

Livonia Public Schools

Finance Office

Date: May 11, 2020

To: Andrea Oquist, Superintendent

From: Alison Smith, Director of Finance

Re: Design Firm for Phase II of Central Office Renovation

We would like to discuss engaging HED (Harley Ellis Deveraux) for Phase II of the Central Office Renovation at the May 11, 2020 Finance Committee meeting.

As you know, Central Office/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 school 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 school district staff about the board office often results in the opinion 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.

HED was hired earlier this year to complete the first phase of programming and assessments needed before architectural design plans could be created for the Central Office Renovation. Now that Phase I is complete, we would like to move on to Phase II which involves design, bid/award, and construction administration services. The total fee for these services is \$202,600.00. At this time, the district is interested in authorizing the design services portion of the contract at a cost of \$149,900.00 plus reimbursable costs such as mileage and printing costs. Upon completion of this design work, the district would have the plans needed to proceed with construction when we are ready to do so.

Please add this item to the May 11, 2020 Finance Committee meeting. Thank you.

AS/kp

Attachment

c: Board of Education