

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

(1) DEPARTMENT General Services Agency	(2) MEETING DATE 10/22/2013	(3) CONTACT/PHONE Janette Pell, General Services Agency Director, 805-781-5200 Jeff Hamm, Health Agency Director, 805-781-4719	
(4) SUBJECT Request to adopt plans and specifications (Clerk's File), and authorize public bidding for construction improvements for the Animal Services Addition and Renovation located at 885 Oklahoma Avenue, San Luis Obispo, CA. Set bid opening date for Thursday November 21, 2013, and approve the incorporation of specified materials, products and control systems.			
(5) RECOMMENDED ACTION It is recommended that the Board: <ol style="list-style-type: none"> 1. Adopt the Construction Documents (Clerk's File) and authorize public bidding for construction services for the Animal Services Addition and Renovation; 2. Instruct the Clerk to give Notice to Bidders, calling for sealed bids no later than 3:00 PM on Thursday, November 21, 2013; 3. Make the findings that particular materials, products, control systems that are components of the proposed construction of the Animal Services Addition and Renovation project are to be designated by specific brand names or trade names to match other materials, products and control systems in use in other facilities with the County, as authorized by the Public contract Code, Section 3400 (c)(2); and 4. Direct Staff to set forth the brand name findings in the Invitation to Bidders, and incorporate the requirements for the particular material, products, and control systems into the bid documents. 			
(6) FUNDING SOURCE(S) Facility Planning Reserve: \$1,131,900 Building Replacement Fund: \$135,700	(7) CURRENT YEAR FINANCIAL IMPACT Estimated Project Budget: \$1,267,600	(8) ANNUAL FINANCIAL IMPACT Estimated annual utility increase \$6,100 No additional staff required	(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 type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input checked="" type="checkbox"/> N/A			
(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) NA		(13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: NA <input type="checkbox"/> 4/5th's Vote Required <input checked="" type="checkbox"/> N/A	
(14) LOCATION MAP Attached	(15) BUSINESS IMPACT STATEMENT? No	(16) AGENDA ITEM HISTORY <input type="checkbox"/> N/A Date: 07/22/2008; 08/05/2008, 10/7/2008, 12/14/2010;	
(17) ADMINISTRATIVE OFFICE REVIEW Reviewed by Leslie Brown			
(18) SUPERVISOR DISTRICT(S) District 2 -			

County of San Luis Obispo



TO: Board of Supervisors

FROM: Janette Pell, General Services Agency Director, 805-781-5200; and
Jeff Hamm, Health Agency/ Public Health Director, 805-781-4719

DATE: 10/22/2013

SUBJECT: Request to adopt plans and specifications (Clerk's File), and authorize public bidding for construction improvements for the Animal Services Addition and Renovation located at 885 Oklahoma Avenue, San Luis Obispo, CA. Set bid opening date for Thursday November 21, 2013, and approve the incorporation of specified materials, products and control systems.

RECOMMENDATION

It is recommended that the Board:

1. Adopt the Construction Documents (Clerk's File) and authorize public bidding for construction services for the Animal Services Addition and Renovation;
2. Instruct the Clerk to give Notice to Bidders, calling for sealed bids no later than 3:00 PM on Thursday, November 21, 2013;
3. Make the findings that particular materials, products, control systems that are components of the proposed construction of the Animal Services Addition and Renovation project are to be designated by specific brand names or trade names to match other materials, products and control systems in use in other facilities with the County, as authorized by the Public contract Code, Section 3400 (c)(2); and
4. Direct Staff to set forth the brand name findings in the Invitation to Bidders, and incorporate the requirements for the particular material, products, and control systems into the bid documents.

DISCUSSION

The General Services Agency and Health Agency are requesting authorization to issue bid documents (Clerk's file) for the purposes of expanding and renovating the existing Animal Services facility located at the County Operational Center. The work will provide approximately 2,240 of additional square footage for a new cattery, expanded lobby and public service areas; fire sprinkler for the entire facility, and incorporate ADA accessibility and other safety issues to meet increasing public services and operational needs.

This project was created in 2009 to address significant facility renovation needs and to meet increasing housing, program, and operational requirements. The project scope and budget was initially based on a 2007 request to expand the existing cattery and facility with a small addition at the rear of the building, construct an outdoor cat common area, and perform minor renovations to the building's service areas.

Background

The existing Animal Services facility was constructed in 1975 on an existing landfill. The structure totaled 6,600 square feet and was designed to house 58 dogs, and 8 cats. Between 1981 and 2010, building modifications were constructed to accommodate additional dog runs adjacent to the kennels, corrals for ranch animals, a small structure for cats, night drop-off kennels, an expansion for staff administration, and renovation for the public lobby.

