



# HAYWOOD COUNTY BOARD OF COMMISSIONERS

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## AGENDA REQUEST

***Must be presented to the County Manager's Office  
NO LATER THAN 5 P.M. FRIDAY THE WEEK BEFORE THE MEETING***

DATE OF REQUEST: March 2, 2016

FROM: Dale Burris, Director of Facilities and Maintenance

MEETING DATE REQUESTED: March 7, 2016

*Regular meetings: First (1<sup>st</sup>) Monday of the month at 9:00 am  
Third (3<sup>rd</sup>) Monday of the month at 5:30 pm*

SUBJECT: Mountain Design Architects review of new Animal Services Facility schematic floor plan and building elevation designs.

REQUEST: Approval for Mountain Design to complete design and architectural work on the new Animal Services project for bidding and construction purposes.

BACKGROUND: On April 20, 2015 the Haywood County Board of Commissioners approved Mountain Design to begin a feasibility study, programming and schematic design for floor plans and building elevations in the amount of \$48,750.00, which will be referred to in the AIA Document B101-2007 as **{Exhibit A}**. To date, Mountain Design, in conjunction with Animal Arts and consulting engineers, has completed: the programming; feasibility study; needs assessment; basic floor plan; schematic master site plan and floor plan; schematic elevations. The total amount billed for the work is \$42,460.00, of which \$10,000.00 has been paid to date.

IMPLEMENTATION PLAN: Request to approve Mountain Design Architects to complete the schematic design and architectural work on the new animal services project sufficient for bidding and construction purposes. The next step is for Haywood County staff to work with Mountain Design to complete a full contract to be submitted for approval on the March 21, 2016 Board of Haywood County Commissioner's Meeting. The full contract would allow that any sums that have been paid or will be paid by Haywood County to Mountain Design will be applied and credited towards the full design for permitting and bidding purposes per the original AIA Document B101-2007 provided for reference on April 6, 2015. The architect fee for the project will be \$325,000.00 less the initial schematic and programming fees of \$42,460.00, in which \$10,000.00 has been paid to date. The amount requested to approve for the design completion will be in the amount \$315,000.00.

In addition, the full contract would cover such items as: Please see "**Exhibit B**" which refers to the amount of work to be completed and the **{Milestones}** for the project design. **Also note "Exhibit A" will be attached to the AIA Document B101-2007 which refers to the amount approved for the programming, schematic design and building elevation drawings.**

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FINANCIAL IMPACT STATEMENT: Ms. Julie Davis, Haywood County Finance Director.

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SUPPORTING ATTACHMENTS: YES  NO  HOW MANY?

LIST: Mountain Design schematic design handout and Mountain Design PowerPoint; Design {Milestones} through the bidding process; Guidelines for Standards of Care in Animal Shelter and notes.

**If yes, one ORIGINAL ATTACHMENT, and 14 copies, copied front and back side of pages, stapled and three-hole punched must accompany the agenda request**

PowerPoint Presentation: YES  NO

PERSON MAKING PRESENTATION AT MEETING: Dale Burris

TITLE: Director of Facilities and Maintenance

PHONE NUMBER: 452-6651

E-MAIL: [dburris@haywoodnc.net](mailto:dburris@haywoodnc.net)

Randy Cunningham, Mountain Design

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THIS SECTION FOR OFFICE USE ONLY

Received (Date/Time): \_\_\_\_\_

County Manager / Clerk to the Board Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In an effort to save paper, attachments should be copied on both front and back sides.



W.R. CUNNINGHAM — ARCHITECT  
635 SOUTH HAYWOOD STREET  
WAYNESVILLE, NC 28786  
928-488-5189  
FAX-488-3585

April 13, 2015

Mr. Dale Burris, Director Facilities & Maintenance  
Haywood County  
215 North Main Street  
Waynesville, NC 28786

Mr. Burris,

Mountain Design proposes to do a feasibility study, needs assessment and programming for the new Haywood County Animal Shelter for a lump sum fee of Ten Thousand Dollars (\$10,000). We will include in this phase a bubble diagram of a floor plan. This phase includes the consultant Animal Arts to be here for the needs assessment with one site visit. When a site is selected we will do a schematic master site plan and a schematic floor plan for an additional Twenty Thousand Dollars (\$20,000). This phase would include another site visit by Animal Arts for input and feedback and input from the Civil and P,M,&E Engineers. When this plan is approved we will finish the schematic Design phase of the work for an additional Eighteen Thousand Seven Hundred and Fifty dollars (\$18,750) which will include schematic elevations and refined schematic floor plans. This amount totals Forty-Eight Thousand Seven Hundred and Fifty Dollars (\$48,750), the fifteen percent of our initial fee proposal which is for the Schematic Design Phase of the project. The County would only be obligated for the phases above that we complete.

