



CITY OF DUNWOODY
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MEMORANDUM

To: Honorable Mayor and City Council
From: Warren Hutmacher, City Manager
Date: June 15, 2009
Subject: **May Boyken Contract Update**

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

May, 2009	\$21,639
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Cumulative Cost as of May 31 st , 2009	\$527,428

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

- City Hall build out – punch list
- Contract Expiration – June 15th, 2009

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

June 9, 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 May 1 through May 31, 2009.**
- **Projected Close-out of Services for the period June 1 through June 15, 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 May 2009 include the following:

I Period May 1st through May 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.
- Since completion of phase 1, Boyken has responded to various requests submitted by the City to assist in making their new space as efficient and functional as possible. Some of the requests Boyken has coordinated includes the addition of security devices, programming of the security system, training of staff in the operation of the security system, addition of a Dutch shop door at Police Services and the addition of dimmable can lighting in the roll call room. Most requests have been addressed to date.

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.

- Boyken worked closely with the Property Manager and the City to coordinate all aspects of the final occupancy and turnover of the new City Hall facility. This is to include the keying of the space as well as security access.
- 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.
- Similar to the services Boyken provided upon the completion of phase 1, we continued to assist and respond to additional requests made by the City. Some of these requests include the addition of security and data devices, procurement of additional furniture and the reconfiguration of new furniture.

Phase 3 - Council Chambers & Police Station Build-Out

- Through the month of May, Boyken continued to facilitate and document all weekly construction meetings with the project team.
- On May 27th and 28th, all furniture was installed for the final phase of the Police Station and the City Council chambers build-out. On May 28th, the space was inspected and deemed substantially complete by the project team.
- The remainder of the Police Department space as well as the City Council Chambers was ready for operation on June 1st.

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 will be started, tested and commissioned during the month of June.
- In mid June, Boyken intends to meet with the City to present all final close-out documents to include Boyken's final report as well as all operation and maintenance manuals, warranties, and any necessary maintenance agreements for their new equipment. This meeting will officially close-out Boyken's contract and end our scope of services.

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 "Jeff Jones", written in a cursive style.

Jeffrey S. Jones, PE, CCE, LEED AP
Senior Project Manager