

December 6, 2024_revision 1- 5/19/2025

Ms. Christy Raulli | Project Manager
Durham County Engineering and Environmental Services
120 E. Parrish Street
Durham, NC 27701

RE: New Durham County Animal Shelter Facility
Pre-Design Phase - Preliminary Programming Services
RND # 2449

Dear Ms. Raulli,

RND Architects is pleased to submit this proposal for Preliminary Programming Services for the New Durham County Animal Shelter Facility project.

I. Project Understanding:

The goal of this project is to construct a new Durham County Animal Shelter Facility to be located on Junction Road, Durham, NC. The project is based on the Recommended Option (Option 3) as outlined in the Durham County Animal Facilities Report and Feasibility Study dated 9/11/2020.

Based on our current understanding of the project, we propose the following scope of services:

II. Scope of Services:

Preliminary Programming Services

Per Durham County's standard Agreement for Design Consultant Services, \$1.6 Preliminary Programming, we suggest the following scope of services:

1. Site Planning/Development: provide the following site planning services for the project:
 - a. Identify physical and regulated restrictions for the proposed site, including zoning and permitted use(s), driveway access, setbacks, utilities, public road improvements, stormwater requirements and tree conservation.
 - b. Perform site visits during the information gathering and site analysis phase.
 - c. Develop up to three (3) site concept exhibits (bubble diagrams) illustrating the proposed uses of the site that will be used in the meetings with the City of Durham Development Services and other key stakeholders. Concepts will include preliminary property lines for the animal shelter site.
 - d. Develop up to three (3) rendered preliminary site plan concepts depicting the program requirements and regulatory restrictions.
 - e. Prepare written narrative for the site work, including site analysis, proposed utilities, easement/encumbrances, stormwater management, erosion control, permitting summary and sustainable site development strategies.
 - f. Attend meetings with Durham County staff to review project site development strategies.

- g. Develop scope of site investigation services required for the project including surveying, subsurface explorations, wetland determinations, tree surveys, utilities locations, etc. .
 - h. Develop a timeline for permits and approvals.
 - i. Develop conceptual grading and utility services plan for preliminary construction cost estimating.
 - j. Prepare site narrative content with input from the County and stakeholders.
2. Programming/Scope Definition/Workshop: Provide the following space program development services for the project:
 - a. Due Diligence- Review and evaluate previously completed studies and updated animal intake and outcome data from the County.
 - b. Demographic data update- Review and analyze updated demographic information and trends.
 - c. Needs Assessment/Program Validation Workshop- prepare for and conduct a 2-3 day interactive workshop with the key Project stakeholders. During this workshop, the Design Team, led by Animal Arts, will present current trends in animal sheltering, interview stakeholders, review operational goals, and establish animal census numbers and capacity requirements.
 - d. Sustainable Design /Integrative Process- meet with County stakeholders and to review sustainable design and energy efficiency goals for the project and discuss appropriate MEP systems.
 - e. Program Development- in conjunction with the site development, prepare up to three (3) conceptual blocking plans/diagrams for the building.
 3. Pre-planning for LEED Gold Certification: Meet with key stakeholders to develop the integrated design process required for LEED Gold certification of the project. Includes review of design strategies and identifying applicable LEED credits needed for success.
 4. Project Budget and Schedule: Utilizing the information gathered, prepare and present a preliminary project cost estimate and schedule. Assist the Owner to reconcile the desired scope of work to meet budget expectations.
 5. Report / Project Program: Prepare conceptual design narratives for the project including the space program, site design, building enclosure, structural, plumbing, mechanical, electrical and security systems.

III. **Proposed Fees:**

To carry out the above services, we propose the following fees:

Preliminary Programming Services:

1. Site Planning/Development	\$ 43,700
2. Programming/Scope Definition/Workshop	\$ 76,000
3. Pre-planning for LEED	\$ 12,950
4. Project Budget and Schedule	\$ 5,000
5. Report / Project Program	\$ 15,000
6. <u>Reimbursable Travel Expenses Allowance</u>	<u>\$ 8,500</u>
Sub-Total Preliminary Programming Services	\$ 160,650

IV. **Preliminary Project Cost Summary**

The Design Team will prepare a Preliminary Opinion of Probable Project Cost during the Pre-Design Phase.

V. **Project Schedule**

Please see the attached Preliminary Project Schedule dated 5/19/2025.

VI. **Exclusions:**

- Design Services not specifically outlined herein are excluded from this proposal.
- Services to conduct and prepare site surveying (boundary/topo), subsurface explorations, wetland determinations, tree surveys, utilities locations are excluded from this proposal. The Design Team will assist the Owner in defining the scope of work needed.
- Third Party Commissioning is excluded from this proposal.
- Site planning services are limited as described above. Services associated with rezoning are excluded from this proposal.

