

FACILITY DEVELOPMENT & MANAGEMENT STATEMENT OF WORK

PROJECT INFORMATION

SOW Date:	12/05/19
Project Manager:	Scot Stanley
REDCOM Liaison:	KT McNulty
Sheriff Liaison:	Heidi Keith
Project Title:	REDCOM Expansion
Project Number:	1920923E
Building Ownership:	County of Sonoma
Building Name:	Sheriff Building
Address:	2796 Ventura Avenue, Santa Rosa, CA 95403
Location Code:	01010

Description:

Collaborate with County, Sheriff Office and REDCOM staff to evaluate business operations, assess needs and develop plans through permits. Included will be work with the General Services Real Estate team to update the current lease. Dispatcher consoles will be identified and selected by the REDCOM staff for design team to perform space planning (console funding source will be via other mechanism).

Assumptions:

The following assumptions and / or conditions have been identified as essential to the success of the project. Should any of these assumptions not be realized, the project may not meet all of the stated objectives.

1. Delivery Method based on JOC;
2. Current call center operations will remain active during entire design and construction process;
3. Funding is available when needed;
4. Sheriff & REDCOM will provide comment, feedback & resources necessary to assist with this scope;
5. Sheriff & REDCOM will review construction documents in conjunction with PRMD in a timely manner;
6. Assigned County resources will be available, responsive and committed for project duration;
7. Consultant(s) complete documents necessary for permit by scheduled submittal date;
8. General Services will pay for the permit cost; and
9. Permits can be obtained within schedule deadlines;

Exclusions:

The following are excluded from the scope of this project. Should any of these exclusions were found to be necessary to include then a new SOW or addendum will be added to this SOW and related costs will be assessed.

1. Funds for consoles;
2. Funds for rakes, computer hardware, computer software, electronic desk equipment, phones, headsets and associated cabling;
3. Any "phase 2" items like bid documents, bidding, construction management, construction administration, close out procedures, etc.;
4. Any environmental or traffic studies;
5. All scope associated with hazardous materials investigation, sampling, testing, handling, and abatement; and
6. Any preparation of Record Documents.

PROJECT BUDGET

Planned Budget: \$67,756 within 5% of approved project budget

Date Prepared: 12/05/19

Funding Source:

- | | |
|--|--|
| <input type="checkbox"/> General Fund (Capital Budget) | <input type="checkbox"/> General Fund (Local Project Budget) |
| <input type="checkbox"/> Tobacco Securitization Proceeds | <input type="checkbox"/> Criminal Justice Construction Fund |
| <input checked="" type="checkbox"/> Department Fund | <input type="checkbox"/> Grant |

PROJECT SCHEDULE

Major Milestones: *(within 30 days of target date)*

Funding Received	01/17/20
A/E Receives NTP	01/17/20
CD's to PRMD	03/01/20
Permit Received	04/01/20

CUSTOMER OBJECTIVES

Customer objectives are quality performance measures. The following are the customer's objectives for this project:

- 1) Improve work space to accommodate four (4) additional dispatch consoles;
- 2) Final Drawings will be complete and compliant;
- 3) Permitting process will be complete;
- 4) A probable cost of construction will be generated;
- 5) Delivered probable cost of construction will be good thru Summer, 2020
- 6) Plans will require contractor to perform work to mitigate any impact to the current operations; and
- 7) Project approval & assertions built into the Design phase.

CAPITAL PROJECT POLICIES

- Capital Project and Asset Responsibility (TI's and New Building):

☐ Will Comply ☒ Not Applicable

If not applicable, state why: Not a Capital Project.

■ Green Building Policy:

☐ Will Comply ☒ Not Applicable

If not applicable, state why: Not a Capital Project

ROLES & RESPONSIBILITIES

GROUP	TEAM	ROLE	NAME
Technical	Core Team	Project Manager	Scot Stanley
		ADA Manager	Steve Fiano
		Sr. Capital Projects Manager	Bruce Oveson
		Department Liaison, REDCOM	KT McNulty
	Technical Team	Department Liaison, Sheriff	Heidi Keith
		Com/IT, ISD	Susan Sloan
		Com/IT, REDCOM	Kenny
Adjunct	A/E	Com/IT, Sheriff	Russel Holmes
		Architect	Kyle Matti w/ NMR
		Engineering, Mechanical	TBD
		Engineering, Electrical	TBD
		Console Supplier	TBD

PROJECT APPROVAL

ROLE	DEPT	SIGNATURE	DATE
Dept. Head or Designee	Customer Department		
Department Head	Gen. Services		
Sr. Capital Projects Manager	Gen. Services		

Cc: Keith Lew, General Services Deputy Director

Reference Documents: (available upon request)

- Project Request Form (see R190101)
- Funding Request Form (dated 12/05/2019)
- Preliminary Project Estimate Summary (dated 12/04/19)
- NMR A&E Estimate (dated 11/27/2019)
- Project Schedule (see above)