**Charge to Director’s Review of the Illinois Accelerator Research Center (IARC) OTE Building – October 13, 2010**

Purpose of the Review

A Conceptual Design Report exists for the state funded Office, Technical, and Education (OTE) building that forms part of the larger “Industrial Areas Upgrade” Program. The OTE building will be built as a “work for others’ task by FNAL and is a key part of the physical plant of the planned Illinois Accelerator Research Center. Plans are in place to move to an engineering design of the building leading to a request for proposal issued for the construction of the OTE building.

The FNAL Directorate seeks advice on the proposed OTE plan. In performing the general assessment of the projects readiness to move to the next phase, the committee should respond to the following questions:

1. Does the Project Plan for the OTE exist and is it adequate for the management of the project?
2. Is a Project management team in place and adequate?
3. The OTE project team envisions engaging a new large Architectural and Engineering firm to provide detailed Engineering Design of the OTE building. Is a plan in place to insure continuity from the Ross Barney Associates (RBA) provided Conceptual Design Report (CDR) to the engineered building design and construction? Is the project ready to proceed to is issue a purchase order for the engineering design work?
4. Is there a cost estimate for the OTE construction and is sound for this stage of design? Is there an adequate plan for verification of this estimate?
5. Is there a project schedule that is appropriately structured with milestones to monitor progress and is the schedule duration appropriate for this stage of the project?
6. Is there a plan in place for technical and financial reporting to the state?
7. Have the risks associated with the OTE building construction (technical, financial, and schedule) and operations been identified? Is there a reasonable plan to mitigate these risks?
8. Is a scheme in place for contingency management that will deliver a “finished” building with the “most bricks and mortar” with State funds ($ 20 M) + DOE provided “backstop” funds ($ 2 M).
9. Is there a plan for change control and contingency management?
10. Have the CDF and accelerator operations issues associated with both the construction of OTE building been identified? Are the technical requirements understood? Are there plans to mitigate these risks?
11. Have issues related to the eventual D&D of the CDF experiment and refurbishment of the CDF assembly building been included in planning the OTE construction?
12. Are plans for managing ES&H and QC/QA for the OTE construction in place and adequate?
13. Is the laboratory’s plan for project over sight via a Project Management group meeting monthly adequate. Is the proposed membership appropriate and complete?
14. Please comment on any other issues the committee feels are relevant.

The committee is to answer the charge questions by presenting findings, comments, and recommendations at a closeout meeting with IARC – OTC Building Project team and Fermilab’s management. The closeout presentation document is considered the final review report.

Additional guidance:

The committee should focus on the project planning vs the detailed OTE building design details.

The OTE building will be built as a “Work for Others” using guidance from the DCEO grant providing funding. The DOE site office will provide oversight for the Project. Uncertainties exist as to when the CDF assembly building will be available for refurbishment as part of IARC. These uncertainties are beyond the scope of this review except where they influence the OTE building construction, CDF or Accelerator operations, or eventual D&D of the CDF experiment. The eventual landlord of the IARC facility is still under discussion but likely to be either the Accelerator or Technical Division. The initial IARC program and tenants have not yet been established.