



**COUNTY OF SAN LUIS OBISPO  
BOARD OF SUPERVISORS  
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Public Works		(2) MEETING DATE 2/28/2017		(3) CONTACT/PHONE Kathy MacNeill, Senior Project Coordinator (805) 781-5988	
(4) SUBJECT Request to 1) approve a new Facilities Capital Project for the New Animal Shelter project near San Luis Obispo; 2) authorize a budget adjustment totaling \$1,741,600 to Fund Center 230 – Capital Projects from the existing Animal Services Expansion and Remodel project, and existing funds from the General Government Building Replacement Fund; 3) approve a consultant services agreement with Kitchell, in the amount of \$1,241,600 for construction management and master architect services; and 4) authorize the Director of Public Works to approve amendments to the agreement in a cumulative amount not to exceed a contingency of \$124,000. All Districts.					
(5) RECOMMENDED ACTION It is recommended that the Board: <ol style="list-style-type: none"> <li>1. Approve a new Facilities Capital Project (WBS 320088) for the New Animal Shelter project;</li> <li>2. Authorize a budget adjustment totaling \$1,741,600 to Fund Center 230 –Capital Projects for the New Animal Shelter project, by 4/5 vote, consisting of:             <ul style="list-style-type: none"> <li>• \$575,000 in remaining available funding from the existing Animal Services Expansion and Remodel project (WBS 320021); and</li> <li>• \$1,166,600 by appropriating existing funds from the General Government Building Replacement Fund;</li> </ul> </li> <li>3. Approve a consultant services agreement with Kitchell, in the amount of \$1,241,600 for construction management and master architecture services consistent with a Design-Build project implementation; and</li> <li>4. Authorize the Director of Public Works to approve amendments to the agreement in a cumulative amount not to exceed a contingency of \$124,000.</li> </ol>					
(6) FUNDING SOURCE(S) Fund Center 230 Capital Projects and General Government Building Replacement Fund		(7) CURRENT YEAR FINANCIAL IMPACT Estimated Phase 1 Project Cost = \$1,741,600.00		(8) ANNUAL FINANCIAL IMPACT N/A	
(9) BUDGETED? Yes					
(10) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. _____) <input type="checkbox"/> Board Business (Time Est. _____)					
(11) EXECUTED DOCUMENTS <input type="checkbox"/> Resolutions <input checked="" type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input type="checkbox"/> N/A					
(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) 19001737				(13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: 1617075 <input checked="" type="checkbox"/> 4/5th's Vote Required <input type="checkbox"/> N/A	
(14) LOCATION MAP Attached		(15) BUSINESS IMPACT STATEMENT? No		(16) AGENDA ITEM HISTORY <input type="checkbox"/> N/A Date <u>4/12/16, #16; 4/7/15, #22</u> <u>1/7/14, #9; 12/14/10, #18;</u>	
(17) ADMINISTRATIVE OFFICE REVIEW David E. Grim/Morgan Torell					
(18) SUPERVISOR DISTRICT(S)    All Districts					

Reference: 17FEB28-C-19



## COUNTY OF SAN LUIS OBISPO

TO: Board of Supervisors

FROM: Public Works  
Kathy MacNeill, Senior Project Coordinator  
Jeff Lee, Capital Project Manager

VIA: Jeff Hamm, Health Agency Director  
Dave Flynn, Deputy Director of Public Works

DATE: 2/28/2017

SUBJECT: Request to 1) approve a new Facilities Capital Project for the New Animal Shelter project near San Luis Obispo; 2) authorize a budget adjustment totaling \$1,741,600 to Fund Center 230 –Capital Projects from the existing Animal Services Expansion and Remodel project, and existing funds from the General Government Building Replacement Fund; 3) approve a consultant services agreement with Kitchell, in the amount of \$1,241,600 for construction management and master architect services; and 4) authorize the Director of Public Works to approve amendments to the agreement in a cumulative amount not to exceed a contingency of \$124,000. All Districts.

