

OKLAHOMA COUNTY FIRST FLOOR ARPA PROJECT - WEST HALL PLAN

SUMMARY This document (along with th

OBJECTIVE This plan will be reviewed ar
comes into the county.)

BACKGROUND The owner's representative,
construction/close-out proce
through construction (per coi
regarding the ARPA projects

NOTES

- > Chantel Boso has been desigr
- > Estimated costs will be updat
- > Items to remember during thi
documents for Oklahomans.

OKLAHOMA COUNTY FIRST FLOOR ARPA PROJECT - WEST HALL PLAN

the attachments) is intended to serve as a clear outline for all parties involved in the ARPA first floor renovation plan - specifically the west hall project.

and approved by the Oklahoma County Clerk and the Oklahoma County Infrastructure Committee on May 7, 2024. (The cost estimates will be updated as information

White & Associates, LLC works with and assists Oklahoma County with the coordination and overall management of assigned projects as it pertains to the process. They help facilitate the flow of information and work with the team for the timely processing of documents and resolution of issues by utilizing key management tools (contract). Mr. Bill White and Mr. Mike Partlow serve as the liaison between the Board of County Commissioners (BOCC) and the Oklahoma County Clerk's office (OKCC) on the west hall – north and south space.

appointed as the project manager for this project working directly with OKCC Maressa Treat and all parties.

and all quotes/bids are done by Chantel Boso and White & Associates.

in this process: It is a constitutional duty to preserve the documents in the preservation space. It is the responsibility of OKCC to ensure that all measures are taken to protect these

*While working on the space books/shelves need to be covered if there is construction in the same space. Dust from construction can cause problems, this has been kept in mind during the planning between the OKCC office and White & Associates.

*The humidity / temperature must be monitored and maintained at the appropriate levels.

*Water damage is a concern. It has been discussed by OKCC and White & Associates as to what our options are in the case of a flood and/or the water sprinklers going off.

*Weight management – Stacey Trumbo and Scott March, with County Engineering, have verified that the weight distribution will work for the building.

*Measurements for ADA compliance has been reviewed and confirmed that there is adequate space throughout both the north and south side space of the west hall.

**OKLAHOMA COUNTY FIRST FLOOR ARPA PROJECT - WEST HALL PLAN
SCOPE OF WORK**

Phase	Location	Task #	Task	Responsible	Est. Cost	Funds used	Notes As of 5/22	Notes As of 5/30	Notes As of 6/06	Notes As of 6/13	Notes As of 6/20	Notes As of 6/27	Notes As of 07/11
Phase 1	South space	1	Adjust ceiling grid	Contractor	\$ 863.00	ARPA	Quote from Contractor 05/24/24 (Cooley)						Cooley to provide schedule.
Phase 1	South space	2	Replace missing ceiling tiles	Contractor	\$ 3,301.00	ARPA	Quote from Contractor 05/24/24 (Cooley)						Cooley to provide schedule.
Phase 1	South space	3	Remove existing items that are not on the OKCC's inventory (Move OKCC items to the temp storage space on north side)	Facilities & OKCC staff		County general government funds	Cherokee in OKCC office has a plan for pickup of items that were left by the abstractors and not on inventory. Cody & Chantel working with DA's office to relocate DA files, etc. Quote from Contractor 05/24/24 (Cooley)			Cody to coordinate breaking down existing cubicles for removal.		Complete	
Phase 1	South space	4	Remove/dispose of existing demo'ed sheetrock & other existing demo'ed construction materials	Facilities		County general government funds	Quote from Contractor 05/24/24 (Cooley)					Complete	
Phase 1	South space	5	Move 3 cubicles from north to south staff space	Contractor	\$ 224.00	ARPA	Quote from Contractor 05/24/24 (Cooley)						Cooley to provide schedule.
Phase 1	South space	6	Remove/dispose of existing wall track	Facilities			Quote from Contractor 05/24/24 (Cooley)					Complete	
Phase 1	South space	7	Remove/dispose of existing carpet	Contractor		ARPA	Quote from Contractor 05/24/24 (Floor Designz) See item #8					Need to schedule work.	Need to schedule work.
Phase 1	South space	8	Install new carpet	Contractor	\$ 6,669.00	ARPA	Quote from Contractor 05/24/24 (Floor Designz)				Finishing federal compliance forms to issue PO to vendor. Chantel to obtain schedule from vendor.	Need to schedule work.	Need to schedule work.
Phase 1	South space	9	Patch/ repair sheetrock walls	Contractor	\$ 2,588.00	ARPA	Quote from Contractor 05/24/24 (Cooley)						Cooley to provide schedule.
Phase 1	North to south space	10	Move IT equipment (computer equipment, printers, scanners, copier)	OKCC IT staff		OKCC							
Phase 1	North to south space	11	Move office supplies from the north storage to the south workspace	OKCC staff		OKCC							
Phase 1	South space	12	Rough-in power & data lines	Contractor	\$ 5,175.00	ARPA	Quote from Contractor 05/24/24 (Cooley)						Cooley to provide schedule.
Phase 1	South space	13	Install new electrical & data in designated areas	Facilities		County general government funds							
Phase 1	South space	14	Relocate existing Thermostats	Contractor	\$ 966.00	ARPA	Quote from Contractor 05/24/24 (Cooley)						Cooley to provide schedule.
Phase 1	South space	15	Clean, paint black & move shelves from storage off Lincoln to south space (14)	Contractor	\$ 2,220.00	ARPA	Added to contractor list; keep same color; Kerrie Hudson working with other offices regarding files that will need to be moved off shelves. Quote from Contractor 05/24/24 (Cooley)						Cooley to provide schedule

