



SAN LUIS OBISPO COUNTY
DEPARTMENT OF PUBLIC WORKS

Wade Horton, Director

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Project Charter

New Animal Services Facility, 320021

This Charter further defines that which is set forth in the Project Concept

Prepared By: Kathy Mac Neill	IO Code:
Dept: Public Works	Email: kmacneill@co.clo.ca.us
	Phone: 805-781-5988

Steering Committee *(Person(s) who provide direction to the Project Manager regarding project plans, issues, risks, and changes. Often the steering committee includes the Sponsor(s), Customer(s), and Resource Manager(s).)*

Jeff Hamm – Director Health Agency,	Eric Anderson – Animal Services Manager
Derek Johnson, SLO City Assistant Manager	Matt Bronson, Grover Beach City Manager
Jim Erb, County Auditor, Controller	Rachelle Richard, Atascadero City Manager
Wade Horton, Director Public Works	Morgan Torell / Guy Savage, County Administration
Lisa Anderson, PW Accounting	Pat Foran, County Counsel
Shauna Dragomir, County Property Manager	Jeff Lee, Public Works Capital Planning Manager

Project Manager *(Person who is responsible to deliver the results of the project on-time and within budget. The project manager is accountable to the Sponsor(s) and is guided by the project steering committee.)*

Kathy Mac Neill – Project Coordinator, x5988

Staff, Volunteers, and user groups (Public, Maintenance, Sheriff – Honor farm, etc.)

Advocate(s) <i>(Person(s) responsible to assist the project manager in establishing and maintaining a mutual understanding amongst the sponsor(s), stakeholder(s), and other project participants as well as coordinate resources to/from the project.)</i>	
Kathy Mac Neill– Project Coordinator, x5988	
Resource Manager(s) <i>(Person(s) who allocate project team resources and are responsible for the delivery of results related to assigned work packages.)</i>	
Jeff Hamm	Wade Horton
Eric Anderson	

Project Team Members *(Persons who work on and complete project tasks.)*

Kathy Mac Neill – Project coordinator, x5988	
PM/Construction Management team (TBD)	
Master Architect (TBD)	

Project Budget *(Pertains to City Letter dated March 3, 2016, and Board Report April 12, 2016)*

Construction building and site (includes change order contingency)	\$9,201,500
Interior costs (furniture & equipment)	\$ 560,000
Soft Costs (CM, PM, MA, environmental, permits, administration, escalation)	\$3,940,000
Other costs (demolition, land costs, depreciation)	\$ 1,106,300
TOTAL	\$14,807,800

Scope (Within Scope)

Construct new 15,000 to 16,000 square foot facility:

- Capacity for 65 dogs, 100 cats, with kennel growth and overflow of approximately 20%.
- The facility shall include separate housing for quarantine, isolation during evaluation, feral animals, nursery, exotic animals, fighting roosters, rabbits and other exotics.
- Emergency housing (outdoor and/or part of the 20% overflow).
- Public lobby with several service areas and space for private consultation.
- Staff office space with conference/training room.
- Interview rooms, controlled one on one.
- Clear definition between staff service areas and public access.
- Staff service areas including breakroom, locker room, restrooms, food preparation, storage, treatment/exam and animal evaluation rooms, euthanasia, isolation, locked medical storage.

Install site improvements including:

- Agricultural/ Livestock pens used as a multipurpose area with dog training/agility.
- Parking for staff and the public.
- Sally port secured for animal transfer.
- Outdoor dog walking areas and dog runs.
- Crematorium and walk-in freezer.
- Storage space for clean and soiled linens, emergency response supplies, equipment, bulk food and products.
- Wash down for service trucks and animals.
- Public area for sitting and containing pets.
- Night drop off pens.
- Security fencing and audio video controls.
- Extend Oklahoma and the associated utilities to the site to serve the animal services facility and for fire services.

Scope (Not in Scope) *(Deliverables, significant items of work, or functionality that may be related to the project but that will not be included in the project because said items would negatively affect successful completion of this project.)*

- Demolition of the existing facility
- Mitigation or monitoring for landfill
- Purchase of land or easements
- Improvements or repairs to the existing facility

Completion Criteria *(Deliverables and criteria that will determine when the project is fully complete)*

RFP for Consultant Services

- November - December RFP for professional CM and MA services
- January – February 2017 Board award and project augmentation
- March 2017 NTP to PM/CM & MA

Environmental/ Geotechnical

- December 2016 – April 2017 Purchase orders/reports for environmental and geotechnical services

Utility and Road Extension

- November 2016 – March 2018

RFP for pre-qualification of Design/Build Entity team

- March – June 2017 Prepare RFQ
- July – September 2017 Prequalification process and selection of D/B-E

Conceptual Design / Bridging Documents

- April – August 2017 Develop conceptual project criteria, designs and performance specifications. Project programming.
- July – September 2017 Permitting, reviews, presentations and Bridging Document approval

D/B-E Design Competition and Selection

- October – November 2017 Design competition requests to selected D/B-E qualified teams
- December 2017 - January 2018 Review, interview and recommend D/B-E team
- February – April 2018 Negotiations/Award/Funding of project with D/B-E

Design for construction documents by D/B-E (estimated)

- May – September 2018 Preparation of Construction Documents
- Oct – December 2018 Prepare, process and issuance of project permits
- September 2018 – October 2020 Site construction and facility construction

Building Occupancy by Animal Services, Project Close-out and Warranty Issues

- September 2020 – December 2020 FFE installation and move-in coordination
- October 2020 – December 2020 Project close-out
- December 2020 – December 2021 Address start-up and warranty issues, as necessary

Constraints *(Factors or restrictions that will limit the team's options and affect when or how the project will be accomplished)*

- An effective decision making process to move the project forward may be affected by numerous agencies and public participation. Decisions during the design build process need to be made quickly. To avoid delays during design and construction, major issues will be addressed proactively at the Steering level, but daily decisions and those requiring immediate action will be made at the project management level and then reported to the steering committee at monthly meetings or as needed.
- County Board will be provided project updates, and will vote on specific actions and decisions. Project funding will require 4/5ths vote.
- Project controls need to be in place to manage budget, scope, inflation, and other financial factors. Setting a realistic budget tied to project scope, the schedule, construction criteria and performance standards for the new facility is essential to maintaining the budget and project goals.
- Environmental, Planning/Building Permit Codes, Energy, Water and other restrictive requirements.
- Geological and Landfill issues to investigate and mitigate.

Revision and Approval History

Date	Version	Revised By	Description	Sponsor & Stakeholder Acceptance Date
mm/dd/yy				

Project Charter Signatures

 Jeff Hamm, SLO County Health Agency, Director

 Date:

 Eric Anderson, SLO County Animal Services, Shelter Manager

 Date:

 Wade Horton, SLO County Public Works, Director

 Date:

 Morgan Torell, SLO County Administrative Analyst

 Date:

 Jeff Lee, SLO County Public Works, Capital Project Manager

 Date:

 Kathy Mac Neill, SLO County Public Works, Capital Project Coord.

 Date:

 Derek Johnson, San Luis Obispo Assistant City Manager

 Date:

 Rachelle Richard, Atascadero City Manager

 Date:

 Matt Bronson, Grover Beach City Manager

 Date: