



BUILDING AUTHORITY

CITY OF NOVI

Building Authority Meeting

Thursday, March 4, 2010 | 8 A.M.

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

Meeting was called to order at 8:01 a.m.

MEMBERS PRESENT: Charles Boulard, Rob Hayes, Clay Pearson, Kathy Smith-Roy, Mark Sturing

MEMBERS ABSENT: Larry Czekaj (absent/excused), Julie Farkas (absent/excused)

APPROVAL OF AGENDA

Motion by Hayes, seconded by Boulard; CARRIED UNANIMOUSLY: To approve the agenda as presented.

APPROVAL OF MINUTES

1. February 11, 2010 meeting

Motion by Smith-Roy, seconded by Hayes; CARRIED UNANIMOUSLY: To approve the February 11, 2010 meeting minutes as presented.

2. February 18, 2010 meeting

Motion by Smith-Roy, seconded by Hayes; CARRIED UNANIMOUSLY: To approve the February 18, 2010 meeting as presented.

PURPOSE OF THE MEETING

1. Approval of Change Order No.15 \$26,051 to The Dailey Company

Motion by Smtih-Roy, seconded by Hayes; CARRIED UNANIMOUSLY: To approve Change Order No. 14 in the amount of \$26,051 to The Dailey Company.

2. Approval of Pay Estimate No.14 \$371,406 to The Dailey Company

Motion by Smith-Roy, seconded by Hayes; CARRIED UNANIMOUSLY: To approve Pay Estimate No. 14 in the amount of \$371,406 to The Dailey Company.

3. Approval of amendment to contract amount for Library Design Associates, Inc. in the amount of \$ 34, 839 for the fee related to the Furniture, Fixtures and Equipment award (original contract estimate \$150,000, based on total budget of \$900,000; new \$184,839 based on total award of \$1,132,808).

Ms. Kathy Smith-Roy commented this item is before the Board as a contract clarification for \$150,000 fee included in the contract. The City Attorney has reviewed and advised this can be stated in the contract. Mr. Mark Sturing said this formally cleans up the contract. Ms. Smith-Roy said yes, the items include: General FF&E award \$1,014,338; Moving Bid \$26,936; Interior Signage Bid \$44,410 and West Patio Furniture \$47,124 for total FF&E contract of \$1,132,808 (FF&E \$947,969 and Consultant Fee \$184,839).

Motion by Smith-Roy, seconded by Boulard; CARRIED UNANIMOUSLY: To approve of amendment to the contract amount for Library Design Associates, Inc. in the amount of \$34,839 for the fee related to the Furniture, Fixtures and Equipment award (original contract estimate \$150,000, based on total budget of \$900,000; new \$184,839 based on total award of \$1,132,808).

Discussion

Mr. Rob Hayes asked if the total fee is less than 20%. Ms. Smith-Roy said yes because of the adjustment to the west patio furniture bid which includes of 10% on the furniture costs excluding prepaid freight charges, installation, etc.

4. Budget Update

Ms. Smith-Roy explained the budget reflected Change Order No. 14 along with changes from the last two meetings under the Technology Budget and Furniture, Fixtures and Equipment Budget. Mr. Clay Pearson asked if the contingency is still maintained by category. Ms. Smith-Roy said yes.

5. Construction Update

Mr. Carl Adams said workers are busy on detail items. The canopy has been trimmed-out and the drive-up window canopy will be starting this afternoon. Next week crews will be working on punch-list items. Mr. Paul Danko mentioned the TCO is expected next week. The subcontractors are handling the punch list which should be completed by March 15. Mr. Adams mentioned there will be training on the mechanical and electrically systems, security system, etc. beginning this week.

Mr. Pearson asked for an update on the demolition of the building. Mr. Danko answered following the anticipated departure of Library staff on April 16. There will be several weeks where crews will be working on abatements items. Mr. Boulard asked about Fire and Police staff looking to use the building for training exercises. Mr. Danko said once staff is out of the building there should be enough time to allow for two days for training. The Fire Marshall has walked the building and will do so one more time once the interior signage is installed to review sight lines for exit signage.

Mr. Chris de Bear stated that several meetings have been conducted regarding the interior signage. Another meeting will be taking place to finalize the interior signage by looking at angles and details, colors, and verbiage on the signs.

Mr. Sturing asked if the furniture has been ordered and is on the way. Mr. de Bear said yes and some shelving is planned for installation as early as March 15. Mr. Adams said he and Ms. Farkas have been discussing where to start shelving and furniture delivery in the building so we are ready. Mr. de Bear said the installation will start on the second floor and work south to north then move to the first floor. In addition, there is the need to have some staff work stations set-up and working as soon as possible for continuity of service. Mr. Al Blair asked for clarification on the location of the address numbers. Ms. Smith-Roy said they were approved for the north elevation and no wording of Ten Mile Road was to be included.

AUDIENCE COMMENTS – None

Motion by Smith-Roy, seconded by Boulard; CARRIED UNANIMOUSLY: To adjourn the meeting at 8:21 a.m.

Minutes approved March 18, 2010