

Presented To:

# The City of Oklahoma City

July 31, 2014

## Task 1A Programming Report

### Capitol Hill Library Renovation and Expansion

Project No:

MB-0787



**guernsey**

ENGINEERS  
ARCHITECTS  
CONSULTANTS

5555 North Grand Boulevard  
Oklahoma City, OK 73112-5507  
405.416.8100

**guernsey.us**

**REALIZE** THE DIFFERENCE

THE CITY OF OKLAHOMA CITY

APPROVAL SHEET

MB-0787

Capitol Hill Library Renovation and Expansion

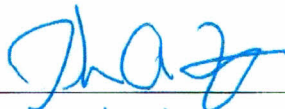
334 SW 26<sup>th</sup> Street  
Oklahoma City, Oklahoma 73109

Prepared By

C.H. Guernsey and Company  
5555 North Grand Boulevard  
Oklahoma City, Oklahoma 73112


and

MSR  
710 South 2nd Street, 8th Floor  
Minneapolis , Minnesota 55401

  
\_\_\_\_\_  
Date 7/31/2014  
John Templeton  
Lead Project Architect



Recommended for Approval

  
\_\_\_\_\_  
Date 7/31/2014  
Donna Morris, Director  
Metropolitan Library System

\_\_\_\_\_  
Date \_\_\_\_\_  
Eric Wenger, P.E. Director  
Public Works/City Engineer

## EXECUTIVE SUMMARY

This document represents the Capitol Hill Library Renovation and Expansion Task 1A Programming Report:

- The **Building Program Needs** requirements were based on a projected service population to maximize library service while minimizing staff costs. Design focus will be to provide public functions on the main first floor, while the second floor and basement will serve non-public uses.
- **Building and Site Expansion** recommendations are based on the most efficient and most cost effective manner of expanding the existing building, in conjunction with an analysis of adjacent properties.
- The **Budget** is based on a Preliminary Estimate of Probable Total Project Costs and reflects a level of quality comparable to recently completed OKC/MLS projects.
- The **Land Purchase Recommendations** reflect consideration for the Proposed Design, including land acquisition, site work, minor utility relocation and building renovation and construction.

**CAPITOL HILL LIBRARY**  
Renovation and Expansion  
Task 1A Programming Report  
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## PROJECT SUMMARY

The Capitol Hill Library was completed in 1952 and has not undergone a significant renovation since it's opening. For many years it was the primary library for south Oklahoma City. Today, it is in the center of a growing community which will benefit significantly from an updated and renovated library.

Renovation of the Capitol Hill Library has been anticipated since the late 1990's. However, the use of the building by the Metropolitan Library System's (MLS) IT, TECH Processing and Cataloging Departments prevented any real progress. This issue was addressed when the IT Department moved to the Downtown Library in 2004 and Tech Processing and the Cataloging Department moved to the MLS Service Center in 2010.

The initial charge of the design team is to determine the most efficient and cost effective manner of renovating and expanding the existing building and to provide parking to meet the service needs of the community. To this end Oklahoma City (OKC), MLS and the design team completed two exercises. The goal of the first was to identify the functions, materials and services required in the building to meet the community's library service needs. The goal of the second was to identify possible ways of expanding the site and the building to accommodate the required building size and parking needs.

The existing building is located at 334 SW 26<sup>th</sup> Street. The existing building site has 87.5 feet of frontage on SW 26<sup>th</sup> Street and 140 feet of frontage on S Hudson Avenue. The size of the existing site is 12,250 square feet with an additional 3,500 square feet of parking area across the easement/alley to the south. The existing building consists of a basement level of 2,268 square feet, a main (ground) level of 9,337 square feet and a second level of 5,011 square feet. The main level includes a garage area of 1,111 square feet which is not suitable for reuse as finished and functional library space. Accordingly, the estimate of probable costs includes the demolition of the garage.

## BUILDING PROGRAM NEEDS

To establish functions and the areas required in the building, the design team reviewed and adapted an initial report developed by MLS in August 2012 entitled *Metropolitan Library System Capitol Hill Library CH Area Needs Recap*. This document outlined collection, computing, seating, staff work area and meeting room requirements for the Capitol Hill Library. These requirements were based on a projected service population of 71,649 people within a three mile radius of the library. This document called for a building area of approximately 19,750 square feet and assumed reuse of both the main and second levels of the existing building. It also called for the addition of approximately 2,800 square feet.

The CH Area Space Needs Recap quantities for materials, computers and seating were re-categorized into a Space Needs Summary (see attachment this section). This Space Needs Summary quantified the materials and equipment required for the library to adequately provide library services to the community. The Space Needs Summary defines total space needed for the project.

The design team also considered how the space for the expanded library is best utilized. Public library buildings consume many times their initial, capital costs over their lifespan in staff and utility costs. Effective design of the space allows the Library to maximize library service while minimizing staff costs. Public library buildings are designed to operate on a single level up to a building footprint of up to 30,000 square feet in order to allow the Library to supervise and service the building most efficiently and with the fewest staff, thus reducing operating costs. The Space Needs Summary was completed assuming a single level (operational) library. Since the existing building also has upper and lower levels, the assumption was that these levels might be reused for storage or mechanical purposes.

As part of the review, the issue of on-site parking needs was evaluated. When Capitol Hill Library was built in 1952, on-site parking was not required by code nor was it dictated by the usage pattern. Code requirements and use patterns have since changed and on-site parking is required to adequately serve the community.

Accordingly, the Space Needs Summary defined a building program of approximately 17,500 square feet of public library space on the main level with 2,080 square feet of space utilized on the basement and/or second level for mechanical, storage and other support space. A goal of 65 to 85 on-site parking spaces was established.

