK#65442

Business Name: ARBOR TRANSPORT & CONSTRUCTION
Contact: KENNETH PITTENGER
Address: PO BOX 1721
NORMAN, OK 73070
Telephone: 405-317-5723
Fax: 405-573-3767
Cell: 405-308-5651
E-Mail: ARBORTRANSPORT@GMAIL.COM
Paid for & Picked Up Specs: 2/21/17 CK #3390

Business Name: PARATHON CONSTRUCTION LLC
Contact: JIMMY SMITH
Address: PO BOX 1287
EDMOND, OK 73083
Telephone: 405-605-6006
Fax: 866-391-1572
Cell: 405-202-0643
E-Mail: PARATHONCONSTRUCTION@GMAIL.COM
Paid for & Picked Up Specs: 2/24/17 CK #6382

Business Name: TRI CITY SEAL
Contact: RICK HERRICK
Address: 2723 EAST HWY 37
TUTTLE, OK 73089
Telephone: 405-381-4051
Fax: 405-381-4197
Cell: 304-917-6167
E-Mail: RHERRICK.TCS@GMAIL.COM
Paid for & Picked Up Specs: 2/28/17 CREDIT CARD BY PHONE

Business Name: SBZ PROPERTIES LLC
Contact: DAVID TOMLINSON
Address: 1016 MURFIELD DR
SHAWNEE, OK 74801
Telephone: 405-659-8448
Fax: _____
Cell: _____
E-Mail: DLTOMLINSON62@GMAIL.COM
Paid for & Picked Up Specs: 3/1/17 CHECK 2962

Business Name: C-P INTEGRATED SERVICES
Contact: DURINDA FISHER
Address: 3007 NW 63RD STE 205
OKC, OK 73116
Telephone: 405-732-0532 EXT. 403
Fax: 405-242-6499
Cell: _____
E-Mail: DURINDAFISHER@COXINET.NET
Paid for & Picked Up Specs: 3/8/17 CK #1909

Business Name: BIG STAR SERVICES
Contact: MIKE STINER
Address: 138 S. 176 W. AVE
SAND SPRINGS, OK 74063
Telephone: 918-939-8783
Fax: 918-224-1102
Cell: 918-939-8783
E-Mail: TLSTINER67@YAHOO.COM
Paid for & Picked Up Specs: 3/8/17 CK #10578

Business Name: SAGEMILL CONSTRUCTION
Contact: RANCE MILLER
Address: 1208 S. DAWSON ST.
MEEKER, OK 74855
Telephone: 918-810-4071
Fax: _____
Cell: _____
E-Mail: RANCE@SAGEMILL.NET/RANCERAYMILLER@GMAIL.COM
Paid for & Picked Up Specs: 3/8/17 CREDIT CARD

Business Name: MTZ CONSTRUCTION INC
Contact: CONRADO MARTINEZ
Address: 3545 SW 37TH ST.
OKC, OK 73119
Telephone: 405-202-6417
Fax: 405-686-0716
Cell: _____
E-Mail: MTZCONSTRUCTION2012@HOTMAIL.COM
Paid for & Picked Up Specs: CASH 3/8/17

Business Name: A-TECH PAVING
Contact: AMANDA BLENKINSHOP
Address: 7845 N. ROBINSON AVE, H-2
OKC, OK 73116
Telephone: 405-418-4741
Fax: 405-418-4743
Cell: _____
E-Mail: ABLENKINSOP@ATECHPAVING.COM
Paid for & Picked Up Specs: 3/8/17 CK #12941

Business Name: _____
Contact: _____
Address: _____

Telephone: _____
Fax: _____
Cell: _____
E-Mail: _____
Paid for & Picked Up Specs: _____

Business Name: _____
Contact: _____
Address: _____

Telephone: _____
Fax: _____
Cell: _____
E-Mail: _____
Paid for & Picked Up Specs: _____

Regular Board of Commissioners

7.b.

