



BUILDING AUTHORITY

CITY OF NOVI

Building Authority Meeting

Thursday, February 11, 2010 | 8 A.M.

Council Chambers | Novi Civic Center | 45175 W. Ten Mile Road

Meeting was called to order at 8:03 a.m.

MEMBERS PRESENT: Charles Boulard, Larry Czekaj (arrived 8:11 a.m.), Julie Farkas, Rob Hayes, Clay Pearson, Kathy Smith-Roy, Mark Sturing

OTHERS PRESENT: Mary Ellen Mulcrone, Barb Rutkowski, Dan Turner, Melissa Place

APPROVAL OF AGENDA

Motion by Boulard, seconded by Hayes; CARRIED UNANIMOUSLY: To approve the agenda as presented (Czekaj absent)

APPROVAL OF MINUTES

Motion by Farkas, seconded by Smith-Roy; CARRIED UNANIMOUSLY: To approve the January 21, 2010 meeting minutes as presented.

PURPOSE OF THE MEETING

1. Approval to award Technology Bids

Mr. Dwayne Henderson of Fanning-Howey opened discussion by stating bids were reviewed and evaluated by the Committee. Based on the bid evaluations, interviews were conducted. One question asked was whether the company could meet the schedule. All those interviewed said yes and signed a letter stating as such. Once approval from the Board is given, the project can get started with a 'letter to proceed'.

Bid A – Switch Gear and Wireless Solution to support local area network

Mr. Henderson said this bid includes the network, electronics and upgrades. Ms. Kathy Smith-Roy said this bid includes spares and extended warranties. Mr. Henderson clarified these are not extended warranties. Mr. Sturing asked who was on the bid proposal review committee? Mr. Henderson said himself, Ms. Farkas, Ms. Barb Rutkowski, Mr. Dan Turner, Ms. Mary Ellen Mulcrone and Mr. Rob Petty. This is where the recommendations came from. Mr. Sturing asked how long are the warranties? Mr. Henderson said two or three years. Mr. Clay Pearson asked Mr. Petty what the City does to cover the main frame, etc. Mr. Petty answered the main switch and server are covered by warranty, and the City does have a warranty beyond the initial year. It does not make sense for shelf items.

Ms. Farkas asked Ms. Rutkowski for her thoughts. Ms. Rutkowski said the warranties were asked for the mainframe, switches and the Library did ask for spares but it is not critical to provide extended warranties on the spares. Mr. Henderson recommended extended warranty for critical switches. Mr. Petty said IT departments have differing philosophies, for the City the critical components would carry the extended warranties or have a contract to provided for the safeguard in the event of disaster recovery. He would not recommend the spares having extended warranty beyond the manufacturer's standard warranty.

Mr. Larry Czekaj asked if the Library could partner with the City for disaster recovery. Mr. Petty responded it's possible but maybe not practical. The City can have a down time for 24 hours. Mr. Henderson said Bid A is \$9,000 for the core switch and components for two years. Without the warranties the savings would be about \$8,000 and \$9,000. Mr. Sturing said then we are talking about \$22,000 for spares? Mr. Henderson said yes. With the ready available spares the Library would only be down for 15 to 20 minutes. Mr. Pearson commented it might be necessary for the Board to have philosophy on warranties and reductions. Mr. Henderson can take an award without warranties to the vendors. Maybe offer warranties at a later date. Mr. Sturing said we are talking about \$66,000 for warranties and other items that can be used from bond money under the IRS diminimus provisions. Mr. Henderson said yes since the total is under \$100,000. Mr. Charles Boulard said this is not capital. Ms. Smith-Roy said that is correct.

Motion by Smith-Roy, seconded by Hayes; CARRIED UNANIMOUSLY: Approve award of Bid A to Netch Corporation, the sole qualified bidder, less \$23,300 for extended warranties for non-core equipment, which includes spares, for the amount of \$225,363.

Bid B – IP Video System

Ms. Smith-Roy commented bonds and insurance is needed. Ms. Farkas said the Library asked for a letter of intent to make sure the project keeps moving forward. Ms. Smith-Roy said \$24,000 for an interactive sign and stand up games are the items that concern her. Operations and services for the future are increasing and revenues are declining.

Ms. Farkas commented the items on this list have been in libraries for several years including the interactive panel sign for way-finding. Mr. Sturing asked about operating costs. Ms. Farkas responded Ms. Rutkowski can help but no personnel costs only enhancements for way-finding. This feature allows listings of events, dates, meeting rooms, showcase collections, programming, etc. It is Power Point based which is easily updated and uploaded, which does not take much staff time. Mr. Pearson likes it, and this technology is the next generation of what libraries are doing in 2010 and many have this technology already. What is the warranty? Mr. Henderson answered three years on base.

Motion by Pearson, seconded by Farkas; CARRIED: Approve award of Bid B for \$337,914 to Thalner Electronics as recommended and presented.

