



# **BUILDING AUTHORITY AGENDA**

**CITY OF NOVI**

**Building Authority Meeting**

**Thursday, December 6, 2007 | 8 A.M.**

**Activities Room | Novi Civic Center | 45175 W. Ten Mile Road  
(248) 347-0445**

## **CALL TO ORDER**

**ROLL CALL:** Larry Czekaj, Julie Farkas, Rob Hayes, Clay Pearson, Steve Rumpel, Kathy Smith-Roy, Mark Sturing

**STAFF/OTHERS:** Melissa Place, City Manager's staff  
Thomas R. Schultz, Secrest-Wardle

## **APPROVAL OF AGENDA**

## **PURPOSE OF THE MEETING**

1. Attorney Report on Architect Contract Completion
2. Updated Budget (carpet is in the \$12.5 million, etc.) Review
3. Updated Schedule Review
4. Approval of Project Management for Library Construction
5. Direct BEI/Diamond and Schmitt to begin drafting specifications for RFP for Technology Consultant
6. Next Meeting scheduled for Thursday, December 13, 2007

## **ADJOURNMENT**

# MEMORANDUM

To: Building Authority, City of Novi  
 From: Thomas R. Schultz, City Attorney *TR*  
 Re: *Status of Contract with BEI*  
 Date: December 4, 2007

12-4-07

To: Building Authority  
 Members

Update on closure of  
 contract w/ BEI/Diannott+Schmitt.

At the last Building Authority meeting, a motion was passed to approve the agreement with a couple of conditions:

Move 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.

*X* As requested, I spoke with Chris Kittides of BEI. He was more than happy to agree to remove the 1.95 percent standard of care provision from the agreement. There are a couple of references to it that must also be removed. I have corresponded with Mr. Asker and Mr. Chen of CRESA. The language will be removed (though they continue to suggest it be included).

*X* The only other changes since the meeting are minor. Mr. Kittides had expressed a concern about the duration of possible responsibility under Exhibit C, Post-Construction Services, Section 8.4(a), which refers to an obligation to "consult and make recommendations" to the City during the pendency of any system, equipment, and material warranties. That could literally run years, maybe even up to ten years, depending on what system is at issue. We have at Mr. Kittides' request made the architect's obligation to consult and recommend with regard to such items and track along with the general contractor's warranty (likely to be a year under the general contract). We also added a reference in Exhibit C to those services being part of the Basic Services, which is clearly the intention. There is also a corresponding change in 2.8.8.21 reflecting that the owner does not provide these post-construction services.

I expect BEI to be in agreement with these final changes.

**CITY OF NOVI - LIBRARY CONSTRUCTION DRAFT BUDGET**

	<b><u>DRAFT BUDGET</u></b>	
<b>1. CONSTRUCTION COSTS*</b>		
A.		
B.		
C.		
		<u>\$ 12,500,000</u>
<b>2. OTHER COSTS INCLUDING CONSULTANTS</b>		
A. Review and inspection fees	\$ 8,980	estimate - consultants only (no City costs)
B. Construction inspection	41,625	estimate (includes as-builts, etc.)
C. Testing, etc.		
D. Owner's rep/project manager		
		<u>50,605</u>
<b>3. ARCHITECTURAL DESIGN &amp; ENGINEERING SERVICES</b>		
A. Contract	\$ 835,000	per draft contract
B. Reimbursables	36,400	
		<u>871,400</u>
<b>4. TECHNOLOGY</b>		
A. Design		
B. Materials & Equipment		
		<u>\$ 900,000</u>
<b>5. FURNITURE, FIXTURES &amp; EQUIPMENT</b>		
A. Design		
B. Furniture, Fixtures & Equipment		
		<u>\$ 900,000</u>
<b>6. LEGAL COSTS</b>		
<b>7. BOND COSTS (Estimated 1.5% of bond issue)</b>		
A. Bond Counsel	\$ 34,500	actual, includes costs
B. Financial Advisor	20,800	actual, plus costs not to exceed \$1,000
C. Underwriters' Discount	120,000	estimate
D. Official Statement Printing & Mailing	6,500	estimate
E. Rating Agencies	24,000	estimate
F. Michigan Department of Treasury	1,000	estimate
G. Municipal Advisory Council (MAC) fee	200	estimate
H. Contingency	29,300	estimate
		<u>\$ 236,300</u>
<b>7. CONTINGENCY (overall approx. 3.4%)</b>	\$ 541,695	
<b>TOTAL AMOUNT OF BOND ISSUE &amp; PREPAYMENT</b>		<u><u>\$ 16,000,000</u></u>

