

Proposal for Community Needs Assessment or Building Planning Study for Jackson County Animal Shelter

Request for Proposal was made to:

- DWG Architects, Charlottesville VA.
 - www.dwgarchitects.com
- FMD, Akron OH
 - www.fmdarchitects.com
- Design Learned, Norwich CT
 - www.designlearned.com
- Bacon Group, St. Petersburg FL
 - www.bgarchitects.com
- Animal Shelter Fundraising, Phoenix AZ
 - www.animalshelterfundraising.com

Proposals received from:

1. **Animal Shelter Fundraising** from Phoenix, Az was received. This company only provides needs assessments or building planning studies for Animal Shelters.

The objectives of a building study for Jackson County are to:

- Calculate the current and future animal housing needs for the County;
- Compute the total square footage needed to house all animals;
- Calculate the County with the size (total square footage of an animals shelter with sufficient housing capacity for the next **20** years;
- Estimate a low and high cost for construction of the new animal shelter

The building planning study will look at such things as past, current and projected human and animal populations; the amount of space needed, along with the number of kennels and cages to house the projected number of animals; staff and volunteer space needs; program and service resources required, interior and exterior needs; and may even take into consideration things such as geographic location; pedestrian and vehicular traffic flow; road systems; and residential and commercial building growth.

Cost Summary

All inclusive **\$2,500** (Conduct a building planning study for Jackson County);

Optional **\$4,000** on site review and assessment of current animal shelter;

Both (a new building planning study and current assessment of the our Shelter) **\$6,500**

2. **Shelter Planners** from Charlottesville, VA utilizing a Programming Questionnaire that Jackson County will provide along with reference to Census Bureau statistics and the US Veterinary Medical Associations' "US Pet Ownership and Demographics Sourcebook will enable this company to develop an analysis and report that will provide Jackson County with the following:
- Organization of statistical information and analysis with the reference to national averages relative to animals served by percentage; rates of adoption, return to owner and euthanasia;
 - Calculation of the number of spaces required to house canines and felines with an assumed length of stay based on responses to the questionnaire and Shelter Planner's recommendation, indicating the optimum time for each species aimed at furthering increased adoptions in our community;
 - Preliminary calculation of facility size based on the predicted number of spaces required to accommodate projected numbers of animals and analysis of the implications on the facility the County's proposing to occupy;
 - Calculation of the impact of population growth and resulting animals served in ten years and twenty years to test the capacity of the facility over time;
 - Calculation of the impact of "Seasonal Peak Animal Population" to further test the shelters' capacity to accommodate the natural influx of animals during peak seasons of breeding and resulting increases in shelter intake.

Along with the "Initial Sizing Study" outlined, they include building programming. Together these will complete a formal "Needs Assessment Study" from which actual architectural planning of the shelter can be accomplished via a separate architectural contract. Also provided will be their assessment of the side and adjacencies of all animal care and housing spaces along with appropriate support functions.

The Needs Assessment also includes projections of cost in a range based upon application of recently bid project data. Also they will provide costs in a range to provide the parameters as the construction industry is in a constant state of cost revision based on myriad factors.

Cost Summary

Sizing study including projection over 10 and 20 years along with initial cost projection - **\$3,000**;

Building programming to identify adjacencies and sizes of all necessary shelter spaces @\$.50/SF based on programmed square footage and what we know from the questionnaire (Free Report) approximately \$1,800 and @ 2,500.

References have been requested from each of these groups.

October 23, 2015

Ms. Paula Carden
Health Director
Jackson County Department of Public Health
538 Scotts Creek Road, Suite 100
Sylva, NC 28779

VIA Email to Paula Carden – paulacarden@jacksonnc.org

RE: Jackson County Animal Shelter Study & Analysis

Dear Ms. Carden:

We appreciate the opportunity to provide you with this letter of explanation and fee quote to develop a Needs Assessment Study in support of a proposed new animal shelter for Jackson County.

Our background and experience in animal shelter analysis and planning should be instrumental to you in properly identifying need and articulating the most positive and cost effective approach to achieving the Jackson County's goals. We have completed more than a dozen such studies for jurisdictions in North Carolina and, as a result are quite familiar with conditions and trends across the state.

