

County of Santa Barbara
General Services
Project Charter



Department of Behavioral Wellness-Temporary Sobering Center

Calle Real Campus, Parking Lot Adjacent to Archives Building

Camino del Remedio Santa Barbara, CA 93110

(GS, Capital Project No. 23038)

Purpose

The purpose of this project is to relocate the sobering center from its current location to a temporary modular structure located within the former Fleet parking lot located adjacent to the Archives Building (the current location of the Sobering Center) on Camino del Remedio at the Calle Real Campus in Santa Barbara. The existing facility is beyond its useful life and needs extensive repair or modernization in order to satisfy and meet programming compliance.

This project charter establishes an agreement between General Services (GS) and the Department of Behavioral Wellness (BWell) by identifying the stakeholders responsible for developing the project, the scope of work, the project budget, the source of funds to complete the project, and the current estimated schedule for project delivery. This initial project charter represents rough order magnitude costs and general scope of work, which as the project develops, will be amended to reflect an engineer's estimate and scope of work based on a detailed design and eventually amended to reflect actual costs based on solicited bids received.

Both BWell and GS acknowledge that as part of the development of the new BWell complex identified in the Calle Real Campus Master Plan, a new Sobering Center will be designed and integrated into the development. The location (former Fleet parking lot) of the temporary Sobering Center identified in this charter is scheduled for the installation of other permanent structures as part of the Campus Master Plan. Upon the development of the permanent BWell complex, the temporary Sobering Center will require removal from the campus.

The project will move through the traditional development cycle, including the retention of design professionals that will provide the real-time and field collected data required to implement a successful project. Cost estimates will be developed at each phase that will inform the project stakeholders of funding requirements. These stages are further detailed below and will serve as the project development-to-construction process.

Scope of Project

The scope of work for this project is to provide a new, temporary modular Sober Center in the Calle Real Campus:

The Modular will be approximately 24 feet by 60 to 66 feet, a design build building provided by the selected Modular Contractor with the minimum specification:

- Two Staff Offices
- Waiting Room
- Office and IT/Comm Storage
- ADA Shower
- ADA Restroom
- Second Standard Restroom
- Men's and Women's Wash Facilities
- Mini Kitchen Space (Cabinets, Refrigerator space and Sink)
- Water Heater Closet
- Air Condition and Heating Units
- Washer and Dryer area Connections
- Women's Sleep Area with area viewing glass
- Men's Sleep Area
- Optional (if Required Fire Sprinklers)
- ADA Entry Ramp
- Office Entry Stairs

Proposed Modular Floor Plan:

Note: Floor plan subject to change pending final BWell approval and selected manufacturer

Project Development

Phase 1: Data Gathering and Conceptual Design

- Conduct a programming exercise with BWell staff and project stakeholders to identify all program requirements, including facility capacity, office areas, restroom & showers, storage, methods of ingress and egress, etc.
- Locate points of connection (POC) for all utilities (from the public right-of-way).
- Procure a preliminary proposal from a modular manufacturer to provide a 24' x 60 to 66' structure for use in the project. The proposal must include the design, floor plan, procurement and delivery of the modular unit, setting of the unit on-site, seismic anchoring, foundation skirting, ADA ramps for areas of ingress/egress, etc.
- Assemble a conceptual site plan integrating all utility, foundation, and access requirements, including the proposed 24' x 65' modular for the site.
- Develop a rough order of magnitude (ROM) cost estimate for the project at the conclusion of the conceptual phase. As cost estimates are developed throughout the project phases, GS project management and construction management time will also be estimated and included in the overall project costs.
- Note 1: At this stage of the project, it has not yet been determined whether a sprinkler system will be required for the modular unit. During the preliminary design phase, this requirement, as well as other entitlement requirements (i.e., setbacks, minimum parking, etc.) will be determined.
- Note 2: It has not been determined whether the existing electrical power is adequate for the facility as the power source currently serves multiple structures within the area (Archives building, Healthstat, BWell facilities modular, former fleet kiosks, etc.). GS will be securing an initial assessment from our electrical contractor retained under a master services agreement to evaluate the total power requirements and current and future needs. If it is determined that additional design is required, GS will retain the services of a mechanical design firm to assemble the required plans and initiate the application process with SCE.