Yeas: Boulard, Farkas, Hayes, Pearson, Sturing Nays: Czekaj, Smith-Roy

Discussion

Mr. Czekaj asked what is a remote mobile device? Mr. Henderson explained Alternate No. 7 which is a portable non-fixed projector to enable taking to various locations for story hours,

etc. It is a cart with a video and audio center. What are Alternate B and Alternate 2B, asked Mr. Czekaj? Mr. Henderson said they are for video conferencing between libraries, assist in holding meetings and sharing programming in addition the capability for a virtual tour. Mr. Czekaj asked what the difference is between the portable and fixed projector. Mr. Henderson explained the fixed equipment is not always utilized as often and it is mounted in the meeting room. The portable has the equipment on a cart that can be rolled to any location.

Mr. Czekaj asked about the remote broadcast system. Mr. Henderson said this allows for a meeting to be broadcast live or record for future use. Mr. Czekaj responded the video editing system sounds nice but that is expensive equipment to have available to users. Mr. Henderson said it allows tie back to the community. Mr. Czekaj is not sure if it is something that needs to be publically offered as an audio/visual studio. Mr. Rob Hayes said it seems like it would take a lot of staff time in addition to the likelihood of misuse or damage. Ms. Farkas commented the equipment would need to be reserved through the Tech Dept so it has been discussed. This would be housed in the lab area.

Mr. Czekaj asked about the gaming components since they become obsolete so quickly. Is there an alternative to purchase independent pieces and replace as necessary. Ms. Farkas said it is attractive to teens to have fun, and by bringing this into the Library it allows for interaction. Library staff continues to look at options. Mr. Henderson added the component is in a fixed area. The fixed station is more secure along with the ease in upgrading by changing a chip. This is something that will appeal to young people. Mr. Sturing said the teen area has multiple media presentation system which was in the \$35,000 wish list. Mr. Henderson said many options were studied.

Bid C – File Servers, End Point Devices, Monitors, and components for a complete working network system for public and staff

Mr. Henderson said this bid total is \$163,666.74. Ms. Smith-Roy is supportive of the infrastructure but has questions. There were 130 units but not 185 units almost to build out a lot of costs to build out to sustain since technology changes so quickly. Mr. Henderson said there is less maintenance because of the technology selected (end-point units). Ms. Smith-Roy said added staff will likely be necessary to support the public units. Ms. Farkas said 130 public stations and 55 units are for the staff end. It will be five years before we start the replacement program. Mr. Sturing asked what happens to the 55 existing staff computers? Ms. Farkas said they will go on BidNet at a cost of \$50-\$100. Mr. Sturing said it seems reasonable to get value of old as well as new. Mr. Sturing asked about copiers. Ms. Rutkowski commented copiers will be leased rather than purchased.

Motion by Farkas; seconded by Pearson; CARRIED UNANIMOUSLY: To approve Bid C as recommended and presented for the cost of \$225,363. (Smith-Roy no vote)

Discussion

Ms. Smith-Roy said with the alternatives recommended and functioning with the existing staff, she said there may be the need for additional personnel. Ms. Rutkowski said the additional personnel were never discussed. Mr. Boulard said the thin client is one stop for maintenance. What happens when it is time to upgrade? Mr. Henderson said it will be a

system designed with the same staff as today. Mr. Dan Turner said \$450 minus accessories for the thin client along with placement and plugs in and prep time reduced.

Bid D – Three listening stations with intergraded speakers for public use

Mr. Henderson said this bid does not make sense to pursue at this time so he is not looking for approval. City Attorney is working with Ms. Farkas and Ms. Sue Morianti. Ms. Morianti will contact the vendors to let them know about insurance and bonds along with signing of the contracts.

2. Approval of Change Order Request No. 96R emergency doors (revise door hardware and electrical connection) for the cost of \$20,271

Mr. Czekaj asked if this was new order? Mr. Carl Adams said interpretation of use resulted in BEI changing the hardware recommendation/drawings. Mr. Sturing asked if it is the same price if done earlier? Mr. Paul Danko answered the cost is a little higher. Mr. Sturing asked why owner's expense? Mr. Ron McKay responded that was BEI's interpretation of the code and planned use for these doors were different than what the owner planned. There were many discussions on door locks, which were set up for staff and now there is the need for panic devices on those doors. Mr. Boulard commented that he does not see support in the design stage so he disagrees on the interpretation. How much rework had to be done?

Mr. Danko explained the hardware is the majority of the expense, and less than \$1,000 was due to additional labor. Mr. Hayes asked if this should be brought back for discussion? Ms. Smith-Roy said the work has already been done. Mr. Czekaj stated it should not be the owner's cost. It should have been included. Mr. Sturing said the work came in as a change order for cost to owner. He feels it should be sorted out. Mr. Sturing commented he has a list of 20 or so items that fall into this category. Mr. McKay commented the use of that stairway was originally designed for staff only with a key card. The idea was so that patrons could not go out the doors with materials. BEI and staff met to come up with a solution.

