



September 4, 2026

Mr. Sean O'Neil
Community Development Director
White Lake Charter Township
7525 Highland Road
White Lake, MI 48383

MEMORANDUM

Project: White Lake Charter Township – New Civic Center Development Project
Subject: Construction Management Staffing – Reimbursable Cost Extension

PURPOSE

The purpose of this memorandum is to document the schedule impacts experienced during construction and the resulting extension of Construction Management staffing beyond the period contemplated in the original reimbursable staffing allowance.

The project was originally scheduled for completion in May 2026 based on the Adjusted Schedule established through Amendment No. 4. The current project forecast extends completion to January 2027, representing an approximate eight-month extension beyond the original planned duration. The extended project duration has required McCarthy & Smith to maintain project management, engineering, and field supervision resources beyond the staffing period originally anticipated. Based on the current forecast, the additional staffing cost is \$250,000.00, consisting of \$125,000 for the Township Hall and \$125,000 for the Public Safety Building.

This memorandum summarizes the principal events contributing to the extended duration and provides the supporting basis for the requested reimbursement.

ORIGINAL AND CURRENT PROJECT SCHEDULE

The original construction schedule established the construction duration as approximately 90 weeks, or 21 months, of construction activity.

Milestone	Original Schedule	Current Forecast
Construction Start	September 2024	January 2027
Original Substantial Completion	May 2026	—
Original Duration	Approximately 21 months	—
Current Forecast Completion	—	January 2027
Revised Duration	—	Approximately 29 months
Net Extension	—	Approximately 8 months



The extension is the cumulative result of several schedule impacts affecting both the Township Hall and Public Safety Building. These impacts include the Owner-directed Notice of Pause, procurement and material delays, winter conditions during foundation construction, unforeseen subsurface conditions, additional below-grade drainage work, structural coordination and design issues, and ongoing design revisions and scope development.

PRIMARY SCHEDULE IMPACTS

A. Owner-Directed Notice of Pause

In December 2024, the project was placed under an Owner-directed Notice of Pause related to the cybersecurity funding disruption. The pause suspended construction activity for approximately five weeks and disrupted procurement of long-lead materials, shifting the overall construction sequence.

B. Procurement and Long-Lead Materials

The project experienced delays in the procurement and release of long-lead materials, including storefront, aluminum entrances, curtain wall, and structural steel. These delays affected structural, enclosure, and interior work.

C. Winter Foundation Conditions

The Notice of Pause pushed foundation work from December 2024 into January 2025. This shifted foundation construction into winter conditions and reduced productivity.

D. Unsuitable Soils and Foundation Undercutting

Unsuitable and unstable soils were encountered during foundation construction, particularly at the Public Safety Building. Approximately 80% of the foundation and slab areas were affected by undercutting, requiring removal and replacement of unsuitable soils, additional testing, and related work. These conditions extended foundation activities and delayed subsequent work.

E. Groundwater and Under-Slab Drainage

Groundwater conditions at the Public Safety Building required a permanent under-slab drainage system and waterproofing measures that were not part of the original base-bid scope. This work added approximately two months to the construction sequence and delayed structural steel, slab, enclosure, and roofing activities.

F. Township Hall Structural Coordination and Mass Timber

Structural coordination and design issues delayed mass timber delivery and erection from the originally planned April 2025 start until October 2025. The resulting winter erection affected the sequencing of the building enclosure and interior work.

G. Building Enclosure Coordination

Additional structural coordination and steel were required for the cold-formed metal framing and curtain wall systems. This delayed portions of the building enclosure and affected the start of interior finishes.

H. Owner-Directed Changes and Design Revisions

The project has continued to experience design revisions, Owner-directed changes, and additional scope development. These include Township Hall revisions and additional IT/technology work at the Public Safety Building to fulfill Oakland County dispatch needs.

The current IT work is anticipated to impact the schedule by approximately seven to ten weeks and is affecting the completion of ceilings and associated finishes.

