



CITY OF DUNWOODY
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MEMORANDUM

To: Honorable Mayor and City Council

From: Warren Hutmacher, City Manager

Date: May 18th, 2009

Subject: April Boyken Contract Update

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

April, 2009	\$26,727
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Cumulative Cost as of April 30 th , 2009	\$505,789

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

- City Hall build out (1st floor in progress – expected completion date of May 27, 2009)

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

May 14, 2009

**Re: City of Dunwoody
Dunwoody, Georgia
Summary of Services to the City of Dunwoody for the period April 1 through April
30, 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 April 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. On March 20th the East Side of the Police Station was substantially complete 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.
- Through the month of April, 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 will occupy the new City Hall facility upon installation of all furniture in May. Boyken will schedule and coordinate all final move-in requirements.

Phase 3 - Council Chambers & Police Station Build-Out

- Council Chambers and the final phase of the Police Station build-out began construction on April 20th. Boyken continues to facilitate and document all weekly construction meetings with the project team.
- During the month of April, Boyken has identified and resolved issues regarding the design and ordering of corrosion resistant case work in the crime lab, procurement of equipment for the crime lab, design and function of all acid waste disposal systems, audio visual system integration, as well as security access.
- The build-out of this space will be the final Phase of the project and is scheduled for occupancy on May 29, 2009.

Policies and Procedures Manual

- During the month of March the City Manager elected to employ each of the City vendors to assemble their procedures into the City Procedures Manual (PM) at no additional cost to the City. Therefore Boyken International's work related to the P&P Manual was no longer required and all associated work was stopped. A deductive change has since been submitted to the City to remove this scope of work from Boyken's contract. On April 16, 2009 all of the P&P Manual documents and a CD of the electronic files completed and In Progress by Boyken were turned over to Ms. Laura Cover of the City's Finance and Administration Department.

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, LEED AP
Senior Project Manager