

Animal Shelter Specific Architectural & Engineering Services Proposal

Needs Assessment & Feasibility Study

New Animal Shelter & Adoption Center, Jackson County, North Carolina

List of Attachments

- Attachment A Scope of Project Summary and Fee
- Attachment B Standard Hourly Rate Schedule
- Attachment C Direct Project Expense Schedule



ATTACHMENT A

Bacon Group, Inc.
2641 Sunset Point Road
Clearwater, FL 33759

Design Learned, Inc.,
116 Main Street
Norwich, CT 06360

Scope of the Project Summary and Fee

The following is the design services proposal for needs assessment and feasibility study for a new animal shelter and adoption center for Jackson County, NC. Work will include review and documentation of the condition of the existing county animal shelter, determine current and future space needs and a building program for the Animal Control Department, and develop a cost estimate for a new facility. The intended use of the information gathered and developed is for inclusion in the county's Capital Improvement Plan.

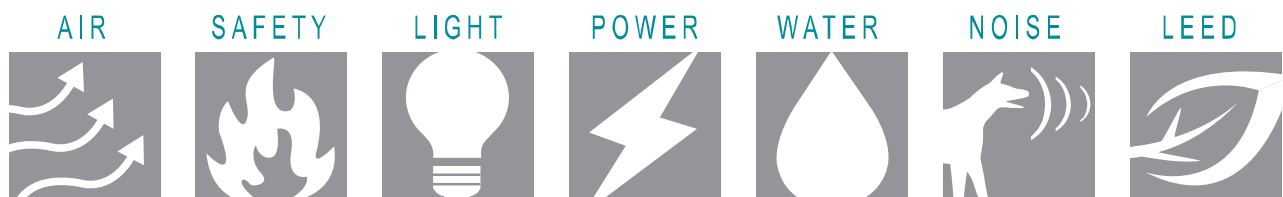
The study is to anticipate a growth in population in the county for the next 20-30 years based on past trends and population estimates.

The proposed scope of services here is presented in two sections. Task 1 includes the space needs determination, programming, site review, Opinion of Probable Construction Cost and written report and spreadsheets. Task 2 includes an architectural site plan, a conceptual floor plan for a new shelter, and engineered building systems recommendations for a new shelter.

Bacon Group, Inc. and Design Learned, Inc. will work together to accomplish this project. No other consultants, such as a civil engineer or independent cost estimator are included at this time.

Examples of Work for Task 1

- Visual review of the current County animal facility (no invasive inspection will be done)
- Visual review of property available for a new animal shelter
- Conduct a design workshop to establish design parameters and programming for a new animal shelter for the animal shelter and adoptions center
This workshop will include a meeting / interview with the county staff and additional meetings / interview with three (3) other Jackson County humane organizations
- Establish a space tabulation spreadsheet for the new animal shelter / adoption center
- Develop space adjacency diagrams (bubble diagrams) for a new shelter
- Develop a general scope of work and narrative description of the new animal shelter
- Provide recommendations for new animal shelter sustainability and engineered systems
- Provide an Opinion of Probable Construction Cost estimate for design, equipment and construction



Examples of Work for Task 2

- Prepare a conceptual architectural site plan for both a new facility
- Using the information gathered in Task 1, prepare a conceptual floor plan for a new shelter
- Using the information gathered in Task 1, prepare engineered system and sustainability recommendations

The financial parameter: Establishing a project and construction amount is one of the tasks included.

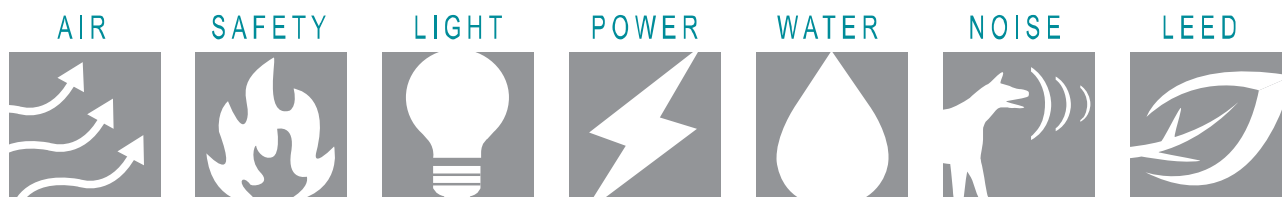
TASK 1: SPACE NEEDS PROGRAM AND ESTIMATE OF PROBABLE CONSTRUCTION COST

Effort 1 – Space Needs Program Design Meeting and Space Tabulations

- At the initial Space Needs Program meeting, the design team will facilitate a 2 day programming workshop. Approximately 2 days will primarily be spent with the appropriate county staff to determine facility needs. Representatives of three local humane animal care organizations will be interviewed to gather input.

