

Grand Rapids - Kent County Convention/Arena Authority

*Wednesday, March 28, 2001
7:30a.m. – 9:30a.m.
County Administration Building Board Room, 3rd Floor
Grand Rapids, Michigan 49503*

A G E N D A

- I. Call to Order
- II. Review and Approval of the Minutes of the February 28, 2001 Meeting of the CAA Action
- III. Public Comment
- IV. Presentations Information
 - Grand Rapids Rampage – Bob Sack
 - Volume Services America – Steve Denny
- V. Update on Permanent Staffing – Delabbio/Kimball Information
- VI. Reconstruction of Monroe Avenue, Increase in Scope of Work for Black & Veatch – Bill Cole Action
- VII. Committee Reports
 - a. Building Committee
 - b. Operations Committee
 - c. Finance Committee
- VIII. SMG Report – Facilities Calendar Information
- IX. Update on CAA Permanent Staffing – Delabbio/Kimball Information
- X. Other Business
- XI. Future Business
 - a. Competitive Bidding - Operations
 - b. Competitive Bidding - Construction
 - c. Establish Change Order Approval Process
 - d. Conflict of Interest Policy
 - e. Appointment of Administrative Manager
 - f. Formal SMG Agreement

- g. Approval of Operating Budgets
- h. Audit RFP

XII. Next Meeting Date – April 25, 2001

XIII. Adjournment

Distribution:

Convention/Arena Authority:

Steve Heacock, Chair
David Frey, Vice-Chair
Birgit Klohs, Secretary/Treasurer
Mayor John Logie
Joe Tomaselli
Lew Chamberlin
Clif Charles

Staff:

Kurt Kimball, City of Grand Rapids
Eric DeLong, City of Grand Rapids
Robert White, City of Grand Rapids
Bill Cole, City of Grand Rapids
Dianette Hight, City of Grand Rapids
Daryl Delabbio, Kent County
Al Vanderberg, Kent County
Dave Waichum, Kent County

Jim Leach, Kent County
Dick Wendt, Legal Counsel
Dale Sommers, Contracted Owner's Rep
Jim Knack, DDA
Rich MacKeigan, SMG
Jim Day, Kent County

Committee Members:

John Canepa
Milt Rohwer
Robert Herr
Tom Carnegie
Robert Hooker
Don Maine
Marty Allen

Other:

Ingrid Scott-Weekley
Tim Wondergem
Don Hunt
Media
Jack Naudi
Steve Wilson
Peter Ross
Jon Nunn
Ellen James

DRAFT

**MINUTES OF THE GRAND RAPIDS-KENT COUNTY
CONVENTION/ARENA AUTHORITY
BOARD OF DIRECTORS MEETING
Wednesday, February 28, 2001**

I. Call to Order

The meeting was called to order by Chair Steve Heacock at 7:37 a.m., at the County Administration Building. Mr. Heacock presided and Ms. Birgit Klohs, Secretary/Treasurer, recorded.

Attendance

Members Present:

Steve Heacock, Chair
David Frey, Vice-Chair
Birgit Klohs, Secretary/Treasurer
Lew Chamberlin
Joe Tomaselli
Mayor John Logie
Clif Charles

Members Absent: None

Staff/Others: Authority

Dale Sommers, CAA Representative
Dick Wendt, Legal Counsel from Dickinson - Wright
Jim Gray

Grand Rapids

Kurt Kimball
Robert White
Bill Cole
Dianette Hight
Eileen Pierce

Kent County

Daryl Delabbio
Al Vanderberg
Jim Day

SMG

Richard MacKeigan
Chris Machuta

Grand Rapids-Kent County Convention and Visitors Bureau

Steve Wilson
Jim Labidie
Tom Schultz

Other

Henry Boucher, Showspan
Brian Craig, Progressive AE
Phil Lundwall, Progressive AE
Bob Daverman, Progressive AE

Scott Jordan Denny, Ellerbe Becket
Joe Erhardt, Erhardt Construction
Mike Gausden, Hunt Construction Group
Matt Barnes, Hunt Construction Group

I. Agenda

Low Chamberlin requested the addition of Item VIa, report from the SMG Negotiating Team.

II. Minutes of Prior Meeting

Motion: Director Frey, supported by Director Klohs, moved to approve the minutes of the January 24, 2001 meeting of the Authority. Motion carried unanimously.

III. Public Comment

Henry Boucher from Showspan provided a program for the Home and Garden Show and encouraged Authority members to attend the public shows and to note the businesses that are represented.

IV. Design Development Project Estimate and Budget

Director Frey, Chairman of the Building Committee presented an overview of budget and the status of the design development of the project. Director Frey emphasized that the design, function, program, footprint, and quality of the project will not be compromised.

Dale Sommers distributed a booklet of the floorplans, history and background of the project, a project schedule and budget estimate.