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Phase 1	South space	16	Move designated books from north/east to south wall	OKCC contractor	\$ 2,296.00	ARPA	Chantel meeting with moving companies to obtain quotes.	Quote from moving company (A-1 Freeman)				Need to schedule work.	Cooley to provide schedule
Phase 1	2 nd floor	17	Dismantle shelving to put in temporary north space or 2 nd floor	Contractor	\$ 2,220.00	ARPA	Quote from Contractor 05/24/24 (Cooley)	Chantel obtaining quotes from other vendors for comparison.			Review Quotes		Cooley to provide schedule
Phase 1	South space	18	Clean any contractor mess before completing	Contractor	\$ 1,265.00	ARPA	Quote from Contractor 05/24/24 (Cooley)						Cooley to provide schedule.
Phase 1	South space	19	Access Controls for door (2 doors)	Contractor	\$ 14,497.00	ARPA	Quote from Contractor 05/24/24 (Cooley)	Walter obtaining quotes from DIGI for comparison.		Quote from Contractor 06/14/24 (DIGI)	Request Revised Quote from DIGI	Need to schedule work.	Cooley to provide schedule. Cooley to install electrical above door
Phase 1	2 nd Floor	20	Move 4 historic items and DD2-14 file cabinet to 2 nd Floor	Contractor	\$ 224.00	ARPA	Quote from Contractor 05/24/24 (Cooley)						Cooley to provide schedule.
Phase 1	South space	21	Move (15) plat cabinets from 2 nd floor to south space, cubicals and microfilm cabinets from northeast to south	Facilities		County general government funds							
Phase 1	South space	22	Assemble and install existing rolling shelves	Contractor	\$ 3,202.00	ARPA	Quote from Contractor 05/24/24 (Cooley)	Chantel obtaining quotes from other vendors for comparison. (Done)					Cooley to provide schedule
Phase 1	South space	23	Paint Walls	Contractor	\$ 10,146.00	ARPA	Adding item** Quote from Contractor 05/24/24 (Cooley)						Paint Color has been selected. Cooley to provide schedule.
PROJECT	South space	24	Cover Books-Protection Precautions	Facilities		County general government funds							Newly added item
Phase 2	Northwest	25	Adjust ceiling grid	Contractor		ARPA	Discussion to change responsible party to Contractor 05/22/23	Requesting Cooley to clarify quote.	Quote from Contractor 05/24/24 (Cooley) See Item #1				Cooley to provide schedule
Phase 2	Northwest	26	Replace missing ceiling tiles	Contractor		ARPA	Discussion to change responsible party to Contractor 05/22/23	Requesting Cooley to clarify quote.	Quote from Contractor 05/24/24 (Cooley) See Item #2				Cooley to provide schedule
Phase 2	Northwest	27	Move desk, office furniture, and boxes to north temporary storage (if there's no space, coordinate with OKCC)	Facilities		County general government funds							
Phase 2	Northwest	28	Remove carpet	Contractor		ARPA	Chantel obtaining quote from flooring company. (Floor Designz)	Quote from Contractor 06/03/24 (Floor Designz) See Item #28				Need to schedule work.	Cooley to provide schedule
Phase 2	Northwest	29	Put in flooring to coordinate with current north floor	Contractor	\$ 8,991.45	ARPA	Chantel obtaining quote from flooring company. (Floor Designz)	Quote from Contractor 06/03/24 (Floor Designz)				Need to schedule work.	Cooley to provide schedule
Phase 2	Northwest	30	Move shelves from temp space	Facilities		County general government funds	Chantel obtaining quote from moving company.			Review Quotes			
Phase 2	Northwest	31	Move designated books to empty shelves	OKCC contractor	\$ 2,176.00	OKCC Preservation	Chantel obtaining quote from moving company.	Quote from moving company (A-1 Freeman)				Need to schedule work.	Need to schedule work.
Phase 2	Northwest	32	Move cubicals and black cabinets to designated area.	Facilities		County general government funds							
Phase 2	Northwest	33	Construct new wall	Facilities/Contractor		County general government funds/ ARPA		Requesting Cooley to quote the work.	Facilities requesting quotes from other contractors.	Review Quotes		Collecting quote documentation	James Phillips selected to perform work.