Please let me know if you have any questions or concerns.

William R. Cunningham, AIA

A handwritten signature in black ink, appearing to read "W.R. Cunningham", written over a circular stamp or seal.



**Dale Burris, Director**

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E-mail: [dburris@haywoodnc.net](mailto:dburris@haywoodnc.net)

## **HAYWOOD COUNTY FACILITIES AND MAINTENANCE**

215 NORTH MAIN STREET/ WAYNESVILLE, NC 28786

**March 2, 2016**

### **Animal Services Project Milestones** **For Design and Bidding Purposes "Exhibit B"**

- Full contract award to Mountain Design March 7, 2016
- Design contract approval for Mountain Design March 21, 2016
- Haywood County staff review of design plans May 16, 2016
- Comments returned to Mountain Design from Haywood County staff review May 20, 2016
- Progress design plans delivered to the Haywood County Inspections Department, Erosion Control and Planning Department May 26, 2016
- Respective advertisement for bidding under General Statute 143-129 June 15, 2016
- Sealed Bid proposal opening Pursuant to NCGS 143-129 July 14, 2016
- Request award of contractor to the {lowest, responsible, responsive bidder} based on NCGS 143-129 to be presented to the Haywood County Board of Commissioners July 18, 2016
- Approval of {lowest, responsible, responsive bidder} based on NCGS 143-129 to be presented to the Haywood County Board of Commissioners August 1, 2016
- Ground Breaking Ceremony tentative schedule August 30, 2016, but no later than September 7, 2016

This will become a part of the AIA Document B101-2007 as {Exhibit B} under Article 13, Section 13.2, Subsection .3 as to be listed as "Other Documents".

## Guidelines for Standards of Care in Animal Shelters

- Base on the studies completed by the AVMA { American Veterinary Medical Association the following should be a guideline for adequate HVAC { Heating, Ventilation, Air Conditioning }
  - 1) Ambient temperature between 60 and 80 degrees
  - 2) Relative humidity should range from 30-70%
  - 3) Fresh air is essential for maintaining well-being and health as well as limiting the spread of infectious diseases. All ventilation systems should be adequately maintained and monitored at the level of the animal. Between 10 and 20 room air exchanges per hour with fresh air is the standard recommendation for adequate ventilation of animal facilities. ***NOTE: the current facility has no system in place for adequate ventilation and the proper air change overs. The only way fresh air can be introduced is to open the windows. This often occurs during the day, but the oil fired furnace still remains in operation which increases energy consumption.***
  
- 2012 International Mechanical Code
  - 1) Office Areas 5 CFM minimum per person
  - 2) Public Spaces 5 CFM minimum per person

The current Animal Services Facility operates on two oil fired furnaces with air conditioning coils and heat pumps, one for the animal area and one for the office area, with no outdoor air fresh air intake. This is mainly due to the facility, at the time of construction, was not required under the Mechanical Code or ASHRAE Standard 62.1 (American Standard for Heating, Refrigeration, Air Conditioning or Energy) to supply fresh air intake. While there are operable windows to allow fresh air in the facility, there is no definitive way of making sure the correct air flow or CFM can be determined. To install fresh air intake into the existing facility would require an extreme amount of funding and also adding additional heating and cooling to maintain the suggested temperature.

OHSA 1926, North Carolina Construction Industry Standards, does not define { Animal Control Facilities }, but does refer to adequate air quality for people. The current facility does not actually have any type of { Air Quality Measures } in place, so without proper ventilation an accident involving cleaning chemicals or waste clean up could result in an issue based on the OSHA Standards.