Chair Heacock introduced representatives from Progressive AE, Ellerbe Becket, Hunt Construction Group and Erhardt Construction. Chair Heacock addressed budget creep, source of funds, and contingencies. Although the project cost escalated to \$219.5 million, the finance gap is lower from \$13.5 million to \$5.8 million. He stated there may be a possibility for more federal funds. The estimates are conservative, and the gap is only 2.6% of the total budget.

Director Frey, supported by Director Chamberlin, moved to approve to proceed with construction documents. Motion carried unanimously.

Director Frey, supported by Director Tomaselli, moved to approve the Design Development Project Budget of \$219.5 million. Motion carried unanimously.

V. Approval of Award of Contract for Power Resupply to the City/County Building in Connection with the New Convention Center

Motion: Mayor Logie, supported by Director Tomaselli, moved to authorize the Chair of the CAA to execute the contract documents for the power resupply to the

City/County Building, after approval by the CAA Building Committee of the City, and after approval of the contract documents by the CAA's legal counsel. Motion carried unanimously.

VI. Approval for SMG to Initiate Negotiations with Contractors Subsequent to the Execution of the SMG Management Contract

Motion: Director Chamberlin, supported by Mayor Logie, moved to approve the management agreement with SMG as presented and to authorize Legal Counsel Richard Wendt to finalize the legal document for final presentation to the Convention Arena Authority. Motion carried unanimously.

Motion: Director Chamberlin, supported by Director Klohs, moved to authorize SMG to initiate contract negotiations subject to finalization of the SMG Management Agreement. Motion carried unanimously.

- A. SMG Negotiating Team Report. Director Chamberlin thanked the negotiating team for their work associated with negotiating the agreement. Chair Heacock thanked all those involved in the process.

VII. Committee Reports

Building Committee

Director Frey stated that work in the Michigan/Monroe intersection will start on March 5, 2001.

The Grand Rapids Historic Preservation Committee gave unanimous approval for the project, including the renovation of Welsh Lobby. Phase 1A temporary work in DeVos Hall has begun.

Operations Committee

Motion: Director Chamberlin, supported by Director Tomaselli, moved to approve the interim logo for the Convention Arena Authority as presented. Motion carried unanimously.

Chair Heacock suggested that the names of the authority members should be listed on the letterhead.

Finance Committee

Director Klohs, supported by Director Tomaselli, moved to approve the January 2001 Convention/Arena Authority financial statements for the Van Andel Arena and Grand Center as presented. Motion carried unanimously.

Director Klohs, supported by Mayor Logie, moved to approve payment of invoices totaling \$535,204.26 as presented. Motion carried unanimously.

Director Klohs, supported by Director Mayor Logie, moved to approve the Convention/Arena Authority Interim Financial Statements dated from inception June 20, 2000 to January 31, 2001 as presented by Beene, Garter LLP. Motion carried unanimously.

VIII. SMG Report

Facilities Calendar

Rich MacKeigan highlighted successful events like the ice skating show and the Styx/REO concert. Monster trucks and the ice skating show also did well. There are promising events coming up like the Don Henley concert, Bon Jovi, and NCAA Hockey. The trade shows are in season, and the auto show was up 15% in ticket sales.

Update on Hoops

The Hoops have left the Van Andel Arena and are playing at the Deltaplex in a new league. No one contacted SMG about that decision. The Hoops' assets are locked up. The City tax department has a lien on the assets for tax debt.

IX. Update on CAA Permanent Staffing

Daryl Delabbio announced that 35 high quality applications and resumes were received by the February 19, 2001 deadline. Next steps are to be discussed with Authority officers.

X. Other Business

Director Charles inquired about minority contracts. Chair Heacock responded that Ellen James from the City's Equal Opportunity office has been involved in contract compliance for the CAA. Dale Sommers indicated that an outreach meeting was held on February 15 for minority businesses.

XI. Future Business

- a. Competitive Bidding – Operations
- b. Competitive Bidding – Construction
- c. Establish Change Order Approval Process
- d. Conflict of Interest Policy
- e. Appointment of Administrative Manager

XII. Next Meeting Date

The next meeting date will be March 28, 2001. The location will be in the County Administration Building, Commissioners' Board Room.

XIII. Adjournment

There being no other business, the meeting was adjourned at 9:00 a.m.

