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# MEMORANDUM

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Date: March 8, 2018

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

From: C.H. Huckelberry  
County Administrator

A handwritten signature in black ink, appearing to be "CHH", is written over the printed name "C.H. Huckelberry".

Re: **Additional Information - Pima County Historic Courthouse Contracts – Board of Supervisor’s Meeting, March 20, 2018**

The County has been methodically making improvements to the Historic Courthouse over the last year or longer. The project has progressed through a series of phases that were designed to transform the Historic Courthouse that housed primarily County staff into a vibrant centerpiece displaying the history and culture of Pima County. During this process, I have provided the Board of Supervisors with a number of updates regarding the progress being made.

This memorandum is another update, but an important one in that it secures long term leases of significant portions of the facility with Visit Tucson and the University of Arizona for a World Class Mineral Museum. Just the notion of the Mineral Museum in the Historic Courthouse has also attracted significant interest in gemology and other high value attractions in the downtown area in addition to the leases as described below.

The leases as well as the construction bid for the core and shell for the entire building and tenant improvements for the second and third floor will also be on the Board of Supervisors Agenda on March 20, 2018 for award.

### **Lease Agreements for UA Mineral Museum and Visit Tucson**

Three items for discussion and consideration regarding the Historic Courthouse are on the above referenced Board of Supervisor’s Agenda. Two of the items are lease agreements with two separate entities, Visit Tucson and the UA Mineral Museum. The UA Mineral Museum will occupy the south wing of the first floor and all of the basement level. Visit Tucson will occupy the north wing of the second floor and the entire third floor. Both will pay rent as outlined in the leases and the revenue is expected to cover all maintenance and operational costs relative to the areas they occupy. There are provisions in each lease to reconcile these costs and make rent adjustments to cover increased maintenance and operations costs.

The Honorable Chairman and Members, Pima County Board of Supervisors  
Re: **Pima County Historic Courthouse Contracts – Board of Supervisor’s Meeting, March 20, 2018**  
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**Construction Bid for Core and Shell (entire building) and 2<sup>nd</sup> & 3<sup>rd</sup> Floor Tenant Improvements**

The last related item on the agenda is for the core and shell and tenant improvements on the 2<sup>nd</sup> and 3<sup>rd</sup> floors. The construction documents went out to the public in a competitive bid process through the Procurement Department and Kittle Design and Construction is the lowest qualified bid at \$7,350,696. The consultant estimate was \$7,772,775.

This construction contract tenant improvement portion is for Pima County staff occupying the south half of the 2<sup>nd</sup> floor and the remainder of the second floor space as well as the 3<sup>rd</sup> floor occupied by Visit Tucson. The Visit Tucson lease states all related tenant improvement costs within their space to be paid back to the County with interest. This cost is estimated to be no more than \$975,000 including furnishings.

**Summary**

In my previous memoranda to the Board about the Historic Courthouse projects, I identified key project milestones and associated dates toward project completion. We are currently on schedule and within budget. The next steps moving forward will be a competitive selection process for the UA Mineral Museum and Pima County Visitors Center first floor exhibit design and fabrication contractor and a separate competitive process for UA Mineral Museum 1<sup>st</sup> floor and basement tenant improvement spaces. Followed by a construction contract for the January 8<sup>th</sup> Memorial. Completion and occupancy of the second and third floors is scheduled to occur on or before January 2019 with completion of the first floor Visitors Center, Mineral Museum and January 8<sup>th</sup> Memorial for January 2020.

CHH/mp

c: Jan Leshar, Chief Deputy County Administrator  
Tom Burke, Assistant County Administrator for Administration  
Lisa Josker, Director, Facilities Management  
Linda Mayro, Director, Sustainability and Conversation  
Diane Frisch, Director, Attractions and Tourism