



March 20, 2024

TO: Facilities & Operations Committee

FROM: Dan Jung, Chief Operations Officer

RE: PEC Relocation Project Update

Project Resources	
PPS Project Team	<ul style="list-style-type: none">● Established project governance structure● Executive sponsors for the project are Liz Large and Dan Jung. The project will be led by Dana White, Director of Real Estate & Planning.
Retained PPS Consultants	<ul style="list-style-type: none">● Cobalt (Assess District Operations Functions)● Bainbridge (Assess District Office Functions)● Snell & Wilmer (Real Estate Counsel)● Macadam Forbes (Broker)

Project Updates	
Work Completed	<ul style="list-style-type: none">● Core Project Team meets M-W-F● AVT/PPS meet weekly● Scheduled bi-monthly cross-functional Operations team meetings.● Distributed survey to PEC departments assessing office and operations/warehouse space needs. In person interviews begin 3/15.● Drafted key messages, communication, and change management plans.● Work has begun with AVT on a comprehensive project work plan.● Building tours with consultants and AVT● Developing all PEC staff survey for staff input