Birgit Klohs
Secretary/Treasurer

/elp



CITY OF GRAND RAPIDS

DATE: March 21, 2001

TO: Steve Heacock, Chairman
Grand Rapids – Kent County Convention/Arena Authority

FROM: Bill Cole, P.E.
City Engineer

SUBJECT: **Reconstruction of Monroe Avenue from Pearl Street to 350' North of Trowbridge Street, Pearl Street from Campau Avenue to Monroe Avenue, and Michigan Street from the Grand River to Monroe Avenue (East Side Sanitary Trunk Sewer) – Contract Increase**

Background: The professional engineering services agreement for the above-captioned project was awarded by the Grand Action Committee to Black & Veatch, and said agreement was subsequently assigned to the Grand Rapids – Kent County Convention/Arena Authority (CAA) on April 18, 2000. On June 28, 2000, the CAA concurred in the award of the construction contract to Diversco Construction Company (Diversco) by the City of Grand Rapids (City) for the above-captioned project and authorized its share of expenditures in connection therewith. The contract with Diversco included a provision to extend the contract project limits to include that section of Monroe Avenue from 350' north of Trowbridge Street to Newberry Street. The extension of the contract to include this section of roadway would then complete the total reconstruction of Monroe Avenue from Pearl Street to Coldbrook Street. On November 29, 2000, at the request of the City, the CAA approved an increase in the scope of work for Black & Veatch to provide additional design engineering services for the aforesaid section of Monroe Avenue from 350' north of Trowbridge Street to Newberry Street. It is anticipated that the City Commission, at its meeting of March 27, 2001, will consider the approval to extend the contract with Diversco to include the reconstruction of Monroe Avenue from 350' north of Trowbridge Street to Newberry Street, including the installation of flowable fill in the combined sewer which is to be abandoned from Michigan Street to 350' north of Trowbridge Street, hereinafter collectively referred to as "Additional Work". Also, at that meeting, the City Commission will consider requesting the CAA to increase the scope of work for Black & Veatch to provide additional construction engineering/inspection services in connection with the aforesaid Additional Work.

Recommendation: Contingent upon approval by the City Commission at its meeting of March 27, 2001 for the approval to increase the scope of work for the contract with Diversco to include the aforesaid Additional Work, approval of the CAA to authorize Black & Veatch to provide additional construction engineering/inspection services in connection with said Additional Work, and the approval of the necessary expenditures for the same, it is recommended that the CAA approve an increase in the scope of work

MEMORANDUM

for Black & Veatch as referenced herein at an estimated cost of \$80,000 with total expenditures not-to-exceed \$90,800, which covers the costs of said services, administration and contingencies. The City Engineer's office will provide administrative services in connection with the additional engineering services and invoice the CAA accordingly for such costs. It is further recommended that the Chairperson of the CAA be authorized to execute the change order to the aforesaid agreement with Black & Veatch for said additional services, after approval of the same by the CAA's Special Legal Counsel. Also, it is recommended that the City Engineer be authorized to negotiate any necessary change order(s) in connection with the increase in the scope of work for engineering services, and execute the same upon approval of said change order(s) by the CAA Project Manager, provided that such change order(s) will not result in exceeding the aforesaid total expenditures. The actions as recommended herein, as previously stated, are contingent upon approval of the same by the City Commission. If approved by the City Commission, the costs of the additional engineering services as referenced herein will be the responsibility of the City and recouped by the CAA as the services are provided.

BC/DH/TS 

cc: Kurt Kimball
Eric DeLong
Bob White
Dale Sommers
Don Spencer
Pat Bush
James Jackson
Corky Overmyer
Judy Bouma
Dianette Hight

VAN ANDEL ARENA WEEKLY

| DATE | EVENT | EC | ROOM | TIME | FUNCTION |
|---------------|----------------------|----|--|---|---|
| Wed, Mar 21 | NCAA Men's Hockey | MS | Arena | 8A-5P | Paint Ice |
| Thurs, Mar 22 | NCAA Men's Hockey | MS | Arena | 8A-5P | Flood ice |
| Fri, Mar 23 | NCAA Men's Hockey | MS | Arena Banquet A Banquet D Banquet B/C | 12:45 PM 2:00 PM 3:15 PM 4:30 PM 5:30 PM 6:00 PM 6:30 PM | Game #1 Visiting team practice Game #1 Home team practice Game #2 Visiting team practice Game #2 Home team practice Press Conference Administrator's Pre-tournament meeting Reception |
| Sat, Mar 24 | NCAA Men's Hockey | MS | Arena | 9:00 AM 10:15 AM 11:30 AM 1:00 PM 2:00 PM 5:30 PM | Officials skate Game #3 Home team practice Game #4 Home team practice Doors open Game #1 begins Game #2 begins |
| Sun, Mar 25 | NCAA Men's Hockey | MS | Arena | 8:00 AM 8:45 AM 9:45 AM 10:45 AM 11:45 AM 1:00 PM 2:00 PM 5:30 PM 8:00 PM | Officials skate Game #1 Winning team practice Game #3 Home team practice Game #2 Winning team practice Game #4 Home team practice Doors open Game #3 begins Game #4 begins Tournament concludes |
| Mon, Mar 26 | Available | | | | |
| Tue, Mar 27 | Available | | | | |
| Wed, Mar 28 | Griffins vs Utah | AH | Arena | 7P-10P | Hockey game |
| Thurs, Mar 29 | Griffins vs Orlando | MS | Arena | 7P-10P | Hockey game |
| Fri, Mar 30 | Stars on Ice | AH | Arena | 8:00 AM 11:00 AM 12:00 PM 2:00 PM 3P-4:30P 4:00 PM 6:30 PM 7:30 PM 8:40P-9P 10:10 PM | Load-in Zamboni driver needed Lighting focus, fog Chair set Bowl closed for practice Ushers placing flyers on seats Doors Show begins Intermission Show over/Load-out begins |
| Sat, Mar 31 | Available | | | | |
| Sun, Apr 1 | Available | | | | |
| Mon, Apr 2 | Available | | | | |
| Tue, Apr 3 | 98 Degrees | AH | Arena | 7:30 PM | Performance |
| Wed, Apr 4 | Available | | | | |
| Thurs, Apr 5 | Available | | | | |
| Fri, Apr 6 | Rampage vs Nashville | MS | Arena | 7:30P-10:30P | Pre-season football game |
| Sat, Apr 7 | Griffins vs Detroit | AH | Arena | 7:30P-10:30P 10:30P-11:15 | Hockey game Post-game skate |
| Sun, Apr 8 | Available | | | | |
| Mon, Apr 9 | Available | | | | |
| Tue, Apr 10 | Available | | | | |

