



CITY OF DUNWOODY
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MEMORANDUM

To: Honorable Mayor and City Council
From: Warren Hutmacher, City Manager
Date: March 16, 2009
Subject: Boyken Contract Update

Pursuant to the direction of the Mayor and Council, this memorandum shows the costs incurred as of February 28th, 2009 as per the City's contract with Boyken International.

February, 2009	\$77,748
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Cumulative Cost as of February 28 th , 2009	\$425,927

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

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

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

March 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 February 1 through
February 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 February 2009 include the following:

Police Station and Council Chambers 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. This Phase One area of the Police Department is scheduled to be completed and occupied beginning on March 22, 2009.
- The west side of the first floor area for 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 12, 2009. The build-out of this space will be the final Phase of the project and is scheduled for occupancy on May 29, 2009.
- Due to a compressed time-frame of seven weeks to demolish an existing tenant space, build-out a specialized space for an operating police force, arrange for all high-tech aspects of security and the wireless interface with patrol vehicles, and complete a design for all of these items as we go, Boyken has been working on behalf of the City to coordinate all primary stakeholders with this very important endeavor. The specific tasks below address some of these activities in order to provide some insight into the type of work and coordination required to make this project successful.

- Throughout the month of February, Boyken International has been working with Barry Properties' Construction Manager, Doug Soule, their architect, Gardner, Spencer, Smith, Tench & Jarbeau, and their general contractor, Warren Hanks Construction, to finalize the scope, cost and schedule of the build-out for the entire project. Boyken has led multiple work sessions with the entire project team to proactively identify any unexpected costs and possible delays in the project.
- Boyken International has initiated site visits at the new City Hall location during the month of February to conduct weekly construction meetings, inspect the quality of work, answer any coordination questions and address critical issues that will affect the schedule and/or the project budget.
- Boyken International's IT professionals have coordinated with the City of Dunwoody IT Manager and with the security and low voltage vendors to ensure all security, IT and low voltage systems are in place to accommodate a March 22, 2009 move in date. Boyken International has 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. Coordination and review of bids from a total of forty two (42) design build vendors was completed for all listed equipment and services. The IT room is scheduled to be turned over to the City on March 12, 2009.
- The initial budget estimate was \$100,000 for cabling, CCTV, and secure entry and \$60,000 for audio visual equipment. Through value engineering these numbers were reduced to \$60,000 and \$30,000 respectively. Additionally, the RFP process reduced the actual costs to \$48,197 and \$23,343; achieving a cost savings to the City of over \$88,000 from the initial IT budget.
- Throughout the month of February, Boyken has worked with the Chief of Police, the City Manager and the project interior designer to determine the furniture needs for Phase One. Boyken reviewed all furniture bids and presented a recommendation to the City for final execution. DeKalb Office Environments was the vendor selected for Phase One. Upon execution of the final purchase order, Boyken has worked with the interior designer and the vendor to expedite the installation. Furniture is scheduled to be installed on Saturday, March 21, 2009.
- Boyken has worked with the City of Dunwoody Deputy Chief of Police to determine the specific needs of the crime lab. These needs were communicated to the project engineers and the interior designer to ensure that the proper corrosion resistant materials were specified and that the plumbing was properly designed to handle any hazardous materials.
- Due to the special needs of the Police Department, Boyken has worked with the Chief of Police and the project's electrical engineer to specify the proper sized diesel generator to ensure that future operations are not interrupted in the event of a power loss event.

City Hall Build-Out

- Many of the Boyken activities outlined above for the Police Station and Council Chambers build-out served as coordination activities for the City Hall build-out as well.
- Upon execution of the lease, the area designated for City Hall on the second floor was immediately demolished. In the month of February, walls were laid out, framed, and one side of sheet rock was installed. All in wall electrical and data boxes were installed. Boyken worked closely with the entire project team to ensure quality of construction, code compliance, and that all critical timelines were met or exceeded.
- Throughout the month of February, Boyken International has worked with the City of Dunwoody and the project interior designer to select and procure furniture for the second floor area. Boyken has negotiated with the temporary City Hall's landlord to purchase the existing furniture currently being used by the City staff. The purchase orders for all furniture will be executed in early March, 2009.

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. The Policies and Procedures for the Finance and Administration department have been formatted and are currently being reviewed by Staff for final implementation. The final Purchasing Policy document was deferred for approval by Council until the March 9, 2009 City Council meeting. Boyken personnel have met with the City Finance Director and Staff to insure that this document has been finalized for approval.
- 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, Police Chief and judges 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 22, 2009 which is 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