During the space needs programming meeting with the county staff, the design team will establish program spaces and initial room sizes within the shelter, staff, back-of-house functions, service deliveries, etc. The animal housing will be based on current and projected statistics and needs.

- The design team will include county provided list of desire spaces and animal intake census that is available for up to the past five years.
- The design team will develop a spread sheet tabulation list of program spaces and sizes. The spread sheet tabulation of program spaces will include room criteria requirements that are applicable to the spaces, such as cages and surgery equipment. The spread sheet may include the requests by the invested entities depending on validity determined by the county and costs associated.



Effort 2 – Site Evaluation for Potential Project Development

Proposed Site

- The design team will visit a designated site(s) to observe its suitability for potential development for a new animal shelter.
- The Owner will provide as much information as readily available to the Consultant prior to the meeting. This information may include the address, zoning information and restrictions, available utilities and other basic information deemed necessary by the Consultant.
- The evaluation of the site(s) will be based on visual observation, information provided by the owner and other basic research that may be completed on the site. No detailed investigation or work by other Consultants, such as a civil engineer, is included at this time.
- Recommendations, commentary or concerns about the site(s) will be communicated verbally after review of the site and any recommendations will be included in the project report.

Effort 3 – Refine the Space Needs Program and Space Tabulations; Diagram New Shelter

- Upon review and feed-back from the county and invested entities / users about the program / space needs tabulation, the Consultant will make revisions in the program, space tabulation.
- Evaluate system options, benefits/costs, and sustainability of engineered systems.
- The result of the space needs program is intended to determine the projected gross square foot size of the new facility.
- Develop space adjacency bubble diagrams for a renovated animal shelter and for a new animal shelter.
- Develop a general narrative description of the new animal shelter.
- Develop building system narratives for the new animal shelter.



Effort 4 – Develop a Preliminary Opinion of Probable Construction Cost and Staffing

- The design team will develop an Opinion of Probable Construction Cost based on the space needs program / space tabulation for a facility renovation/addition and new shelter construction.
- Working with the County, the design team will help develop staffing needs for a new shelter.
- Working with the County, the design team will help develop maintenance needs for a new shelter.

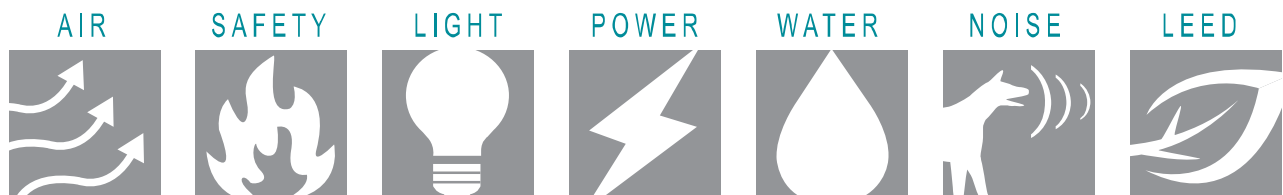
Deliverables Include:

- Space Needs Program and Space Tabulation to include spaces and square footage according to area locations such as animal housing, administration, public areas, etc.
- Preliminary Opinion of Probable Construction Cost for the renovation/addition to the existing shelter and for a new shelter.
- Three (3) copies of the written report including recommendations and findings, narrative description for a new or renovated animal shelter and informational spreadsheets.

Number of Meetings between the design team and Owner:

Visit One (estimated 2 days total)

Space needs program meeting – 1-1/2 day design meeting with the Owner and others as appropriate.



Task 2: CONCEPTUAL FLOOR PLANS DEVELOPMENT FOR A NEW FACILITY

After Task 1 has been completed, approved and authorization to proceed has been received, Consultant will proceed to the work in Task 2.

Effort 1 – Refine Program, Space Tabulations, Develop Conceptual Floor Plans

- The design team will develop a conceptual floor plan based upon review and feed-back from the County about the program/space needs tabulation and bubble diagram.

Effort 2 – Make a Second Site Visit to Present and Evaluate Conceptual Floors Plans and Elevations

- The design team will meet with the county and invested entities to review the conceptual floor plans to receive input on the function, layout and appearance of the conceptual plans and elevations.

Effort 3 – Refine Conceptual Floor Plan and Refine Gross per Square Foot Cost Estimate

- The design team will make revisions in the conceptual floor plans and estimate based upon review and feed-back from the users.
- Provide interim review for revised floor plans as needed.

Effort 4 – Presentation of the Site and Floor Plans for Approval

- The design team will submit final conceptual architectural site plans and program-level floor plans in hard copy and digital files.