# METROPOLITAN LIBRARY SYSTEM - CAPITOL HILL LIBRARY

## SPACE NEEDS SUMMARY

September 17, 2013

REV September 27, 2013

REV April 23, 2014 BY MLS FOR DRAFT REPORT TO TIF

REV April 30, 2014 BY

REV May 23, 2013 BY CHG FOR SIGN & SEAL

					PROPOSED COLLECTIONS				
DESCRIPTION		QTY	NSF/UNIT	TOTAL NSF	ITEMS HOUSED	ITEMS PER UNIT	UNITS	NSF PER UNIT	NET SQUARE FEET
<b>1</b>	<b>ENTRY</b>								
1.1	ENTRY VESTIBULE	1	100	100	Added 20 SF for better weather control				
1.2	ENTRY LOBBY	1	150	150					
	SERVICE AND INFORMATION AND TECH								
1.3	SUPPORT DESK	1	500	500	Includes four work stations and staff printer				
1.4	SELF CHECK	2	50	100					
	TOTAL NET ASSIGNED AREA			850					
	NON-ASSIGNABLE SPACE ALLOWANCE			85	10% of section total typical				
	<b>TOTAL AREA</b>			<b>935</b>					
<b>2</b>	<b>MEETING ROOM(S)</b>								
2.1	MEETING ROOM	1	1,800	1,800	One meeting room to seat up to 150 people - divisible into 2 smaller meeting rooms				
2.2	MEETING ROOM STORAGE	1	120	120	Reduced capacity from 150 to 120 people;divisible into 3 smaller rms				
2.3	MEETING ROOM KITCHEN	1	80	80					
	TOTAL NET ASSIGNED AREA			2,000	Meeting Room accessible when library is closed if easily accommodated in the plan				
	NON-ASSIGNABLE SPACE ALLOWANCE			200					
	<b>TOTAL AREA</b>			<b>2,200</b>					
<b>3</b>	<b>ENTRY AREA</b>								
3.1	PRINTING / COPY AREA	1	45	45	Includes one copier				
3.2	BROWSING, NEW BOOKS, POPULAR MATLS			234	738	50	13	18	234
3.3	AUDIO /VISUAL COLLECTION DVDs and CDS			126	3,793	480	7	18	126
3.4	LOUNGE SEATING	2	30	60	Bench seat for patrons to wait				
	TOTAL NET ASSIGNED AREA			465					
	NON-ASSIGNABLE SPACE ALLOWANCE			47					
	<b>TOTAL AREA</b>			<b>512</b>					
<b>4</b>	<b>ADULT COLLECTION AND SERVICES</b>								
	<i>PUBLIC COMPUTING</i>								
4.1	PUBLIC ACCESS COMPUTERS	24	42	1,008					



4.2	PUBLIC PRINTER	1	45	45
4.3	TECH AID WORK AREA	1	125	125
	<b>COLLECTION AND SEATING</b>			
4.4	ELECTRONIC MATERIALS	6	30	180
4.5	CATALOG COMPUTERS	3	40	120
4.6	COLLECTION <i>includes audiobooks</i>			1,728
4.7	PERIODICALS - MAGAZINES			105
4.8	BACK ISSUE PERIODICALS			96
4.9	PERIODICALS - NEWSPAPERS			30
4.10	LOUNGE SEATING	6	30	180
4.11	STUDY TABLES - 4 PERSON	8	120	960
4.12	STUDY TABLES - 2 PERSON	10	50	500
4.13	STUDY TABLES - 1 PERSON	4	30	120
4.14	GROUP STUDY ROOMS - 6 PERSON	3	180	540
	TOTAL NET ASSIGNED AREA			5,737
	NON-ASSIGNABLE SPACE ALLOWANCE			574
	<b>TOTAL AREA</b>			<b>6,311</b>

Space for electronic access via iPad or similar device

PAC, Reservation, Print Release (may be in other areas of the library)

21,569	135	120	12	1,440
80	12	7	15	105
3,280	410	8	12	96
10	9	2	15	30

Was 4 reduced to 3

## 5 CHILDREN'S COLLECTION AND SERVICES

5.1	SERVICE DESK	0	100	0
5.2	PUBLIC ACCESS COMPUTERS	4	42	168
5.3	COLLECTION			1,110
5.4	CHILDREN'S PERIODICALS			30
5.5	LOUNGE SEATING	2	40	80
5.6	TABLES - 4 PERSON	4	120	480
5.7	PROGRAM / READING AREA	1	60	60
	TOTAL NET ASSIGNED AREA			1,928
	NON-ASSIGNABLE SPACE ALLOWANCE			193
	<b>TOTAL AREA</b>			<b>2,121</b>

May be combined with main service desk

8,136	100	62	15	930
10	9	2	15	30

## 6 TEEN COLLECTION AND SERVICES

6.1	PUBLIC ACCESS COMPUTERS	4	50	200
6.2	COLLECTION - TEEN			180
6.3	TEEN PERIODICALS			15
6.4	STUDY TABLES - 4 PERSON	2	120	240
	TOTAL NET ASSIGNED AREA			635
	NON-ASSIGNABLE SPACE ALLOWANCE			64
	<b>TOTAL AREA</b>			<b>699</b>

1,297	100	10	15	150
8	12	1	15	15

## 7 STAFF

7.1	STAFF OFFICES MANAGER	1	200	200
7.2	WORK ROOM	1	400	400

Was 125 SF, Added 75 SF for small conference table & 3 chairs

7.3	WORK AREA	1	125	125	Back Room work space
7.4	STAFF BREAK ROOM AND TOILET	1	300	300	
7.5	STAFF STORAGE	1	100	100	Additional storage on existing lower and upper levels
	TOTAL NET ASSIGNED AREA			1,125	
	NON-ASSIGNABLE SPACE ALLOWANCE			113	
	<b>TOTAL AREA</b>			<b>1,238</b>	

## 8 NON-ASSIGNED SPACES

8.1	PUBLIC TOILETS	2	200	400	Accessible when library is closed if meeting room is accessible after hours
8.2	FAMILY TOILET ROOM	1	80	80	
8.3	MECHANICAL/ELECTRICAL/IT	1	0	2,080	Mechanical and electrical equipment in existing lower level
8.4	DATA CLOSET	1	60	60	
	TOTAL NET ASSIGNED AREA			2,620	
	NON-ASSIGNABLE SPACE ALLOWANCE			54	No non-assignable allowance for lower level
	<b>TOTAL AREA</b>			<b>2,674</b>	

<b>SUBTOTAL</b>			<b>16,688</b>		
BUILDING NON-ASSIGNABLE ALLOWANCE			2,191		15% of Main Level Subtotal - General building circulation, structure, etc.