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Phase 2	Northwest	34	Rough-in power & data lines	Contractor		ARPA	Quote from Contractor 05/24/24 (Cooley) See Item #12						Cooley to provide schedule.
Phase 2	Northwest	35	Install new electrical & data in designated areas	Facilities		County general government funds	Will need surge suppression across building floors; Consider ripping everything out back to the breaker or circuit and replace it. Upgrade or replace fuses or the whole box entirely; Network switches should be okay, but network or internate cabling that is plenum rated CAT6 needs to be run if it hasnt been already; Network switching is good mostly , in MIS control						
Phase 2	Northwest	36	Access Controls for doors (2 doors)	Contractor		ARPA	See Item #19	Walter obtaining quotes from DIGI for comparison.			Request Revised Quote from DIGI	Need to schedule work.	Cooley to provide schedule. Cooley to install electrical above door
Phase 2	Northwest	37	Frost glass door	OKCC		OKCC		Chantel/Amber obtaining quotes from vendors					
Phase 3	Northeast space	38	Clean floors	Facilities		County general government funds							
Phase 3	Northeast space	39	Put furniture in designated areas	Facilities		County general government funds							
Phase 3	North New Office space	40	Put furniture in designated area	Facilities		County general government funds							
Phase 3	2 nd Floor	41	Move black plat cabinets from basement to 2 nd Floor	Facilities		County general government funds							
PROJECT	North space	42	Cover Books-Protection Precautions	Facilities		County general government funds							Newly added item
PROJECT		43	CONTRACTOR GENERAL CONDITIONS	Contractor	\$ 22,262.00	ARPA	Quote from Contractor 05/24/24 (Cooley)						Cooley connected with carpet contractor 07/11. Cooley to connect with new wall contractor 07/18.