### **RECOMMENDATION**

It is recommended that the Board:

1. Approve a new Facilities Capital Project (WBS 320088) for the New Animal Shelter project;
2. Authorize a budget adjustment totaling \$1,741,600 to Fund Center 230 –Capital Projects for the New Animal Shelter project, by 4/5 vote, consisting of:
  - \$575,000 in remaining available funding from the existing Animal Services Expansion and Remodel project (WBS 320021); and
  - \$1,166,600 by appropriating existing funds from the General Government Building Replacement Fund;
3. Approve a consultant services agreement with Kitchell, in the amount of \$1,241,600 for construction management and master architecture services consistent with a Design-Build project implementation; and
4. Authorize the Director of Public Works to approve amendments to the agreement in a cumulative amount not to exceed a contingency of \$124,000.

## **DISCUSSION**

### *Background*

On April 7, 2015, the Board directed staff to proceed with construction of a new replacement Animal Shelter facility located at 885 Oklahoma Ave (see Attachment 1) within the County's Operational Center in San Luis Obispo. Replacement of the existing Animal Shelter facility is being pursued after remodeling contract bids came in substantially over authorized budget, and evaluation of alternatives for facility rehabilitation proved to not be cost effective. Preliminary administrative work for the New Shelter has been funded to date from the balance remaining in the former Animal Services Expansion and Remodel Project (WBS 320021).

Today's actions will authorize the creation of a new Facilities Capital Project (WBS 320088) number for the New Animal Shelter project to track project costs and monitor financial objectives; approve a fund transfer from the former Animal Services Expansion and Remodel project (WBS 320021), and approve an augmentation, by 4/5 vote, to provide sufficient funding for the project through the preliminary design and the Design-Build (DB) selection process.

To continue project development, Kitchell, a local Project and Construction Management firm, was selected through the Board adopted formal selection process. The Contract, attached as Exhibit "B," provides comprehensive project and construction management services for a DB project from project scope development and facility needs analysis, through bridging documents and DB implementation. The Contract also includes the specialty design services of Swatt Miers of San Francisco, an architectural firm specializing in animal shelters, and Rick Engineering of San Luis Obispo, to provide the civil engineering services.

The request is to fully fund the Consultant Services Contract in the amount of \$1,241,600, and return to the Board to fund the DB team construction contract selection and the balance of the project in fall 2018. The balance of the requested funding (\$500,000) shall provide environmental, geotechnical, Public Work's project management, and other utility and engineering services.

Work under the consultant services contract will lead to the selection of a DB team in fall 2018 with construction anticipated to start in 2018 and expected to complete by 2020. A milestone project timeline is attached as Exhibit "C".

### *Project History*

The Animal Services Division under the County Health Agency provides animal care and control services throughout the unincorporated regions of the county, as well as within each of the seven incorporated communities. The Animal Services Division operates a single animal shelter to house and care for stray and owner relinquished animals. This shelter is the County's only open intake animal shelter and receives approximately 4,500 animals annually.

The Animal Shelter was constructed in 1975 on a site which had formerly been a landfill utilized in the 1940's by the US Army and Camp San Luis Obispo. As initially designed, the structure totaled 6,600 square feet and was intended primarily for the kenneling of dogs, with less than 38 square feet dedicated to the care and housing of cats; no accommodations were made for other types of animals. Since then, additional building modifications were constructed to accommodate dog runs adjacent to the kennels,

corrals for ranch animals, a small structure for cats, night drop off kennels, expansion for staff administration, and renovation for the public lobby.

Current industry standards and public expectations of animal shelters have shifted substantially and many of the shelter's original design features and characteristics are now outdated or inconsistent with the current understanding of humane animal sheltering. The consequences of these design issues relative to their impact on humane animal care are further compounded by the effects of deferred maintenance, heavy utilization, and harsh environmental conditions. The lack of heating, poor ventilation, and general facility layout promotes stress, illness, and behavioral problems in sheltered animals. The austere and unwelcoming environment often discourages the public from visiting or lingering at the shelter and thus has an adverse effect on adoption and stray reclaim rates.

In 2008, Animal Services contracted with the Humane Society of the United States (HSUS) to perform a general review and assessment of the Division's operations. While many of the recommendations generated in the HSUS report were related to operational processes, a large number were directed at needed structural improvements in the shelter facility. In 2009, a "Needs Assessment Report" evaluated the County's current and future needs and provided recommendations regarding expansion, housing improvements, and services to the existing facility. Despite the building modifications over the years, the existing building's infrastructure and service areas continued to deteriorate. Housing for dogs and cats is inadequate, and the facility does not meet new codes required by the Americans with Disabilities Act (ADA).

