

# **Livonia Public Schools**

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## ***Finance Office***

Date: October 8, 2020

To: Andrea Oquist, Superintendent

From: Alison Smith, Director of Finance

Re: HED Change Order

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.

With that in mind, the district brought forth a recommendation in January 2020 and the Board approved engaging HED (Harley Ellis Deveraux) to perform a programming and needs analysis of the District's Board Office. Once that work was completed, administration brought forth an additional recommendation in May 2020 and the Board approved engaging HED again for Phase II of the Central Office Renovation. Phase II involves design, bid/award, and construction administration services. The total fee for these services is \$202,600.00. At that time, the district was interested in authorizing only the design services portion of the contract at a cost of \$149,900.00 and that recommendation was approved by the Board of Education. At the completion of this design work, the district would have the architectural plans needed to proceed with construction when we are ready to do so.

While performing these architectural services, HED has discovered some deficiencies in the existing building systems that they have found to be required upgrades. Since addressing these issues is beyond their base scope of work, HED is seeking a Change Order in the amount of \$15,035 to cover the additional hours needed to address these required upgrades. These upgrades include electrical upgrades and mechanical modifications. I will explain each item below:

1. Electrical Updates:
  - a. Generator modifications - The existing 60KW generator is currently serving the entire front building lighting load/panels from a single transfer switch. Per the NEC 700 the only loads allowed to be served from the emergency transfer switch are those required for emergency egress lighting and exit signage, the current design does not meet code and a dedicated emergency panel needs to be added to support emergency egress, exit signage and alarm panels only.
  - b. Electrical Panel Updates - Replace the existing 1<sup>st</sup> & 2<sup>nd</sup> floor receptacle and lighting panels in the front building. The existing panels are recessed, in the corridors, into the existing CMU walls with the existing branch circuits installed in the floor slab utilizing floor duct. This impedes the installation of new circuits into the existing panels for the renovation. There are currently (4) receptacle panels like this. In addition, the existing 277/480V lighting panels (qty: 2, also in block walls) are deficient and require replacement. To address these issues, HED recommends a new central first floor electrical closet that would encapsulate most of the new electrical distribution for the first and second floor, with a new receptacle panel to be located on the second floor. Only one new receptacle panel would be required at each floor on the first and second floor, along with one new normal lighting panel on the first floor in lieu of the multiple existing receptacle and lighting panels serving each floor.  
For the rear building, the majority of the electrical equipment is from the renovation in the 1950's and is no longer supported by the manufacturer and past it's useful life along with code deficiencies and a different voltage distribution system than the front of the building. The lighting and plug loads that serve the space are fed from small residential load centers that have been tapped and extended over the years and need replacement with new panelboard construction that will adequately support the new renovation. HED recommends leaving the existing system alone that serves the mechanical equipment and replace the old load centers with one new 120/208-volt 42 receptacle panel from the main switchboard to support both floors of the rear building renovation.
2. Mechanical Modifications:
  - a. Cold Water Piping – The addition of restrooms to the front building first floor requires replacing cold water distribution piping in that building with a larger size. (We have verified that the existing water main size is sufficient).
  - b. Baseboard heating – The existing baseboard heating requires reconfiguration to accommodate the new floor plan. This entails a combination of field examination to document the functional portions of each baseboard unit, potential minor plan adjustments to accommodate locations where partitions are just barely in conflict with baseboards, and reconfiguration of the baseboard heating system where minor plan adjustments are not sufficient.
3. In-wall A/C Unit Removal– Remove in-wall A/C Unit from back building and detail the infill for the exterior wall.

Please place this item on the Finance Committee agenda for October 12, 2020.  
Let me know if you have any questions. Thank you.

AS/kp

c: Board of Education