



**PNP** Design Group

May 7, 2019  
Revised May 28, 2019

Ms. Tari Maynor-Brady  
Project Manager  
Guilford County Facilities, Properties and Parks  
301 West Market Street  
Greensboro, NC 27402  
Via Email

RE: Guilford County Animal Shelter  
100% Design and Bid Assistance Fee Proposal  
Greensboro, NC

Dear Tari:

PNP Design Group is delighted to have the opportunity to provide you our 100% Design and Bid Assistance Fee Proposal for the new Guilford County Animal Shelter. Our team is very excited about this project and we look forward to a successful outcome!

To assist us with this project, we have assembled a team of consultants that we believe have knowledge and experience in these types of projects.

**Animal Shelter Consultant:** *Shelter Planners of America, Mike Barnard, AIA*  
**Roofing and Water Infiltration:** *Fincastle Engineering (FE), Lyle D. Hogan, PE*  
**Structural Engineering:** *Structural Solutions PA, Tom Shelmerdine, PE*  
**Plumbing, Mechanical, Electrical and Fire Protection Engineering:** *Stanford White Assoc, Adam Spach, PE and Kim Pierson, PE*  
**Civil and Landscape Architecture Consultant:** *Stimmel, Ken Binkley, PE and Kim Barb, ASLA*  
**3<sup>rd</sup> Party Estimator:** *HarrisCost, LLC, Rocky Harris*

**Additional Consultants that we will be interfacing with**

**Duke Energy Contractor for Rebates:** *The Weidt Group, Renee Hutcheson, FAIA*  
**Commissioning Agent:** To Be Determined

## PROPOSED SERVICES



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We are basing our proposal on a facility that is approximately 29,860 square feet and will cost approximately \$12,800,000. This facility is based on housing 284 animals with a sliding scale average length of stay.

Based on our meeting on May 7, 2019 we believe we are cleared to move forward with the latest design. We plan to move ahead with 100% Construction Documents, stopping at 50% design to hand in a set for Guilford County's review and again at 90%. Please see the Design Schedule attached to this proposal. These drawings will reflect the design of all disciplines including all Civil Engineering, Landscape Architectural, Architectural, Structural Engineering, Mechanical and Plumbing Engineering, Electrical and Communications Engineering, Fire Protection, and Security Design.

**Design and Construction Documents:** The PNP Design Group Team will provide architectural, structural, security, mechanical, electrical, fire protection and plumbing design services as outlined in our scope of services below. All designs, documentation and submittals will satisfy the requirements of the 2018 North Carolina State Building Code. The design documents will be provided on 30"x42" as pdf's and also half size sheets, and technical specifications will be provided in Booklet format. Design documents will be produced using Revit.

**1. ARCHITECTURAL** – The architectural scope of services is as follows:

- a. Building and Energy Code Summaries
- b. General Abbreviations and Notes
- c. Life Safety Documentation
- d. Floor Plans and Details
- e. Floor Slab Elevation Plans
- f. Roof Plans and Details
- g. Elevations and Details
- h. Building Sections and Details
- i. Wall Sections and Details



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- j. Reflected Ceiling Plan with MEP coordinated items and Details
- k. Room Finish, Window and Door Schedules and Details
- l. Enlarged Details as maybe necessary to explain the design
- m. Casework Details
- n. Furniture Plans and Details
- o. Caging and Kenneling Details
- p. Casework Details

**3. FURNITURE, FIXTURES AND EQUIPMENT** – The FF&E scope of services is as follows:

- a. Specifications for Office Furniture
- b. Specifications for Caging and Equipment not in the General Contractor's scope.
- c. Specifications for Medical Equipment not in the General Contractor's scope.
- d. Drawings to explain the location of all of the above.

**4. CIVIL DESIGN**– The civil engineering scope of services is as follows:

- a. Demolition/Existing Condition Plan – Existing conditions plans from survey base mapping that identifies site items to be removed to accommodate the new site layout.
- b. Site Plan – staking and layout plan of all improvements including private drives, building footprints, and parking areas.
- c. Site Grading and Erosion Control Plan with storm drainage.
- d. Overall Site Utility Plan showing private connection water, sewer, storm, electric, and gas services to building units.
- e. Site Construction Details as necessary.
- f. Landscape Plan and details to meet minimum local code requirements for County.
- g. Site Construction Specifications will be shown on the drawings, in lieu of specification booklet format.



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- h. The Design Team is excluding stormwater management (SWM) under the assumption the site will not exceed Low Density threshold of 24% Built Upon Area (BUA). If BUA exceeds 24% an add service of stormwater management will be necessary.