<b>TOTAL GROSS SQUARE FEET</b>	<b>18,879</b>	<b>16,799 SF PUBLIC SPACE ON MAIN LEVEL</b>
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**38,921 TOTAL ITEMS HOUSED**

## SUMMARY

	PROPOSED	
TOTAL GROSS SQUARE FEET	18,879	16,799 ON MAIN LEVEL
COLLECTION	38,921	
PUBLIC ACCESS COMPUTERS	35	
PUBLIC SEATING	94	does not include seats in meeting room or at public access computers

## NOTES

ALL PERIODICALS AND NEWSPAPERS DISPLAYED FACE OUT  
 ALL ADULT SHELVING NOTED ARE SINGLE FACED UNITS, 5 SHELVES HIGH (66") WITH 4' WIDE AISLES  
 ALL CHILDREN'S SHELVING NOTED ARE SINGLE FACED UNITS, 3 SHELVES HIGH WITH 4' WIDE AISLES  
 ALL TEEN SHELVING NOTED ARE SINGLE FACED UNITS, 4 SHELVES HIGH WITH 4' WIDE AISLES  
 ASSUMES 90% OF COLLECTION IS HOUSED ON SHELVES FOR ALL CIRCULATING COLLECTIONS, 10% IN CIRCULATION  
 PROVIDE OUTDOOR PATIO SPACE  
 ADULT PERIODICAL AND NEWSPAPER SHELVING ASSUMES FOUR SHELVES, FACE OUT DISPLAY, WITH THREE TITLES PER SHELF

## BUILDING AND SITE EXPANSION

The design team studied various methods of expanding the site for additional parking and expanding the building to accommodate the required building program spaces.

OKC and MLS completed an analysis of adjacent properties to the north across SW 26<sup>th</sup> Street, to the west across S Hudson Ave, and to the south across the easement. Properties were identified along with tax and market rate estimates of cost.

The first task of the design team was to identify all possible methods of expanding the site. Expansion of the site to the north or west will allow for additional parking but will require library patrons to cross the street to access the library from the parking. And, without expansion of the building site, the library would be forced to operate on two levels. Expansion of the site to the south would allow the library and parking to be located on the same block and will allow for expansion of the building in a manner that will allow it to operate on a single level.

Because of the considerable advantages of enabling a single level library, three options were studied proposing expansion of the site on the existing block. All of these options would provide library parking to the south of the building with the relocation of the building entry to the south side to face the parking.

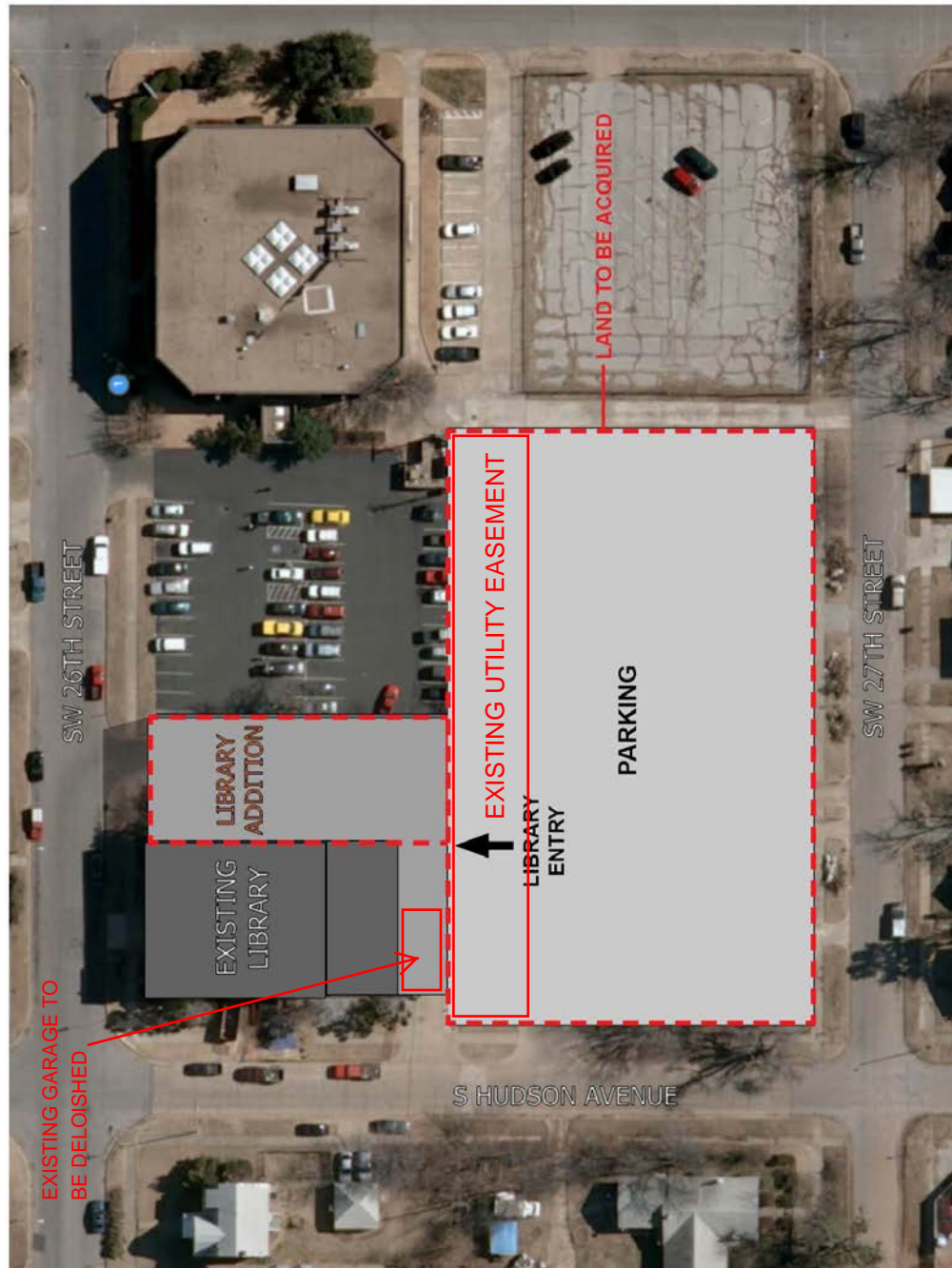
Two of the expansion options studied presumed expansion of the building to the south across the existing alley and easement. Expansion of the building to the south would require the relocation of utilities that run through the easement on the south side of the existing building, rendering those two options less cost effective. A preliminary review indicated the cost to relocate the underground utilities could be in excess of \$200,000. Expanding the building to the east and leaving the existing utilities intact was determined to be most cost efficient. In addition, expansion of the building to the south will elongate the building floor plan, thus rendering the layout of the building

less efficient. For these reasons, these options are considered impractical and are not included in this report.

The Proposed Design presumes acquisition of a portion of the parking lot to the east for expansion of the building to the east and acquisition of property to the south for parking. This option does not require relocation of most of the utilities and will allow for a more compact and more efficient library building footprint.

