



BUILDING AUTHORITY

CITY OF NOVI

Building Authority Meeting

Thursday, April 17, 2008 | 8 A.M.

JPra Architects | 41050 W. 11 Mile Road | Novi

Meeting was called to order at 8:07 a.m.

Members Present: Larry Czekaj (8:09 a.m.) Julie Farkas, Rob Hayes, Clay Pearson, Steve Rumble, Kathy Smith-Roy (absent/excused), Mark Sturing

Others Present: Mary Ellen Mulcrone, Melissa Place

APPROVAL OF AGENDA

Motion by Farkas, seconded by Pearson; CARRIED UNANIMOUSLY: To approve the agenda as presented.

APPROVAL OF MINUTES

Motion by Pearson, seconded by Rumble; CARRIED UNANIMOUSLY: To approve the March 20, 2008 minutes as presented.

PURPOSE OF THE MEETING

1. Discuss the bidding process: Pre-qualified contractors or Open Bid – Chris Kittides

Mr. Kittides opened discussion by posing the question to the Members to decide which bid process to implement. The obvious options are an open bid or the use a list of pre-qualified bidders. Ms. Farkas did a good job on developing the Request for Proposals to start the process. Mr. Sturing asked if plans are needed. Mr. Kittides said no. Ms. Browne interjected the specifications are fairly broad for the contractors. Mr. Czekaj asked if we need to go through BidNet. Mr. Pearson said not necessarily if we decide on a pre-qualified list. Mr. Kittides voiced that their contract does not include in the scope of work. However, BEI will work with staff. Mr. Pearson asked how many submittals are we looking at for the bid documents? Mr. Kittides commented there has been a tremendous amount of interest for this project so he expects a good amount. Mr. Pearson mentioned we do not want to eliminate bidders too earlier in the process. Mr. Hayes commented for the Capital Improvement Process the Engineering Department has qualifications with open bidding, so we can still use qualifications as a part of the evaluation.

Mr. Sturing asked if pre-qualified contractors would expedite the RFP? Mr. Kittides said it is better to have a clean list when going to the bid process. Mr. Sturing is in favor of shortening the list now instead of later. The contractors will want a copy of the plans for final bids. Mr. Kittides said electronic documents are the way to go. City staff commented that the bidding is intended to be electronic. Also, BEI said they do not have evaluating pre-bids in their scope so if we went that way, it would be an extra cost. Ms. Browne suggested the option of purchasing the documents for a set amount is used frequently. She also commented Diamond and Schmitt recommends the pre-qualified list method. Mr. Czekaj commented no decision needs to be made today.

2. Update by Sydney Browne - Diamond & Schmitt

Ms. Browne said there are a few minor changes based on survey comments which will be reflected in the April 24 drawings. Mr. Kittides brought to the Board's attention, that a section of the sidewalk extension between the library and school, which is on high school property, is a portion which the City is paying. Mr. Pearson thanked him for the notice. Ms. Browne asked if it desirable to separately plan work outside of the project needs to be noted on the plans. Mr. Pearson said no. Mr. Czekaj said there was previous discussion regarding the walkway between the library and high school be directed through the front of the building and drive-through or the parking lot island. The Board concurred to identify a well-defined way to go to the library from the high school with fencing and landscaping to provide a direct route to the island sidewalk. Ms. Farkas agrees and will review and report back.

Ms. Browne continued the discussion with the service window drive. There has been discussion on widening the drive so that vehicles can exit the line if needed. Ms. Farkas commented libraries that have a service drive expressed that they would change the set up to include a pull-out lane to avoid vehicles driving up on curbs and over grass to get out of line. She does not think it will have an adverse affect because the average service time per vehicle is 2-3 minutes and the additional lane is for popping out of line only, not a traffic lane function. In addition, it is typical to have two functions of a pick up window and a material drop off with one lane. Mr. Kittides asked the number of cars that would be stacked? Ms. Farkas said the maximum is 4-6 vehicles. Mr. Pearson does not want two lanes for space and cost considerations. He commented it is reasonable to tell the patron to pull forward for completion of the transaction to keep the one lane as shown on the plan. Mr. Kittides commented the island can be made narrower if needed. Ms. Browne said if it was narrower the plantings would be different to accommodate the space. Mr. Rumble said the item could be reflected on final but it must be thought of now. Ms. Farkas, with the assistance of Blair, will look at area libraries, and if this is a problem, we will know about it now. Mr. Czekaj thought the service window was a convenience to patrons. The window went from a drop off to a full service function. Mr. Sturing commented a double lane of traffic is a major shifting which causes patrons to walk another six plus feet. Mr. Rumble explained the lane would be a pop out lane not a full drive.

The drawings have been given to the FFE and Technology Consultants, said Ms. Browne. They are more detailed plans of what is located where. The building elevations are still being developed. The front of the building has seen a change because of the sorting system and the RFID which were not reflected in the technology component.

3. Library Café Update

The Request for Proposals for the service improvement is close to distribution, said Mr. Kittides. He questions if there is enough space. Ms. Browne explained the space is 400-500 square feet, and there will be no food preparation stove except for the use of a microwave. The café is planned to be located at the end of the entrance corridor and to the right, and the copier space has been moved to the front of the building. The initial vending space was 15 square feet. Mr. Czekaj asked how is this priced? Ms. Farkas explained the equipment such as a sink, counter, bistro tables, etc. will be provided by the library. Everything else will be provided by the vendor. There will be no microwave for public use.

