



## **BUILDING AUTHORITY**

**CITY OF NOVI**

**Building Authority Meeting**

**Thursday, January 8, 2009 | 8 A.M.**

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

Meeting was called to order at 8:06 a.m.

**MEMBERS PRESENT:** Larry Czekaj, Julie Farkas, Rob Hayes, Clay Pearson, Kathy Smith-Roy, Mark Sturing

**MEMBERS ABSENT:** Steve Rumble

**OTHERS PRESENT:** Mary Ellen Mulcrone, Ramesh Verma, Melissa Place

### **APPROVAL OF AGENDA**

**Motion by Smith-Roy, seconded by Sturing; CARRIED UNANIMOUSLY: To approve the agenda as presented.**

### **APPROVAL OF MINUTES**

**Motion by Smith-Roy, seconded by Farkas; CARRIED UNANIMOUSLY: To approve the October 30, 2008, November 3, 2008, and November 6, 2008 minutes as presented.**

### **PURPOSE OF THE MEETING**

#### **1. Presentation of design green features identified by BEI/Diamond & Schmitt**

Ms. Farkas asked BEI/Diamond and Schmitt to provide a report about green features which was completed and shared. The Library will produce an informational brochure to share with patrons, residents and media.

#### **2. Approval of Change Order No. 1 to The Dailey Company**

Ms. Smith-Roy said to meet deadlines, and with plans still being reviewed by the Community Development Department, The Dailey Company was asked to submit a change order for the drawings that changed since the bid submission, which Chris Kittides reviewed. Change Order No. 1 was presented which listed each drawing and the related change in cost (if any). Mr. Kittides said The Dailey Company compared the bid documents and construction drawing set approved by the Community Development Department (building permit issued) to produce the list.

**Motion by Smith-Roy, seconded by Pearson; CARRIED UNANIMOUSLY: To approve the Change Order No. 1 as presented.**  
**Discussion**

Mr. Hayes questioned the added projector screens. Mr. Kittides said they were never captured. Ms. Smith-Roy continued that the terms of insurance provided was such that the OCP insurance could be eliminated, resulting in a savings shown in the change order.

Mr. Sturing said The Dailey Company bid includes Phase I of the technology. Mr. Dwayne Henderson said yes through the subcontractors. Mr. Czekaj asked how many projectors? Mr. Al Blair said there are a total of four. Two in the meeting rooms, one in the executive meeting room and one in the computer lab. They are all remote controlled.

### **3. Presentation of budget to Actual Report and additional funds**

Ms. Smith-Roy explained the budget includes a recommended 8% contingency for the construction contract, and that this could subsequently be reduced in August or September 2009 to 5%, and then upon entering the new building, the next reduction could be made, would recommend 10% of the construction cost of the demolition and removal of the old building, as well as the cost of the parking lot. Mr. Czekaj asked if there is any contingency in the contract? Ms. Smith-Roy said no. Also, there is not a set amount for the Project Manager or technology and FF&E potential changes. Mr. Sturing commented we need to get amounts in the budget for contingency, FF&E and technology. Also, he understands putting the contingency in the budget, but recommends placing separately in the budget as its own line item. In addition, the \$80,000 for the Project Manager should be added. The opening day collections should be added. Ms. Farkas concurs. The opening day collections and FF&E and technology have been discussed by the Library Board. The sorting system and RFID and security are not included in the current budget. Mr. Pearson suggested the budget numbers be discussed in conjunction with the next agenda item. Mr. Czekaj asked what happens to any remaining money from the project. Ms. Smith-Roy commented the funds would be transferred to the Debt Service Fund. Mr. Sturing mentioned some items that are more basic than others and would like them addressed at this meeting. The three items he mentioned are basic, and addressing these items would allow the Authority to see what funds are available for building/project enhancements. Mr. Pearson agrees with the Project Manager amount but not FF&E or technology. More needs to be known. Ms. Farkas said opening day collections, FF&E and technology are very critical components. There are basic items like new 200 meeting room chairs that were not included. These items are very important to herself and to library operations.