#### **PUBLIC WATER AND SEWER MAIN EXTENSIONS**

- a. Public Water Main Extension drawings approximately 1,500 LF to serve the subject property in accordance with City of High Point and NCDEQ standards. This proposal covers the assumption that the Water Main extension scope is for this lot only and not needing to be conveyed through/past the property for future extension to neighboring properties. In the event the City requires additional extension length beyond 2,400 LF, additional fees will apply as supplemental services at a rate on \$1,500 for each additional 1,200 LF rounded up to the next even 1,200 LF.
- b. The Design Team will coordinate as necessary with City of High Point for Design, Permitting, and Conveyance into their State Approved Water System. This include testing, as-built preparation, and certification of the water main in accordance with NCDEQ permitting. The Owner will be responsible outside service compensation to a licensed surveyor in preparation of the required as-built documents and we will finalize as-built based on surveyor supplied data.
- c. The Design Team will develop Public Sewer Main Extension drawings approximately 2,200 LF to serve the subject property in accordance with City of Greensboro and NCDEQ standards. This proposal covers the assumption that the Sewer Main extension scope is for this lot only and not needing to be conveyed through/past the property for future extension to neighboring properties. In the event the City requires additional extension length beyond 2,400 LF, additional fees will apply as supplemental services at a rate on \$1,500 for each additional 1,200 LF rounded up to the next even 1,200 LF.
- d. The Design Team will coordinate as necessary with City of Greensboro for Design, Permitting, and Conveyance into their State Approved Sanitary





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Sewer System. This include testing, as-built preparation, and certification of the water main in accordance with NCDEQ permitting. The Owner will be responsible for outside service compensation to a licensed surveyor in preparation of the required as-built documents and SAPA will finalize as-built based on surveyor supplied data.

**AMENITY DESIGN:**

- a. The Design Team services will include Site Layouts for proposed Hardscape Amenities, ADA access, paving type and spec details for Fencing/Gates for Dog Runs, Dog Park and Perimeter Fencing as required, including Benches, Hose Bibs, Pet Waste Receptacles and Water Fountains. Specialty items may include K-9 Forever Lawn at Dog Park and Dog Runs at Building, Shade Structures/Sails, Edging Details and Dog Park Accessories as budget allows, etc.
- b. The Design Team will specify areas to minimize lawn maintenance and Turf Lawn acceptable to Dog Traffic, as project SWM thresholds and project budget allow for artificial turf areas to extend.

**CONSTRUCTION PERMITTING SERVICES:**

- a. The Design Team will submit for the following permits and approvals, as required: Guilford County Technical Review Committee
- b. NCDOT Driveway Permit

**5. FIRE SUPPRESSION-** The fire suppression engineering scope of services is as follows:

- a. To the extent required by Code, fire sprinkler design will consist of establishing the criteria and performance requirements to allow for final design and system hydraulic calculation to be completed by the Construction Contractor.



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- b. Design of fire sprinkler site utilities by the Consultant shall be limited to:
- c. Fire suppression infrastructure design for specialty equipment shall be based on equipment layout and equipment consumption/use data provided by the Owner. Specialty equipment may or may not be included as part of this project, but is generically defined herein as items not designed by Consultant such as equipment for food service, lab, shop, etc.
- d. Ordinary hazard wet-pipe fire sprinkler unless noted otherwise.
- e. Dry-pipe fire sprinkler limited to specific areas: attic, loading dock, open balconies, exterior shelter/holding.
- f. Stand pipe system not included (assumed no need).
- g. Pre-action system not included (assumed no need).
- h. Clean agent system not included (assumed no need).
- i. Foam solution system not included (assumed no need).
- j. Kitchen hood chemical fire suppression system not included (assumed no need).
- k. Fire pump not included (adequate pressure assumed).

6. **PLUMBING** – The plumbing engineering scope of services is as follows:

- a. Domestic water system design.
- b. Sanitary waste system design.
- c. Roof drainage design
- d. Natural gas piping design
- e. Medical clinic lab plumbing infrastructure system design (purified water types, lab air/vacuum, med gases, lab drainage, etc).
- f. Domestic water main
- g. Waste, sanitary and roof drainage.
- h. Plumbing infrastructure design for specialty equipment shall be based on equipment layout and equipment

Features:

- a. Toilets
- b. Miscellaneous (breakrooms, custodial, etc.).



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- c. Domestic hot water generation: new water heater.
- d. Residential/Break Room (not commercial kitchen).
- e. Wash down for animal holding areas.
- f. Medical clinic lab
- g. No below grade laboratory gas storage.
- h. Grease trap and Oil and/or sediment interceptor not included (assume no need).

