



BUILDING AUTHORITY

CITY OF NOVI

Building Authority Meeting

Thursday, November 29, 2007 | 8 A.M.

Activities Room | Novi Civic Center | 45175 W. Ten Mile Road

Meeting was called to order at 8:05 a.m.

Members Present: Larry Czekaj, Julie Farkas, Rob Hayes, Clay Pearson, Steve Rumble, Kathy Smith-Roy, Mark Sturing

Others Present: Pamela Antil, Joel Dion, Margi Karp-Opperer, Bob Culter, Tom Schultz, Melissa Place

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Motion by Smith-Roy, seconded by Sturing; CARRIED UNANIMOUSLY: To approve the November 1, 2007 minutes are presented.

PURPOSE OF THE MEETING

1. Project Budget and Schedule

Ms. Smith-Roy commented the budget includes design and engineering costs, and the bond costs were reviewed by the Bond Counsel and Financial Advisor. Mr. Sturing commented he and Mr. Czekaj previously sat down with Plante & Moran and discussed the 2% standard of care which is the \$250,000. Where are the carpet and the standard of care to be included in contingency, or in furniture and fixtures or in technology lines? The Board also needs to be cognizant of the book delivery system that is in new or renovated libraries with a price tag \$500,000. We are short on technology which is not included in construction costs. Ms. Faskas commented the Novi Library is looking at a smaller and less costly sorting system. Ms. Smith-Roy said the standard of care could be covered in the contingency line item. Mr. Czekaj said then the carpet will be under the General Contract. We can do a nice job at \$200 a square foot. Mr. Pearson asked about testing and inspections on site. Where is that cost reflected. Mr. Sturing said under other consultants. He would like another construction line item even without amounts. Mr. Rumble asked what is included in design development. Mr. Pearson will check with BEI. Mr. Czekaj does not want to see work shut down during the winter months. The winter month's construction can help expedite a 2010 completion. Mr. Pearson said it will not be a silent site. Steel can be set and indoor work can be performed. Mr. Sturing asked how are we paying the architect? Mr. Sturing asked what the bond rate is. Ms. Smith-Roy commented under 5%, and recommends the Library Fund for until the bonds are issued.. We must issue by June 30, 2008. A 5.5% or 6% was used for projection. The bond authorizing resolution is scheduled to go before City Council at their February 25, 2008 meeting. Bond Counsel advised to wait until June 2008 to issue bonds. Nothing needs to be done until the first week of May. Mr. Pearson said the budget and schedule will be brought back at the next meeting.

2. Approval of recommended contract with BEI/Diamond & Schmitt

Mr. Schultz states the contract language may include an Owner's Representative. Mr. Czekaj commented the 1.95% Standard of Care provision is included in case the architect makes a mistake. Mr. Schultz said his understanding was to leave the provision in, and the Building Authority has the right to dispute claims. Mr. Sturing said there are pros and cons but he is not sold on the provision. There should be more discussion. Mr. Rumble asked for clarification. Mr. Schultz said it is an errors, omissions, or negligence. We may have to fight if it is a mistake no matter whether the language is included or not. Mr. Pearson said we all know something can happen. Mr. Sturing asked if BEI minds if we take out. Mr. Schultz said they are aware of the issue. Mr. Pearson asked what level of mistake will have to be made. Mr. Schultz said we will argue no matter what. Mr. Czekaj asked if it is the pleasure of the Board to take out the provision. Mr. Pearson said it is in the RFP. Mr. Sturing asked why this provision is being pushed by Plante & Moran in his opinion. If enough money is budgeted the project never goes over budget. If there are lots of contingencies there is reason to say the project did not go over budget because it appears that way. Ms. Smith-Roy said another perception is about change orders. Also, one might argue this could expedite a project. Ms. Antil said that the project is on a tight timeframe and every small detail is discussed. Mr. Czekaj said if an error is made why approve a change order in the interest of time. Ms. Antil said that is not done. Ms. Antil said the Board needs to stay focused because every time the group meets it is another week out.

Motion by Sturing, seconded by Smith-Roy; CARRIED UNANIMOUSLY: To approve the proposed agreement between the City of Novi and BEI Associates, Inc., AIA document B141-1997, Parts 1 and 2, and Exhibits A, B, and C, and to authorize the Chair of the Building Authority to execute the agreement after the Building Authority meets to discuss and resolve the scope of services, if any, to be provided by an owner's representative and/or library design professional or other consultants, and after the time passes for City Council review of this action, and also subject to the deletion of the "standard of care" section (1.4.2.2) and any necessary related changes being proposed to BEI through the City Attorney, who is authorized to appropriately address any counter-proposal on that item.

3. Updates to stakeholders (e.g. Library Board, Library Staff, City Council) from Building Authority Members and to the Community (via website, etc.)

Mr. Pearson expressed the importance to share information about the project's progress. Mr. Czekaj said the Library Board will be updated at the monthly meetings. Mr. Pearson said the sharing information keeps the project at the forefront. Mr. Czekaj asked that BEI should come to a City Council meeting. Mr. Hayes commented it probably would be better after plans have been drawn. Mr. Pearson agrees. Bring BEI/Diamond and Schmitt to City Council when there is something to show. Ms. Farkas wants to have the contract signed first. Mr. Czekaj said once there is something to show it is a great informational stage. Mr. Sturing said the library newsletter mailed to every household could have an update included. He asked if there has been feedback from the architect about the Owner's Representative? Mr. Pearson said we will flush that out at the next week. We will ask BEI and have a recommendation. BEI would like to know who the Owner's Representative is. Mr. Sturing asked if there were any reactions to the library tours. Ms. Farkas said the overall feeling was the West Bloomfield Library was the one that we are looking at which is a one story, 60,000 square foot with a 5,000 square foot basement. The Redford Library is two floors with 60,000 square feet with unfinished sections. The Farmington Library is 75,000 square feet with a café which is still open with a second owner. The West Bloomfield Library is finished with a floor plan with meeting room space, all the wires are not seen, and there is a self-serve checkout which has resulted in 95% utilization of all check-out materials. Ms. Farkas continued that Farmington and West Bloomfield have a drive up window for drop off and picking up materials. Novi does not need a large sorting system like

Farmington Hills. We can find a smaller space for sorting. Of course, there will be training time for staff. Mr. Czekaj asked will we be able to reduce staff on circulation services. Ms. Farkas said we can find out how staff time has impacted the circulation area.

4. Next Meeting is scheduled for Thursday, December 6, 2007.

Motion by Smith-Roy, seconded by Rumpel; CARRIED UNANIMOUSLY: To adjourn the meeting at 9:20 a.m.

Minutes approved December 13, 2007