**Motion by Pearson, seconded by Farkas; CARRIED UNANIMOUSLY: To adopt the budget with the addition of \$80,000 for the Project Manager and one contingency to be listed on the working budget.**

### **4. Discussion of Library Board Resolution requesting project additions/options and background on potential added items by BEI**

Ms. Farkas commented the Library Board prepared a resolution to recommend items for consideration to the Building Authority. Two items that might be removed if necessary are the

youth area interactive area and the teen multi-media area. Mr. Pearson asked if the list is in a priority order. Ms. Farkas responded no.

Mr. Czekaj asked about the recommended additional data drops. Mr. Henderson said the additional data drop at each work station would provide greater flexibility for future technology, and other uses (i.e. adding a network printer, etc.).

Ms. Smith-Roy commented any items that will affect the building construction, need to be addressed as quickly as possible to get information to The Dailey Company to inform subcontractors and revise the construction costs. Mr. Czekaj said the building has been designed to accommodate the addition of the RFID if money becomes available. Mr. Henderson said yes, the base bid has conduits, drops and the space and planning for an air compressor unit. Mr. Kittides will verify. Ms. Smith-Roy asked Mr. Henderson to identify items that will need a new drawing which affects BEI and The Dailey Company. Mr. Henderson will have by Friday.

Mr. Pearson commented at the next meeting the Library's additional items list will be discussed as presented. Mr. Sturing said there needs to be a decision on FF&E and technology items. The Library needs basic items. Mr. Pearson asked what are the basic? Mr. Sturing restated technology, FF&E and opening day collections. Ms. Farkas agreed.

**Motion by Pearson, seconded by Sturing; CARRIED UNANIMOUSLY: To amend the budget to add \$330,000 for Opening Day Collections.**

## **5. Discussion of Project Construction Manager Position**

Mr. Czekaj explained a subcommittee consisting of Mark Sturing, Steve Rumble, and himself reviewed applications and interviewed three candidates. The three ranked the candidates and two ranked one first and the other ranked the individual second. Mr. Pearson said this person would be working closely with multiple departments and Ms. Farkas and believes it would be in the best interest for the Building Authority to have a face-to-face with the top two candidates. Mr. Hayes concurs. Mr. Pearson said an agreement needs to be developed over the next couple of weeks. Ms. Smith-Roy will work with the City Attorney to draft.

Ms. Farkas asked who this person would report to if there is an issue. Discussion centered around the individual making contact with one of several individuals depending on the type and level of urgency. Mr. Sturing agrees that the Building Authority needs to designate a contact person. Ms. Smith-Roy said an option is to have the Owner's Representative approve a Change Order up to a set amount. This could be helpful so the Building Authority does not have to meet to approve small change orders. Mr. Sturing agrees that a pre-set amount should be allowed. Mr. Hayes said staff will need to be comfortable with this person. There will be a large amount of communication needed throughout the project. Mr. Czekaj said if it is the desire of the Building Authority to meet the top two candidates they will be scheduled for the January 22, 2009. Mr. Pearson said in the meantime, an agreement will be drafted.

## **AUDIENCE COMMENTS**

**Ramesh Verma** commented the Project Manager will be on site regularly. This individual needs to look at everything and needs to be technically educated. As mentioned in the previous discussion, if there is a problem, the individual needs to be able to know which staff person to contact. In addition, the Library Board was not informed that interviews for Project Manager were being conducted.

**Vicki McLean** supports some of comments made by the Mr. Verma. The Project Manager needs to be knowledgeable. \$80,000 seems like a lot of money for a part-time position.

### **Discussion**

Mr. Czekaj commented the person needs to be on top of everything and the \$80,000 is over a two year period. With the current technology, such as e-mail, there is an avenue to have updates/concern/issue communicated immediately. The Building Authority should be able to communicate daily if needed.

**Motion by Sturing, seconded by Hayes; CARRIED UNANIMOUSLY: To adjourn the meeting at 9:20 a.m.**

**Minutes approved January 15, 2009.**