\*Includes carpet, demolition of old, new parking lot and all site work

# Novi Public Library Construction Schedule Overview

## As of December 3, 2007

### 2007

November 30	Completion of Programming Effort
December	Develop Schematics
Week of December 10	Present/discuss concept options
December 10 – 18	Develop integrated site/interior concept options

### 2008

Week of January 7	Review and Approval of Schematics Prepare Concept Cost Estimates
Week of January 21	Submit Sustainability targets and approvals schedule
Week of January 28	Make Pre-Application submittal to City of Novi
February	Design Development
Week of February 25	Review and Approval of Design Development
Week of March 3	Submission of Preliminary Site Plan to City of Novi
Week of March 24	Presentation and Approval of Preliminary Site Plan to Planning Commission
Week of March 24	Start Contract Development
Week of April 14	Receive Final Site Plan Approval
By April 25	Approval of 50% contract documents by owner
Week of April 28 through Week of May 26	Production of 90% bidding documents
June 9 through June 30	Building Permits Submit and Approval
June 23	Issue Contract Documents
June 23-July 31	Bidding and Award
August	Contractor Mobilization and Start

### 2009

Fall	Substantial Completion and Occupancy
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### 2010

Spring landscaping	Demolition of Existing Facility, new parking lot, completion of site work and
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Nov Dec Jan 2008 Feb Mar Apr May June July Aug Sept Oct Nov Dec Jan 2009 Feb Mar Apr May June July Aug Sept Oct Nov Dec Spring 2010

Task	Nov	Dec	Jan 2008	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan 2009	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Spring 2010		
<b>General Project Management</b> • Millage vote • Confirm lines of communication, methods of approval, project procedures • Confirm Project Budget • Confirm terms of Project Contract • Prepare/ confirm preliminary project schedule • Building Authority/Steering Team Meetings • Integrated Design Team Meetings																													
<b>Program Review and Confirmation</b> • Review available NPL preliminary program documents • Review proposed program goals and objectives • Review existing library layout, operations; interview staff team to confirm space use etc. • Identify current collections and review proposed growth scenarios • Review and refine program documents • Review/ Confirm Draft Functional Program with PM, Building Authority and User Groups • Document final program areas for record purposes																													
<b>Site Planning and Schematic Design</b> • Review applicable regulations, standards, codes and bylaws • Analyze site conditions • Prepare concept options - site plan configurations • Prepare concept options - interior configurations • Present/discuss concept options • Develop integrated site/interior concept option(s) • Identify potential environmental opportunities and constraints • Prepare concept cost estimates • Present Concept Options and cost estimates for review and selection • Develop schematic design documents based on preferred option • Develop plans, elevations, sections, building systems, materials • Preliminary Building Code analysis; review as req'd w/ authorities • Prepare outline specifications • Prepare preliminary civil engineering layouts and landscape design • Prepare perspective views • Analyze and assess environmental targets • Submit sustainability targets and approvals schedule • Progress review • Submit site plan for Pre-application review/ Attend Site Plan Pre-application Meeting (5 days) • Develop/revise scheme as req'd in response to Site Plan Pre-Application discussions • Prepare Schematic Cost Estimate • Present Schematic Design and Cost Estimate for review and approval																													
<b>Design Development</b> • Prepare full A/E team DD documentation • Plans, sections, elevations, interiors and material selections • Update code check, Building Code analysis • Prepare Mech/Elec energy analysis, mech design criteria • Provide description of proposed building systems • Refine civil engineering drawings, stormwater plan and landscape design • Refine outline specifications • Develop and refine scope of work to achieve sustainability targets • Progress review • Finalize design documents • Prepare Cost Estimate • Present Design Development and cost estimate for review and approval • Submit documents for Preliminary Site Plan Review (+/- 20 day review period) • A/E response to Preliminary Site Plan comments • Site Plan application presented to Planning Commission • Preparation of additional engineering materials as req'd for Final Site Plan submittal • Final Site Plan Submittal (20 day review period) • Final Site Plan Approval • Sealed set of drawings submitted for City Approval • Preliminary meetings / project reviews with Building Department																													
<b>Construction Documents</b> • Production of 50% bidding documents • Prepare furniture and equipment plan layouts • Prepare final material sample boards • Integrated design review of environmental target implementation in detail • Coordinate selected sustainable design measures • Interim review and approval of 50% Contract Documents by Owner • General Contractor prequalification process • Production of 90% bidding documents • Finalize sustainable design measures & update energy analysis • Final Coordination and completion of specifications • Final technical review/document coordination w/ Owner - document sign-off • Prepare Cost Estimate at 90% completion • Review and approval of cost estimate with document revisions as req'd • Production of 100% bidding documents • Application for Building Permit submitted (3 week period) • Submission of any additional documents to City as req'd (Soil Erosion Permit etc.) • Coordination/ clarification as req'd to respond to Plans Examination																													
<b>Tender Call/ Project Award</b> • Bidding Period - Issuance of Bid Documents, Addenda, Q&A • Site visit for Bidders • A/E Analysis and recommendations • Owner's review, approval and award of contract • Preconstruction meetings and mobilization																													
<b>Construction - Contract Administration - Commissioning</b> • Construction period / Contract Administration • Bi-weekly Site Meetings • Review of sustainability plan, environmental targets • Deficiency correction & as-built drawings submission • Substantial Performance / Occupancy Permit • Final Start-Up (Mechanical & Electrical systems testing and balancing) • Installation of communications • Installation of equipment, furniture, shelving and collections • Official Opening of New Library • Demolition of existing Library • Completion of site utilities/landscaping • One Year Contractor Warranty / Post-Occupancy evaluation (Fall 2010 / Spring 2011) • Final project close-out (Spring 2011)																													