Over the past 38 years, new programs to assist pet owners and the public's interest in animal care and treatment shifted the facility's design emphasis from increasing the housing capacity to increasing pet adoptions by showcasing animals and improving the quality of the environment for animals.

Despite the building modifications over the years, the existing building's infrastructure and service areas continued to deteriorate. Housing for dogs and cats was inadequate, and the facility did not meet new codes required by the Americans with Disabilities Act (ADA) and did not meet State Fire Marshal regulations.

In 2008, staff, volunteers and the public voiced some concerns over the facility operations prompting a Grand Jury investigation and report dealing with those particular concerns. In 2008 the Humane Society of the United State (HSUS) conducted a facility survey based on standards of care and facility requirements for housing animals. In response, the County created a project in Fiscal Year 2008-09 to fund improvements.

The initial work in 2009 included a facility needs assessment and a master plan that identified additional areas of need and set project priorities for enhancing the public interface and services and addressing building deficiencies. The reports recommended separating the service and animal isolation areas from the public and increasing facility controls.

In 2010 the architectural firm Ravatt Albrecht and Associates was hired to design an expansion and renovation to address many of the issues identified in the reports and studies. Subsequent work through the design revealed issues with fire safety compliance and constructing a building addition on an existing landfill.

As part of an effort to consolidate functions and improve efficiencies, Animal Services and the Sheriff's Office agreed to relocate the Animal Services laundry functions into the Honor Farm facility. The Honor Farm laundry facility modifications were incorporated into a separate construction project, while Animal Services provided upgraded equipment.

During the environmental permitting process it was determined that a post landfill closure permit was required through CalRecycle, adding additional time and cost to the development process. Since then, the project has received the necessary environmental permits to proceed from CalRecycle, and Air and Water Quality Control Boards.

Project Scope

The project focus shifted during the needs assessment and facility evaluation to incorporate a long term vision for Animal Services in an effort to plan for future expansion and meet increasing expectations. The current project design includes a 2,240 square foot addition to the front of the facility for a new cattery and an expanded lobby. The following features are part of the design:

- Additional space in cattery rooms for cats to move freely, while maintaining a controlled health environment and facilitate prospective owners' search to adopt a pet.
- Separate cat kennel rooms to isolate adoptable cats, newly admitted, and kittens.
- Cattery relocation to the front of the facility as part of an expanded lobby. This effectively allows the staff service and animal isolation areas to be removed from public contact, and focuses public attention on the cats.
- A separate office for the shelter manager, enabling communication with administration and ability to respond directly to the animal service areas.
- The existing cattery will become available for a future infirmary and evaluation room within the staff service area.
- Fire safety features to provide fire sprinklers throughout the entire facility and upgraded fire alarm system.
- Structural foundation upgrades to support the building expansion on a landfill and on the existing native soils.

The design features provide a safer, and healthier environment for animals, clients, volunteers and staff.

OTHER AGENCY INVOLVEMENT/IMPACT

Animal Services has been involved in the study conducted by the Humane Society of the United States, the needs assessment, the master plan, the development of the project's scope, selection of the consulting architectural design firm, and project design. Representatives from Animal Services volunteer groups have been involved from the beginning of the project through the plan review process and will be involved in the final details of furnishing the facility. The County

Administrative Office has provided general oversight of the project. County Counsel has reviewed the General Conditions for form and legal effect. The Environmental Development office has reviewed approved the project. CalRecycle has approved a post landfill closure permit. The Air Quality and Water Quality control boards have both reviewed the project and issued their approval of the project.

FINANCIAL CONSIDERATIONS

The Animal Services Addition and Renovation project has been funded for a total of \$1,267,600. The Project was originally funded \$997,900 in FY 2007-08 from Facility Planning Reserves for a small addition to the existing facility of approximately 1,800 square feet and some minor renovation work. The project was augmented by \$135,700 with a request for a security surveillance system, and again in FY 2011-12 with an additional \$160,000 for costs associated with moving the laundry to the Honor Farm, and to provide additional funding for the addition.

Site and facility conditions, increased scope, and regulations have impacted the project’s budget which are illustrated in the following table and addressed further in this report. A budget augmentation is not requested at this time. The recommendation is to proceed to bidding, and return to your Board to review the project’s costs and evaluate what additional funding may be required.