Phase 2: Schematic Design & Design Development

- Finalize modular placement, foundation design, site preparation (grades of existing and future parking lot to ensure code complaint elevations and slopes) and all scope of work required to establish POCs for the utilities. Determine if separate metering will be required for site utilities.
- Begin the process of assembling a bidding package for all project requirements including site work, utility extensions and connections, and continued support of the application with SCE for electrical power to the site.
- Develop a ROM cost estimate for the project at the conclusion of this phase of the project.

Phase 3: Construction Documents and Bidding

- Finalize all design and permitting requirements and ensure that all details have been integrated into the plan set and specifications for the project (100%).
- Submit final CDs for bidding through Public Purchase.
- Coordinate the bid opening and low bidder proposal to ensure compliance with all project requirements, bonding submittals and insurance certificates.
- Note: It still remains to be determined whether soliciting bids separately for the procurement and delivery of the modular is the best approach for the project (versus bidding the entire project, including modular

procurement, delivery and installation under one General Contractor). This approach will be evaluated through the design phases (prior to bidding).

- Final ROM cost estimate is assembled for review and approval by BWell and GS.

Phase 4: Construction & GS Construction Management

- Issue Notice to Proceed (NTP) to lowest responsible bidder and begin to coordinate the initiation of construction, including the utility extensions (and potential electrical system upgrades) prior to the delivery of the modular.
- Assembly and distribution of Construction Notifications to all parties that may be impacted by the construction activities.
- Manage the delivery and installation of the modular and required utility systems. Ensure that all ingress/egress points to the facility meet ADA path of travel compliance standards.
- Assist in coordinating and managing weekly construction progress meetings throughout the duration of construction (estimated at six to eight weeks, depending on the phase of construction).
- Install all required site surfaces, including asphalt parking areas and concrete sidewalks and curb & gutter, as required.
- Monitor all project expenditures and provide regular reports to BWell and other project stakeholders.

Phase 5: Warranty & Project Turn-Over

- GS will provide liaison services with the project contractors and suppliers to ensure all systems are working properly.
- Issue Notice of Completion (NOC).
- Final project turn-over to BWell Facilities staff.

Goals/Deliverables

- ◆ Define a scope of work based on programming and available funding.
- ◆ Monitor project scope versus project budget.
- ◆ Complete the project on time and within budget.
- ◆ GS Project Manager will provide consistent communications with CSD Core Group regarding project progress and schedule

Exclusions

- ◆ In the event the project budget revenues are not sufficient due to unforeseen conditions or changes in the program requirements, the Department of Behavioral Wellness will be responsible for any additional funding needed. If for any reason the project does not move forward, all expenses incurred will be covered by the funds currently dedicated to the project by BWell, and any remaining amounts returned to the funding source(s).
- ◆ Hazardous materials mitigation.
- ◆ Tenant requirements, including, but not limited to, removal of all furniture and related items within the construction area before the project starts.
- ◆ Supply chain issues may delay the completion of the work.

- ◆ BWell will be responsible for the procurement and installation of Furniture, Fixtures & Equipment (FF&E) required for the facility. The project does include some light build-out of the facility interior but all FF&E will be scoped and installed by BWell.

Critical Assumptions

- ◆ All site work and site demolition (as required) work and new construction will occur during normal working hours (8AM to 5PM).
- ◆ Project funding is adequate for the level of alterations desired by BWell.
- ◆ BWell will transfer funds (through a Budget Revision Request process, if required) to General Services promptly after the approval of the initial project charter. Funds are required to engage with various design firms and other services that may be required to move through the project development cycle.
- ◆ Work will not commence until adequate funding is transferred to General Services.
- ◆ Hidden conditions do not exist which would impact the budget, such as hazardous materials; subsurface contamination or poor soil types; subsurface restrictions; and utility restrictions.
- ◆ That BWell will relocate existing, or purchase and install all new FF&E items included in the project.
- ◆ That BWell will coordinate with GS on program schedule, including all moving efforts.
- ◆ At the completion of the project, the temporary modular facility will be entered into the County's Facility Inventory system and the square footage will be added to the BWell total. The site will be assigned a specific facility identification number within the system. Once the permanent Sobering Center site is developed in the BWell complex on the campus, and the modular is removed, the square footage of this site will be removed from the inventory.