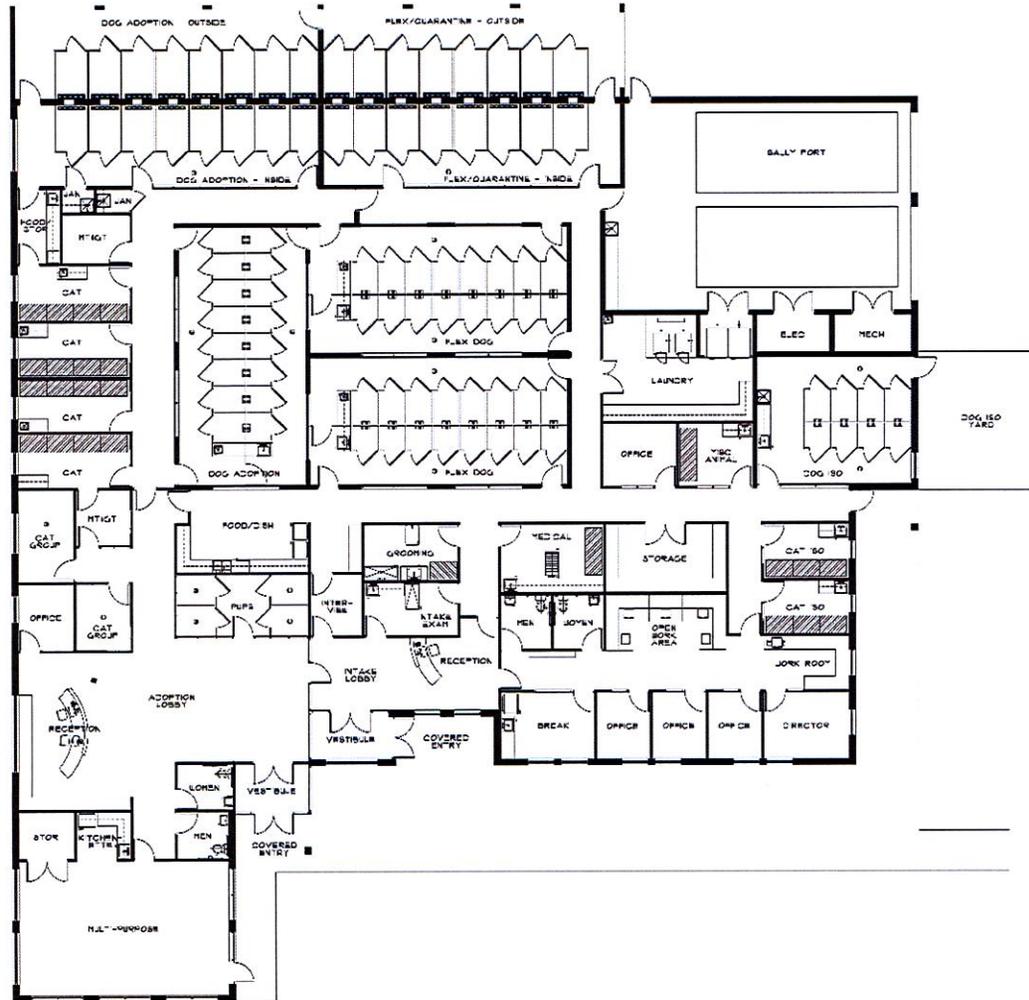
- Constructed in 1988.
- Construction Materials – masonry walls (with no insulation with multiple areas allowing outdoor air filtrate to the interior), tile floors with sealed grout that are extremely difficult to keep sealed.
- No Sound Proofing Measures to cut back on the decibel levels below the amount required under OSHA Regulation. This is in part due to the low ceilings and all hard surfaces throughout the facility. This makes for an uncomfortable sound level for the animals, employees, and potential adopters.
- Lacking space for adequate storage of safety equipment and records retention.
- Traffic flow in front office area – The public looking for an animal to adopt/redeem and people relinquishing animals enter and exit through same door. Staff is located at the main entry to help the public, but with limited space it is very difficult for the Animal Control staff to work with the public.
- Insufficient design for housing animals that are held for rabies quarantine.
- Air exchanges are inadequate, with animals in quarantine and general population on the same exchanges. The HVAC system is set up in two parts. One for the office area and one for the animal area. There is now ventilation to allow for air transfers to gain fresh air intake.
- No examination room for incoming, sick or injured animals.
- No animal meet and greet area for potential adopters.
- In general, not enough holding space.
- Office area for professional staff not adequate. One small office for officers, Director shares the other office. Two other work stations in the front lobby for officers to assist the public.
- No area for staff meetings, consultations with the public, or for volunteer training.
- No emergency shower for employees. Employees come into contact with various biological risks.
- Only two restrooms for staff and public, which is located near the dog kennel area corridor.
- The wastewater system is too small for adequately cleaning the kennels. Each kennel has a 2" wastewater drain that does not allow for waste to be cleared safely
- Entire facility is in dire need of a lighting upgrade due to the limited amount of lighting. All lighting fixtures are fluorescent and the kennel area has surface mount 8' twin fluorescent lighting that is very expensive to repair or replace lamps
- The HVAC (heating & cooling) has been repaired on several occasions. This system is original to the facility. The system heats from fuel oil, which needs to be replaced. There is a Natural Gas line within 50 feet of the facility, but to utilize the Natural Gas the HVAC system would need to be replaced.
- As I understand from the Town of Waynesville this area does not fall into the current ordinances for an Animal Control Facility, so any changes would have to be approved under a Special Use Permit.
- Based on the 2012 FEMA Flood Maps; there is a portion that lies within the flood plain area, which makes additions an issue but not impossible.