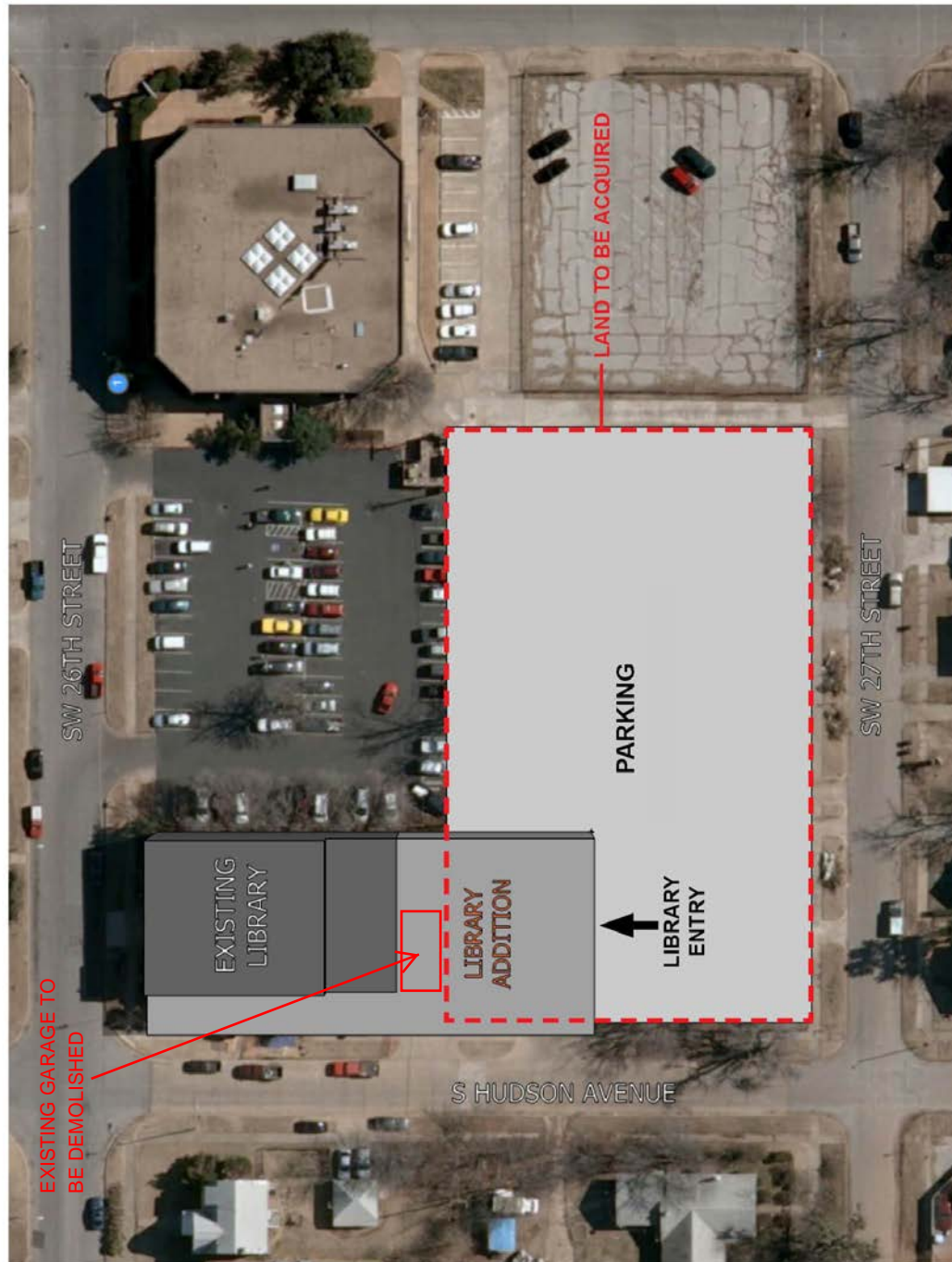
Because of the location of the parking adjacent to the building, south facing entry, greatly reduced cost of relocation of utilities and a more rectangular and efficient floor plate, this option will provide MLS with the most cost effective and efficient method of expansion of the Capitol Hill Library site and building. This option is recommended by the design team and is also the preferred option of MLS as the most efficient and most cost effective manner of expanding the existing building to meet the community's library service needs and to provide adequate off-street parking.

