

DATE: November 8, 2022

TO: City Council

FROM: Melissa R. Marsh, City Manager

SUBJECT: Agenda Comments for the Regular Council Meeting of Monday, November 14, 2022

The following are my comments on items appearing on the agenda of the Regular Council Meeting on Monday, November 14, 2022.

BID AWARDS/PURCHASES

LIBRARY RENOVATIONS – MATERIALS STORAGE

As part of the construction project at Civic Center Plaza, the Library is scheduled to begin its renovations in December 2022. Staff discussed the logistics of the renovations including the need to pack and seal all library materials during this renovation process and has determined that it would be in the City's best interest to have the materials labeled, packed/sealed, and stored onsite by a professional company with experience in this procedure. The selected company would also be responsible for unpacking and reshelving the materials once the renovations are complete.

This recommendation for a professional mover came about after we received a quote for supplies only including 600 missile boxes, 72 rolls of tape, 75 pallets, 12 rolls of shrink wrap, and labels for \$22,710; and upon assessing library staff and volunteers' ability to complete this task. A missile box is 66" x 12" x 13" and weighs at least 152 pounds; for staff, this would take approximately 3,000 smaller boxes 16" x 10" x 10" and weigh approximately 40 pounds each.

In further research this option we requested that the Construction Management company, Frank Rewold & Sons (FRS), obtain a quote in order to gauge the cost of this type of operation. FRS contacted Michigan Office Movers, who completed a detailed walkthrough with construction representatives and City staff. They provided a quote of \$38,800 to include all labor and materials for the project. An optional cost for tear down and removal of current shelving was quoted at \$2,800 for a grand total of \$41,600. Given that the cost was well over the bid threshold, a formal Invitation to Bid #1058 was posted at www.mitn.info. After a walkthrough providing other vendors the opportunity to inspect the materials and onsite storage site, the City received two additional bids by the stated deadline. Library Design Associates quoted the base bid at \$81,099 and also provided an alternate with different storage solutions at \$76,148. Oneida Solutions Group provided a quote of \$89,225. Michigan Office Movers maintained the original quote of \$41,600.

Michigan Officer Movers has provided similar services for Brighton Area Schools Library and Flint Public Library so they are familiar with the scope of work and have completed the same type of work successfully in the recent past. FRS and City staff are confident that they will perform these duties to the City's expectations. Given the considerable savings, we would respectfully request that City Council approve the contract to Michigan Office Movers according to the provided quote at the pricing provided, not to exceed \$41,600. If approved a budget amendment will also be needed as this cost is not included as part of the construction budget.

ORDINANCES

ORDINANCE 2190 – AMENDMENT FOR LIBRARY ADVISORY BOARD MEMBERSHIP – FIRST READING

As proposed by City Council and recommended by the Library Advisory Board, Ordinance 2190 amends the membership to include the addition of three non-voting at-large student members, appointed by the staff liaison, and increases the board alternates from one (1) to three (3).

Therefore, the Staff and I recommend City Council approve Ordinance 2190 on the first reading and schedule the second reading for November 28.

ORDINANCE 2191 – AMENDMENT FOR PARKS AND RECREATION BOARD MEMBERSHIP – FIRST READING

As proposed by City Council Ordinance 2191 amends the membership to reduce the number of resident members by one from seven (7) to six (6) in order to retain an overall odd number and changes the three student members to non-voting at large members appointed by the staff liaison.

Staff is hopeful this will make it easier to have a quorum of the board. The last Parks and Recreation meeting to develop a 2023 workplan had no quorum, a special meeting called in 2021 to discuss playscapes and form a recommendation to City Council has no quorum, and two meetings in 2020 had no quorum.

Therefore, the Staff and I recommend City Council approve Ordinance 2191 on the first reading and schedule the second reading for November 28.