VII. **Design Consultants:**

Our consultants for this project will be as follows:

Animal Care Facility Design Consultant	Animal Arts
Civil Engineering Landscape Architecture	CLH Design, PA (HUB Certified)
Mechanical/Plumbing Engineering	20/20 Engineering
Electrical Engineering	AE Design Engineering
LEED Accreditation	Traci Rose Rider, LEED AP

VIII. **Participation of Minority and Women Business Enterprises (M/WBEs)**

MWBE participation amounts and percentages for this phase of the project are shown below:

Firm Name/Services	MWBE Status	Amount	%
CLH Design, PA / Civil & Site Planning	(HUB- W)	\$34,000	21%

Note that we anticipate greater MWBE participation on this project as it progresses beyond the pre-design phase.

IX. **Insurance coverage:**

RND Architects, PA maintains professional liability coverage for damages as a result of our negligent acts, errors, or omissions. Our liability is limited to \$2,000,000 for this project. If the client desires a higher limit of liability, we can negotiate an additional surcharge to offset the costs of additional liability coverage. A certificate of insurance can be provided to show proof of coverage.

We look forward to working with you on this project. Please call Rhonda or me if you have any questions regarding our proposal.

Sincerely,



Charles Nickelson, AIA
RND Architects, PA

Encl: Preliminary Project Schedule dated 5/19/2025

Cc: Rhonda Zack, RNDpa
Karen Perry, RNDpa

Project: **Durham County Animal Shelter** **Pre-Design**
Date: 5/19/2025
RND# 2449

Milestone Project Schedule | Preliminary

	Start	End	Duration (weeks)	Total (weeks)
Award/Contract				32
Selection Notification	11/4/2024			
Review Project Scope with Owner	11/4/2024	11/18/2024	2.0	
Prepare Fee Proposal- Pre-Design	11/18/2024	12/9/2024	3.0	
Review scope and Proposal	12/9/2024	5/19/2025	23.0	
Execute Design Contract	5/19/2025	6/30/2025	6.0	
Pre-Design Phase				14
Assumed NTP- Pre-Design	7/7/2025			
Program Verification - Workshop	7/7/2025	8/4/2025	4.0	
Site - Scope Development	7/7/2025	8/4/2025	4.0	
LEED Planning Workshop	8/4/2025	8/11/2025	1.0	
Budget and Schedule updates	8/4/2025	8/11/2025	1.0	
Prepare Final Report	8/11/2025	8/25/2025	2.0	
Prepare Fee Proposal- Basic Services	8/11/2025	8/25/2025	2.0	
Execute Design Contract	8/25/2025	10/13/2025	7.0	
SD				10
Assumed NTP- Basic Services	10/20/2025			
Survey/Geotech/Site Investigations	10/20/2025	12/1/2025	6.0	
Conceptual Design	10/20/2025	11/17/2025	4.0	
LEED Workshop	11/17/2025	11/24/2025	1.0	
Prepare SD Submittal	11/17/2025	1/12/2026	8.0	
Owner Review	1/12/2026	1/26/2026	2.0	
Site Planning				68
Schematic Site Plan	11/17/2025	1/12/2026	8.0	
Site Plan Review	1/12/2026	10/19/2026	40.0	
Site Plan Review - Engineering	10/19/2026	3/8/2027	20.0	
Site Plan Approval	3/8/2027	5/3/2027	8.0	
DD				16
Prepare DD Submittal	1/26/2026	4/20/2026	12.0	
LEED Workshop	4/6/2026	4/13/2026	1.0	
Owner Review	4/20/2026	5/18/2026	4.0	
CD				20
Prepare CD Submittal	5/18/2026	9/7/2026	16.0	
LEED Workshop	8/24/2026	8/31/2026	1.0	
Owner Review	9/7/2026	10/5/2026	4.0	
Final CD/Bid Set				12
Prepare Final CD	10/5/2026	11/30/2026	8.0	
Owner Review	11/30/2026	12/28/2026	4.0	
Bid/Award				16
Bidding	12/28/2026	2/8/2027	6.0	
Bid Evaluation and Recommendation	2/8/2027	2/22/2027	2.0	
GMP Approval/Contracts	2/22/2027	4/19/2027	8.0	
CA				94
NTP	4/19/2027	4/19/2027	0.0	
Mobilization/Shop Drawings/Submittals	4/19/2027	7/12/2027	12.0	
Site work	7/12/2027	12/27/2027	24.0	
Building Construction	12/27/2027	10/16/2028	42.0	
LEED Commissioning	10/16/2028	12/11/2028	8.0	
Final Inspections/Punch	12/11/2028	12/25/2028	2.0	
Move In	12/25/2028	2/5/2029	6.0	
Total Construction Duration				94
Total Project Duration				222