



**BUILDING AUTHORITY MEETING
THURSDAY, SEPTEMBER 6, 2007 AT 8:00 AM**

**NOVI PUBLIC LIBRARY
MEETING ROOM – 45245 W. TEN MILE ROAD
248-349-0720**

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

Current Building Authority Members: Pamela Antil, Larry Czekaj, John Hines, Kathy Smith-Roy, Mark Sturing

Future Expanded Building Authority Members: Rob Hayes (New), Mary Ellen Mulcrone (New), Clay Pearson (Replaces Antil), Steve Rumble (Replaces Hines)

Others Present: Thomas R. Schultz, Bob Cutler, Barb Rutkowski, Joel Dion, Margi Karp-Opperer, Greg Van Kirk, Melissa Place

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Motion made by Smith-Roy, seconded by Antil: CARRIED UNANIMOUSLY: To approve the August 28, 2007 minutes as presented.

PURPOSE OF THE MEETING

1. Evaluation of Architectural Firms Responding to Request For Proposals

Mr. Van Kirk distributed a copy of the qualified based selection spreadsheet and the analysis criteria that the Library Facility Committee reviewed. Mr. Hayes asked what the difference is between the quality assurance and standards of care. Mr. Van Kirk explained they are interchangeable terms. An architectural firm might say their drawings are good and will include such a statement in the contract. Novi can include in a contract that if the contract goes over budget as a result of the design, the City can require reimbursement by the architecture firm for any changes in excess of a specific percentage or dollar threshold.

2. Next steps for Architectural Selection Process, including interview and/or other methods for selection

Mr. Van Kirk began discussion by asking the Members which firms they want to interview. Mr. Czekaj asked the Members to comment. Mr. Sturing asked if the 1%

quality assurance will be based on a \$100,000 contingency. Mr. Van Kirk said no, the contingency is a separate line item in the project. Mr. Hayes commented that he and his review team have a weighing factor of municipal experience if the ratings are close. Mr. Cutler suggested that firms be local to Michigan or least to the mid-west. Mr. Van Kirk confirmed the firms have an office within the metro-Detroit area.

Ms. Antil asked who should be interviewed. Mr. Hayes commented not more than three is preferred. Mr. Van Kirk recommends three or less because if more are interviewed the process can get clouded, and there is always the option of another interview session. Mr. Hines concurred. Mr. Pearson commented the top three firms all have depth and experience. Ms. Mulcrone commented the fourth firm, Fanning Howey is very close to the top three and then there is a significant drop in the overall rating. They have done work for the Library in the past. Mr. Sturing agrees that the firm is professional and pointed out they addressed the Town Hall building. Ms. Smith-Roy commented she has some concern on the number of hours they proposed. It seems rather low. Mr. Sturing commented Fanning Howey knows the Novi process which is a plus. Mr. Hines commented several other firms have submitted proposals have Novi experience, too. Mr. Czekaj supports Fanning Howey, and if the criteria on the proposed fees were taken out they would be equal to other three. Ms. Smith-Roy commented the fees can not be changed but there are alternatives. Mr. Van Kirk mentioned a solution such as variables within the scope of work can adjust fees. In addition, the standard of care and hours can be written into the contract. Ms. Smith-Roy questioned how a firm can do 7,000 hours for this project when other firms were in the 10,000 range. Mr. Van Kirk said it could be that the firm is using more partners than staff architects, which could result in fewer hours at higher rates. Mr. Czekaj stated the group is looking to interview three or four firms. Mr. Van Kirk explained the typical interview takes 60 – 90 minutes. The interview process starts with the firm making a 15-20 minute presentation followed by a question and answer period. Mr. Czekaj confirmed the interviews be held in the Civic Center Council Chambers.

Motion made by Smith-Roy, seconded by Sturing; CARRIED UNANIMOUSLY: To interview the firms of BEI and Diamond & Schmitt; Neumman Smith and Hidell & Associates; French Associates and MS & R; and Fanning Howey on September 13, 2007 at the Novi Civic Center.

Discussion

Mr. Czekaj asked when to schedule the interviews. Mr. Van Kirk suggested a morning and need a team of three or four people. Ms. Antil suggested the expanded seven people of the Building Authority. Mr. Czekaj mentioned there should be 6 to 12 standard questions that each of the firms and forward to them prior to the interview session. Also, the interviews need to be done in a controlled environment. Mr. Van Kirk said if the firms have the questions prior to the interview it does make the process go more quickly. Mr. Czekaj mentioned the use of a moderator. It was suggested that questions be forwarded to David Asker to coordinate and work as moderator. Mr. Sturing mentioned the interviews are open to all members. Ms. Mulcrone is concerned that the Library Board and facility be involved. Mr. Pearson responded everyone can be involved and welcome to participate.

3. Public Communication and Information on work of Building Authority through City website

Mr. Pearson commented that it would be beneficial if the City's website had a section dedicated to agendas, minutes, library renderings, and other related material. This section will be available within the next several days.

4. Next meeting

Mr. Van Kirk said all he needs is a date. The Members decided to schedule the interviews for Thursday, September 13, 2007 at 8 a.m. in the Novi Civic Center Council Chambers. The following meeting will be on Thursday, September 20, 2007 at 8 a.m. in the Novi Civic Center Activities Room.

Motion made by Smith-Roy, seconded by Sturing; CARRIED UNANIMOUSLY: To adjourn the meeting at 9:10 a.m.

Minutes approved September 13, 2007