



CITY OF DUNWOODY
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MEMORANDUM

To: Honorable Mayor and City Council

From: Warren Hutmacher, City Manager

Date: April 20, 2009

Subject: Boyken Contract Update

Pursuant to the direction of the Mayor and Council, this memorandum shows the costs incurred as of March 31, 2009 as per the City's contract with Boyken International.

March, 2009	\$53,135
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Cumulative Cost as of March 31 st , 2009	\$479,062

Status Update: Boyken personnel are currently working on the following projects for the City:

- City Hall build out
- City of Dunwoody staff will take over compilation of policies and procedures

Attached is a report generated by Boyken International. Please let me know if you have any questions.

Mr. Warren Hutmacher
City Manager
City of Dunwoody
400 Northridge Road, Suite 1250
Atlanta, GA 30350

April 16, 2009

**Re: City of Dunwoody
Dunwoody, Georgia
Summary of Services to the City of Dunwoody for the period March 1 through March 31, 2009**

Since October 16, 2008 Boyken International has provided Start-up Project Management and Consulting Services to the City of Dunwoody to manage the process of establishing an independently operational City by December 1, 2008. Since this date we have continued to assist the City in various activities including the planning and build out of the new City Hall and Municipal Court locations. The activities completed in March 2009 include the following:

Phase 1 – Police Station, East Side Build-Out

- On January 26, 2009, the City Council voted to approve the lease for 41 Perimeter East and on February 6th the lease was formally executed. On February 7th, demolition began on the east side of the first floor area which will be occupied by the Police Department.
- In March, Boyken International worked closely with the entire project team to include the property manager, architect, engineers, contractors, vendors and users to conduct all final preparations and inspections in order for the City of Dunwoody Police Department to occupy the east side of the first floor. During the week of March 16th, all City and County final inspections were passed and a Certificate of Occupancy was issued to the City of Dunwoody Police Department. On Saturday, March 21st all new furniture was installed for the Phase 1 build-out.
- On April 1st, the City of Dunwoody rolled out its new Police Department on schedule. One of the significant accomplishments was the early completion of the department's data center. This enabled data and phone services upon occupancy and ensured success of the Police Department's operational systems. The data center is equipped with a waterless fire suppression system, dedicated cooling with humidity control, and is pre-wired to failover to the backup generator system in the event of a power outage. Boyken International provided training on the access control system, closed-circuit TV surveillance system, and the roll call room's audio visual equipment. Additionally, Boyken assisted with the design of the Police ID badge and created the cards in the access control system database.

- Boyken International successfully delivered Phase 1 of the City of Dunwoody Police Department build-out on time and under budget. This monumental task was accomplished in part through Boyken's proactive, diligent and aggressive leadership in project management. Boyken International was able to save the City from having to allocate another \$420,000 to DeKalb County for the use of their police force in April.

Phase 2 - City Hall Build-Out

- Throughout the month of March, Boyken continued to work with the property manager, the general contractor, and the design team to verify that all construction milestones were being met. If there appeared to be a potential for delay, Boyken worked with the team to proactively identify innovative solutions to avoid any delays in construction. City Hall is on schedule for turnover and occupancy in April.
- Boyken has worked closely with the project interior designer to solicit and collect competitive bids from various furniture vendors in the local area for the remaining furniture needed for the project. Bids were received from DeKalb Office Environments, Business Environments and Office Images. Boyken thoroughly evaluated all bids in an effort to assess the completeness of the bids and the quality of the furniture. DeKalb Office Environments was the successful bidder with a bid of \$147,808.00. On March 22nd, City Council accepted Boyken's recommendation to award the contract to DeKalb Office Environments. This effort saved the project budget \$32,192.00.

Phase 3 - Council Chambers & Police Station Build-Out

- The west side of the first floor area for the remainder of the Police Station and Council Chambers will commence construction upon relocation of an existing tenant, who is scheduled to move from the space by April 17, 2009. The build-out of this space will be the final Phase of the project and is scheduled for occupancy on May 29, 2009.
- Throughout March, Boyken has had multiple meetings with the contractor and the property manager to review all pricing in detail as submitted by the general contractor. This is an effort to ensure that all pricing is fair, reasonable and accurate in order to keep the project under budget.

Policies and Procedures Manual

- On March 11, 2009 Jeff Jones and Barry Stein of Boyken International met with the City Manager to discuss the completion of the comprehensive set of Policies and Procedures Manuals (P&P Manual). It was determined that it may be more cost effective to have the City's staff complete the P & P Manual since they were already charged with establishing the Policies that are to be followed going forward.
- The City Manager requested a Cost Proposal as an estimate of costs for Boyken to finalize the P&P Manual. This proposal was delivered during the week of March 16,

2009. After the proposal was reviewed, the City Manager determined that it would be more cost effective to have City staff finalize the P&P Manual and Boyken was advised to begin turning over the P&P electronic files and documents to City staff.

The status of the City Policy and Procedures Manual at the end of March 2009 is as follows:

- The first draft of the Employee Policy Manual was finalized and is currently being reviewed by the City's Human Resources director. The Municipal Court Policies and Forms have been substantially completed and have been provided to the City Attorney, Police Chief and judges for review.
- The Community Development Department is utilizing software developed by Community Development Partners for their Policies and Procedures that will be utilized by staff and the Dunwoody citizens going forward. The first draft of these documents was received from the vendor on March 18, 2009. Boyken International reviewed these documents and recommends that City staff provide additional supplemental written documents to support and clarify the Community Development Policies. This will ensure that the documents are complete and understandable as working documents for the City staff as well as the citizens of Dunwoody.
- The Public Works and Police Department Policies and Procedures are in progress and Boyken International has returned all of these Policies and Procedures to the Public Works Director and the Deputy Police Chief to have these documents finalized by City staff. The initial set of Police Department Policies and Procedures were finalized on March 22, 2009, which was the move in date for the Police Department at their new facility in the 41 Perimeter Center East building.


Human Resources

- Boyken International remains available to assist the City with any additional Human Resources issues as needed and will continue to answer miscellaneous questions as they arise.

We appreciate the opportunity to assist the City of Dunwoody with their ongoing set-up activities. If you have any questions or comments regarding our activities to date please contact us at your earliest convenience.

Sincerely,

Boyken International, Inc.



Jeffrey S. Jones, PE, CCE
Senior Project Manager