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SANTA FE COUNTY ADMINISTRATIVE OFFICES

MONTHLY REPORT – JUNE 2016

Santa Fe County has started work on a new office building designed to provide better services and parking to citizen who regularly frequent County offices downtown. Referred to as the Grant Street Complex, the project is located on the site of the Old First Judicial Court on Grant Street and Catron. When the Grant Street Complex is complete it will allow the County to consolidate staff in County facilities and create savings over the leased spaces currently occupied. A renovation of the current Administration Building located at 102 Grant Street, now referred to as the Old Admin Building, is also included in the project scope. A historic report of the Historic John Gaw Meem Building is being completed by the Architect. The scope for the Old Administration Building includes an interior remodel and upgrades to building systems and life safety upgrades.

The preliminary stage of this project involves identifying stakeholders, data collection, and analysis of the context. This information will be compiled into a programming / analysis document and delivered to the County.

MILESTONES ACHIEVED

- Meeting with county Manager and Deputy Manager – 4/27
- Engineer Assessment / Walkthrough of Old Admin Renovation – 5/2
- 3D scan of Old Admin – 5/4
- Elementary school Visualization Study – 5/17
- LEED Presentation – 5/17
- Department Interviews – 5/18
- Program / Analysis Work Sessions – 5/25
- Completed 3D model of Old Admin Building – 5/26
- Interviews Completed – 6/8

FUTURE MILESTONES (Dates Tentative)

- Historic Assessment of Old Admin Building – 6/22
- Programming Deliverable – 6/29
- Public Meeting – 7/13 or 7/20 TBD
- County's decision on the appropriate LEED rating system for the project – 7/8
- Study Session with Commissioners – TBD

1. PROJECT ACTIVITIES:

- Design Team conducted interviews with all of the County's stakeholders, and is in the process of compiling that data into a programming document.
- Over the past month project status meetings were held on a weekly basis, with one meeting being cancelled by the County in May, and one meeting cancelled in June.
- An extended meeting was held on June 1, 2016 to discuss program / data collection. The information gathered and analyzed will inform which departments will stay in the Old Administration Building or be located in the new Grant Street Complex. This information will be communicated to County Management and all stakeholders.
- Additional activities over the past two months included: Program and Site Analysis meeting, LEED Information meeting, walkthrough of the Old Admin Building, and weekly Design Team meetings.
- Owner's Project Requirements (OPR) has been completed as a two-volume document addressing independently the Grant Street Complex and the Old Admin Building.

2. SCOPE MANAGEMENT:

- At this time the project scope remains unchanged. Next review will take place after Programming.
- As discussed during the Program and Site Analysis meeting, off-site improvements along the Grant Street between the Grant Street Complex and the Old Admin Building are going to be identified during the Programming Phase. The County will coordinate any potential improvements with the City of Santa Fe.

3. TIME MANAGEMENT:

- Programming Document is scheduled to be delivered to the County on July 6th, 2016. This date is two weeks behind the baseline schedule.

4. COST MANAGEMENT:

- The design team has collected preliminary estimates for mechanical, electrical, plumbing, and life safety system upgrades at the Old Administration Building.
- First full estimate of probable construction cost of the project will be presented in the preliminary programming document.

5. COMMUNICATION MANAGEMENT:

- The Design Team continuously posts all pertinent project information, including documents such as this report, to the web based A360 site and notify the County Project Manager, Brad Isaacson. A360 is a web based project data repository equally accessible to all the Internet users, thus providing the Santa Fe County's population with a direct window into the ongoing design process.
- The project unveiling event to the public will be held at the First Presbyterian Church in mid-July.
- The initial Design Charrette will take place in Santa Fe at the onset of the Schematic Design Phase.

6. RISK MANAGEMENT PLAN:

- Risk Assessment document is posted to A360 and is available for viewing to all interested parties. The document identifies potential threats and opportunities based on their nature and sequential expectancy on the project timeline.
- This plan will be discussed and evaluated on a regular basis.

