



BUILDING AUTHORITY

CITY OF NOVI

Building Authority Meeting

Thursday, May 1, 2008 | 8 A.M.

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

Meeting was called to order at 8:04 a.m.

Members Present: Larry Czekaj, Julie Farkas, Rob Hayes, Clay Pearson (arrived 8:06 a.m.), Mark Sturing

Members Absent: Steve Rumble, Kathy Smith-Roy

Others Present: Ramesh Verma, Mary Ellen Mulcrone, Barb Rutkowski, Melissa Place

APPROVAL OF AGENDA

Motion by Farkas, seconded by Sturing; CARRIED UNANIMOUSLY: To approve the agenda as amended with the removal of item #3 Update on FFE Planning and defer to the May 15, 2008 meeting. (Pearson absent)

APPROVAL OF MINUTES

Motion by Sturing, seconded by Farkas; CARRIED UNANIMOUSLY: To approve the April 17, 2008 minutes as presented. (Pearson absent)

PURPOSE OF THE MEETING

1. Review of Planning Commission Meeting next steps for site plan approval and any additional information

Mr. Kittides stated he and Ms. Waese attended the Planning Commission meeting the previous evening. Also, Mr. Sturing was in attendance and was able to share information. Mr. Kittides said the Planning Commission wanted brick to be around the dumpster instead of a wood enclosure. Mr. Czekaj asked if there was a motion. Mr. Kittides said yes with the afore mentioned change.

The interior first floor cost estimates will be available for the May 15, 2008 Building Authority meeting for discussion. Ms. Wease said the café and Friends area locations were switched. Another change is the book sorting room. BEI commented the chiller was pulled back 6 feet along with a reduction in the mechanical room. The second floor overhang is no longer an issue for delivery vehicles with these changes. Ms. Wease commented that work has begun on the collection locations. The design development review will be available for the May 15 meeting as well. Ms. Farkas commented the staff's additional work has been beneficial with Diamond and Schmitt. Staff looked at five area libraries to review service windows. The importance was to have vehicles be able to complete a turn into the service window lane and straighten. Ms. Farkas is pleased with the outcome.

2. Technology Budget

Ms. Farkas commented staff has worked with Fanning-Howey representatives to reduce the technology cost estimates closer to budget, from \$1.8 million to \$1.2 million. This number includes the entire RFID and sorting system. Mr. Dwayne Henderson explained they have begun working with

Diamond and Schmitt and various staff for coordination of services. The review started at a high number so as to not eliminate potentials too early. Mr. Henderson suggested two bids: one for cabling and infrastructure and the other an equipment package.

Mr. Sturing asked what state of the art systems will be installed? Will there be connections with other libraries, networks, and be able to communicate at the appropriate speed? Mr. Henderson answered the latest cabling available will be used which will allow for wireless capabilities for patrons. There was discussion at the last Library Board meeting to have a wireless bridge outside the Library close to Taft Road. The project allows for leading edge within budget. Mr. Pearson asked for the estimated cost for a bridge? Mr. Henderson said about \$2,200. Ms. Farkas commented there has been interest by the City to share some type of fiber connection. Mr. Henderson explained a connection between the Library and the Civic Center is about \$46,000. This can increase without knowing the conduits available, etc. Ms. Farkas mentioned the outdoor digital signage can range from \$20,000-\$100,000. Mr. Henderson said there is the need to have understanding of the different components to make a solid estimate.

The opportunity to have an educational inter-active video projector in the youth area multipurpose room is an option. Mr. Henderson said it could be something that a child steps on to make the screen change or an action to happen. It can be a different wow factor. Mr. Czekaj asked for location clarification. Mr. Henderson said in the youth area multipurpose room is a suggestion. It could be located in many areas. Inclusion, Mr. Czekaj said there are several items to explore. Library staff has worked positively on the budget to date.

3. Update on FFE Planning

The item was deferred to the May 15, 2008 meeting.

4. Discuss the general contractor bidding process: Pre-qualified contractors or Open Bid

Mr. Hayes opened with pre-qualified contractor process works best for complex projects; such an extra step does take additional time and processing cost. There is always the risk of having a poor contractor but open bidding with qualifications helps. Ms. Faskas asked what criteria are reviewed? Mr. Hayes said the contractors provide recent projects in which they have been involved, submit a proposed list of sub-contractors, and may list municipal experience. Ms. Farkas asked if the City knows of their financial background? Mr. Hayes said financial security can be included as a step but a bid bond would not be issued if not in good standing.

Mr. Pearson asked if the bond is secure before the contract? Mr. Hayes said after. Mr. Czekaj asked if the City is obligated to take the lowest bid? Mr. Hayes answered not by City Charter. Mr. Pearson explained that by City Charter there is flexibility to make a selection in the best interest of the City. The City can look at other bids. However, there are no guarantees even by performing our due diligence. Mr. Hayes said there has to be a reason if we do not take the lowest bidder. Mr. Sturing asked what is the timeframe for the process once the documents are ready? Mr. Hayes replied the contractor will take about four to five weeks for review. Mr. Czekaj asked how long would it take with pre-qualifications? Mr. Hayes said an additional four weeks. Mr. Sturing would like to keep the project as an open bid. The City will have a better course for a contractor and price.

Mr. Pearson suggested the bid package include the contract so all information is out there to expedite the contract phase. Mr. Hayes commented this practice is done for capital improvement projects. It can be done with the Library project as long as there are tight specifications. Mr. Kittides will work with Mr. Hayes on qualifications and financials. He also offered to have the bid package on the BEI & Associations website. Mr. Ramesh Verma asked if all lowest bidders are reviewed? Mr.

Hayes explained the review team will look at the 5 – 10 lowest bids and then go to the qualifications and then narrow down. Mr. Verma asked about alternate bids. Mr. Hayes explained the City will determine a contractor on alternates.

Motion by Hayes, seconded by Sturing; CARRIED UNANIMOUSLY: To implement open bidding for the Library Project which is to include the contract reviewed prior by the City Attorney.

5. Library Café RFP

Ms. Farkas has received several calls of interest. The RFP has been posted on Bid-Net. A mandatory pre-bid meeting is scheduled for May 9, 2008 at 10 a.m. at the Library. The plan is to make a recommendation to the Library Board at its May 21, 2008 meeting. Mr. Pearson commented about timing of a café bid with the project opening schedule. Ms. Farkas understands. The vendor can be the owner of the firm and work forward from there. It may be helpful to have the vendor on board for design work of the space. Novi Schools has expressed interest and can take part because of a non-profit clause. Mr. Pearson asked if the Michigan Art Institute has been contacted. Ms. Farkas responded area colleges such as Oakland Community and Schoolcraft have been contacted. She will contact the Art Institute. Mr. Sturing commented by doing bidding now, there may be some information we did not know. We need to keep an open mind because it may be hard to keep a commitment for 18 months.

AUDIENCE COMMENTS - None

Motion by Hayes, seconded by Farkas; CARRIED UNANIMOUSLY: To adjourn the meeting at 8:48 a.m.

Minutes approved May 15, 2008