| | | | | | |
|---------------|---------------------------|----|-------|--------------------------------|---|
| Wed, Apr 11 | Disney on Ice (Toy Story) | MS | Arena | 7:00 PM | Performance |
| Thurs, Apr 12 | Disney on Ice (Toy Story) | MS | Arena | 7:00 PM | Performance |
| Fri, Apr 13 | Disney on Ice (Toy Story) | AH | Arena | 2:00 PM 7:00 PM | Performance Performance |
| Sat, Apr 14 | Disney on Ice (Toy Story) | MS | Arena | 11:30 AM 3:00 PM 7:00 PM | Performance Performance Performance |
| Sun, Apr 15 | Available | | | | |

GRAND CENTER WEEKLY - YEAR 2001

ITEM VIII

| DATE | EVENT | CONSTRUCTION | ROOM | TIME | FUNCTION | EC |
|-----------------|---|---|----------------|--|---|----|
| TUES. MARCH 20 | GRSO CLASSICAL VIII - SHAKESPEARE MEETS RUSSIA MANHATTAN MODEL SEARCH | CONSTRUCTION RESUMES IN KENT ROOM CORRIDOR. | DV/ | 10A-1P 7:30P-10P | MOVE IN REHEARSAL | ST |
| WED. MARCH 21 | GRSO CLASSICAL VIII - SHAKESPEARE MEETS RUSSIA | KENT ROOM COORIDOR CONSTRUCTION ENDS. | KR/ | 6P 6:30P-10P 10P-10:30P | MOVE IN IN SESSION MOVE OUT | DS |
| THURS. MARCH 22 | GRSO CLASSICAL VIII - SHAKESPEARE MEETS RUSSIA HAMMELL MUSIC PIANO SALE | | DV/ | 3:30P-6P 7:30P-10P | REHEARSAL REHEARSAL | ST |
| FRI. MARCH 23 | ROCK NETWORK MOTORCYCLE SHOW GRSO CLASSICAL VIII - SHAKESPEARE MEETS RUSSIA | DEVOS BOX OFFICE BEING CLEARED OUT. DEVOS BOX OFFICE BANNER SIGN MOVED TO "NEW" TEMPORARY DEVOS BOX OFFICE. | DV/ BL/ DV/ | NOON-3:30P 4:30P-7:30P 7:30P-10P | TRUMPET AUDITIONS MIC HANG REHEARSAL | ST |
| SAT. MARCH 24 | HOWARD AMWAY CONFERENCE ROCK NETWORK MOTORCYCLE SHOW HAMMELL MUSIC PIANO SALE | | KR/ | 10A-4P | MOVE IN | MF |
| SUN. MARCH 25 | ROCK NETWORK MOTORCYCLE SHOW HAMMELL MUSIC PIANO SALE | | GH/ | NOON-6P | MOVE IN | MF |
| MON. MARCH 26 | THE SCARLET PIMPERNEL - BTG CITY TEST | | DV/ | 9A-5P 6:45P 7:15P-7:45P 8P-10:30P 10:30P | AUDITIONS OPEN TO UPBEAT UPBEAT PERFORMANCE PERFORMANCE MOVE OUT | ST |
| TUES. MARCH 27 | THE SCARLET PIMPERNEL - BTG CITY TEST | | DV/ | 8A-3P 3P-4P 4P-6P 6P-7P 7P-8P 8P-10:30P 11P-FINISH | MOVE IN DOORS IN SESSION DINNER BREAK DOORS IN SESSION MOVE OUT | DS |
| | | | GH/ | 11A-9P | SHOW | MF |
| | | | KR/ | 10A-6P | SALE | MF |
| | | | WA/ | 8A-5P 5P-6P 6P-9P 9P-MID ALL DAY | MOVE IN DOORS PERFORMANCE MOVE OUT CATEROMG | ST |
| | | DUMPSTER REMOVED FROM DOCK #11 FOR SCARLET PIMPERNEL MOVE-IN. | BL/ KR/ | 8A-NOON | MOVE OUT | MF |
| | | | GH/ | 8A-NOON | MOVE OUT | MF |
| | | | DV/ | 1P-6P 7P-MID | PRE RIG MOVE IN | ST |
| | | | BR/ | 8A-NOON | TEST | TM |
| | | | DV/ | 6A-5P 9A-5P 7:30P-10P | MOVE IN ORCHESTRA REHEARSAL PERFORMANCE | ST |
| | | | BR/ | 8A-NOON | TEST | TM |