Organization

A Project Team will be formed comprised of the following stakeholders:

Core Group	Name	Position	Phone
General Services	Lou Gibilisco	Project Manager	805-431-2679
Behavioral Wellness	Laura Zeitz	Assistant Director	805-681-4907
Behavioral Wellness	Ernest Thomas	Facilities Manager	805-681-5206
Expanded Group	Name	Position	Phone
General Services	John Green	Assistant Director	805-896-2236
General Services	Diana Estorga	Capital Division Manager	805-698-1096
General Services	Scott Hosking	Facilities/Maintenance Manager	805-896-2902
General Services	Rudy Munguia	Facilities/Maintenance Supervisor	805-934-6136
General Services	Lynne Dible	Assistant Director/CFO	805-568-2978
General Services	Brant Markley	Business Manager	805-875-9380
Behavioral Wellness	Melissa Wilkins	Branch Chief	805-448-1772

Decision Making Process

The Core Team will collaborate throughout the project and the GS Project Manager/Project Coordinator (PM/PC) will consult the Team in making project decisions. The Project Manager/Project Coordinator will strive to carry forth consensus recommendations of the Team based on the Project's goals. The Project Manager/Project Coordinator will be responsible for the effective coordination and integration of construction tasks. In consultation with Team members, the Project Coordinator will have responsibility for all decisions necessary to achieve the fulfillment of this Project Charter - CP # 23038

Project Charter/Scope, but will pay close attention to achieve consensus of the team concerning decisions that affect the budget, schedule, and scope of the project. Only the BWell representative is authorized to make decisions that increase costs above the charter amount.

Risks

- ◆ Volatile economic circumstances could impose unfavorable market conditions for materials availability/prices, equipment and procurement.
- ◆ Undisclosed conditions may require unanticipated work.
- ◆ Timeliness of decision-making may impact budget and schedule.
- ◆ Shift in scope requirements may impact timelines and budget.

Roles and Responsibilities

1. Project Start/Pre-Design Phase

- 1.1. Funding established for GS to control – Initiate BRR to transfer funding to GS (BWell)
- 1.2. Programming/ Civil Engineering Design (GS PM/Consultant)
- 1.3. Create preliminary timeline and budget (GS PM)

2. Informal Design Development/Construction Document Phase

- 2.1. Scope of work development (GS PM in collaboration with BWell)
- 2.2. Construction Document development/finalization (GS PM)

3. Bid/Procurement Phases

- 3.1. Bid development (GS PM)
- 3.2. Hold Job Walk at site (GS PM)
- 3.3. Bid Review process (GS PM)
- 3.4. Contract development, review and approval process (GS PM)
- 3.5. Board letter and Board action process; when required (GS PM/BWell)

4. Construction Phase

- 4.1. Pre-construction meeting (GS PM/Contractor)
- 4.2. Construction Schedule development and finalization (Contractor/GS PM)
- 4.3. Mobilization (GS PM/Contractor)
- 4.4. Hazardous Materials abatement, if required (GS PM/Contractor)
- 4.5. Demolition/site work/Construction (GS PM/Contractor)
- 4.6. O&M Manuals/Warranty Files (GS PM)
- 4.7. Punchlist (GS PM/Contractor)
- 4.8. Final Project Review and approval walk through (GS PM/Facilities-Maintenance/Contractor/ BWell)
- 4.9. Substantial Completion and Notice of Completion issuance (GS PM)

5. Final Completion

- 5.1. O&M Manuals/Warranty Documents (GS PM)
- 5.2. Notice of Completion Issuance (GS PM)
- 5.3. Facilities turnover (GS PM/Facilities-Maintenance)

6. Warranty Period

- 6.1. Potential Warranty Items (GS PM/Contractor/BWell)

Performance Measures

- ◆ Effective collaboration of all involved entities.
- ◆ Completion of the project on time and within budget.
- ◆ Change orders to the base construction contract is not to exceed the Public Contracts Code limit.
- ◆ Closely communicate project information with core group members