## Building and Site Expansion - PROPOSED DESIGN

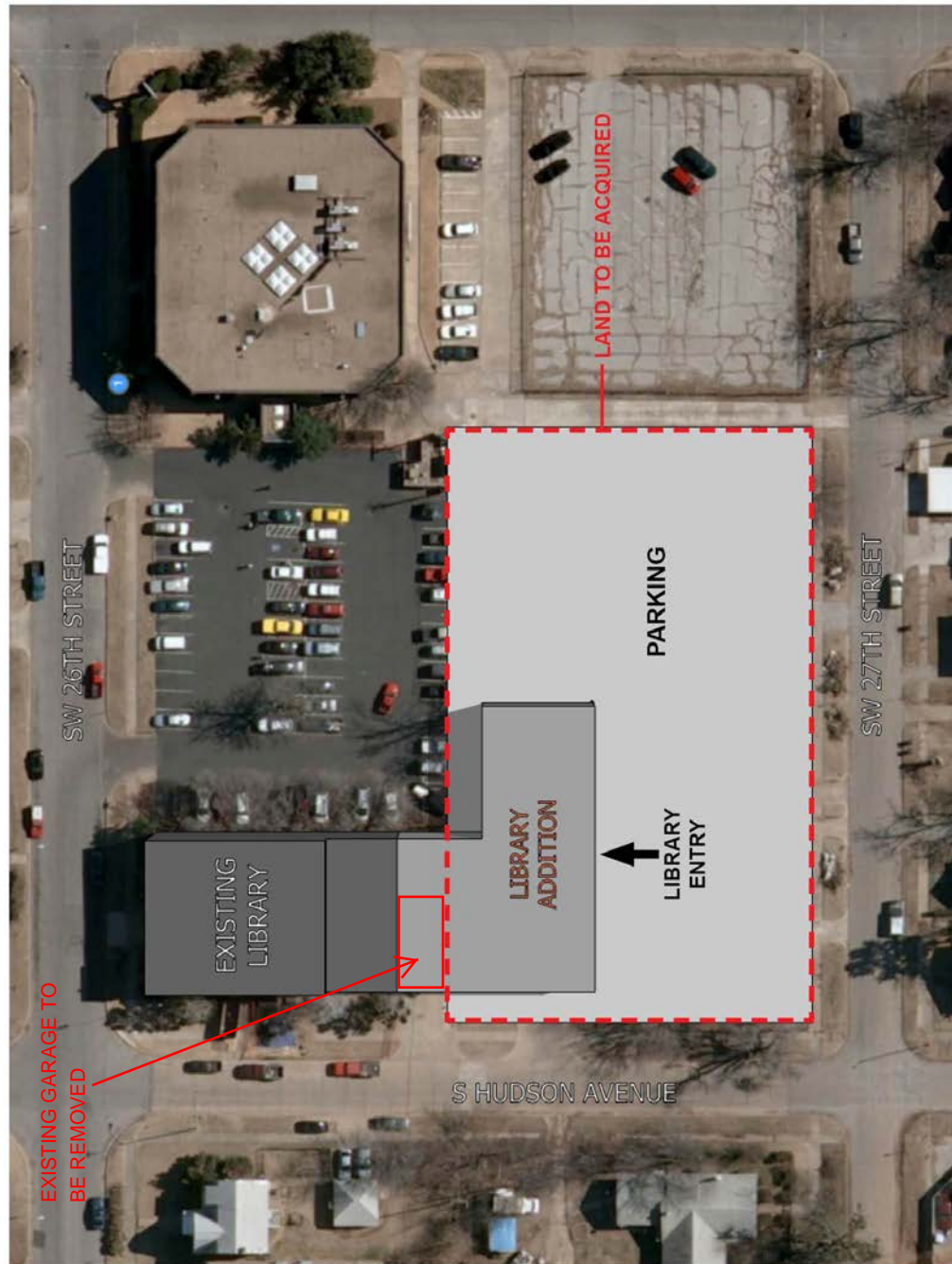




**Building and Site Expansion - OPTION 2 - Studied - not financially viable due to high cost to abandon utility easement and relocate existing utilities.**



**Building and Site Expansion - OPTION 3 - Studied - not financially viable due to high cost to abandon utility easement and relocate existing utilities.**



## **RECOMMENDATION FOR LAND ACQUISITION**

The Land Acquisition Recommendation is based on the following (see attachment):

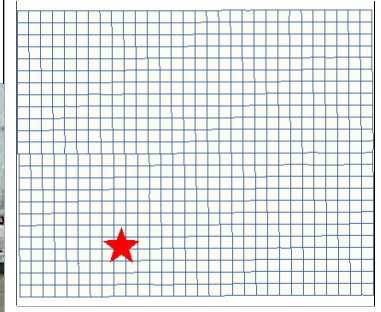
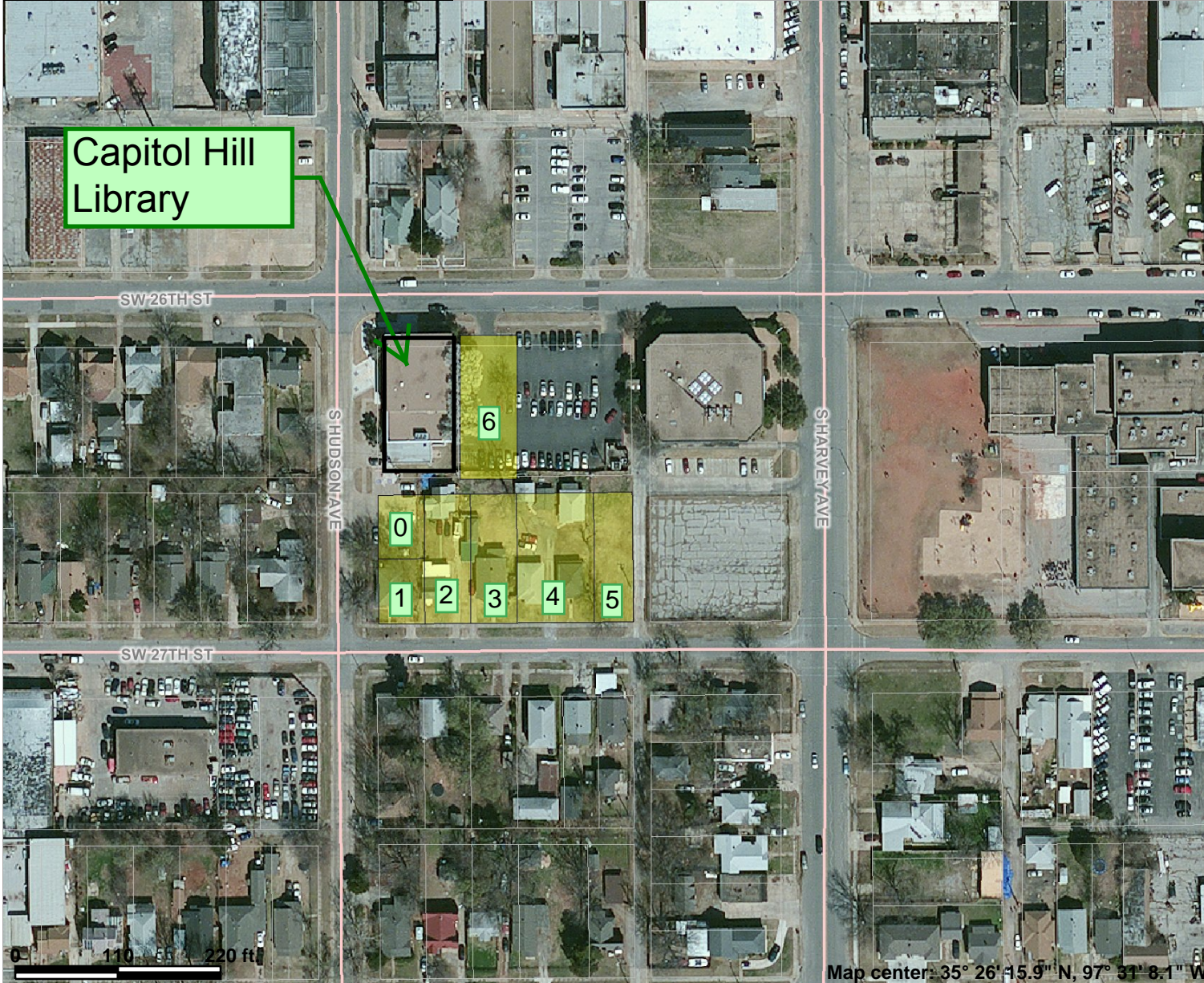
- A. Purchase 55 feet of the bank parking lot.
- B. Purchase 5 lots on the north side of 27<sup>th</sup> street.





Capitol Hill Library Renovation  
Suggested Land Acquisition Map

Capitol Hill  
Library



**Legend**

- Sections
- Streets
- Parcels
- North Canadian River
- Rivers & Creeks
- Lakes
- Aerials (flown Feb 28th - March 23rd, 2011)
- County Background



Scale: 1:1,980

This map is a user generated static output from an Internet mapping site and is for general reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. THIS MAP IS NOT TO BE USED FOR NAVIGATION.