| DATE | EVENT | CONSTRUCTION | ROOM | TIME | FUNCTION | EC |
|-----------------|---|--------------|--|---|--|----------------------|
| WED. MARCH 28 | MI ASSOC. FOR THE EDUCATION OF YOUNG CHILDREN | | PROP DOORS GH/ HOTEL/ HOTEL/ DV/ | 11:40A NOON-8P 5P-8P 7:30P-10P | PROP DOORS MOVE IN REGISTRATION PERFORMANCE | DS ST |
| | THE SCARLET PIMPERNEL - BTG CITY TEST | | BR/ | 8A-NOON | TEST | TM |
| THURS. MARCH 29 | MI ASSOC. FOR THE EDUCATION OF YOUNG CHILDREN | | GH/ HOTEL/ MR, BL, KR/ W/A/ HOTEL/ DV/ | 6:30A 8A-11A 11:30A-6:30P 7A-1P 4P-7P 8:30A-4:30P 9A-4P 10:30A-11:45A 12:15P-1:15P 7:30-9P | STAFF IN MOVE IN EXHIBITS OPEN REGISTRATION REGISTRATION WORKSHOPS WORKSHOPS GENERAL SESSION NOOTIME EVENT BOARD MEETING PERFORMANCE | DS ST |
| FRI. MARCH 30 | MI ASSOC. FOR THE EDUCATION OF YOUNG CHILDREN | | HOTEL/ MR, BL, KR/ GH/ HOTEL/ W/A/ HOTEL/ DV/ | 6:30A 7A-3P 8:30A-4:30P 9A-4P 9A-6P 10A-1P 10:30A-11:45P 12:15P-1:15P 1P-3P 1:30P-4:30P 8P-10P 8P-10:30P | STAFF IN REGISTRATION WORKSHOPS WORKSHOPS EXHIBITS OPEN MSU CLASSES GENERAL SESSION NOOTIME EVENT LEARNING FAIR MSU CLASSES ARTIST SHOWCASE PERFORMANCE | DS ST |
| SAT. MARCH 31 | MI ASSOC. FOR THE EDUCATION OF YOUNG CHILDREN | | HOTEL/ MR, BL, KR/ GH/ MR, BL, KR/ W/A/ HOTEL/ W/A/ HOTEL/ DV/ | 7A 7:30A-11A 8:30A-4:30P 9A-3P 9A-4P 10:30A-11:45P 10A-1P 12:15P-1:15P 1P-3P 1:30P-4:30P 4:30P-? | STAFF IN REGISTRATION WORKSHOPS EXHIBITS WORKSHOPS GENERAL SESSION MSU CLASSES NOOTIME EVENT LEARNING FAIR MSU CLASSES MOVE OUT PERFORMANCE PERFORMANCE PERFORMANCE | DS ST ST ST |
| SUN. APRIL 1 | THE SCARLET PIMPERNEL - BTG | | DV/ | 2P-4:30P 8P-10:30P | PERFORMANCE PERFORMANCE | ST |
| MON. APRIL 2 | THE SCARLET PIMPERNEL - BTG | | DV/ | 3P-5:30P | PERFORMANCE | ST |
| | THE SCARLET PIMPERNEL - BTG | | DV/ | 9A-APPROX 6P | MOVE OUT | ST |
| | MI PETROLEUM ASSOC. PADGETT THOMPSON | | GH, EH, WH/ BL/ | 8A-6P | MOVE IN | MF |
| TUES. APRIL 3 | MI PETROLEUM ASSOC. | | BL/ | 6:30AM-8A 8:30A-4P 4P-5P | MOV E IN SEMINAR MOVE OUT | TM |
| WED. APRIL 4 | MI PETROLEUM ASSOC. GLAXO/SMITHKLINE | | KR/ | NOON-1P | LUNCH | DS |
| | MI PETROLEUM ASSOC. GLAXO/SMITHKLINE | | GH, EH, WH/ | 5P-7:30P | SHOW | MF |
| | MI PETROLEUM ASSOC. GLAXO/SMITHKLINE | | GH, EH, WH/ | 10A-5P | SHOW | MF |
| | GLAXO/SMITHKLINE | | KR/ | 6:30A-7:45A NOON-1P | BREAKFAST LUNCH | DS |