Haywood County Animal Shelter



**SCHEMATIC SITE PLAN**  
 SCALE: 1" = 30' 0"



HAYWOOD COUNTY ANIMAL SHELTER SCHEMATIC PLAN

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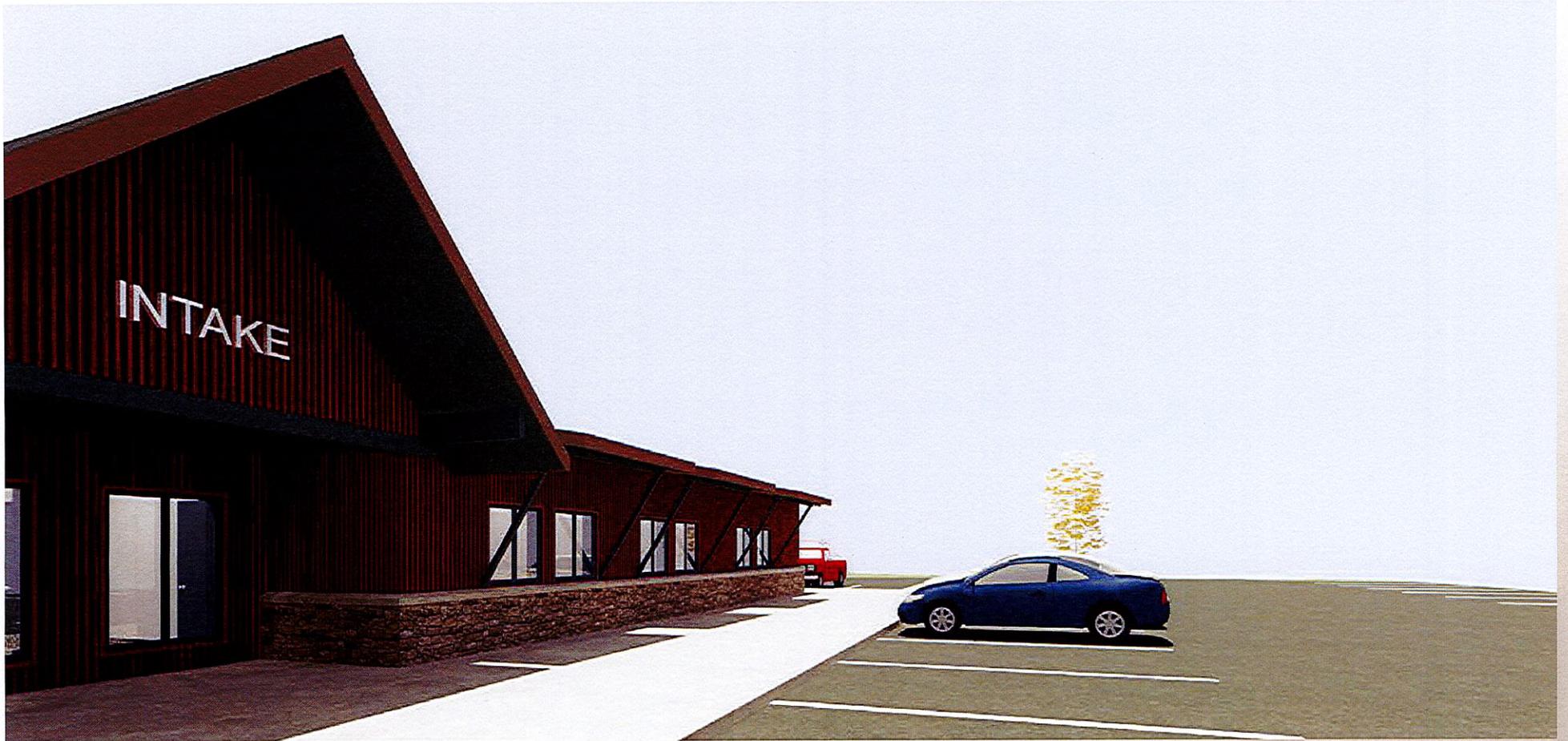
| Approach View