## BUDGET

The construction cost for the project is currently budgeted at \$4,100,000. This includes all building, site and utility work. It does not include land acquisition or construction contingency. The preferred option requires more new construction than originally planned to allow for library operations on a single level. In addition, group study rooms were added to the program to replace the conference room originally planned, which added 420 square feet to the plan. An area for new electronic materials has been added to the building program to allow the library to introduce and maintain current technology for library customers. And, the original program included reuse of the garage space for public library space. Due to the relocation of the building entry to the south side of the building, layout of the library will be facilitated by removal of the existing garage space. With these revisions and alterations, new construction required for the project is increased, allowing a more efficient library from a staffing perspective, but requiring additional initial construction cost. These changes resulted in an increase of the anticipated new construction from 2,800 square feet to 9,051 square feet.

The estimated probable project cost for the building, site and utility work for the Proposed Design is \$4,498,920. This project total includes the cost of land, site work, minor utility relocation and building renovation and construction.

The Preliminary Estimate of Probable Total Project Costs includes an estimated land acquisition cost of \$400,000.

While the estimated concept costs of all of these options were greater than the current budget, we believe it reflects both the desire of MLS to provide an inviting and innovative link to the world and will meet the needs of the community for many years to come. This reflects a level of quality comparable to recently completed MLS projects, notably the Ralph Ellison and Southern Oaks libraries.

The recommendations for the purchase of land are covered in more detail in Tab 4. It is suggested that prior to OKC taking action on these recommendations, OKC, MLS & Guernsey/MSR meet to review the many options and their unique implications.

**METROPOLITAN LIBRARY SYSTEM**  
**CAPITOL HILL LIBRARY PROPOSED DESIGN**  
**PRELIMINARY ESTIMATE OF PROBABLE TOTAL PROJECT COSTS**  
**BUDGET TO BE FURTHER REFINED DURING PRELIMINARY REPORT PHASE**

October 17, 2013  
 REVISED May 23, 2014

**SPACE NEEDS SUMMARY TOTAL - AREA REQUIRED ON MAIN LEVEL**

**16,799 NOTES**

<b>EXISTING BUILDING RENOVATION</b>		
<i>BASEMENT</i>		2,268
<i>FIRST LEVEL</i>	8226 square feet not including garage	9,337
<i>SECOND LEVEL</i>	(garage at 1,111 SF)	5,011
<b>NEW BUILDING</b>		
<i>BASEMENT</i>		0
<i>FIRST LEVEL</i>	New construction required with demolition of existing garage	8,573
<i>SECOND LEVEL</i>		0
<b>TOTAL</b>		<b>25,189</b>
<b>LAND and BUILDING ACQUISITION</b>		
LAND ACQUISITION COST		\$ 400,000
<b>TOTAL</b>		<b>\$ 400,000</b>
<b>SITE COSTS</b>		
SITE WORK		\$ 200,000
UTILITY RELOCATION		\$50,000
<b>TOTAL</b>		<b>\$ 250,000</b>
<b>BUILDING CONSTRUCTION / RENOVATION</b>		
BUILDING CONSTRUCTION BASEMENT - <i>Renovation</i>	\$ 25	\$ 56,700
BUILDING CONSTRUCTION BASEMENT - <i>New Construction</i>	\$ 250	-
BUILDING CONSTRUCTION FIRST FLOOR - <i>Renovation</i>	\$ 170	1,398,420
BUILDING CONSTRUCTION FIRST FLOOR - <i>New Construction</i>	\$ 250	2,143,250
BUILDING CONSTRUCTION SECOND FLOOR - <i>Renovation</i>	\$ 50	250,550
BUILDING CONSTRUCTION SECOND FLOOR - <i>New Construction</i>	\$ 250	-
<b>SUBTOTAL DIRECT CONSTRUCTION COST</b>		<b>\$ 3,848,920</b>
<b>TOTAL PROBABLE CONSTRUCTION COST INCLUDING SITE AND UTILITY WORK</b>		<b>\$ 4,098,920</b>
<b>TOTAL PROBABLE COST INCL SITE ACQUISITION AND SITE AND UTILITY WORK</b>		<b>\$ 4,498,920</b>
<b>OTHER COSTS</b>		
MOVING	By MLS	\$0
TEMPORARY SPACE	By MLS	\$0
LEGAL, CLOSING and OTHER FEES	By OKC	\$0
PROFESSIONAL FEES - Architecture and Engineering		\$0
PROFESSIONAL FEES - Survey and Soils Testing	By OKC	\$0
CONSTRUCTION TESTING	By OKC	\$0
<b>TOTAL</b>		<b>\$0</b>
<b>FURNISHINGS AND EQUIPMENT</b>		
FURNITURE	By MLS	\$0
AUDIO VISUAL / COMP / TECH	By MLS	\$0
SIGNAGE	By MLS	\$0
BOOK ALLOWANCE	By MLS	\$0
<b>TOTAL</b>		<b>\$0</b>
<b>TOTAL PROJECT SUBTOTAL</b>		<b>\$ 4,498,920</b>

**NOTES**

- 1 Construction contingency to be carried by OKC is 10% of the construction cost, or \$426,817.
- 2 Current contract is based on \$3,000,000 construction cost including site & utility work; excluding land & construction contingency
- 3 Includes \$45,000.00 for required hazardous material abatement.
- 4 Included in separate MLS budget - currently set at \$584,850, including contingency.
- 5 Per OKC City direction. Includes demolition of houses on site.
- 6 The Book Allowance is covered in a separate MLS budget.

## **EXISTING CONDITIONS/BUILDING INFORMATION MODEL**

The existing building envelope construction consists of cast-in-place concrete structural columns and beams in-filled with exterior wall panels consisting of brick veneer on structural clay tile back-up. The roof has been replaced within the past few years and is still in very good condition.

The HVAC, plumbing and electrical systems will all be replaced in their entirety for this construction, in order to provide the library with up-to-date systems as the building begins a new cycle of service.

The building currently has an elevator that does not meet ADA and needs replacement. During design, it will be verified if the existing elevator shaft will be able to accept new elevator car and machinery in order to meet current standards and codes.

The entire building circulation access will be brought up to current Fire Life Safety and ADA accessibility standards and codes.

The structure appears to be in relatively good shape. However, Zahl-Ford will evaluate for current seismic requirements, as, due to the extensive renovation, the entire building may need to be brought up to current code.

