



Livonia Public Schools

Finance Office

Date: March 9, 2021

To: Andrea Oquist, Superintendent

From: Alison Smith, Director of Finance

Re: **Approval of Design Firm for Phase II, Part 2 of Central Office Renovation**

We would like to discuss approving HED (Harley Ellis Deveraux), a design firm, for Phase II, Part 2 of Central Office Renovation at the March 15, 2021 Finance Committee meeting. Please include this item on the agenda. Thank you.

As you know, Central Office houses many departments; including Human Resources, Finance, Operations, Information Technology, Communications, Student Services, Academic Services, Elementary Programs, and Secondary Programs. In addition to housing these departments, the Board Office is frequently host to many professional development training sessions attended by staff from across the District. Families in our communities come to the Board Office to register their students over the summer. It is also where we invite the public to join us for public hearings and Board meetings.

The district has been working closely with HED throughout 2020 to develop a plan for a more efficient use of the Central Office space both in terms of energy efficiencies and space utilization, as well as an overall updating of the appearance of the building.

HED was hired in January 2020 to complete the first phase of programming and assessments needed before architectural design plans could be created for the Central Office Renovation. When that phase was complete, we authorized HED in May 2020 for phase II, part 1 which involved the completing architectural design plans. We are now seeking the Board's approval to authorize HED for phase II, part 2 which will include bid/award services. The total fee for phase II, part 2 is \$52,700 plus reimbursable costs such as mileage and printing costs.

During the Phase II, Part 1 additional design work was conducted by HED upon the district's request in order to ascertain the functionality and subsequent re-use of the existing Air Handling Unit, in lieu of its full replacement, as well as some other smaller items. We believe this additional cost now will save the district money in the future. For that reason, we are also seeking the board's approval to reimbursement HED for the additional time they spent on these tasks for a total fee of \$26,945.

AS/kp

c: Board of Education