Project Budget & Funding

Project Budget	
Project Initiation-Scoping and Charter	\$7,000.00
Project Initiation	\$7,000.00
Project Management - Design Support	\$15,000.00
Programming Support	\$10,000.00
Design (Architect/ Engineering)	\$15,000.00
Surveyor	\$15,000.00
Geotechnical (foundation)	\$0.00
Professional Services Contingency (10%)	\$0.00
Design Subtotal	\$55,000.00
Environmental Document/Analysis (CEQA or NEPA) Verify extend of analysis based on grant requirements	\$0.00
Environmental Coordination	\$1,500.00
Environmental Subtotal	\$1,500.00
Project Management Bid/Procurement (Advertise, Bid, Award)	\$25,000.00
Bid/Procurement Subtotal	\$25,000.00
Site Development - MEP Tie Ins, Striping & Signage	\$150,000.00
Modular Procurement	\$500,000.00
Exterior Improvements	\$50,000.00
Interior Build Out	\$26,500.00
Signage - Modular	\$6,000.00
Contingency (For Design Bid Build Contract follow PCC 20142 Law section (ca.gov); For JOC up to 10%)	\$93,000.00
JOC Fee (5% of Construction, if applicable)	\$0.00
Communications – ITD (If applicable)	\$20,000.00
Inspections	\$15,000.00
Construction Management (Construction Proposal through Closeout)	\$60,000.00
Construction Subtotal	\$920,500.00
Project Management - Warranty	\$2,000.00
Warranty Subtotal	\$2,000.00
Furniture, Fixtures and Equipment (FF&E)	\$0.00
Data (FF&E – Cubical Connection)	\$5,000.00
Movers- Offices & other Building Content	\$5,000.00
Project Management – FF&E Design, Coordination and Delivery	\$5,000.00
FF&E Subtotal	\$15,000.00
Total	\$1,026,000.00
Funding Source	
BWell CENCAL Grant (Funds Transfer to GS via BJE No. 0010171}	\$700,000.00
Forthcoming Opioid Settlement Funds	\$300,000.00
BWell Funding Source - Statham	\$26,000.00
Total	\$1,026,000.00

Note: The project fund account will be managed by General Services – Capital Projects.

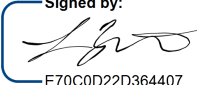
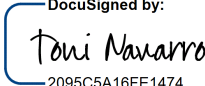

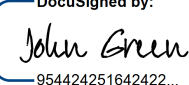
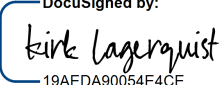
Schedule

Task Name	Start Date	Duration
Project Initiation/ Scope	4/8/2024	1 days
Charter Execution	11/01/2024	3 days
Bid Proposal Review/Acceptance	12/02/2024	60 days
Bid Award	2/11/2025	1 days
Construction Period – Trailer Fabrication, Delivery, Setup and Site Preparation	2/17/2025	180 days
Completion/ Punch List/ Demobilizations/ Etc.	08/15/2025	30 days
Notice of Completion	08/18/2025	1 days
Closeout/ Final Payment/ Retention	08/25/2025	35 days
Warranty Period Starts (*Calendar Days)	08/25/2025	365 days

Note: The timeframes provided above are the base days (or duration) of what we believe the required tasks will take. The schedule and budget may be refined once finalized bid and dates are received from the Contractor.

Agreement

23038 Charter – Accepted and agreed on this 5th day of November 2024.

Name	Signature	Date
Laura Zeitz Assistant Director – Behavioral Wellness	Signed by:  E70C0D22D364407...	11/12/2024 1:04 PM PST
Toni Navarro Director – Behavioral Wellness	DocuSigned by:  2095C5A16FE1474...	11/8/2024 2:57 PM PST
Lynne Dible Assistant Director – General Services	DocuSigned by:  A6FD81265FC9409...	11/5/2024 1:51 PM PST
John Green Assistant Director – General Services	DocuSigned by:  954424251642422...	11/5/2024 1:42 PM PST
Kirk Lagerquist Director – General Services	DocuSigned by:  19AEDA90054E4CE...	11/5/2024 3:20 PM PST