



CITY OF DUNWOODY

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MEMORANDUM

To: Honorable Mayor and City Council

From: Warren Hutmacher, City Manager

Date: July 20, 2009

Subject: June Boyken Contract Update

Pursuant to the direction of the Mayor and Council, this memorandum shows the costs incurred as of June 30, 2009 as per the City's contract with Boyken International.

June, 2009	\$15,676
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Cumulative Cost as of June 30, 2009	\$543,104
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Status Update: The contract with Boyken has been officially closed out as of 6/15/09:

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

July 15, 2009

Mr. Warren Hutmacher
City Manager
City of Dunwoody
41 Perimeter Center East
Dunwoody, GA 30346

Re: Summary of Services to the City of Dunwoody for the period June 1 through June 31, 2009.

Boyken International has provided Start-up Project Management and Consulting Services to the City of Dunwoody since October 16, 2008 in order 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. Boyken is proud to announce that all phases of the City of Dunwoody Municipal Building build-out were completed on time and under budget. The activities completed in June 2009 include the following:

I Period June 1st through June 31st

Phase 1 – Police Station, East Side Build-Out

- On March 20th the East Side of the Police Station was substantially completed and on April 1st, the City of Dunwoody rolled out its new Police Department on schedule.

Phase 2 - City Hall Build-Out

- The City Hall build-out was substantially completed on April 8, 2009. Boyken coordinated, facilitated and documented the final inspection of City Hall. Boyken verified that all items noted during the final inspection have been addressed by the Property Manager's general contractor.
- The City began its first day of operation in the new City Hall on May 11th, 2009. This phase was completed on time and under budget.

Phase 3 - Council Chambers & Police Station Build-Out

- The City Council Chambers and the remainder of the Police Department areas were ready for operation and occupancy on June 1st. The new space and all of the new

furniture was inspected. Boyken has followed up with the property manager, their general contractor and any of the City's vendors to ensure that all inspection items were addressed to the City's satisfaction.

- Throughout the month of June, Boyken has worked with the City, the property manager and various vendors to coordinate all additional requests or changes.
- This final phase was turned over to the City of Dunwoody on time and under budget.

II Project Close-out Activities June 1st through June 15th

Installation and Commissioning of Air-Cooled Chiller and Emergency Power Generator

- In late May 2009, the air cooled chiller and the emergency power generator were delivered and installed. These two units were started, tested and commissioned on June 9th and passed all functional tests and performance criteria. Formal commissioning reports have been turned over to the City with all notes and recommendations.
- Boyken International has met with the City Manager to turn over all financial information as it relates to the build-out and start-up of City Hall and the Police Department. The project has been officially closed out on time and under budget.

In conclusion, we appreciate the opportunity to work with the City of Dunwoody and have enjoyed seeing this project through to a successful completion. 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, LEED AP
Senior Project Manager