



CITY OF DUNWOODY
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MEMORANDUM

To: Honorable Mayor and City Council
From: Warren Hutmacher, City Manager
Date: February 12, 2009
Subject: Boyken Contract Update

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

January, 2009	\$67,369
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Cumulative Cost as of January, 2009	\$348,179

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

- City Hall build out
- Compilation of policies and procedures (not the actual creation of policies)

Please let me know if you have any questions.

February 6, 2009

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

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

Since October 16, 2008 Boyken International has provided Start-up Project Management and Consulting Services to 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 for the new City Hall and Municipal Court locations. The activities completed in January 2009 include the following:

City Hall and Police Station Set-up

- During the month of January, Boyken International worked with Colliers Real Estate Brokers to provide the City of Dunwoody with the most economical and accommodating location options for the new City Hall and the Police Department facilities. Following lengthy discussions and negotiations, the City Manager selected 41 Perimeter Center East with approval given by the City Council on January 26, 2009.
- Boyken International facilitated an in depth scheduling session with Chief of Police and the Assistant Police Chief. The session included the identification and planning of all activities required to start a police force from the ground up including:
 - Personnel (benefits packages, phased hiring, and training),
 - Equipment Procurement (GMA master lease, equipment, and vehicles),
 - Police station (program, design, and construction),
 - Standard Operating Procedures (manual).
- Lease negotiations on the space have continued into February as the City Attorney and the landlord, Barry Properties work to finalize the lease for the new 41 Perimeter Center East facilities. The lease is anticipated to be executed during the first week of February.

- The architecture firm of Gardner Spencer Smith Tench and Jarbeau are providing Space Planning and Design services for the new City Hall and Police Department. Boyken International facilitated multiple design meetings with various City of Dunwoody staff and the architect to identify specific needs regarding the design of the new facility. Design Development (DD) drawings were sent out to four contractors to bid on January 19, 2009.
- Barry Properties assigned a Construction Manager, Doug Soul, to oversee the construction on behalf of the landlord. Boyken International Project Manager, Lesley Baker, along with Don Boyken and Barry Stein, are overseeing the construction on behalf of the City of Dunwoody.
- Boyken International, along with Doug Soul, managed the bidding process for the new construction. Bids were received back from three of the four contractors on January 27, 2009. Cork-Howard, one of the bidders, was \$200K more than the other two bidders, so that General Contractor was eliminated. Upon review of the other two General Contractors bids, there was not a clear "apples-to-apples" comparison of the two bids. As the drawings were only in the Design Development stage and not as final Construction Documents, the two remaining bidders, Warren-Hanks and CBI, were asked to submit their General Conditions and Fees based on a \$500,000 project. The low bidder, Warren-Hanks, was awarded the project on February 2, 2009.
- Construction (demolition) will begin once the lease is signed, which is anticipated to occur during the first week of February. Warren-Hanks, Boyken International and the architectural firm Gardner Spencer Smith Tench and Jarbeau are working on cost reduction items to keep the total construction cost within the \$27/SF allowance provided by the landlord.
- Boyken International's IT professionals have also assisted with the requirements and analysis for computer network and telephone cabling, close circuit television (CCTV) and card entry systems for security, and audio visual for the Council Chambers and Roll Call room. Coordinated design build vendors for all listed equipment and services.

Municipal Court Set-up

- Boyken International has assisted with the planning and coordination of the temporary Municipal Court space at the Terraces facility near Perimeter Mall. This included assisting with the requirements, analysis and coordination of service for the temporary location of the City Court and the Point of Sale System to enable citizens to pay court fines. This will allow the City to begin taking in revenue from the Municipal Court on the court's opening day which is scheduled for February 18, 2009.
- Boyken International secured and reviewed the standard operating procedure manual from the City's 3rd party municipal court consultant. Boyken managed revisions to the manual and coordinated the redistribution of the manual.

- Boyken International coordinated and assisted in the scheduling of the Terraces conference center for use by the City for municipal court and other recurring meetings. This process included the creation of a City calendar used for negotiating the use agreement on the space and as a communication tool for all involved with the planning the facilitation of all associated meetings.

Policies and Procedures Manual

- Boyken International continues to develop a comprehensive set of Policies and Procedures Manuals which will set the standards for all City operations going forward. Currently the majority of the Policies and Procedures for the Finance and Administration department is formatted and will be finalized during the month of February 2009. The first draft of the Employee Policy Manual has been 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 and Police Chief for review.
- The Community Development Department is utilizing software developed by Community Development Partners for the foundation of the Policies and Procedures that will be utilized by staff and the Dunwoody citizens going forward. Once these documents are finalized by the vendor, Boyken International, in conjunction with City staff will provide all additional written documents required to ensure that the Community Development Policies are complete and understandable as working documents for the City staff as well as the Dunwoody citizens.
- The Public Works and Police Department Policies and Procedures are in progress and Boyken International is currently working with the Public Works Director as well as the Deputy Police Chief to have these documents finalized as soon as possible. The Police Department Policies and Procedures will be finalized no later than March 15, 2009 which is when the Police Department moves into their new facility at 41 Perimeter Center East.

Human Resources

- Boyken has provided benefits research for the City employees as well as reviewing insurance policies and making a final recommendation for the City's insurance agent for Health Care, Disability and Life Insurance plans included in the Benefits Package. This recommended Benefits Package was presented to the City Council during the scheduled meeting on January 26, 2009 and included a Defined Contribution Plan for current and future employees.
- As new personnel are hired on an ongoing basis, we continue to ensure that the new City staff and employees are aware of existing policy and contracts. In two specific cases, we ensured that the City did not overpay for over \$3,000 worth of services that were already included under prior contracts.

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.

A handwritten signature in black ink, appearing to read "J. S. Jones", written in a cursive style.

Jeffrey S. Jones, PE, CCE
Senior Project Manager