The site selection evaluation, completed in 2016, under the County Operations Center Master Plan Phase I, chose the proposed site east and adjacent to the Woods Humane Society facility.

The program parameters include a proposed 15,000 to 16,000 square foot facility with improved public visitation and access areas, security, accessibility, service areas, and capacity for 65 dogs, 100 cats, with potential for future kennel growth and overflow. The facility should include separate housing for quarantine, isolation during evaluation, feral animals, nursery, exotic animals, fighting roosters, and rabbits. Additional land will be set aside for livestock and emergency housing, dog walking, outdoor training area, storage, afterhours drop off kennels, sally port, and wash area for vehicles and animals. Other service areas include office space, conference room, interview rooms, exam rooms, treatment room, public lobby and clear definition between staff service areas and public access.

### *Design-Build Process*

In April 2016, Public Works and Central Services presented the Board the option to construct the New Shelter using a DB delivery process. The DB has several advantages over the standard Design-Bid-Build method of bidding construction work. Namely, the responsibility for the design, permitting of construction documents and construction, rests with the Construction team as part of their proposal and Contract. A benefit of the DB process is to minimize the County's exposure to costly change orders and contractor claims.

Contractors interested in proposing on the DB project are ranked by qualifications through a formal selection Request for Qualification process. The next step is to request proposals from the top ranked firms and conduct a design competition. The final selection is made by a formal selection committee that evaluates the proposals design competition and best value.

The DB design and proposals are based on the preliminary facility and site designs, project budget, and the performance criteria established by the County and the Kitchell team as part of what is referred to as the “bridging documents.” The bridging documents are also used to evaluate the DB entity’s proposals, materials and construction methods.

The bridging documents and the evaluation and selection process are critical to the success of the project. The Consultant Services Contract with Kitchell will facilitate, guide and oversee implementation of the DB process to completion.

### **OTHER AGENCY INVOLVEMENT/IMPACT**

A Steering Committee has been established to guide the development and implementation of this project. Members of the Committee include County Administrative staff, Health Agency and specifically Animal Services staff, Auditor and County Counsel staff, Public Works staff and City Manager representatives from the incorporated Cities.

Staff have consulted with Placer and Sonoma County on DB processing and workflow for the project based on these county’s previous experience with DB, specifically for Animal Services Facilities.

County Counsel has reviewed the contract as to form and legal effect.

### **FINANCIAL CONSIDERATIONS**

The New Animal Shelter project is a multi-year project in the Capital Projects Fund – WBS 320088. The current request includes allocating \$1,741,600 to fund the project through the preliminary design and the DB selection process. Funding for this first phase of the project will come from the existing Animal Services Expansion and Remodel project – WBS 320021 (\$575,000), and the General Government Building Replacement Fund (\$1,166,600).

The current total to design and construct of the New Animal Shelter project is estimated at \$13.7 million, and the cities will pay a portion of the cost per the Memorandum of Agreement presented to your Board as a separate item. The total design and construction costs exclude \$1.1 million of other potential costs identified related to demolition and depreciation of the existing facility, and land costs. Staff will return to your Board to fund the Design-Build construction phase of the project at a later date. The additional funds for the construction phase will come from the General Government Building Replacement Fund if acceptable financing outside of County reserves and designations cannot be identified.

Please see Exhibit “A” for the current cost estimate of the design phase only.

### **RESULTS**

Approval of the recommended actions will allow County staff to move forward with preliminary implementation of the Animal Shelter project. Full implementation of the project will provide for a safe, well-governed community through the services provided by the Animal Services Division of the Health Agency.

## **ATTACHMENTS**

1. Vicinity Map
  2. Exhibit A - Project Cost Estimate
  3. Exhibit B – Contract for Professional Construction / Project Management and Master Architectural Consultant Services
  4. Exhibit C - Preliminary Timeline
- c: Animal Services Center – Steering Committee  
City Managers of incorporated Cities within the County

File: WBS 320088 New Animal Shelter Project

Reference: 17FEB28-C-19

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