We are in receipt of statistical information you provided us via our website "Statistical Questionnaire". We will also need for you to fill out our "Programming Questionnaire" on the web site as well. These questionnaires, along with reference to Census Bureau statistics and the U.S. Veterinary Medical Association's "U.S. Pet Ownership & Demographics Sourcebook" will enable us to develop an analysis and report that will provide Jackson County with the following:

1. Organization of your statistical information and analysis with reference to national averages relative to animals served by percentage of population; rates of adoption, return to owner (RTO) and euthanasia.
2. Calculation of number of spaces required to house canines and felines with an assumed length of stay (LOS) based on your response and our considered recommendation, indicating the optimum for each species aimed at furthering increased adoptions in your community.
3. Preliminary calculation of facility size based on the predicted number of "spots" required to accommodate projected numbers of animals and an analysis of the implications on the facility the County is proposing to occupy.
4. Calculation of the impact of population growth and resulting animals served in ten (10) years and twenty (20) years to test the capacity of the facility over time.
5. Calculation of the impact of "Seasonal Peak Animal Population" to further test the shelter's capacity to accommodate the natural influx of animals during peak seasons of breeding and resulting increases in shelter intake.

We will include background information regarding critical issues associated with animal shelter design, conceptually supporting the facility sizing calculations, with analysis and suggestion as to how your shelter can be configured to meet a "best practice" model as supported by the Association of Shelter Veterinarians – 2010 - "Guidelines for Standards of Care in Animal Shelters", as well as requirements of the North Carolina Animal Welfare Act, Title 02, Chapter 52.

Along with the "Initial Sizing Study" outlined above, we will include building programming. Together these will complete a formal "Needs Assessment Study" (please refer to our website for a full description) from which actual architectural planning of the shelter can be accomplished via a separate, architectural contract. We will provide you with our assessment of the size and adjacencies of all animal care and housing spaces along with appropriate support functions.

The Needs Assessment also includes projections of cost in a range based upon application of recently bid project data. We develop costs in a range to provide parameters as the construction industry is in a constant state of cost revision based on myriad factors. We have found this approach provides you with a realistic expectation of the potential cost of your new facility.

1415 Sagem Place, Unit 2A
Charlottesville, VA 22901
Phone: 434-995-5537

Our study will be presented in pdf format so that you can easily share it with other decision makers involved in your planning process. We should be able to provide you with a draft within 20 - 30 working days. Our fee includes "tweaking" the presentation to be sure you are comfortable that the information is sufficiently clear to first time readers so that the situation and your intent to address the identified needs can be easily understood.

We propose to provide these services as follows:

1. **Sizing Study** including projection over 10 & 20 years along with initial cost projection \$3,000
2. **Building Programming** to identify adjacencies and sizes of all necessary shelter spaces - @ \$.50/SF based on programmed square footage and what we know from the "Free Report" already sent to you, we anticipate a cost for this portion of the study of between \$1,800 and \$2,500.

We will invoice you at the completion of the work with the agreement that our invoice will be due and payable within 15 days of its origination date.

With this study you will be in a position to confidently engage in the necessary Architectural/Engineering services to plan the shelter. We will be happy to provide you with a quote to accomplish that phase of the project at the appropriate time.

Should our proposal meet with your expectation, kindly sign and return a copy via email or general mail and we will make arrangements to begin our work.

Best regards,



William B. Daggett, Jr., AIA, NCARB
dvw architect, pllc dba/shelterplanners.com

Proposal Accepted:

Ms. Paula Carden, Director of Public Health, Jackson County, NC

Date

Animal Shelters Served in North Carolina

Shelters Designed and Built

Betsey Bailey Nelson Animal Shelter	Beaufort County	Completed
Animal Care and Control Shelter	Henderson County	Completed
Animal Care and Control Shelter	Transylvania County	Completed
Animal Care Services Shelter	Iredell County	Completed
Animal Care and Control Shelter	Catawba County	Completed
SPCA of Northeastern North Carolina	Pasquotank & Camden Counties	Under Construction

Shelters Designed

Humane Society of Moore County Shelter	Moore County	Designed
Humane Society of Lenoir County Shelter	Lenoir County	Concept Design
Currituck County Animal Shelter	Currituck County	Concept Design
Surry County Animal Shelter	Surry County	Concept Design