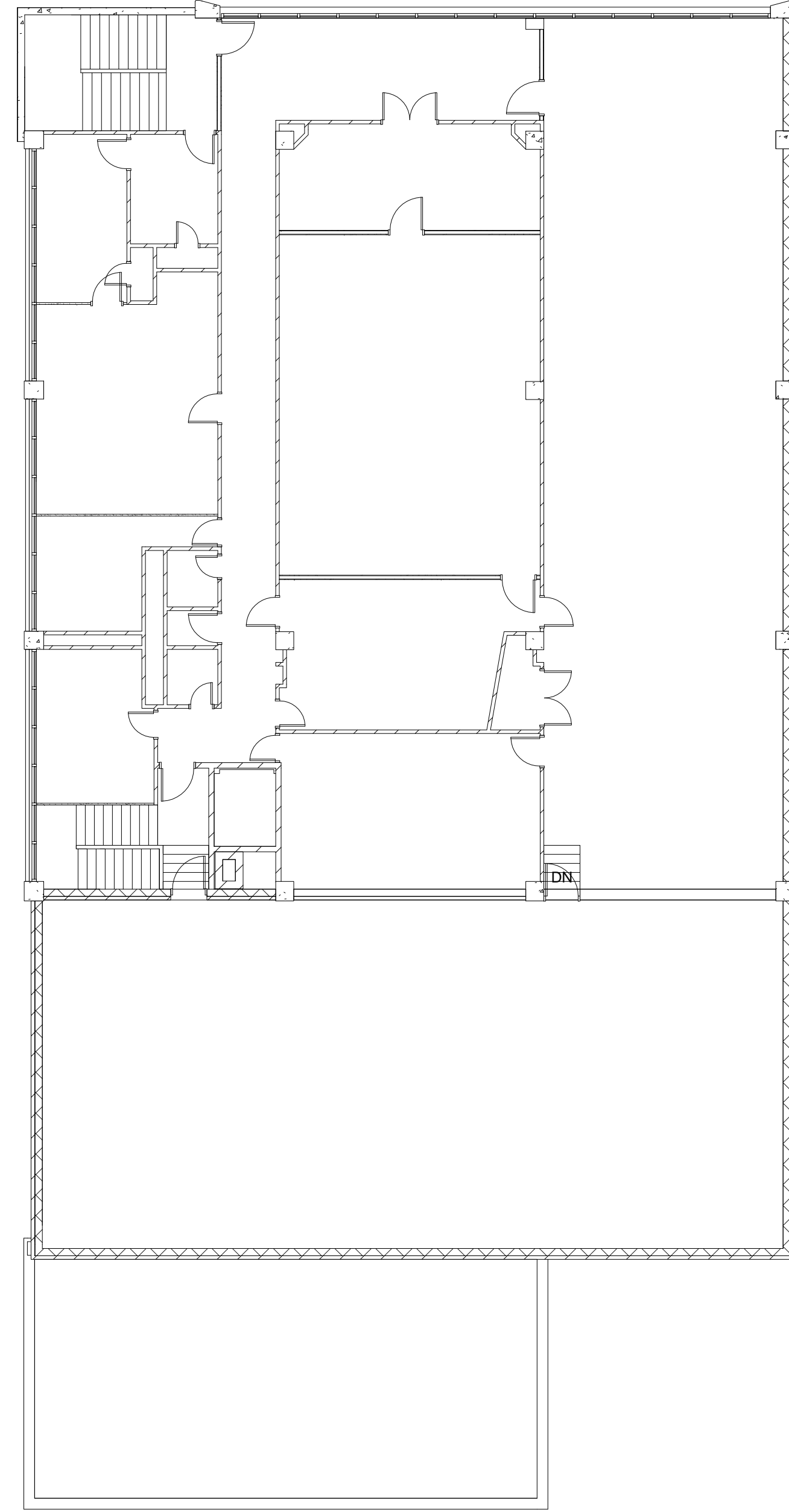
The building was built in the 1950's and has been tested for elements which have been identified for environmental contamination, including asbestos and lead paint. The building will have remediation performed prior to beginning renovation work.

The exterior landscaping of the building will be designed to meet City of Oklahoma City Landscape Ordinance, as part of the primary construction contract.

A preliminary Life Safety Code Analysis will be performed to verify the extent of fire alarm and sprinkler system requirements as they relate to Occupancy Type, maximum square footage & building height and Construction Type considerations.

Phasing of construction, including displacement of MLS staff and library functions during construction, will be a high priority and potential cost consideration during the development of the design documents.

As part of the design effort, Guernsey will construct a digital Building Information Model (BIM) for coordination of existing building elements to remain, and new elements including Architectural, Mechanical, Electrical, Plumbing, Structural and Interior Finish design features as integrated into holistic final as-built tool for OKC and MLS.