| DATE | EVENT | CONSTRUCTION | ROOM | TIME | FUNCTION | EC |
|-----------------|---|--------------|----------------------|--|--|----------|
| THURS. APRIL 5 | MI PETROLEUM ASSOC. BLUES CLUES | | GH,EH,WH/ DV/ | 10A-3P 8A-5P | SHOW MOVE IN | MF ST |
| | GLAXO/SMITHKLINE | | KR/ | 6:30A-7:45A 1P-3P | BREAKFAST BREAKOUT | DS |
| FRI. APRIL 6 | MI PETROLEUM ASSOC. BLUES CLUES | | GH,EH,WH/ DV/ | 8A-NOON 6:30P 7P-8:30P | MOVE OUT DOORS TO SEATING PERFORMANCE MOVE IN | MF ST |
| | AMERICAN CULINARY FED. AMWAY MEETING | | WA/ 1/3 GH,KR/ | 8A-NOON NOON-10P 10P-MID | MOVE IN MOVE IN MEETING MOVE OUT | DS MF |
| | BLUES CLUES | | DV/ | 10A 11A-12:30P 1P 2P-3:30P 4P 5P-6:30P | DOORS PERFORMANCE DOORS PERFORMACNE DOORS PERFORMANCE CONVENTION | ST ST |
| SUN. APRIL 8 | AMERICNA CULINARY FED. VAN EERDEN FOOD SHOW BLUES CLUES | | WA/ GH,WA/ DV/ | | MOVE IN | DS |
| | BLUES CLUES | | DV/ | 10:30A 11A-12:30P 1:30P 2P-3:30P 4:30P 5P-6:30P 6:30P-10:30P | DOORS PERFORMANCE DOORS PERFORMANCE DOORS PERFORMANCE MOVE OUT | ST |
| MON. APRIL 9 | HOPE COLLEGE SHOWCASE | | DV/ | 8A-4P4P-6:30P 4P-6:30P 8P-10P 10P-MID 3P-11P | MOVE IN REHEARSAL PERFORMANCE MOVE OUT DINNER/WARM UP | ST |
| | VAN EERDEN FOODSHOW | | WA,GH/ | | SHOW MOVE OUT | |
| TUES. APRIL 10 | | | | | | |
| WED. APRIL 11 | CHAMBER THEATER | | DV/ | | MOVE IN DOORS PERFORMANCE MOVE OUT | ST |
| THURS. APRIL 12 | WELCOME HOMES - RAY CHARLES | | DV/ | 10A-3P 4P 6:30P 7P-9:30P 9:30P-11:30P | MOVE IN SOUND CHECK DOORS PERFORMANCE MOVE OUT | ST |
| | PADGETT THOMPSON | | BL/ | 6:30A-8:30A 8:30A-4P 4P-5P 8A-NOON | MOVE IN SEMINAR MOVE OUT MEETING | TM |
| FRI. APRIL 13 | CITY MEETING CLEAR CHANNEL FIRST TIME BUYERS SHOW WHO DO YOU CALL? | | BR/ GH/ DV/ | | MOVE IN | TM MF |
| | CITY TEST | | BL/ | 8A-NOON | MOVE IN DOORS PERFORMANCE MOVE OUT TEST | ST |
| SAT. APRIL 14 | CHLEAR CHANNEL FIRST TIME BUYERS SHOW | | GH/ | | SHOW | TM MF |