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Phase	Location	Task #	Task	Responsible	Cost	Funds used	Notes As of 6/27	Notes As of 07/11	Notes As of 07/18	Notes As of 08/01	Notes As of 08/21	Notes as of 9/5	Notes as of 10/3	
PROJECT	1st floor (N,S,OCSO,DA)	52	HVAC	Rob Fromm/Local Mechanical Heating & Air Contractor/ COOLEY	\$ -	ARPA/Annex					Need for the offices on the west end to be in use for staff, public and protecting the books.	Proposal presented 08/15. Cost too high. Mike Partlow met with Rob on 8/20 to come up with another plan.	Locations for permanent HVAC in the NW space will be determined upon approval of floor plan by OKCC.	HVAC may be unnessesary due to no load weather conditions approaching per owners rep. Funding source for this project needs to be determined by the County.
Phase 1	2 nd floor	26	Dismantle shelving to put in temporary north space or 2 nd floor	Contractor/ COOLEY	\$ 2,220.00	ARPA/ PO#22500965		Cooley to provide schedule		Question for next meeting: Is there an item for reassembling the shelves in the North space?	Shelving may not need to be disassembled and stored. Shelving can be transported to Northwest space. No need for a reassembly item.		Shelves will remain until the NW space is ready to move them.	
Phase 1	2 nd Floor	10	Move 4 historic items and DD2-14 file cabinet to 2 nd Floor	Contractor/ COOLEY	\$ 224.00	ARPA/ PO#22500965		Cooley to provide schedule.				Complete.	Completed by A1 Freeman 8/22/24. Budgeted cost needs to be credited to North space project	
Phase 3	2 nd Floor	49	Move black plat cabinets from basement to 2 nd Floor	Facilities	\$ -	County general government funds								
Phase 3	North New Office space	48	Put furniture in designated area	Facilities	\$ -	County general government funds								Complete after construction is finished.
Phase 2	North space	30	Remove/dispose of temporary wall and track	Facilities	\$ -				Newly added item					Pending completion of preliminary tasks.
PROJECT	North space	50	Cover Books-Protection Precautions	Facilities	\$ -	County general government funds		Newly added item					Need notice from Cooley to ensure this is done prior to lobby renovation	
Phase 1	North to south space	17	Move IT equipment (computer equipment, printers, scanners, copier)	OKCC IT staff	\$ -	OKCC				Complete after construction is finished.				
Phase 3	Northeast space	46	Clean floors	Facilities	\$ -	County general government funds								Complete after construction is finished.
Phase 3	Northeast space	47	Put furniture in designated areas	Facilities	\$ -	County general government funds								Complete after construction is finished.
	Northwest		Bathroom	Facilities			Agreed to keep bathroom due to cost of removal							Due to condition of bathroom, additional item added 10/3 to reconsider renovation.
Phase 1	Northwest	13	Remove carpet	Contractor/ Tatco FLOOR DESIGNZ		ARPA/ PO#22500970	Need to schedule work.	Cooley to provide schedule						
Phase 2	Northwest	33	Move desk, office furniture, and boxes to north temporary storage	Facilities	\$ -	County general government funds						Complete		

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Phase 2	Northwest	40	Construct new wall	James Phillips	\$ 6,000.00	ARPA	Collecting quote documentation	James Phillips selected to perform work. Need to complete federal compliance procedures.	Cooley will be responsible for the door in the new wall under their current contract.	Adding door to scope for James Phillips, not Cooley.		Pending completion of preliminary tasks.	James Phillips to provide schedule.
Phase 2	Northwest	31	Install ceiling grid	Contractor/ COOLEY	\$ 15,989.00	ARPA/ PO#22500965		Cooley to provide schedule			Ceiling grid will need to be painted to match NE space	Pending approval of floor plan by OKCC.	Floor plan, including verified measurements, submitted by Scott March, Engineering, and approved by CC 10/3. Owners rep to provide schedule for work to begin on North side.
Phase 2	Northwest	55	Paint ceiling grid (Cost included in task 54)	Contractor/ COOLEY	\$ -							Added 09/05. Pending completion of preliminary tasks.	Owners rep to provide schedule.
Phase 2	Northwest	41	Rough-in power & data lines	Contractor/ COOLEY	\$ -	ARPA/ PO#22500965		Cooley to provide schedule.				Pending completion of preliminary tasks.	
Phase 2	Northwest	32	Replace missing ceiling tiles	Contractor/ COOLEY	\$ -	ARPA/ PO#22500965		Cooley to provide schedule				Pending completion of preliminary tasks.	
Phase 2	Northwest	42	Install new electrical & data in designated areas	Facilities	\$ -	County general government funds						Pending completion of preliminary tasks.	
Phase 2	Northwest	43	Access Controls for doors	Contractor/ DIGI		ARPA/ PO#22500985	Need to schedule work.	Cooley to provide schedule. Cooley to install electrical above door					Maressa and CC IT working to finalize with Digi
Phase 2	Northwest	35	Put in flooring to coordinate with current north floor in large space	Contractor/ FLOOR DESIGNZ	\$ 8,991.45	ARPA/ PO#22500970	Need to schedule work.	Cooley to provide schedule				Pending completion of preliminary tasks.	
Phase 2	Northwest	44	Frost glass door (Same as 3rd fl)	OKCC		OKCC							Amber to get quote
Phase 2	Northwest	54	Paint Walls	Cooley	\$ 14,274.00							Added 09/05. Pending completion of preliminary tasks.	
Phase 2	Northwest	36	Install Carpet Tile in office area	Contractor/ Tatco FLOOR DESIGNZ		ARPA/ PO#22500970	Need to schedule work.	Cooley to provide schedule				Pending completion of preliminary tasks.	
Phase 2	Northwest	39	Move cubicles and black cabinets to designated area.	Facilities		County general government funds							Pending completion of preliminary tasks.