7. PROCUREMENT MANAGEMENT:

- This project was originally discussed as Design-Bid-Build, but is now being considered for procurement as a Qualifications Based RFP.
- The Grant Street Complex and the Old Admin Building are currently going to be constructed at different times, and offered as stand-alone construction projects.
- The County is expected to complete demolition of the Old Judicial Courthouse prior to the onset of the Grant Street Complex construction.

8. STAKEHOLDER MANAGEMENT:

- All County stakeholders have been identified and interviewed. The information collected on the Old Administration Building and the Grant Street Complex will be outlined in the Programming document.
- Design Team is disseminating project information through the County's Project Manager and A360.
- The architect is prepared to make a formal presentation to County Commissioners as early as July or whenever a date can be coordinated with the Commission.

For any further information about the project please contact:

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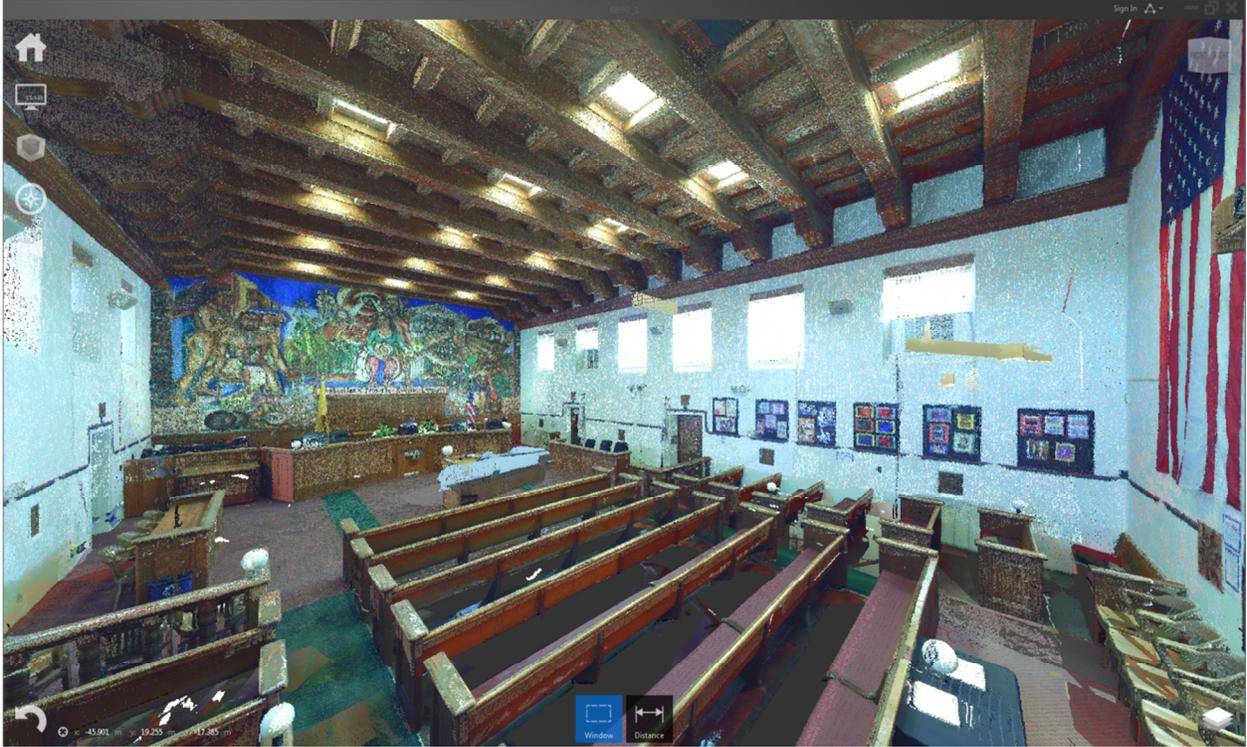
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Digital scan of the Old Administration Building's chamber



Digital scan of the Old Administration Building's lower level hallway



May 25th Program and Site Analysis meeting held at the Design Group's office in Albuquerque