| DATE | EVENT | CONSTRUCTION | ROOM | TIME | FUNCTION | EC |
|-----------------|---------------------------------|--|-----------------------------------|---|--|----|
| SUN. APRIL 15 | TIME BUYERS SHOW | | | | MOVE OUT | |
| MON. APRIL 16 | SPARTAN STORES | DEVOS DEMOLITION BEGINS. | WA, GH/ KR, BL/ | | MOVE IN | MF |
| TUES. APRIL 17 | SPARTAN STORES | | WA, GH/ KR, BL/ | | MOVE IN | MF |
| | GRSO CLASSICAL IX | | DV/ | 8A-NOON 7:30P-10:30P | MOVE IN REHEARSAL | ST |
| | WOMEN'S SHOW | | EH, WH/ | 7P-8P | SHOW OFFICE MOVE IN | DS |
| WED. APRIL 18 | SPARTAN STORES | | WA, GH/ KR, BL, MR/ EH, WH/ | | SHOW SEMINARS | MF |
| | WOMEN'S SHOW | | | 8A-9P | MOVE IN | DS |
| | GRSO CLASSICAL IX | | DV/ | 3:30P-6P 7:30P-10:30P | REHEARSAL REHEARSAL | ST |
| | SPARTAN STORES | | BR/ | ALL DAY | STORAGE | |
| THURS. APRIL 19 | SPARTAN STORES | | WA, GH/ KR, BL/ | | SHOW SEMINARS MOVE OUT | MF |
| | WOMEN'S SHOW | | EH, WH/ | 8A-NOON 3P-8P | MOVE IN-CARRY IN ONLY SHOW | DS |
| | GRSO CLASSICAL IX | OPEN REHEARSAL FOR GRSO MAKE SURE LOBBY IS CLEAN BY 6:00PM. | DV/ BR/ | 7:30P-10:30P ALL DAY | OPEN REHEARSAL STORAGE | ST |
| | GRABILL ENTERPRISES | | WA/ | 8A-8P | MOVE IN | ST |
| FRI. APRIL 20 | WOMEN'S SHOW | | EH, WH/ | 11A-8P | SHOW | DS |
| | GRSO CLASSICAL IX | GRSO UPBEAT MOVED TO 1/3 GH. | DV/ | 8P-10:30P | PERFORMANCE | ST |
| | GRABILL ENTERPRISES | | WA, BL/ | 8A-5P 6P | WORK CALL DOORS | ST |
| SAT. APRIL 21 | WOMEN'S SHOW | | EH, WH/ | 7P-12:30P | MEETING | DS |
| | GRSO CLASSICAL IX | | DV/ BR/ | 10A-8P | SHOW | DS |
| | CRESTON HS PROM | | 2/3 GH/ | 8P-10:30P 10:30P-12:30A | PERFORMANCE MOVE OUT | ST |
| | GRABILL ENTERPRISES | | WA, BL/ | NOON-3P 8P-MID | DECORATE PROM | DS |
| SUN. APRIL 22 | WOMEN'S SHOW | | EH, WH | 11A-3P 8P-1A | MEETING MEETING | ST |
| | GRABILL ENTERPRISES | | WA, BL/ | 10A-5P 5:30P-MID | SHOW MOVE OUT | DS |
| | LORIE LINE | | DV/ | 10A-NOON 1P-3P 3P-7P | MEETING MEETING MOVE OUT | ST |
| MON. APRIL 23 | PADGETT THOMPSON | PARKING RAMP CLOSES. | BL/ | 8A-1P 2:30P 3P-5:30P 5:30P-8:30P | MOV E IN DOORS PERFORMANCE MOVE OUT | ST |
| TUES. APRIL 24 | MI SCHOOL BUSINESS OFFICIALS | | GH, WA, KR/ | 6:30A-8A 8:30A-4P 4P-5P | MOVE IN SEMINAR MOVE OUT | MF |
| | PADGETT THOMPSON | | BL/ | 6:30A-8A 8:30A-4P 4P-5P | MOVE IN SEMINAR MOVE OUT | TM |
| WED. APRIL 25 | MI SCHOOL BUSINESS OFFICIALS | | GH, WA, KR/ | | SHOW | MF |

| DATE | EVENT | CONSTRUCTION | ROOM | TIME | FUNCTION | EC |
|-----------------|---------------------------------------|---------------------------------|-------------|-------------------------------------|--------------------------------------|----|
| | OFFICIALS | | | | | |
| | COUNCIL ON EDUCATIONAL MANAGEMENT | | BL/ | | MOVE IN MEETING | |
| THURS. APRIL 26 | MI SCHOOL BUSINESS OFFICIALS | | GH, WA, KR/ | | SHOW MOVE OUT | MF |
| | COUNCIL ON EDUCATION MANAGEMENT | | BL/ | | MEETING MOVE OUT | |
| FRI. APRIL 27 | MI SCHOOL BUSINESS OFFICIALS | | GH, WA, KR/ | | MOVE OUT | MF |
| | MI SCHOOL FOOD SERVICE ASSOCIATION | | GH/ | | MOVE IN | DS |
| SAT. APRIL 28 | MI SCHOOL FOOD SERVICE ASSOCIATION | | GH/ | | SHOW MOVE OUT | DS |
| SUN. APRIL 29 | HAIR WARS | | 2/3 GH/ | 8A-6P 5P 6:05P-10P 10P-MID | MOVE IN DOORS SHOW MOVE OUT | DS |
| MON. APRIL 30 | PADGETT THOMPSON | PARKING RAMP DEMOLITION BEGINS. | BL/ | 6:30A-8A 8:30A-4P 4P-5P | MOVE IN SEMINAR MOVE OUT | TM |
| | | | | | | |

MEMO

Date: 3/19/01
To: Steve Heacock, Chairman Grand Rapids-Kent County Convention/Arena Authority
From: Dale Sommers
RE: Owner Representative Duties

The Convention Center Expansion/Renovation Project is the largest construction project ever in this county. The number of phases and duration of this project requires full owner representation.