Motion by Smith-Roy, seconded by Hayes; CARRIED UNANIMOUSLY: To approve Change Order No. 96R emergency doors (revised door hardware and electrical connection) for the cost of \$20,271 with further discussions with BEI Associates, Inc.

3. Approval of Change Order Request No. 60R for Control of computer power circuits for \$12,064 plus optional equipment \$2,115 (eight override switches)

Mr. Danko said this was for emergency override for power. Mr. McKay said the Library staff requested on/off switches in addition to the automated smart panel solution, which would allow for flexibility say for using computers in one area for training.

Motion by Smith-Roy, seconded by Pearson; CARRIED UNANIMOUSLY: To approve Change Order Request No. 60R for Control of computer power circuits for \$12,064 plus optional equipment \$2,115 (eight override switches)

4. Approval of Change Order No. 14 (various items including drive-up sliding window) in the net amount of \$52,733

Motion by Smith-Roy, seconded by Farkas; CARRIED 6-1: To approve Change Order No. 14 in the net amount of \$52,733.

Yeas: Boulard, Farkas, Hayes, Pearson, Smith-Roy, Sturing Nays: Czekaj

Discussion

Mr. Sturing said Change Order Request No. 106 is one of the items to discuss with BEI. Mr. Adams said this is owner responsibility. The State inspector wanted two boiler emergency shut down switches. Mr. Boulard said code changed somewhat so the inspector asked for the update which involves two. Ms. Smith-Roy commented she did not concur with the automated drive-up window, but the decision had been made and the change order had other items which should be approved.

5. Approval of Pay Estimate No. 13 in the amount of \$540,005

Motion by Smith-Roy, seconded by Boulard; CARRIED UNANIMOUSLY: To approve Pay Estimate No. 13 in the amount of \$540,005.

Discussion

Ms. Smith-Roy commented some items on this list are included in the design-related items to be discussed with BEI. Mr. Czekaj said clearly not the last pay estimate. If we ok that acknowledges that we may come back for to BEI for credits. Mr. Mckay said yes, we understand, and we looked at all the items. Mr. Czekaj said the members can come back with questions if necessary since there is a good working relationship between BEI and the Board.

6. Mural artwork for youth services area

Ms. Farkas is working on a RFP and would like the cost to be set as a not-to-exceed amount so the Board knows the budget. She has inquired on costs and the range is anywhere from \$400-\$8,000 for the project.

Motion by Pearson, seconded by Boulard; CARRIED UNANIMOUSLY: To approve the not-to-exceed amount of \$10,000 from the FF&E budget for the mural project.

Discussion

Mr. Czekaj asked what budget would this project be charged? Ms. Farkas said this project account is to be determined. Mr. Pearson said an amount is preferred so that it would stay within that budget to avoid issues like the life tiles. Ms. Smith-Roy said the savings in the FF&E budget, moved to the construction budget. Ms. Farkas has contacts and there will be a committee that will review proposals to which one best connects into the race car theme. Mr. Boulard said to date no money has been spent or cost approved. Ms. Farkas said that is correct.

7. Signage Update

Ms. Farkas is working with Community Development staff to see which routes within the Library will work best as well as drive and parking area will require signage for patrons to locate the main entrance, parking lot, etc. Mr. Hayes asked what is missing on the plan? Ms. Farkas said signage to direct patrons to the drop off and returns. Mr. Pearson said the exterior way-finding signage should be included with the City RFP. Mr. Sturing said consistency makes sense. Mr. Czekaj said the parking lot is somewhat confusing so it makes sense to have directional signage. Mr. Boulard said Wildcat access can be looked at a later date and was not critical to the library's opening schedule.

8. Budget Update

Ms. Smith-Roy said the change orders through number 13 and items that were approved today are included on the schedules included in the packet. Mr. Czekaj asked if this update includes blinds for the second floor meeting room. Ms. Smith-Roy said yes these items will be added to the pending items schedule.

9. Construction Update

Mr. Danko said the canopy drop off installation is starting today. The tile grout is in progress, and the custom hand rail is almost done, lighting and millwork continues. The wood lobby ceiling will be starting tomorrow. The life tiles are almost complete on the second floor. The final inspections are to start next week. Mr. Adams said the punch list on electrical has been done. Ms. Farkas commented a pre-bid meeting for moving was conducted. The signage bid is out and moving along with 15 vendors at the pre-bid meeting and site walk through. Mr. Henderson commented Vince Washington of The Dailey Company is doing an outstanding job. Ms. Farkas concurred.

AUDIENCE COMMENTS – None

Motion by Sturing, seconded by Farkas; CARRIED UNANIMOUSLY: To adjourn the meeting at 10:26 a.m.

Minutes approved March 4, 2010