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Phase 2	Northwest		Move shelves from NE to NW	A1-Freeman		County general government funds						Pending completion of preliminary tasks.	A1-Freeman will moves shelving/books in 3 additional phases
Phase 2	Northwest	38	Move designated books to empty shelves	A1-Freeman	\$ 2,176.00	OKCC Preservation	Need to schedule work.	Need to schedule work.				Maressa working on & will finize	A1-Freeman will moves shelving/books in 3 additional phases
PROJECT	Northwest		Lights	Facilities	\$ 2,500.00	ARPA						Needs to look the same as lights on NE side.	CC with Keith Monroe, Chris Ponder, and Tim Odom to finalize lighting 10/3. Facilities will install pendant lighting to illuminate books.
Phase 1	South space	12	Remove/dispose of existing wall track	Facilities	\$ -		Unattached wall tracked was removed.		Wall track connected to floor needs to be removed.		Complete		
Phase 1	South space	24	Remove existing items that are not on the OKCC's inventory (Move OKCC items to the temp storage space on north side)	Facilities & OKCC staff	\$ -	County general government funds	Complete						
Phase 1	South space		Remove/dispose of existing demo'ed sheetrock & other existing demo'ed construction materials	Facilities	\$ -	County general government funds	Complete						
Phase 1	South space		Change Locks	Rogers Safe and Lock/ COOLEY	\$ -	ARPA/ PO#22500965			Newly added Item: Cooley to change locks on 07/22 and provide County with requested appx. 6 copies	Complete for temporary locks - will need to be changed back once project is done			Complete. Locks for the south space were ke-keyed on 10/1 by Rogers Safe and Lock.
Phase 1	South space	20	Rough-in power & data lines	Contractor/ COOLEY	\$ 5,175.00	ARPA/ PO#22500965		Cooley to provide schedule.		In Progress	Complete		
Phase 1	South space	3	Patch/ repair sheetrock walls	Contractor/ COOLEY	\$ 2,588.00	ARPA/ PO#22500965		Cooley to provide schedule.		In Progress	Complete		
Phase 1	South space	18	Clean any contractor mess before completing	Contractor/ COOLEY	\$ 1,265.00	ARPA/ PO#22500965		Cooley to provide schedule.		In Progress	Windows and shelving cleaned 08/20. Need carpet cleaned.		Complete. Oil/dirt stains remain on carpet. Option to steam clean or replace stained carpet squares at additional cost.