CONSTRUCTION MANAGEMENT STAFFING IMPACT

The eight-month extension has required McCarthy & Smith to maintain project management, engineering, and field supervision beyond the staffing period originally contemplated. The additional staffing is necessary to continue project administration, coordination, scheduling, procurement, cost management, contractor oversight, inspections, meetings, and field management through the revised January 2027 completion.

The good news is that we are recommending a transfer of funds from General Conditions to Staffing Reimbursables, which means no additional cost to White Lake Township.

A. CM Staff Reimbursables				
	Project A New Civic Center Site Work	Project B New Public Safety Building	Project C New Township Hall Building	Total
Billed to Date				
Original Contract	\$ 133,000.00	\$ 523,000.00	\$ 540,000.00	\$ 1,196,000.00
Billed Through July 2026	\$ 132,969.50	\$ 451,019.50	\$ 469,312.00	\$ 1,053,301.00
Balance Remaining	\$ 30.50	\$ 71,980.50	\$ 70,688.00	\$ 142,699.00
Forecasted Costs				
August 2026		\$ 35,000.00	\$ 35,000.00	
September 2026		\$ 35,000.00	\$ 35,000.00	
October 2026		\$ 35,000.00	\$ 35,000.00	
November 2026		\$ 35,000.00	\$ 35,000.00	
December 2026		\$ 35,000.00	\$ 35,000.00	
January 2026		\$ 20,000.00	\$ 20,000.00	
Total		\$ 195,000.00	\$ 195,000.00	\$ 390,000.00
Total Additional Required		\$ 123,019.50	\$ 124,312.00	\$ 247,331.50
Rounded		\$ 125,000.00	\$ 125,000.00	\$ 250,000.00
B. Funding Mechanism				
<i>Transfer from General Conditions - no additional cost to White Lake Township</i>				
General Conditions				
Current Balance Through July 2026		\$ 377,920.67	\$ 432,289.05	
Transfer to CM Reimbursable		\$ (125,000.00)	\$ (125,000.00)	
Revised (Remaining) General Conditions		\$ 252,920.67	\$ 307,289.05	\$ 560,209.72



McCarthy & Smith respectfully requests approval of the \$250,000 additional staffing reimbursement based on the documented extension of the project duration and the resulting requirement to maintain Construction Management staffing through the revised January 2027 completion.

Sincerely,

Aaron A. Phillips

Aaron A. Phillips
Project Director
McCarthy & Smith, Inc.

CC: Mr. Rik Kowall, Charter Township of White Lake
Mr. Anthony L. Noble, Charter Township of White Lake
Mr. Michael Roman, Charter Township of White Lake
Mr. William McCarthy, McCarthy & Smith, Inc.
File

Approved by: _____

Printed Name/Title: _____



White Lake Township
New Public Safety Building and Township Hall
Staffing Reimbursables Program Schedule Comparison
September 4, 2026

Original Schedule																																																	
Stage	Task	2024												2025												2026												2027											
		J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
	Month No.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	25	26	27	28	29	30	31	32	33	34	35	36
Preconstruction	GMP & Award Recommendations																																																
Procurement	Submittals																																																
Procurement	Material Procurement																																																
Construction	Public Safety Building																																																
Construction	New Township Hall																																																

Revised Schedule																																																	
Stage	Task	2024												2025												2026												2027											
		J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
	Month No.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	25	26	27	28	29	30	31	32	33	34	35	36
Preconstruction	GMP & Award Recommendations																																																
Procurement	Submittals																																																
Procurement	Material Procurement																																																
Construction	Public Safety Building																																																
Construction	New Township Hall																																																

12/3/24 - 4/3/25 - Notice to Pause (Cyber Attack)

1/10/25 - 4/23/25
Unsuitable Soils for Foundations Encountered

3/6/25 - July 2025
3rd Party Structural Engineering Analysis for Mass Timber

4/24/25 - August 2025
Underslab Drainage System Installation

Oakland County 911
Bulletin Issuance -
Work Occurs Fall 2026