

Livonia Public Schools

Finance Office

Date: January 14, 2020

To: Andrea Oquist, Superintendent

From: Alison Smith, Director of Finance

Re: Architectural Design Services

We would like to discuss securing architectural design services to provide programing and needs analysis of the District's Board Office at the January 21, 2020 Finance Committee meeting.

As you know, the Board 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.

Dialogue among District staff about the Board Office often result in the feeling that we could make more efficient use of the space both in terms of energy efficiencies and space utilization, as well as an overall updating of the appearance of the building. Department structures have changed significantly over the last 40 years, but very little has been changed structurally at the Board Office.

Phil Francis and I have teamed up with Plante Moran CRESA to request proposals from four reputable design firms in the metro-Detroit area, that have expertise in office space design. All four firms came to the Board Office and did a walk through of the space and submitted proposals. Attached is a recommendation letter from Plante Moran CRESA, as well as a comparison of the four proposals submitted. The number of hours estimated to complete the work varied, but the hourly rate proposed from all four firms fell within the range of \$100-\$152 per hour.

In the event the Board of Education is interested in exploring the possibility of updating the Board Office, we recommend that we engage HED (Harley Ellis Deveraux) at a cost not to exceed \$46,000 to be paid for out of the Capital Projects Fund. Based on the number of hours estimated to complete the job, this is at a rate of \$144 per hour. While HED had the highest upfront cost, their proposed percentage fee on construction costs was the lowest, which makes them the firm with the lowest overall cost.

AS/kp

Attachment
c: Board of Education