Shelter Studies

New Animal Shelter	Burke County	Needs Assessment
New Animal Shelter	Polk County	Needs Assessment
New Animal Shelter	Randolph County	Needs Assessment
New Animal Shelter	Burlington/Alamance	Needs Assessment
New Animal Shelter	Pitt County	Needs Assessment
New Animal Care & Control Center	Guilford County	Needs Assessment

Angie Winchester

From: Paula Carden <paulacarden@jacksonnc.org>
Sent: Monday, December 07, 2015 2:45 PM
To: Angie Winchester
Subject: FW: PROPOSAL: Building Planning Study (also known as Needs Assessment)

From: tim@animalshelterfundraising.com [mailto:tim@animalshelterfundraising.com]
Sent: Monday, November 09, 2015 12:10 PM
To: Paula Carden
Subject: PROPOSAL: Building Planning Study (also known as Needs Assessment)

EXECUTIVE SUMMARY

The Objective

Jack County, NC is in need of an animal sheltering consultant to determine the total size and animal housing capacity of the County's new animal shelter. Having this study conducted will provide County leadership with reliable industry data that will help County leaders plan an adequately-sized animal shelter facility.

The Goals

Jackson County is a county with a population of approximately 40,000 residents located in the southwestern portion of the state of North Carolina. The county seat of Jackson is Sylva.

The objectives of a building planning study for Jackson County are to:

- calculate the current and future animal housing needs for the County;
- compute the total square footage needed to house all animals;
- calculate the current and future square footage personnel and spacing needs;
- provide the County with the size (total square footage) of an animal shelter with sufficient housing capacity for the next 20 years;
- estimate a low and high cost for construction of the new animal shelter

A building planning study will look at such things as past, current and projected human and animal populations; the amount of space needed, along with number of kennels and cages, to house the projected number of animals; staff and volunteer space needs; program and service resources required; interior and exterior needs; and **may** even take into consideration things such as geographic location; pedestrian and vehicular traffic flow; road systems; and residential and commercial building growth.

The Solution

Animal Shelter Fundraising is a leading, full-service, fundraising company headquartered in suburban Phoenix, specializing in helping animal shelters, humane societies, SPCAs, and rescue groups raise money, acquire new donors and plan and fund new animal shelters. The company is considered the country's premier resource for fundraising and new shelter campaigns in the animal welfare industry. The Founder and CEO of Animal Shelter Fundraising, Tim Crum, is a 27-year veteran of the non-profit world with seventeen years spent as a senior-level executive in the animal welfare industry. He is the author of two books and a regularly sought out speaker and trainer.

BUILDING PLANNING STUDY SERVICE

What Animal Shelter Fundraising will do for you

Animal Shelter Fundraising will provide the following service:

1. Collect data and information

Animal Shelter Fundraising will collect information about the current size, capacity and conditions of local area animal shelters, as well as animal intake and adoption statistics at the Jackson County Animal Shelter over a five-year period. ASF will also collect information from Jackson County regarding human population trends and statistics, as well as the wants and needs of shelter staff, volunteers and County leadership in a new animal shelter.

2. Analyze, prepare and report the findings

Animal Shelter Fundraising will document all statistical findings then group and categorize information in order to make recommendations regarding the size, capacity, and organizational needs for a new animal shelter. The information and recommendations will be prepared in a written document for Jackson County leadership and will include recommendations for:

- Animal capacity, areas needed and animal housing requirements
- Approximate animal length of stay
- Office space requirements
- Square-footage of new shelter
- Estimated costs
- Other considerations

COST SUMMARY

The following is a summary of the costs associated with Animal Shelter Fundraising to conduct a building planning study for Jackson County <i>All inclusive</i>	\$ 2,500
OPTIONAL: On-site review and assessment of current animal shelter <i>Includes travel fees</i>	\$4,000

Tim Crum, CEO and Founder
Animal Shelter Fundraising
16772 West Bell Road, Suite 110-117
Surprise AZ 85374-9702
623.975.1234

Tim is the author of two books An Animal Shelter's Guide to Fundraising & An Animal Shelter's Guide to Board Governance

Tim is also a Co-Founder and Principal of Animal Shelter Services

Join our mailing list by texting **FUNDRAISING** to **22828**.