Meeting Date: 04/03/2017

Bids Fire Station 2 Rehab

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Fire Station No. 2 Rehab Project (Open)

Attachments

Fire Station 2 Rehab Notice

Fire Station 2 Rehab Plan Holders

NOTICE TO BIDDERS

Sealed bids for the construction for the rehab of Station No. 2 will be received by the City of Shawnee City Clerk's Office, City Hall, 16 West 9th – P.O Box 1448, Shawnee, OK 74802-1448 up to 4:00 p.m., **Monday, April 3, 2017**, for:

BID: FIRE STATION NO. 2 REHAB PROJECT

Bidding Documents, Plans and Specifications are available to qualified bidders as follows: a complete set will be available for review at the office of City Engineer, 222 North Broadway, Shawnee, OK 74802-1448; available through the Tulsa and OKC offices of Southwest Construction News. Copies are available for bidders to purchase from ARC Document Solutions in Oklahoma City and Tulsa at the bidders expense. **A Pre-Bid Conference (recommended, but not mandatory) is scheduled for Wednesday, March 8, 2016, at 10:00 a.m. at the project site, Station No. 2, 1401 Bryan Street, Shawnee, OK.**

Each bid shall be filed in a sealed envelope. On the front of each envelope shall be written the following words to the left of the address:

BID: FIRE STATION NO. 2 REHAB PROJECT April 3, 2017

This project consists of the rebuilding of the existing Fire Station No. 2. The ORIGINAL COPY of each bid shall be filed with the City Clerk of the City of Shawnee, Oklahoma, together with a sworn anti-collusion affidavit in writing that the bidder has not entered into any agreement, expressed or implied, with any other bidder, or bidders, for the purpose of limiting the bid, or bidders, or parcel out to any bidder, or bidders or any other persons, any part of the contract or subject matter of the bid.

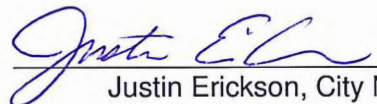
Each BIDDER shall attach to his/her BID filed with the City of Shawnee either a bidder's bond, a certified check, or a cashier's check made payable to the City of Shawnee, in an amount not less than five percent (5%) of the amount of bid as a guarantee of delivery of the service in full compliance with the specifications as issued by the City of Shawnee.

The bids filed with the City Clerk will be opened and considered by the Board of Commissioners at a Public Meeting in the City Hall, Shawnee, Oklahoma, at 6:30 p.m., **Monday, April 3, 2017**. The City of Shawnee reserves the right to reject any and all bids.


The seal is circular with a dotted border. Inside the border, the words "THE CITY OF SHAWNEE" are written in a circle at the top, and "OKLAHOMA" is at the bottom. In the center, the word "SEAL" is prominently displayed between two five-pointed stars. Below the seal, the word "ATTEST" is printed. A handwritten signature, "Phyllis Loftis", is written over the word "ATTEST". Below the signature, the text "Phyllis Loftis, CMC, City Clerk" is printed.

Phyllis Loftis, CMC, City Clerk

CITY OF SHAWNEE, OKLAHOMA
a Municipal Corporation

BY: 
Justin Erickson, City Manager

City of Shawnee
1515.01.01
Fire Station No. 2 Rehab
as of 03/30/17

List of Bidding Contractors

Contractor	Contact	Phone	Email
Jim Cooley Construction 1900 NE 36 th St 106 Oklahoma City, OK 73154	Shawn Cornforth	405-528-8093 405-820-9193	scornforth@cooleyconstruction.com
	Vickie Guy	405-528-8093 405-210-3168	vguy@cooleyconstruction.com
Sagemill Construction 106862 S HWY 18 Meeker, OK 74855	Rance Miller	918-810-4071	rance@sagemill.net
LDKerns Contractors 555 N. Elm St. Jenks, OK 74037	Jeff Pickrel	918-299-9797 918-695-3510	jpickrel@ldkerns.com
Beacon Contruction 2425 S Bryant Ave. Edmond, OK 73013	Steve Dye	405-694-6186	steve@beaconconstructionok.com
Miller-Tippens 45 NE 52 nd Oklahoma City, OK 73105	Lance Miller	405-600-1022 Ext 204 405-812-4579	lance@miller-tippens.com
Barbour and Short, Inc. 323 E Mosier St. Norman, OK 73069	Ed Safley	405-321-0482	ed.safley@gmail.com
Red Sky Constructors 507 S. Coltrane Rd. Ste G Edmond, OK 73034	David Tichenor		dtichenor@redskyconstructors.com
TCS Construction 5116 N Michigan St. Oklahoma City, OK 73111	Christian Scorsone	405-788-9800	christian@tcs-ok.com
Pillar Contracting 7408 NW 85 th Street Oklahoma City, OK 73132	Chuck Adams	405-721-9992 405-818-3075	cadams@pillarcontracting.com
Rick Scott Construction 14990 E Pine St Tulsa, OK 74116	Keith Horn	918-835-4551	estimating@rickscottconstruction.com