



BUILDING AUTHORITY

CITY OF NOVI

Building Authority Meeting

Friday, October 24, 2008 | 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: Larry Czekaj, Julie Farkas, Rob Hayes (arrived 8:08 a.m.), Clay Pearson, Kathy Smith-Roy, Mark Sturing

MEMBERS ABSENT: Steve Rumble

OTHERS PRESENT: Al Blair, Dwayne Henderson, Joel Dion, Melissa Place

APPROVAL OF AGENDA

Motion by Smith-Roy, seconded by Farkas; CARRIEND UNANIMOUSLY: To approve the agenda as presented. (Hayes absent)

APPROVAL OF MINUTES

Motion by Sturing, seconded by Smith-Roy; CARRIED UNANIMOUSLY: To approve the October 9, 2008 minutes as presented. (Hayes absent)

PURPOSE OF THE MEETING

1. Recommendation of bid alternate priorities

Ms. Smith-Roy said a total of nine bids were received. However, one may be disqualified and one was incomplete; the bids will still be reviewed. The project is based on a lump sum bid first and alternates second. Mr. Czekaj asked why prioritize the alternates? Ms. Smith-Roy explained the deductions from the contract were originally done to keep the project from going over budget. Also, the alternates can be a measuring tool if the intention is to include the deleted items. Mr. Pearson said some structure or framework is needed to keep order and assist with how the bids are calculated. Mr. Sturing said the direction of the reviewers was to present findings to the Building Authority.

Motion by Sturing, seconded by Smith-Roy; CARRIED UNANIMOUSLY: For the purpose of the review Committee to present findings to the Building Authority to remove two deductions from the base bid (leaving the window treatments and second elevator in the project).

Discussion

Mr. Czekaj commented this motion will be non-binding. He does not want the hands of the Building Authority to be tied. Ms. Smith-Roy asked if due diligence is to be completed for all the qualified bids? Mr. Hayes asked if the documents said the alternates would be taken in a specific order? Ms. Smith-Roy said no. Ms. Farkas commented the remaining items of the irrigation wells and second floor storage would remain. Ms. Smith-Roy said the Board does not have to prioritize the remaining items.

Ms. Smith-Roy mentioned a couple of items to be considered are the opening day collections and technology. The trend is that the City will experience a decrease in taxable values for 2009. The Building Authority may want to consider including these two components in the budget. She suggested the removal of the second floor storage since it increases the operating cost for the non-public use. Mr. Sturing said with regards to the FFE and Technology budgets, he believes, there was never the intention to include the professional fees in those respective budgets. There are other items to consider with the bond proceeds.

Ms. Farkas likes the second floor addition. There are possible ideas for the space such as an art/sculpture displays or future public meeting space. Mr. Pearson likes the second floor space, too. It gives flexibility. Ms. Farkas said the cost of the collection based on consultation with other libraries and a vendor of the library would be the equivalent of one year's collections purchase or \$300,000. Mr. Hayes asked what are the estimated operational costs of the additional second-floor area? Ms. Farkas deferred to Mr. Blair. Mr. Blair said the costs for utilities for example have not been computed. The building does not have sufficient storage space. The storage area could be converted to public space in the future. He reminded the Board that the cost for the steel for this addition was included in the base bid.

2. Discussion of advertising for a project manager

The idea of using a project manager has been previously mentioned so the idea to advertise for the position in a construction-related newspaper or website, and the City website is being recommended, said Ms. Smith-Roy. This approach might attract a number of qualified people. Ms. Farkas asked why not do a Request for Proposal? Ms. Smith-Roy said this may be more cost effective since the City could enter into an independent contractor relationship. The cost can be on an hourly basis or a not-to-exceed amount. Mr. Sturing asked if this process can be limited to seven to ten day turnaround. An advertisement is an appropriate method. Ms. Smith-Roy said the position would remain open until filled. Ms. Farkas asked if candidates would be interviewed. Ms. Smith-Roy explained there would be the initial screening of applications to make sure the individual is qualified, and then bringing in two or three candidates to the Building Authority to be interviewed. Mr. Hayes asked who would do the initial review? Ms. Smith-Roy said the Human Resources Department would work in conjunction with staff to determine qualified firms/candidates. Ms. Farkas commented her preference to have someone with library experience. Mr. Pearson said that would be helpful. Mr. Czekaj likes the idea of an advertisement. He would like the qualification of previously working with someone at the City or the Building Authority. His thought is this person should be the eyes and ears for the City. What are we expecting this person to do? Ms. Smith-Roy

sees the position as having project manager experience. Mr. Sturing prefers an individual having experience as a contractor or in construction management that also understands the architect/contractor dynamics. He does not see this position as a second contractor or architect.

Ms. Farkas stated the person needs to be a team member that works with the FFE staff. Mr. Czekaj said hours vary week to week. How is this going to be advertised? Ms. Smith-Roy said the advertisement will include rates with flexible hours. We are asking for a proposal with rates and estimated hours. Mr. Hayes said this individual will work with contractor to come up with a schedule. Mr. Sturing commented we need to trust this person to work in the City's interest, who is qualified, and not hired based on their economic needs. Mr. Czekaj confirmed this position is open until filled. Ms. Smith-Roy said yes. Mr. Pearson asked that the qualifications be circulated to the Building Authority.

AUDIENCE COMMENTS

Al Blair commented a retired person with 20 years experience in commercial work and library experience would be preferred. There will be times when BEI will not be on site. There are always occasions that require problems to be solved or decisions to be made.

Discussion

Mr. Pearson said what is going to happen next with the bids? Ms. Smith-Roy said the bids will be verified and results sent out on Monday. McCarthy & Smith, Inc. will start reviewing the top three firms. Mr. Pearson commented the Building Authority will meet next week. Ms. Smith-Roy will send out qualification statements. Mr. Pearson said the Building Authority needs to meet regarding verified bids. The full report of award will be presented at the November 6, 2008 meeting. Mr. Sturing said the due diligence process is fine. Mr. Czekaj said BEI should be looking at the bids to make a recommendation. McCarthy & Smith, Inc. is not to make the recommendation. Mr. Pearson commented BEI is required by contract to make a recommendation, which will be in one week. Mr. Blair said the top three or four firms will be asked a series of questions to base the recommendation. Ms. Smith-Roy confirmed BEI is to make a recommendation and McCarthy & Smith, Inc. is to look at those bids BEI recommends. It was the concurrence of the Members to meet on October 30, 2008 to review recommended firms.

Mr. Dwayne Henderson asked if it was fine for Fanning-Howey to contact the subcontractors. Ms. Smith-Roy said she is fine with that as long as the General Contractor is contacted first and if there is a concern to contact BEI. Mr. Sturing is fine with the contact.

Motion by Smith-Roy, seconded by Farkas; CARRIED UNANIMOUSLY: To adjourn the meeting 9:08 a.m.

Minutes approved October 30, 2008