7. **HVAC** – The mechanical engineering scope of services is as follows:

- a. Design limited to within the extents of the building structure, unless noted otherwise herein.
- b. Design shall include air handling and heat transfer systems. Specialty HVAC system design (air transfer segregation/isolation, special exhaust, ventilation rates, space pressurization, humidity control, etc) for basic comfort and odor control. Biosafety level design not included.
- c. HVAC controls design.
- d. Natural gas piping design

Features:

- a. Air handling systems (AHU, VAV, duct, controls).
- b. DX System Roof Top Air Handlers with hot gas reheat for humidity control.
- c. Exhaust (duct, fans and controls).
- d. Laboratory areas requiring special HVAC considerations shall be limited to medical clinic.
- e. Residential/Break Room (not commercial kitchen).
- f. New building controls (DDC).

8. **ELECTRICAL** – The electrical engineering scope of services is as follows:

- a. Design shall include interior power systems.
- b. Design shall include interior lighting systems.



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- c. Design of electrical Site lighting.
- d. Secondary distribution beyond the service transformer.
- e. Electrical infrastructure design for specialty equipment shall be based on equipment layout and equipment consumption/use data provided by the Owner.

Features:

- a. Secondary power (panels, feeders, branch circuitry, receptacles).
- b. New building power system/service.
- c. Interior lighting (egress, standard illumination).
- d. Exterior lighting (building mounted, standalone bollards and/or poles).
- e. Residential/Break Room (not commercial kitchen).
- f. Generator system: new equipment (generator and transfer gear) designed to serve life safety branch and the vet services portion of the building.
- g. Uninterrupted Power Supply (UPS): design not included (assumed no need).

9. **COMMUNICATIONS** – The communications scope of services is as follows:

Telecommunications/Data:

- a. Design shall be based on equipment layout and equipment consumption/use data provided by the Architect/Owner.
- b. Unless noted otherwise herein, Consultant design to support telecommunications/data systems will be limited to incidental electrical power (local 120-volt outlets).
- c. Cable Management (cabletray, ladder, etc) within the extents of the building.
- d. Equipment Note: Design (including sealing of drawings/specifications) is not included for any





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telecommunications/data related equipment (racks, patch panels, routers, switches, UPS, etc).

- e. Conduit, Conductors & Passive Equipment Only: Design shall include only passive equipment defined as outlets, associated cabling (fiber/copper) in structured raceway/cable-tray systems, telecom racks and wire management, voice blocks and rack mounted patch panels within the extents of the building.
- f. Design (including sealing of drawings/specifications) is not included for patch cords or active electronic components (routers, switches, UPS)

Features:

- g. Basic telecommunications layout to support project areas.

#### **COMMUNICATIONS: Audio/Visual**

- h. Design to support audio/visual systems will be selection of audio / visual equipment per Guilford County's specifications and the incidental cable and electrical power (local 120-volt outlets) and incidental telecommunications/data (local outlets).
- i. Equipment Note: Design for related equipment (projectors, speakers, screens, etc).

#### **ELECTRONIC SAFETY AND SECURITY**

- j. Design shall include fire alarm systems.
- k. Security CCTV and/or Intrusion Detection
- l. Card Access

#### **10. STRUCTURAL – The structural scope of services is as follows:**

- a. Provide design drawings sufficient for permitting including foundation, slab and roof framing plans, sections and details, footing and column



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schedules, and general notes. The slabs will have numerous slopes, trenches, etc at animal areas.

- b. Provide specifications governing earthwork within the building area, concrete and reinforcement; and if required structural steel, open web steel joists, metal deck, and trusses.

11. **Permitting and Bid Assistance** – Bid assistance services includes assistance conducting a Pre-Bid Conference, distribution of documents, responding to bid questions, producing addenda as needed and certifying the bid tabulation. During the permitting process we will respond in writing to all questions raised by the AHJ until a permit is secured. We will also attend and conduct a presentation at the MWBE outreach event to reach potential bidders.

12. **Opinion of Probable Construction Cost** – We will provide OPCC's at 50% complete CD's and 90% CD's. These costs will be provided about one week after the drawings have been issued for Owner review.

### COMPENSATION

For completion of the basic services Scope of Work outlined above, PNP Design Group will be paid a lump sum fee of **\$649,000** for design and construction administration services that can be further broken down as follows:

Construction Drawings.....	\$ 598,000
<u>Bid and Contract Assistance .....</u>	<u>\$ 45,000</u>
<b>Total .....</b>	<b>\$ 643,000</b>

Reimbursable Expenses Allowance..... \$ 6,000



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If any additional services are requested and authorized in writing, they will be performed at our standard hourly rates or a pre-approved lump sum fee.

#### **REIMBURSABLE EXPENSES**

We will invoice for other non-labor expenses such as mileage, lodging, printing services, etc. at a 1:1 ratio under the reimbursables expense allowance. We will pay for the building inspections review fee but will be asked to be reimbursed for that at a 1:1 ratio outside of this reimbursable allowance.