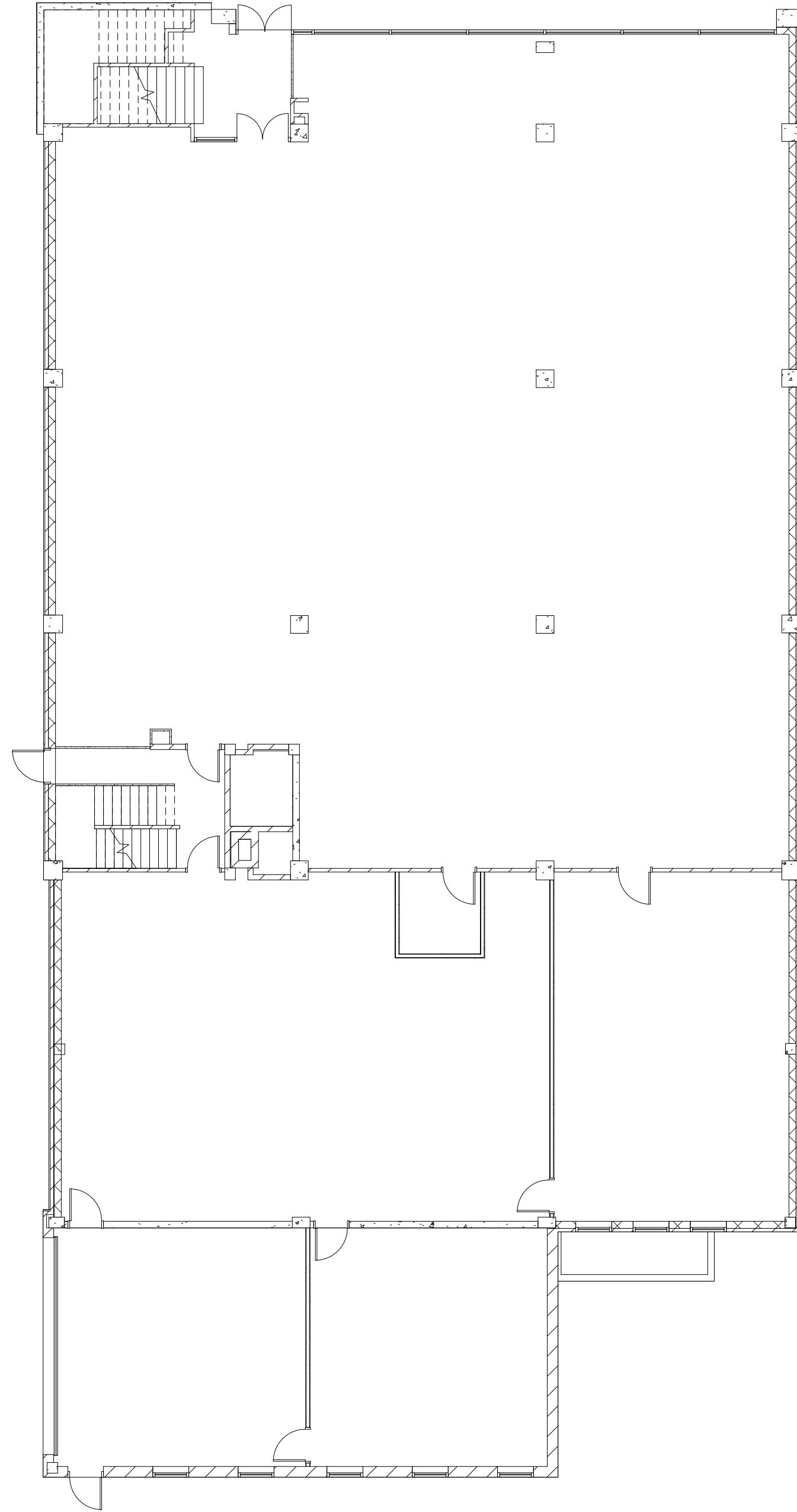
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A-201

3

SECOND FLOOR PLAN

SCALE: 3/32" = 1'-0"



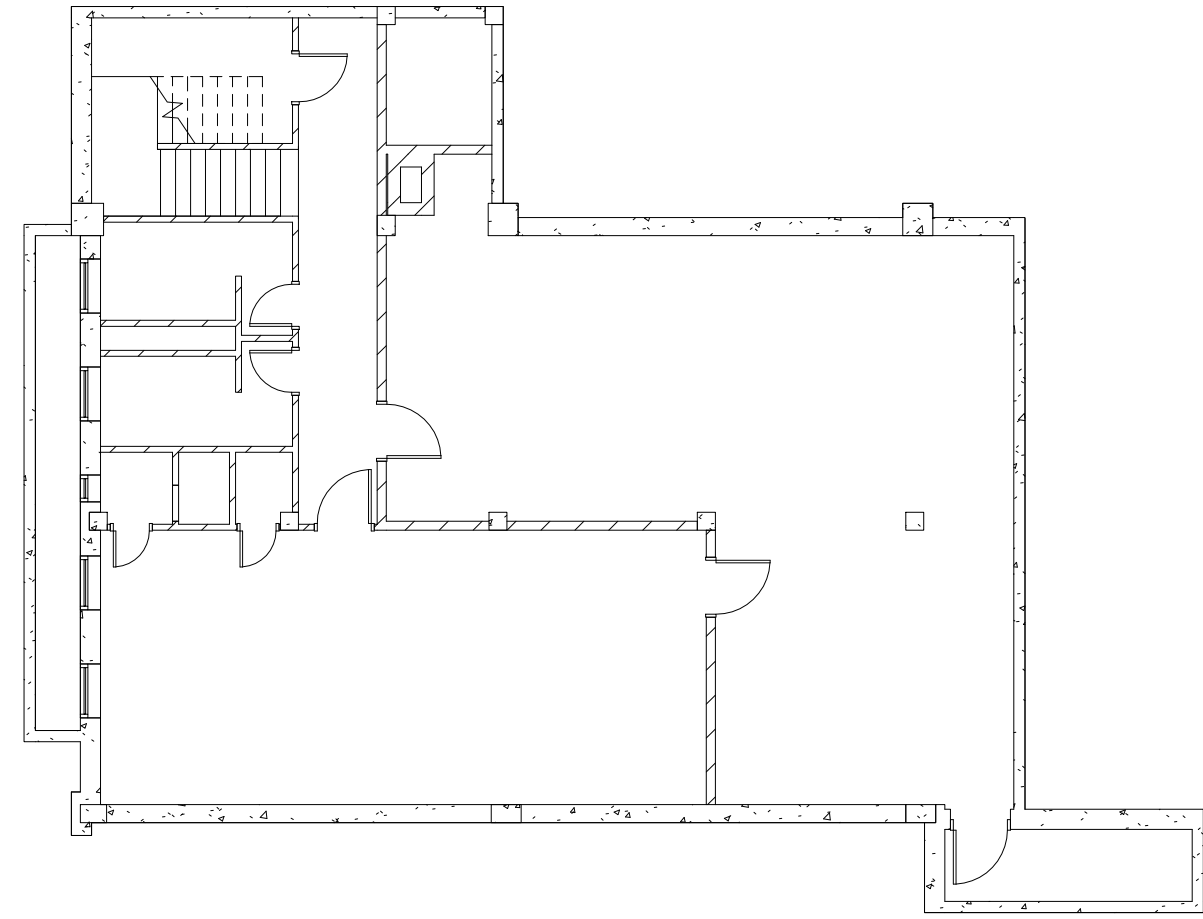
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A-201

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**FIRST FLOOR PLAN**

SCALE: 3/32" = 1'-0"



# 1 BASEMENT FLOOR PLAN

THIS DOCUMENT IS  
PRELIMINARY IN NATURE AND  
IS NOT A FINAL SIGNED AND  
SEALED DOCUMENT

**SHEET  
IDENTIFICATION**  
**A-201**  
SHEET OF 0



[illegible]

DESIGN BY: Designer
DRAWN BY: Author
DATE: OCTOBER 10, 2013
JOB #: OK70132

CAPITOL HILL LIBRARY  
334 SW 26TH  
OKLAHOMA CITY, OKLAHOMA  
PERSPECTIVE VIEWS

**SHEET  
IDENTIFICATION  
A-801**  
SHEET OF 0





**guernsey**

ENGINEERS  
ARCHITECTS  
CONSULTANTS