# MEMORANDUM

Date: February 4, 2020

To: The Honorable Chairman and Members
Pima County Board of Supervisors

From: C.H. Huckelberry
County Administrator

Re: **Upcoming Facilities Management Projects and Schedules**

There will be and have been a number of Facilities Management projects taking place in existing County buildings. The attached February 3, 2020 from the Facilities Management Director provides a tentative schedule for these completions and/or staff relocations.

Of importance to the Board, is the fact that, eventually, the Board of Supervisors and the County Administrator's Office must vacate the 10th and 11th Floors of Administration East to complete asbestos removal and fire safety improvements as well as remodeling. After the 5th Floor remodeling is complete, the 10th and the 11th Floors will be the only floors in this building and of any other County high rise building that lacks fire sprinklers and still contain asbestos fireproofing, requiring special handling and management. This project is likely to begin sometime in 2021.

CHH/anc

Attachment

c: Jan Lesher, Chief Deputy County Administrator
Lisa Josker, Director, Facilities Management

PIMA COUNTY
FACILITIES MANAGEMENT

# MEMORANDUM

Date: February 3, 2020

To: C.H. Huckelberry
County Administrator

From: Lisa Josker
Director

**Re: Upcoming Facilities Management Projects and Schedules**

Below are upcoming Facilities Management projects and their schedules. The library projects are covered in a separate memorandum. The high-profile projects involving multiple departments and buildings are listed below. Some of these projects are linked to others such that one has to be completed before the linked project can begin. Those "linked" projects are indicated. Below is a concise list for your reference.

| # | Building / Dept. | Project | Schedule |
|---|---|---|---|
| 1 | Historic Courthouse | Complete Punch List Items and install light fixtures, ceiling and miscellaneous items not yet completed. | Continuous until completed; nights and early morning hours. |
| | | 2nd floor large and small conference rooms, VetSec area, restrooms, corridors | Week of March 2, with the exception of the AV equipment scheduled for completion end March or early April 2020. |
| | | Dillinger Courtroom | To Be Determined. |
| 2 | Clerk of the Board | Remodel complete and move to Administration-East Building 1st Floor | Week of February 24, 2020. |
| 3 | Procurement Department | Construction nearly complete. Move to Administration-West 5th Floor. This project will allow the entire department to work in one location. | Week of April 20, 2020. |
| 4 | Grants Management and Innovation | Move from Legal Services Building (LSB) 3rd floor to Administration-East 3rd Floor; no remodel or furniture reconfiguration. Move-in will take place as soon as the floor is ready. (Linked to item #3) | July or August 2020, depending on cleaning and painting completion. |
| 5 | Criminal Justice Reform Unit | Add personnel to LSB 3rd Floor temporarily while final location is designed and built. (Linked to #4 above) | July or August 2020. |
| 6 | 130/150 W. Congress Façade Improvement Project | Administration East 5th Floor South–possible temporary location of 130/150 W. Congress building occupants temporary move-in due to Façade Improvement project | Façade Improvement project starts July 2020. |
| 7 | 130/150 W. Congress Façade Improvement Project | Administration East 10th and 11th Floor temporary moves (if desired). A separate memo with more details and options to follow. | Façade Improvement project starts July 2020. Project completion is summer 2022. |
| 8 | Criminal Justice Reform Unit and Communications Department | Administration East 2nd Floor–start design and construction to co-locate Criminal Justice Reform Unit and Communications Department to this floor. | Programming starts the 1st week of February 2020; estimated 18 months maximum to complete. Efforts will be made to shorten this timeframe. |

LJ/lsm

c: Jan Lesher, Chief Deputy County Administrator