TABLE 1 : Funding and Estimated Project Costs

Description	Total Funded to Date	Estimated Total Cost	Difference
Facility Assessment & Master Plan	\$56,650	\$56,650	\$0
Professional Services, Design, and Construction Management	\$151,400	\$214,000	\$62,600
Project Administration, Maintenance, misc.	\$78,500	\$235,000	\$156,500
Expansion Construction	\$800,000	\$800,000	\$0
Camera Security System	\$117,000	\$125,000	\$8,000
Laundry Facilities	\$34,000	\$44,802	\$10,802
Fire Suppression System	\$0	\$44,000	\$44,000
Landfill Building Impacts	\$0	\$11,400	\$11,400
Special Foundation	\$0	\$69,480	\$69,480
Contingency	\$30,050	\$66,000	\$35,950
TOTALS	\$1,267,600	\$1,666,332	\$398,732

Facility Assessment and Master Plan

The facility assessment and master plan study was conducted by an animal shelter consultant to provide a long term projection of facility requirements and operational needs. The report prioritized the recommendations and formed the basis of the project scope. Although not part of the original scope this study became the essential tool for the design.

Professional Services

Design of the new cattery and renovation work began in January 2011 with the architectural firm of Ravatt Albrecht and Associates. Additional professional services included a site survey, soils engineering, code reviews, fire safety engineering, hazardous materials evaluation, security systems consultant, and professional engineering for the landfill mitigation requirements.

Project Administration

General Services has managed the project and coordinated the efforts from the master planning stage in 2009 through the Landfill permitting in 2013. Staff also facilitated the development of design options for the cattery and measures to reduce costs. Staff managed the additional projects that were merged into the expansion project including the main electrical service deficiencies, a fire suppression system, reroofing the existing facility, and the relocation of the Animal

Services laundry to the Sheriff's Honor Farm. The estimated staff costs include construction management, inspections, and project closeout.

Expansion Construction

The project scope was modified from a 1,800 square foot separate cattery building to a 2,240 square foot addition. The project budget was augmented in FY 2011-12. The scope includes an expanded public lobby with restroom, direct access to the animal holding areas, a kennel manager's office and a separate public service room. The cattery also includes several cat common rooms, a staff service area, and separate rooms for kittens, adoptable cats, and incoming cats held for assessment.

Camera Security System

The Camera Security system was funded as a separate project in FY 2009-10 and added to the expansion project to facilitate incorporation to the system into the new construction. The County standardized on the Bosch recording and data storage components in 2012 which reflects a higher component cost.

Laundry Facilities

In FY 2011-12 the Honor Farm under the direction of the Sheriff's Department agreed to incorporate the Animal Services laundry equipment and services. The honor farm inmates were providing that services at the Animal Services shelter, but this arrangement was less efficient and there was limited space at the shelter to meet increasing animal and laundry services.

Fire Suppression System

The existing facility has a limited fire suppression system for the kennels with no fire detection. The new addition incorporates access and egress from the existing facility and therefore triggers the requirement to bring the entire facility up to the fire safety requirements. A new fire suppression system with alarms is planned for the new and existing facility.

Landfill Building Impacts

The Animal Services facility is located on an abandoned landfill that formerly belonged to the military. The expansion project prompted a post landfill closure permit through CalRecycle. This process added 6 months to the CEQA process and cost to the construction.

Special Foundation System

Geological studies revealed poor soils conditions and additional problems associated with supporting a structure over a landfill. Several foundation systems were evaluated and a helical core type system was required. The helical core system is substantially more complex and resulted in increased costs.

Contingency

Contingency funding is a necessary part of the construction and project completion process for unforeseen conditions, added services, or necessary modifications to the project.

General Services Agency has reviewed the estimated project costs with County Administration and the Health Agency. The total estimated shortfall of approximately \$400,000 was based on a construction estimate developed by a professional estimating firm working with the architectural team. Construction costs will be re-evaluated following the bidding of the work, and presented to your Board with a request for budget adjustment if necessary.

RESULTS

The Animal Services Addition and Renovation project will provide a better facility for the animals, volunteers, staff, and the community by providing:

- Increased fire protection with a new fire sprinkler and alarm system;
- Better disease control due to proper environmental controls and laundry facilities;
- Improved utility services that meet current code and safety requirements;
- Greater visibility of cats for adoption and staff control; improved public access; and
- Improved security and safety for public, volunteers, and staff

ATTACHMENTS

1. Vicinity Map
2. Attachment A – Chronology of Project History
3. Attachment B – Specific Brand Name and /or Trade Names
4. Animal Services Addition and Renovation, #320021 - Plans and Specifications (Clerk's File)