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# **SANTA FE COUNTY ADMINISTRATIVE OFFICES**

## **MONTHLY REPORT – AUGUST 2016**

Mark Hogan presented a project update to the Board of County Commissioners on July 26<sup>th</sup>, 2016. He outlined changes from the 2013 Feasibility Study and possible project options. The restoration of the Placita in the Old Administration Building was discussed along with associated costs. Locations of departments were deliberated, with the primary focus on the location of the County Clerk. The County Commissioners brought up a few valuable topics including the possibility of a cottage industry program and museum space at the Old Administration Building. The Commissioners were very interested in the progress and would appreciate receiving additional project information at a later date. Those future BCC updates should include outlined options and decisions which need to be made. The County Administrative Offices program is going to be submitted to the County Commissioners for adoption at the County Commissioners next meeting scheduled for September 13<sup>th</sup>, 2016.

Upon the County's formal approval of the programming document the design team is going to begin the Schematic Design phase of the project. The design team will host an open charrette process that will explore design ideas and options in an open forum where county employees, commissioners, interested parties and general public can look on as ideas are vetted and solutions begin to evolve. The event is expected to take place in the Old Judicial Complex in the later part of September.

### **MILESTONES ACHIEVED**

- Presentation to BCC – 7/26

### **FUTURE MILESTONES (Dates Tentative)**

- Traffic Study initiated – In Process
- BCC Meeting – 9/13
- Initial Design Charrette – 9/21
- Geotechnical Report request – 9/28
- Site water pressure testing request – 9/28

### **1. PROJECT ACTIVITIES:**

- Over the past month project status meetings have been largely on hold awaiting BCC's September 13<sup>th</sup> meeting. Spears Horn Architects met with the County once in early

August in order to verify that the design team is on the right path with the Programming Document.

**2. SCOPE MANAGEMENT:**

- At this time the project scope remains unchanged. The next formal review of the scope will take place in early September prior to the conclusion of the Programming Phase.

**3. TIME MANAGEMENT:**

- A draft of the Programming Document was delivered to the County for BCC review on July 26<sup>th</sup>.
- The design team expects to receive direction from the County on the Programming Phase by September 16<sup>th</sup>, 2016.

**4. COST MANAGEMENT:**

- The first comprehensive estimate of probable construction cost of the project is included in the Programming Document. There were no new cost related developments over the past month.

**5. COMMUNICATION MANAGEMENT:**

- A360, an interactive web based project data repository, remains the main project data repository.
- Board of County Commissioner review took place on July 26<sup>th</sup>.
- Public presentation of Schematic Design to be announced with a minimum of 30 days advance notice.
- Recent press release in the Santa Fe New Mexican mentioning the project:
  - a. [http://www.santafenewmexican.com/news/local\\_news/santa-fe-county-commissioners-ok-million-budget/article\\_042cab3-cbda-5b9a-bc33-aa05996077ff.html](http://www.santafenewmexican.com/news/local_news/santa-fe-county-commissioners-ok-million-budget/article_042cab3-cbda-5b9a-bc33-aa05996077ff.html)

**6. RISK MANAGEMENT PLAN:**

- Risk Assessment document has been posted to A360 and is available for viewing by all interested parties.
- No new risk issues have been identified in the last 30 days.

**7. PROCUREMENT MANAGEMENT:**

- This project is being considered for procurement as a Qualifications Based RFP.

**8. STAKEHOLDER MANAGEMENT:**

- Design Team is disseminating project information through the County's Project Manager and A360.
- The County made a formal presentation to the Board of County Commissioners on July 26<sup>th</sup>.
- County staff dissemination will follow BCC input.

For any further information about the project please contact:

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