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From: tim@animalshelterfundraising.com [<mailto:tim@animalshelterfundraising.com>]
Sent: Tuesday, October 27, 2015 1:53 PM
To: paulacarden@jacksonnc.org
Subject: Re: Contact Form - COMMUNITY NEEDS ASSESSMENT

Paula,

We do offer a Needs Assessment that examines shelter needs based on population and provides for animal and staff space. We typically use forecasting between 15-25 years out. We also look at factors that may be specific to your community. All of this helps us provide you with a report that provides you total shelter square footage broken down by space needs (pet, human, vet/medical, otherwise) along with a low and high cost estimate. Our fee is 2,500; 5,000 IF the organization wants an on-site evaluation of its current physical shelter (only about 20% of groups utilize the on-site option).

I will be in Myrtle Beach next week to speak at the Carolinas Unite Conference if you will be in attendance and want to meet in person.

Thanks,

Tim

----- Original Message -----

Subject: Re: Contact Form - COMMUNITY NEEDS ASSESSMENT
From: Paula Carden - HEALTH DIRECTOR <paulacarden@jacksonnc.org>
Date: Oct 27, 2015 4:23 AM
To: tim@animalshelterfundraising.com
CC:

Tim,

Thank you for responding.

We are looking for someone to evaluate our community needs based on size, population growth etc that would help us plan and build a shelter that could takes 20-30 years out. The Shelter we currently have is very old, outdated etc...it more than 30 years old. We do not have much room for expansion as it is on a septic system which we are on the repair area, no room for another system.

We have 3 other humane groups, 2 have shelters-one is all cats and the other one is building a 40+ dog facility and remodeling the cats building.

Our other rescue group works on adoptions, transports and fosters dogs from our Shelter.

I need someone that can look at all of these things and say-we recommend you build ?square footage with ?capacity for this may dogs/cats. We also have a list of things we would like to see, sound proofing, real life rooms, treatment rooms and isolation and quarantine spaces.

Is this something you can help with, if so what is the approximate cost?

We are a county shelter which is operated by the county through the public health department.

Thanks,
Paula

Paula G. Carden
Health Director
Jackson County Department of Public Health
538 Scotts Creek Road, Ste 100
Sylva NC 28779
Phone 828-586-8994
Cell 828-506-3868

On Mon, Oct 26, 2015 at 7:22 PM, <tim@animalshelterfundraising.com> wrote:

> Hi Paula,

>

> Thanks for your email and interest in our services. As we have found
> that a "needs assessment" is used interchangeably by consultants and
> architects to mean different things, can you clarify what exactly you
> are looking for

> - this will help us etermine if what you are seeking is what we provide.

>

> Thanks,

>

> *Tim Crum, *CEO and Founder

> Animal Shelter Fundraising <<http://www.animalshelterfundraising.com>>

> *16772 West Bell Road, *Suite 110-117

> *Surprise AZ 85374-9702*

> *623.975.1234 <623.975.1234>*

>

> Tim is the author of two books An Animal Shelter's Guide to

> Fundraising <<http://www.animalshelterguide.com>> & An Animal Shelter's

> Guide to Board Governance <<http://www.animalshelterguides.com>>

>

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> <<http://www.animalshelterservices.com>>
>
> Join our mailing list by texting *FUNDRAISING* to *22828*.
>
> <<http://www.facebook.com/pages/Animal-Shelter-Fundraising/263300683693>
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> ----- Original Message -----
> Subject: Contact Form - COMMUNITY NEEDS ASSESSMENT
> From: Paula Carden <paulacarden@jacksonnc.org>
> Date: Mon, October 26, 2015 12:07 pm
> To: tim@animalshelterfundraising.com

> Paula Carden
> Jackson County Health Department
> 828-586-8994
> Sylva
> NC

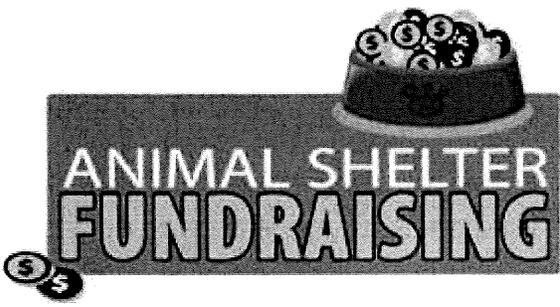
> Our county is considering building a new animal shelter. Do you offer
> a needs assessment, if so approx. cost?

> Thanks
> Paula Carden

> ----
> Generated from the Contact Form on Animal Shelter Fundraising

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