#### **SCHEDULE**

Please see attached Design Schedule. This schedule will be updated as needed.

#### **ADDITIONAL SERVICES**

1. Any services not identified above.
2. Revisions to documents necessitated by a change in previous instructions or approvals.

#### **HOURLY RATES**

Please see rate schedule attached.

#### **SERVICES SPECIFICALLY EXCLUDED:**

The following items are not anticipated for the project and will be considered Additional Services, if required. These items may be added, if needed later, on an hourly basis plus expenses according to the attached rate schedule.



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- a. Change in Scope of Services. Plan changes, additions, or revisions due to program changes by the Client or due to value engineering changes by the Client, after Client has authorized construction documents to proceed.
- b. Off-site design or engineering in addition to services outlined in this proposal.
- c. Negotiations, meetings, consultation with adjacent property owners/representatives.
- d. Subdivision plans
- e. As-built survey coordination except as outlined in this proposal.
- f. Stormwater management design for High Density Site
- g. Amenity Design beyond code minimum landscape design and/or described above
- h. Private U/G Utility Locating and surveying
- i. Traffic Impact Analysis
- j. Off-site public road improvements (widening's, turn lanes, etc.)
- k. BOA variances and/or waivers
- l. Construction Stake-out Surveying
- m. Environmental reports (wetlands/stream etc.)
- n. Geotechnical Services.
- o. Additional Drawings/Exhibits required by Permitting Agencies that are not within normal scope
- p. Site Development Management
- q. Irrigation design.
- r. Hazardous Material Identification.
- s. Hazardous Material Design.
- t. Fire pump design.
- u. Design of voice reinforcement wiring/equipment.
- v. Special inspections as defined by Chapter 17 in the NC Building Code.
- w. Design or assistance with any sustainable certification program (i.e. LEED, Green Globes, etc.).
- x. Life Cycle Cost Analysis reporting.
- y. Computer day-lighting simulations.
- z. Energy measurement and verification plans.





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- aa. Post-occupancy collection of energy data.
- bb. Post occupancy energy model calibrations or evaluation of energy consumption.

**SERVICES TO BE PROVIDED BY OTHERS:**

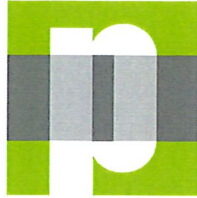
- a. Client shall coordinate and provide legal description and/or plat of all offsite easements needed for utility connections and/or construction easements.
- b. As-built ground topographical with point file and utility survey information in electronic/ AutoCAD format. Surveyor shall coordinate utility location services.
- c. Traffic Consultant (If Needed)
- d. Soils testing / Phase 1 & 2 Environmental testing services and coordination.
- e. Flood Study (If Needed)
- f. Engineering other than that specifically provided within the Scope of Services.
- g. Design of irrigation system.
- h. Guilford County Erosion Control Permit

Thank you for the opportunity. We are excited to move forward on this project.

With Best Regards;  
**PNP Design Group, PLLC**



Talmage Robinson Payne, AIA NCARB LEED®AP  
Managing Partner



PNP Design Group

## Design Schedule

Guilford County Animal Shelter  
With the new 29,000 SF floor plan

50% Design	May 31, 2019
Specification and equipment review with GC	June 4, 2019
50% Table Top Review	June 11, 2019
90% Design	July 29, 2019
Review of 100% submission with GC	August 13, 2019
Completion of CD's ready for Bidding	August 27, 2019
Target to Receive Bids	September 26, 2019



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## Hourly Rates

Discipline	Category	Hourly Rates
Architecture	Principal	\$140.00
	Project Manager	\$115.00
	Architect	\$90.00
	Architect Designer	\$75.00
	Architect Draftsman	\$65.00
Interior Design	Interior Designer	\$65.00
Civil Engineer	Civil Engineer	\$150.00
Landscape Architect	Landscape Architect	\$120.00
	Civil Technician	\$90.00
Roofing Consultant	Senior Engineer	\$145.00
	Roofing Technician	\$55.00
Structural Engineering	Senior Structural Engineer	\$150.00
	Structural Engineer	\$90.00
	Structural Designer	\$70.00
Plumbing Engineering	Plumbing Engineer	\$120.00
	Plumbing Designer	\$75.00
	Plumbing Technician	\$55.00
HVAC Engineering	HVAC Engineer	\$120.00
	HVAC Designer	\$75.00
	HVAC Technician	\$55.00
Electrical Engineer	Electrical Engineer	\$120.00
	Electrical Designer	\$95.00
	Electrical Technician	\$75.00
Administration	Field Inspector	\$55.00
	Cost Estimator	\$90.00
	Spec Writer	\$65.00
	Clerical	\$45.00