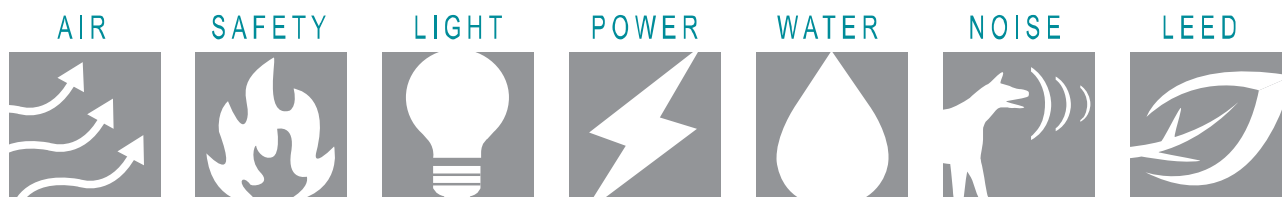
Deliverables Include:

- Architectural site plan hard copy and digital files
- Conceptual floor plans in hard copy and digital files to include: (3 hard copies in 11” x 17” format; original digital format will be 24” x 36”)
- Building system recommendations and sustainable building options

Number of Meetings between the design team and Owner:

Second Site Visit (estimated 1 day)

Design Meeting – 1 day design meeting with the Owner.
GoTo Meetings (interactive on-line) as needed with Owner



FEE SUMMARY

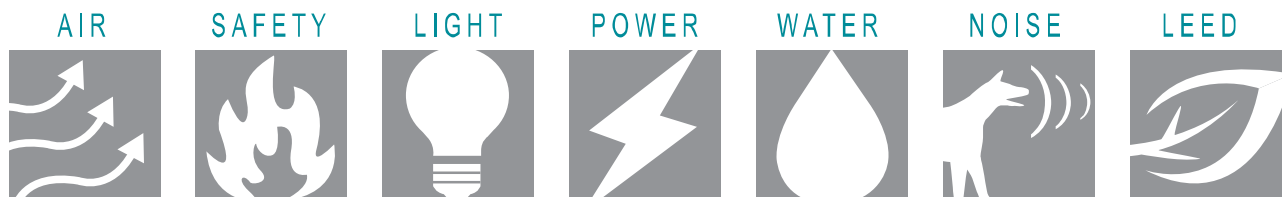
Fee Summary for Task 1 and Task 2

<u>Professional Fees</u>	Bacon Group	Design Learned
Task 1: Space needs programing, facility evaluation, site review, Opinion of Probable Construction Cost:	\$6,000	\$6,000
Task 2: Architectural site plan, conceptual floor plans, sustainable and building system recommendations	\$4,500	\$3,200
Total Fee for Professional Services excluding expenses:		\$19,700

Direct Cost Expenses Estimate

Travel Expense		
Task 1: Program meeting for 2 days	\$1,500+/-	\$1,700
Task 2: Conceptual design meeting for 1 day	\$950+/-	\$1,200
Printing / Courier	\$100	\$0
Estimated Direct Cost Expenses:		\$5,450
Total Fee Plus Expenses		\$25,150

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TRAVEL EXPENSES POLICY

Managing Travel Expenses: It is not the consultant's intention to make any profit on travel expenses. However, the consultant is assuming all risks for payment of travel expenses. These prices are based on a minimum of 30 day advance booking. Shorter term advance booking requested by the client may be more costly and the consultant may request an increase in funds for expenses. Travel expenses vary widely, can only be estimated, and are not guaranteed until booking.

What is Included in the Travel Costs: Round trip airfare to the best option airport (in terms of distance from the site, price of ticket, and schedule and duration for flights), rental car, hotel night(s), food, gas, and parking fees / tolls, if they apply. Non-stop flights are preferred when available. Project sites that are located farther than a 3 hour driving distance from Bacon Group's office may require air travel for site visits.

Reimbursable Direct Cost Allowance versus All Inclusive Pricing: The above is a minimum amount that should be included for an allowance if the client prefers to reimburse the actual cost for travel expenses. Establishing an allowance and reimbursement for actual expenses may result in a cost savings to the client. Otherwise the travel costs are inclusive and the consultant will not invoice for itemized travel.

Cancelled Meetings: Clients may be responsible to pay for travel costs resulting from meetings that are cancelled, postponed or rescheduled by the client. The costs for rebooking pre-paid air travel can be prohibitive; therefore ticket vouchers are not guaranteed to be reusable. Cancellations at the last minute may incur one hotel night's penalty. The client is not responsible for pre-paid travel costs for meetings that are cancelled, postponed or rescheduled by the consultant.