| Entrance View



| Front View Left



| Front View Right



| Right Side View



| Left Side View



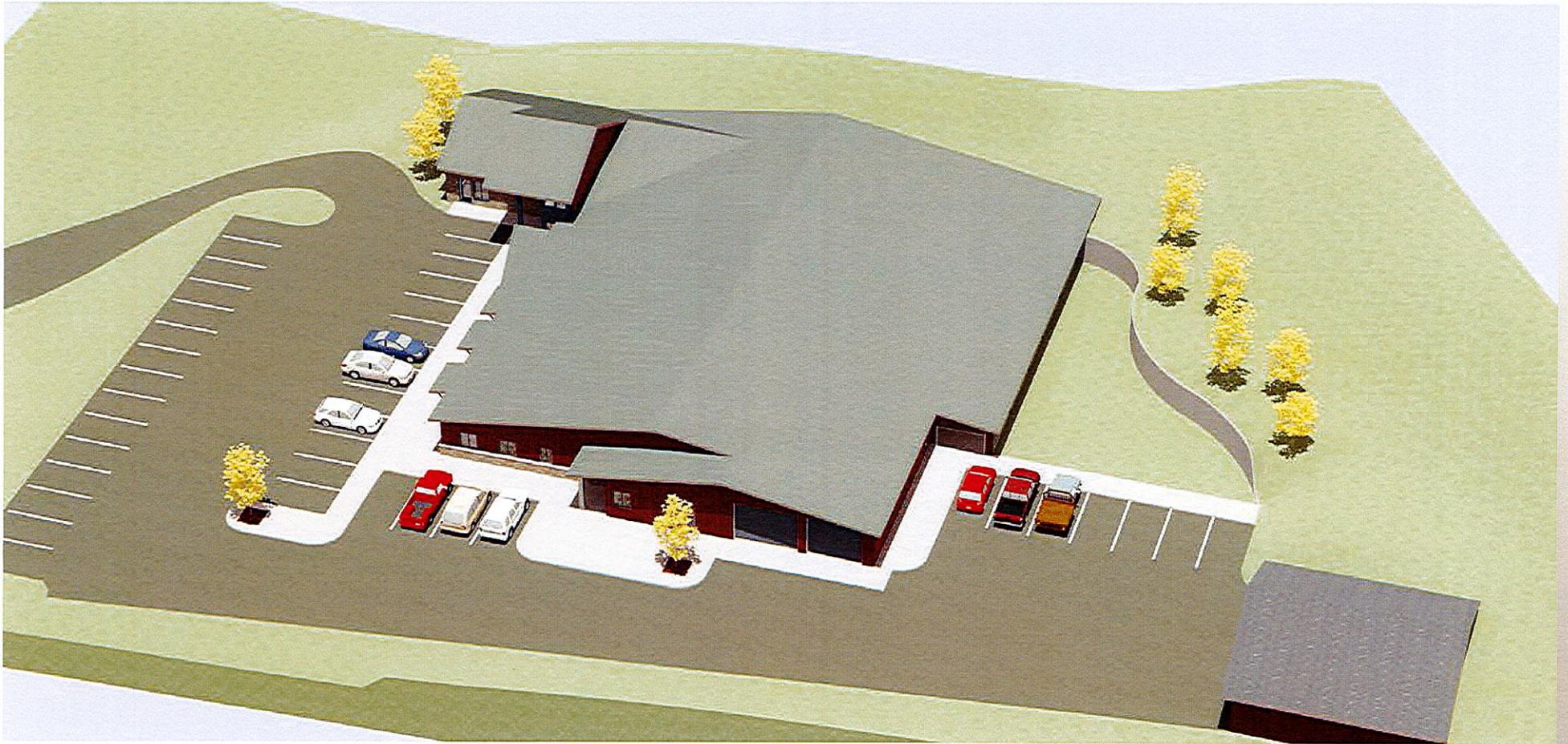
| Back View



| Back View



| Overall Front



| Overall Side



| Entrance View



| Entrance View



Haywood County Animal Shelter