

CONTRACT MANAGEMENT COMMITTEE MEETING
Lorain Port Authority
July 8, 2014

Committee: Ms. Carr; Messrs. Brown, Mullins, Sommers, Williamson, Jr.

Board Members: Mrs. Cook; Messrs. Davila, and Nielsen

Staff: Richard Novak, Executive Director
Yvonne Smith, Accountant
Ralph Bruening, Events Coordinator/Facilities Manager
Mike Brosky (7:00 p.m.)

Guests: None

- I. **Roll Call** - The meeting was called to order at 6:32 p.m. by Committee Chairman Bradly Mullins. Roll call indicated a quorum was present.
- II. **Disposition of Minutes.** The minutes of June 10, 2014 Contract Management Committee Meeting were presented for approval. Motion by Mr. Williamson, Jr. to accept the minutes. Support by Ms. Carr. Motion carried.

III. **Report of Chairman.**

A. Proposals for Annual Task Orders – Architects. Mr. Novak stated he contacted four (4) Architectural Firms. Those that responded were Arkinetics, which is a local firm, Clark & Post and Behnke. Behnke is the firm the Agency worked with on the Diked Disposal Site. Mr. Novak further stated that Arkinetics is the firm that worked with the Agency on the stage and other projects including Lakeside Landing. Mr. Novak indicated Clark & Post worked with the Agency on the Black River Landing Site, with the initial concepts and also Riverside Park. Behnke also worked with the Agency on the Diked Disposal Site, Phase I Project, which was the fix-up of the entrance way to the Marina as well as the brickwork.

Mr. Mullins asked Mr. Novak for a recommendation and Archinetics was recommended. The reason being this is a local firm and they are currently working on the stage and pavilions for the Agency. Mr. Mullins made a motion to take Archinetics as the Architect to the Board for approval. Seconded by Ms. Carr. Motion carried.

B. Proposals for Annual Task Orders – Engineering Firms. Mr. Novak indicated he received two (2) proposals from Engineering Firms. Mr. Novak contacted several companies. Bramhall Engineering and K & S Associates responded-. There was a deadline set for Friday afternoon and K & S did not submit until Monday. The gentleman completely forgot. The Agency has not worked directly with K & S Associates. John Matricardi was with Matrix Engineering. Matrix Engineering does a

lot of shoreline work and John Matricardi did our new dock for the Agency. John Matricardi is now with K & S Associates. Bramhall Engineering has been a partner with the Agency throughout the years, particularly on the Diked Disposal Site. Bramhall Engineering did a great job for the Agency dealing with a submerged land lease with ODNR, all the survey work that was needed. Mr. Novak recommends Bramhall Engineering. Mr. Mullins questioned the format being followed. Mr. Novak stated the information was put on separate sheets. Mr. Novak stated the primary firm would be Bramhall Engineering and the secondary would be K & S Associates. Mr. Williamson, Jr. made a motion to recommend to the Board Bramhall Engineering as the primary firm and K & S. Associates as the secondary firm. Seconded by Connie Carr. Motion carried.

C. Gary Failor – Consultant. Mr. Novak stated that previously the Board hired Mr. Failor to assess the organization and the Agency's functions. Mr. Failor has helped the Agency out with dealing with the City of Lorain. Mr. Failor brings his expertise on Port and governmental issues and Port Law. The Agency looks for his direction only when his expertise is needed. Mr. Brown made a motion to recommend to the Board Gary Failor's consulting services at \$250.00 per hour. Seconded by Mr. Sommers. Motion carried.

D. Ribs on the River Agreement. Mr. Novak stated Mr. Brosky is reviewing the Agreement. This will be discussed at the Board Meeting when Mr. Brosky arrives.

- IV. **Other Business.** Fireworks were discussed. Mr. Brown was extremely upset with this Crew and Company. He stated this fireworks display was mishandled. Mr. Bruening concurred. Mr. Novak stated a Contract was not received until this afternoon. Mr. Novak stated he will compile a list of deductions before this Company is paid.
- V. **Adjournment.** There being no further business to come before the Contract Management Committee Meeting Mr. Sommers made a motion to adjourn. Support by Ms. Carr. Motion carried. The meeting was adjourned at 7:21 p.m.

Brad Mullins, Chairman

Richard M. Novak, Executive Director