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Phase 1	South space	21	Install new electrical & data in designated areas	Facilities	\$ -	County general government funds					Complete		
Phase 1	South space	22	Relocate existing Thermostats	Contractor/ COOLEY	\$ 966.00	ARPA/ PO#22500965		Cooley to provide schedule.			Complete		
Phase 1	South space	4	Paint Walls	Contractor/ COOLEY	\$ 10,146.00	ARPA/ PO#22500965		Paint Color has been selected. Cooley to provide schedule.		Scheduled for next week	Painter needs to come back to fix the wall in the small space where the desk will be located.	Cooley attempting to make contact with painter.	Complete. However, textured areas remain.
Phase 1	South space	23	Access Controls for door (2 doors)	Contractor/ DIGI	\$ 14,497.00	ARPA/ PO#22500985	Need to schedule work.	Cooley to provide schedule. Cooley to install electrical above door		Meeting with Digi. Received revised quote.		Maressa working on & will finalize	Maressa and CC IT working to finalize with Digi
Phase 1	South space	6	Adjust ceiling grid	Contractor/ COOLEY	\$ 863.00	ARPA/ PO#22500965		Cooley to provide schedule.		Scheduled for next week	Complete		
Phase 1	South space	7	Replace missing ceiling tiles	Contractor/ COOLEY	\$ 3,301.00	ARPA/ PO#22500965		Cooley to provide schedule.		Scheduled for next week	Complete		
Phase 1	South space	14	Remove/dispose of existing carpet	Contractor/ Tatco FLOOR DESIGNZ	\$ -	ARPA/ PO#22500970	Need to schedule work.	Need to schedule work.		Scheduled for 08/12-08/16	Complete		
Phase 1	South space	15	Install new carpet	Contractor/ Tatco FLOOR DESIGNZ	\$ 6,669.00	ARPA/ PO#22500970	Need to schedule work.	Need to schedule work.		Scheduled for 08/12-08/16	Complete		
Phase 1	South space	27	Move (15) plat cabinets from 2 nd floor to south space, cubicals and microfilm cabinets from northeast to south	Facilities	\$ -	County general government funds					Complete		
Phase 1	South space	8	Clean, paint black & move shelves from storage off Lincoln to south space (14)	Contractor/ COOLEY	\$ 2,220.00	ARPA/ PO#22500965		Cooley to provide schedule			Complete. Shelves were moved on 8/19/24. Shelves were bolted to each other for stability and cleaned by J. Duncan. Lined with shelf liner 8/21.	Note that Cooley did not paint the shelves. The contractor moved them. OKCC had to add liner to the shelves to help protect the books. Partial cost should be credited to North space project	\$400 credited to North space project.
Phase 1	South space	5	Deep Clean	Contractor/ COOLEY		ARPA/ PO#22500965			Newly added item		Cooley to provide schedule	The carpet needs to be cleaned from the equipment brought in. A-1 Freeman cleaned the books as they moved them.	Complete. Oil/dirt stains remain on carpet. Option to steam clean or replace stained carpet squares at additional cost.
Phase 1	South space	11	Assemble and install existing rolling shelves	Contractor/ COOLEY	\$ 3,202.00	ARPA/ PO#22500965		Cooley to provide schedule			Issue with rolling shelves - potentially missing pieces. We will not proceed with this task.	Budgeted cost should be credited to North space project	\$3,202 credited to North space project.
Phase 1	South space	25	Move designated books from north/east to south wall	Contractor/ A-1 FREEMAN	\$ 2,296.00	ARPA/ PO#22500913	Need to schedule work.	Cooley to provide schedule			Complete		

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Phase 1	South space	19	Move 3 cubicles from north to south staff space	Contractor/ COOLEY	\$ 224.00	ARPA/ PO#22500965		Cooley to provide schedule.	Placed after construction is complete during furniture move-in.		One cubicle was moved and is being assembled 8/22.	Daniel and Jimmy (Cooley) to assemble cubicles.	Complete. However, cubicle is unsteady and unsafe for use. CC will submit work order to facilities to remove.
PROJECT	South Space	53	Window	Facilities	\$ -						Chris Ponder will finish the work to remove the items left on the window from the asbestos		Glass window pane is missing - needs to be replaced.
Phase 2	South Space		Install new door	TBD	\$ -						Quote was too high	Looking to see if facilities can do the project	We will not proceed with this task.

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