- █ Estimate of probable construction cost
- █ City of Novi formal review/approvals process
- █ Consultant tasks - Design and Construction Document Period
- █ Construction/Construction Administration task
- Sustainability planning/documentation
- M Meeting / document s review

plus 12 months

# PROJECT MANAGEMENT FOR LIBRARY CONSTRUCTION

Phase I: Final Project Planning

Phase II: Design and Pre-Construction

Phase III: Construction

Phase IV: Move Management & Building Commissioning

Phase V: Post Construction and Project Closeout

**Lead  
Accountability**

## Work Plan Summary

### Phase I: Final Project Planning: November 29, 2007 - December 31, 2007

#### 1. Board Interaction

City Staff	A. Meet with the Board to finalize the project criteria and Board's vision for the project.
City Staff	B. Establishment of regular meeting schedule and protocol on how to inform the client of project changes and updates.

#### 2. Preliminary Design Consideration

Library Staff	A. Review of architect's preliminary Space Program prepared for the new facility.
Architect	B. Development of RFP for Technology/FFE Consultant.
Architect	C. Development of standards and budget for technology.

#### 3. Project Scheduling and Project Budget

Library and City Staff	A. Consideration and Review of development timing and verification of project schedule.
Library and City Staff	B. Review and verification of Project Budget and further identify alternatives on how to reduce project costs.

#### 4. Completion of Site Due Diligence

City Staff	A. Environmental Review.
Architect	B. Zoning Verification.
Architect	C. Utility Evaluation and Coordination.
Architect	D. Wetlands.
Architect	E. Floodplains.
Architect	F. Easements.

Architect | G. Topography.

**Phase II: Design and Pre-Construction: January 1, 2008 - July 31, 2008**

**1. Design Process Coordination**

Library Staff	A. Provide independent verification architect's progress for all submittals, applications and through the design process to meet deadline.
Library Staff	B. Schedule and attend all progress meetings and procedure meeting minutes (to be monitored, copied to Owner's Representative).
Consultant	C. Preparation of all documentation providing input and comment on the building design and coordination of FFE and the construction process.
Architect	D. Assist in determining specifications for major long lead equipment such as air handling units; emergency generators, electrical transformers and switchgear.

