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## **Agnes Street CRT Program (SB82/CHFFA)**

### **116 West Agnes Avenue, Santa Maria CA**

### **8764 Project Charter**

#### **Purpose**

The purpose of this project is to Remodel the existing 3,100 square foot building located at 116 West Agnes Avenue in Santa Maria California (see Exhibit A) for Behavioral Wellness, in accordance with the SB82/CHFFA Grant Criteria for use as a residential crisis center (the Program).

This project charter establishes an agreement between General Services and Behavioral Wellness by identifying the Team responsible for developing the project, the scope of work, current estimate of costs and source of funds to complete the project, and the current estimated time schedule for project delivery.

The project charter schedule shows the timeline of tasks that are anticipated and to which General Services is committed. Barring circumstances that affect the timeline that out of the control of both parties this project will be completed as scheduled.

The project will be bid under the 2017 Job Order Contracting (JOC) process.

#### *CUSTOMER NEEDS*

*Customers in need of crisis services require appropriately designed and staffed facility to address overall programmatic needs to ensure continuity of care and promote recovery.*

#### **Scope of Project**

The Project will improve the interior spaces of the existing building located at 116 West Agnes Street to allow a Residential Crisis Treatment Center to be located within the building. Tenant improvements are limited to the attached floor plan and what is required to convert the interior spaces to be compliant with State Regulatory requirements of mental health programs, including elimination of hazmat that may be harmful to human welfare, barriers to those with mobility issues and limited improvements to building systems. Exterior improvements include landscaping, drainage and parking along access alley, modification of the utility pole tiebacks and ADA access to existing building.

#### **Goals/Deliverables**

- ◆ Design alterations to tailor the space to the staff and functions of the Program.
- ◆ Successful JOC bid process near construction estimate value.
- ◆ Complete the project on time and within budget.

## Exclusions

- ◆ The project within this charter is 100% funded with SB82/CHFFA State Grants Funds. Behavioral Wellness and General Services will diligently manage the project budget as defined herein. In the event the project budget revenues are not sufficient due to unforeseen considerations or changes in the program requirements, 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 and any remaining amounts returned to the funding source(s).

## Critical Assumptions

- ◆ Funding is adequate for level of alterations desired by Behavioral Wellness.
- ◆ Hidden conditions do not exist which would impact costs, such as hazardous materials.
- ◆ The design team is able to investigate as-built conditions, especially utilities, without delay to the proposed schedule.

## Organization

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

Core Group	Name	Position	Phone
General Services	Robert Ooley, FAIA	PM GS-County Architect	568-3085
Behavioral Wellness	Laura Zeitz, R.N.	BW-PM Programs	452-2760
Behavioral Wellness	Ernest Thomas	BW-Facilities Manager	681-5206
General Services	Leann Anderson	Capital Projects Coordinator	568-3063
Expanded Group	Name	Position	Phone
CEO	Terri Nisich	ACEO/Lead	568-3412
Behavioral Wellness	Alice Gleghorn, Ph.D.	Behavioral Wellness Director	681-5221
Behavioral Wellness	Pamela Fisher, Ph.D.	Behavioral Wellness Assist. Director	681-5449
Behavioral Wellness	Christopher J. Ribeiro	Chief Financial Officer	884-1694
General Services	Skip Grey	GS-Assistant Director	568-3083
General Services	Brian Duggan	GS-Finance	568-2631
General Services	Celeste Manolas	Manager, Capital Projects	568-2622

## Decision Making Process

The Project Manager and Team members will collaborate in making project decisions. The Project Manager will strive to carry forth consensus recommendations of the Team based on the Project's goals. The Project Manager will have day-to-day responsibility for all decisions and will pay close attention to achieve consensus of the Team with regard to decisions that will affect budget, schedule and scope of project, and is held responsible for achieving customer satisfaction.

## Risks

- ◆ Undisclosed conditions might require unanticipated work.
- ◆ Timeliness of decision making could impact budget and schedule.
- ◆ Status of the program or shift in scope requirements will impact timeline and budget.

## Roles and Responsibilities

### 1. Project Scoping Phase

- 1.1. Prepare scope of work, schedule and budget (PM, with review and approval by Behavioral Wellness)

### 2. Design Phase

- 2.1. Manage all work of consultants (PM)
- 2.2. Preliminary Design (Architect/Engineers)
- 2.3. Construction Documents (Architect/Engineers)
- 2.4. Review the architect's submittals at the completion of each design phase to ensure that the design and costs meet the Project Program and budget (Core Group)
- 2.5. Oversee the project and communicate all decisions to the architect (PM)

### 3. Construction Phase

- 3.1. Process & prepare notice to proceed. (PM)
- 3.2. Conduct pre-construction meeting. (PM)
- 3.3. Attend weekly construction meetings. (Core Group, led by PM)
- 3.4. Manage construction contracts, and approve invoices. (PM)
- 3.5. Oversee the project. (PM)
- 3.6. Process project close-out. (PM/GS Fiscal)

## Performance Measures

- ◆ Completion of project on time and within budget.
- ◆ Change orders to base construction contract not to exceed 10% of base construction contract.

## Project Budget & Funding Each Project Component

Budget	
Acquisition	\$0
Architect/Engineer Fees	\$98,000
Construction (Building TI/Parking)	\$650,000
Project Contingency	\$72,000
Project Management	\$97,500
Gordian JOC Fee (5% of construction)	\$32,500
<b>Charter Total</b>	<b>\$950,000</b>
FF&E (Retained by Behavioral Wellness)	\$150,000

Funding Sources	
Previously Funded	\$ 0
SB82/CHFAA	\$950,000
<b>Total</b>	<b>\$950,000</b>

Notes. 1. Project funding/budget in the amount of \$950,000.00 will be transferred from Behavioral Wellness to General Services via Budget Revision 0001234 that will go to the Board on June 6, 2017. The project fund account will be managed by General Services – Capital Projects.

## Schedule

Task Name	Duration	Start	Comments
Receive Design Proposal	10 days	5/1/17	
Issue Architect/Engineer PO	5 days	5/11/17	
Feasibility / Design / Drawing	85 days	5/17/17	
BRR	1 day	6/6/17	
Project Initiation / Scoping Meeting	1 day	8/10/17	
JOC Proposal Review / Acceptance	60 days	8/11/17	
JOC Authorizations	10 days	10/10/17	
JOC Notice to Proceed	2 days	10/21/17	
Construction Period	120 days	10/23/17	
Completion / Punch List / Demobilization / Etc.	2 days	2/20/18	
JOC Notice of Completion	2 days	2/22/18	
Final Payment / Retention	45 days	2/24/18	
Project Close Out	60 days	4/11/18	
Warranty Period	365 days	2/22/19	

# Agreement

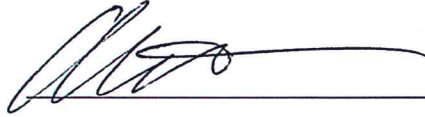
8764 Charter - Accepted and agreed this                      day of                      2017

**Name**

**Signature**

**Date**

Alice Gleghorn, Ph.D.  
Director- Behavioral Wellness



5/9/17

Janette D. Pell  
Director-General Services



5.10.17