The Owner Rep is the thread that ties the entire process from the project concept to building operation together. The Owner Representative responsibility will assure that the Authority's overall project objectives are not lost in the detail work as the project moves between phases.

The Owner Rep position requires more than 40 hours per week for the size/length of this project. We have estimated that the position during the term of the project will require on average 3000 hours per year and I have budget accordingly. **To date we are within budgeted figures for our time.**

Neither Jim Gray nor I are willing to dedicate full time to this project, on a continuing basis, till mid 2005. We are willing, though, to job share. This is not to say that as the project requires, additional time even exceeding 40 hours per week will be given by either of us.

To date the Owner Representatives Duties have been divided as follows:

JIM GRAY (Technical)

DALE SOMMERS (Admin/Financial)

Budget:

Review Invoices

Total Budget Development

Review/Recommend Change Orders

Monthly Budget Figures

Monitor Budget

Processing of Invoices

Building Committee:

Prepare items for approval

Presentations

Prepare Agenda/Copies/Notices

Presentations

Prepare Minutes

Get documents signed/distributed

Convention/Arena Authority:

As required for specific presentations/issues

Attend meetings

Project updates

City/County issues

Contract Administration

Duties assigned by Chairman

Finance Committee:

Attend meetings

Monroe Ave Project:

Oversight/Coordination City

Project Expansion Coordination

Stakeholder meetings

Design/Development:

Lead person – gives final direction to AIA/CM

Assist as needed

Attend all meetings of Design Team,AIA/Tenants

Assist as needed

Coordinate/direct team through DD.

Schedule all DD items for Building Committee

Project Budget

FFE

Owners Budget

The Construction Document Phase, the Construction Phase and the Startup and Shakeout Phase will have a like division of duties.

The areas of major responsibility will be divided between construction/technical (Gray) and administrative/budget/committee/authority issues (Sommers)

The following are identified responsibilities of the Owner Reps as we move forward:

- Geotechnical/Environmental Issues
- Project Legal and Accounting Activities
- Insurance requirements
- Coordination between Operator (SMG) and Construction Manager
- Working with Operator (SMG) on tenant/operational issues during construction
- Specialty Consultant Contracts
- Coordinate Owner Consultant Contracts with AIA/CM
- Evaluation of the bidding and contract awards
- Provide consultation and evaluation of the contracts, change orders, field orders and other directives issued during the construction phase
- Attend all project meetings, review and approve minutes of these meetings
- Site visits on a regular basis and be familiar with the progress of the work
- Assist and advise owner in acquiring special testing as required during construction
- Review and approve minor changes in work
- Evaluate the progress and performance of the contractors, review and certify applications for payment
- Review contractors submittals including: samples, shop drawings, calculations, substitutions and other submittals
- Assist in the preparation of change orders, supplemental instructions and owner directives
- In conjunction with architect, conduct inspections to determine Substantial Completion
- Review construction record documents
- Coordinate delivery of warranty and instructions manuals to the owner
- Purchase, delivery and installation of furniture, fixtures and equipment
- Advise the owner regarding the best procedure for purchasing and installing build-in equipment
- Assist in the selection and purchase of FF and E
- Coordinate delivery, acceptance, storage and installation of FF and E

- The start-up and first year operation of the convention center during the contractors one year warranty period
 - Coordinate communication between the owners operating personnel and the installation contractors
 - Record all difficulties detected and coordinate the repair or corrective actions taken
 - Assist the owner's management and operating personnel in matters relative to operation and maintenance of built-in equipment and materials
 - Check performance of equipment
 - Conduct a final inspection prior to the expiration of the first year guarantee

This is an attempt to show the scope of the duties that Jim and I will share as the project moves forward. This is not an all inclusive list, but I hope it demonstrates the many, varied and complexity of this position of Owner Rep. The Authority benefits by having a Owner Rep involved in this project who can objectively deal both with the design team and construction team. The Owner Rep reinforces the authority's strong leadership role in the process.

Jim Gray has 30 years of architectural experience in West Michigan. He has been the Project Manager for the Van Andel Arena and the Van Andel Institute. He brings a wealth of construction/project management/technical, architectural experience to this project.

My experience relates to government operations, contracts (negotiation/administration), budget management, and coordination of issues and project management.

Jim Gray and I are a team. There are some meetings that we will need to be involved in together. However, these have and will be kept to a minimum. Neither of us can commit to this on a full time basis or be a sole person Owner Rep for this project. The Authority will be well served in this arrangement of job sharing.

We have budgeted for the Owner Representative tasks 3000 hours per year for 2001,2002, 2003,2004 and in 2005 – 2000 hours. This is based on 30 hours per week for each of us. Some weeks Jim will have more and I less or vise versa.

You have entrusted tremendous responsibility for the success of this project in the two of us. I hope the above data gives you the required information to answer any questions you or others may have on the function/duties/roles of Jim and I.