**2. Design Review**

Consultant	A. Review architect's space program.
Consultant	B. Review design to ensure consistence with original project scope. Perform a detailed systems review to provide comments on the building exterior, skin, roofing, mechanical, structural, HVAC and interior system. * 50% Project Completion (week of April 28, 2008) * 75% Project Completion (date to be determined).
Consultant	C. Review final drawings.
Consultant	D. Recommendations to reduce costs and construction time.

**3. Coordination of Furniture, Technology and Other Vendors**

Consultant	A. Review standards developed for FFE and ensure that they coordinate with the overall building design and budget.
Architect	B. Select finishes (carpeting, wall coverings, lighting).

**4. Project Scheduling and Budget**

Consultant	A. Confirm the project schedule, arranging the time required for the design development, bidding, construction, and move-in and startup phases.
Architect	B. Update budget and schedule to reflect the impact of a particular design with the architect.
City Staff	C. Review of final project budget and schedule with the architect.

Consultant	<b>5. Development of the Contractor RFP and Recommendation for GC Award</b>
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- A. Review RFP prior to issuance with architect.
- B. Pre-qualify bidders.
- C. Solicit RFP.
- D. Review bids/award.
- E. Prepare a comparison matrix.
- F. Present findings and make recommendations.

<b>Phase III: Construction: August 1, 2008 - September 30, 2009</b>
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Consultant	<b>1. Construction Process Oversight and Scheduling</b>
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- A. Define, schedule, attend and produce meeting minutes for weekly construction progress meetings.
- B. Assist and advise the team through the construction process to meet project objectives.
- C. Obtain permits when applicable.
- D. Provide change order tracking and facilitate issue resolution.
- E. Update project major milestone schedule and identify conflicts.
- F. Prepare periodic project status reports for the Library planning team's use.

<b>2. Project Budgeting and Accounting</b>	
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|------------|--|
| City Staff | A. Set up project cost accounting and budgeting tracking process.  |
| Architect  | B. Keep track of project expenditures to ensure that the proposed budget is being met.   |
| Architect  | C. Review and approval of payment applications, waivers, sworn statements, insurance certificates, and surety bond requirements for contract compliance. |
| Architect  | D. Track project construction budget including expenses to date versus total budget and remaining project cost estimates.                                |
| Architect  | E. Review of payment applications from vendors to ensure accordance with contractual arrangements.   |

<b>3. Coordination of Outside Vendors</b>	
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Consultant	<b>Develop RFP and evaluate bids for:</b> A. Furniture and furnishings.	
Architect	B. Interior Signage Way-finding.	
Consultant	C. Voice/data systems, RFID, and other Technology.	
Architect	D. Carpeting, wall coverings, and window coverings.	
Library Staff	E. Artwork.	
Library Staff	<b>Coordination of vendor activities with the architect and contractor</b>	
<b>Phase IV: Move Management and Building Commissioning (\$25,000-\$30,000): October 2009</b>		
Consultant	<b>1. Move Coordination</b>	
	A. Identification and prequalification of move vendors and draft the RFP.	
	B. Provide recommendation to negotiate final mover contract.	
	C. Coordination with staff the logistics of the move in order to minimize disruptions to operations.	
	D. Coordinate removal and placement of office, equipment and furniture prior to construction and upon completion of the project.	
<b>2. Building Commissioning</b>		
General Contractor	A. Provide an occupancy checklist.	
	B. Develop a schedule for occupancy activities.	
	C. Testing of building systems.	
	D. Occupancy permit.	
<b>Phase V: Post Construction and Project Closeout: Fall 2009-Spring 2010)</b>		
General Contractor	A. Training of staff on building mechanical and maintenance systems.	
Architect	B. Oversight of punch list items.	
General Contractor	C. Delivery of warranties and guarantees certificates.	
General Contractor	D. Submittal of release waivers of liens and sworn statements.	
General Contractor	E. Delivery of record drawings, and operational manuals.	