Mr. Czekaj asked for clarification of the copy center location. Ms. Farkas said staff wants to make it a convenience of having the copiers as a person enters the building. Mr. Sturing said the café will not be noticeable at the location as proposed. Ms. Farkas said there will be signage. Mr. Pearson commented the copier area should be moved from the front of the building and replaced with the café. The café can make money if it is located by the meeting room especially after hours. Ms. Browne asked for clarification that the direction is to flip the Friends room with the café. Mr. Pearson

commented the café needs to have visibility to promote success. Mr. Sturing said there is a common usage between the café and kitchen. It seems to make sense that the Friends room and café be switched. There was considerable discussion of the “kitchen” space next to the large meeting room, both from the standpoint of the costs for the space with its specialized services, and its utility overlap with other spaces. Ms. Farkas said there needs to be a staging area for the meeting rooms. The purposed kitchen would include a sink with disposal, dishwasher and countertop. Mr. Pearson said that is expensive space. Mr. Czeakj is concerned that there are two kitchens, staff and public space, on one floor. Ms. Browne will switch the Friends space with the café.

Floor Plan Discussion

Ms. Browne described the floor plans. The first floor has the book lockers, Friends area, and meeting space upon entering. Mr. Sturing asked if the Friends will be manning the Friends room. Mrs. McClean said it will be manned by circulation staff. Ms. Farkas interjected circulation staff will be there as much as possible when necessary, but the Friends are the first to cover. Mr. Sturing said the room is only opened so many hours for a prominent location. Ms. Farkas said the room is supposed to be open the same amount of time as the library. The staff will oversee but does not want staff to take on a burden. Mr. McClean commented the sale of material brings in \$1,000 a month. Mr. Sturing asked if the Friends room will have value with the switch with the café space. Mr. Czekaj believes value will be there.

Ms. Browne continued with the first floor of having a kitchen by the meeting rooms, self checkout, circulation desk, welcome desk, café, youth reference desk, fireplace and reading lounge, multi-media, magazines, youth activity and program rooms, youth magazines, and materials. There is a staff area which includes technology services, circulation services, staff break room, staff work areas, storage, mechanical and electrical rooms, loading dock, and washrooms (public/private). The sorting located by the drop off area no longer has a conveyor belt because there is more reliance on staff than machine. Mary Ellen Mulcrone said a change in the plans reflects the need to have the welcome desk to be obvious to patrons and visitors. The welcome desk is the first contact. Mr. Czekaj said this just came up? Ms. Farkas commented this item has been previously mentioned. Mr. Pearson asked what the solution was regarding a coat closet in the meeting room. Ms. Browne said there will be hooks on the wall.

The second floor has the adult collection, adult reference desk, computer stations and lab. The youth collection, silent study and group study rooms. Also, there is a 20 seat meeting room, history room, administrative staff offices, technology staff office, and reference services office space, and other staff space. There are also washrooms and mechanical rooms. Mr. Czekaj asked the width of the staircase. Ms. Browne said six feet. If it is any wider there would need to be a center handrail.

In conclusion, Mr. Kittides confirmed that the Friends area and café are to be switched and refined on the plans.

4. Update on contracts – FFE/Technology Consultants

Ms. Farkas mentioned the FFE contract will be completed next week, and the Technology contract within the same week or shortly thereafter. Library staff and Ms. Browne have been working with the consultants all along. Mr. Sturing requested a copy of their proposed budget of \$900,000 from FFE and Technology as soon as possible. Ms. Farkas will provide. However, the FFE particularly needs to have more finalized plans to provide good estimates. Ms. Browne said Fanning-Howey will probably have that information in a couple of weeks. Mr. Kittides said two weeks is too late. We are in the process of chiller loads now. This information is needed within the next few weeks to make decisions because technology affects a number of areas. There is a definite need for the cost estimates.

Mr. Czekaj concurs. Ms. Farkas will provide the information as soon as possible. Mr. Czekaj asked the status of FFE. Mr. Chris de Bear said by the end of next week Library Design can have a plan. We can start creating and counting. Mr. Czekaj commented not till next week? Ms. Farkas said Ms. Browne has to give him the plans. Mr. de Bear explained items will change but will start with new and go back from there to reuse, etc. Mr. Sturing said it sounds like technology is more critical than previously thought but is fine with waiting an extra week for Mr. de Bear to get the updated plans. Mr. Czekaj agrees. Mr. de Bear can start counting next week and the numbers will be more accurate. We will look for meaningful numbers at the May 1, 2008 meeting.

Mr. Czekaj said the technology budget is \$900,000 and FFE preliminary numbers are over budget. Ms. Farkas said on size of the library, yes. Mr. de Bear explained the budget for our square footage is low on FFE. Ms. Farkas is looking at technology documents with Dwayne next week and will provide a summary. Mr. Czekaj commented the \$900,000 includes fees. Mr. de Bears said the budget is a challenge but it can be done. Ms. Farkas confirmed the preliminary budget will be done by next week, and on May 1, 2008 the numbers of inventory will be brought forward.

AUDIENCE COMMENTS

Mrs. McClean – has visited many libraries and commented a café is a nice amenity. As far as the Friends room switch with the café, she hopes that a sale cart of materials can still be outside the room.

Mr. McClean – has been a part of the new library campaign since the beginning with focus groups, the Walker Fund, and the election process. There have been a number of visits to area libraries where cafés have closed. We need to focus on getting a vendor in that can make a profit. As far as the staircase, six feet does not encourage people to use. He would like to see something wider.

Motion by Sturing, seconded by Farkas; CARRIED UNANIMOUSLY: To adjourn the meeting at 10:15 a.m.

Minutes approved May 1, 2008