

**AGENDA  
SPECIAL MEETING OF THE  
ANIMAL CARE JPA  
THURSDAY, MARCH 10, 2011, 3:00 p.m.  
YUCCA VALLEY COMMUNITY CENTER MESQUITE ROOM**

**ROLL CALL:** Directors Cronin, Hagerman, Huntington, Chair Derry

**PLEDGE OF ALLEGIANCE**

**DIRECTORS REPORTS/UPDATES**

**DISCUSSION ITEMS**

1. Discuss the Appointment of the Project Manager
2. Architect Contract Update.

**FUTURE AGENDA ITEMS**

- A. Approve 2009-10 Audit Expense (continued from 1/27 meeting)
- B. Reimbursement Strategies

**PUBLIC COMMENTS**

**ADJOURNMENT**

## **ANIMAL CARE JPA STAFF REPORT**

**To:** JPA Board Members  
**From:** Mark Nuaimi, Town Manager  
**Date:** March 7, 2011  
**For JPA Meeting:** March 10, 2011

**Subject:** Project Management Assignment

**Prior JPA Review:** The JPA received a draft Project Management Plan from the Town of Yucca Valley at the JPA meeting of February 24, 2011. A subcommittee of the JPA met with Town staff to review the proposed approach to Project Management for the Shelter Architect's contract.

**Recommendation:**

- Accept the Town proposal to designate Mark Nuaimi as the Project Manager for the Shelter Architect's contract;

**Order of Procedure:**

Request Staff Report  
Request Public Comment  
JPA Discussion/Questions of Staff  
Motion/Second  
Discussion on Motion  
Call the Question (Voice Vote)

**Discussion:** The Town of Yucca Valley proposes Town Manager Mark Nuaimi as the project manager for the Shelter Architect's contract. The Town has submitted a draft Project Management Plan (PMP) that identifies the staff hours required to support the completion of the shelter design. The draft PMP provides hours per week per staff member required, along with a fully burdened cost for staff hours. Once the architect submits detailed project activity, the PMP will be finalized and brought back to the JPA board for final approval.

There were concerns expressed regarding the fully burdened costs associated with the Town Manager. The Town has responded with a reduced reimbursement rate (\$89 vs \$120) for the Town Manager time in order to control the costs to the project.

**Alternatives:** None

**Fiscal impact:** None

**Attachments:**

Project Management Plan (Draft)



### Animal Shelter Project Management Plan (DRAFT)

		2011																							
ID	Project Name	Days	Start	End	2-Aug	9-Aug	16-Aug	23-Aug	30-Aug	6-Sep	13-Sep	20-Sep	27-Sep	4-Oct	11-Oct	18-Oct	25-Oct	1-Nov	8-Nov	15-Nov	22-Nov	29-Nov	6-Dec	13-Dec	20-Dec
1.0	<b>ANIMAL SHELTER ARCHITECT CONTRACT</b>	70	1-Mar	10-May																					
	Contract Go Ahead		1-Mar																						
1.3a	<b>Architect Schedule</b>	14	1-Mar	15-Mar																					
	Project Manager Review	5	15-Mar	20-Mar																					
	NTP -- Pre-Design Services	1	20-Mar	21-Mar																					
3.2	<b>Pre-Design Services</b>	45	21-Mar	5-May																					
	JPA Review / Approval	14	5-May	19-May																					
	CEQA Public Review / Comments / Response	60	5-May	4-Jul																					
3.3	<b>Schematic Design Services</b>	60	19-May	18-Jul																					
	JPA Review / Approval	14	18-Jul	1-Aug																					
3.4	<b>Design Development Services</b>	30	1-Aug	31-Aug																					
	JPA Review / Approval	14	31-Aug	14-Sep																					
3.5	<b>Construction Document Services</b>	45	14-Sep	29-Oct																					
	Plan Check / Corrections	60	29-Oct	28-Dec																					
	JPA Review / Approval	14	28-Dec	11-Jan																					
3.6	<b>Bidding Services</b>	49	11-Jan	29-Feb																					
	Bidding	28	11-Jan	8-Feb																					
	JPA Review / ATP	21	8-Feb	29-Feb																					
3.7	<b>Construction Administration Services</b>	310	29-Feb	4-Jan																					
	Construction Phase	280	29-Feb	5-Dec																					
	Closeout Activity	30	5-Dec	4-Jan																					

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ID	Project Name	Days	Start	End	27-Dec	3-Jan	10-Jan	17-Jan	24-Jan	31-Jan	7-Feb	14-Feb	21-Feb	28-Feb	6-Mar	13-Mar	20-Mar	27-Mar	3-Apr	10-Apr	17-Apr	24-Apr	1-May	8-May	15-May
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	<b>Staff Assignment</b>	<b>Hourly Rate</b>	<b>Total Hours</b>	<b>Cost</b>																					
	Nuaimi	\$ 89	158	\$ 14,062	4	4	4	2	2	2	10	4	4	10											
	Crider	\$ 45	114	\$ 5,130	4	4	4				10	4	4	10											
	Yakimow / Schooler / Stueckle	\$ 85	176	\$ 14,960	4	4	4				10	4	4	10											
	McPheeters	\$ 38	80	\$ 3,040	4	4	4				10	4	4	10											
	<b>TOTAL COST</b>			<b>\$ 37,192</b>																					
	Notes:																								
	1. Cost estimate through Task 3.6 -- Bidding Services. Construction Management will be a separate contract activity that will require JPA review / approval.																								
	2. Plan Check fees not included in this cost estimate. Once facility designs are submitted, an accurate cost estimate will be developed for crediting against Town share of the project.																								

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		2012																							
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