



REQUEST FOR PROPOSALS RFQ 16-8

Branch County, Michigan

September 27, 2016

BIDDERS:

Branch County Board of Commissioners "Owner" is requesting qualifications for **Design Build Services** for the Design and Construction of a new Branch County Animal Control Facility at 580 Marshall Road, Coldwater, Michigan

The Branch County Board of Commissioners, as the "Owner" is seeking Proposals from general contractor firms interested in providing design-build services. The Proposal seeks to identify the best interest of Branch County for the above mentioned services.

Proposals will be received by the Branch County Board of Commissioners, until 5:00 PM local time on October 14, 2016. Late qualifications will not be considered, nor returned. Proposals will be formally accepted and the names of those submitting read aloud by staff personnel after the closing date and time.

The Request for Proposals Documents are available for inspection at the Branch County Purchasing Department, 31 Division Street, Coldwater, Michigan 49036; or requested by email. The documents are also available for inspection and download on the County website: <http://www.countyofbranch.com/>.

Branch County reserves the right to reject any or all proposals and to waive informalities in proposals or the proposal process. In the event that no proposal substantially satisfies the specified requirements as presented in the Request for Proposal, the County, at its sole discretion, reserves the right to call for a new Request for Proposals.

All questions regarding this RFP must be in writing and addressed to Bethany Garman, Branch County Administration, 31 Division Street, Coldwater, Michigan 49036. Correspondence may be mailed to the address shown or e-mailed to bgarman@countyofbranch.com. The County shall not be responsible for US Mail, common carrier or electronic services. All questions must be received by 5:00 PM (local time) on October 10, 2016. Questions may not be answered after this time and date.



Branch County Board of Commissioners

**Request for Proposals
(RFP No. 16-8)**

To Provide

**Design-Build Services
for**

***Design and Construction of the new
Branch County Animal Control Facility***

Location

**580 Marshall Road
Coldwater, Michigan**

REQUEST FOR PROPOSALS

Design-Build Services for RFP No. 16-8
Design and Construction of a new Branch County Animal Control Facility at 580 Marshall Road, Coldwater, Michigan 49036

The Branch County Board of Commissioners, as the “Owner,” is seeking Proposals from firms interested in providing design-build services. This Request for Proposal (RFP) seeks to identify the proposal in the best interest of the County for the above-mentioned services. All respondents to this RFP are subject to instructions communicated in this document. The Branch County Board of Commissioners reserves the right to reject any or all proposals.

1. GENERAL PROJECT INFORMATION

It is envisioned that the Owner will best be served by the employment of the services of a Design-Builder firm (DB) for the project.

Full DB services include, but are not limited to, general construction, architectural, mechanical, electrical, plumbing engineering, code compliance review, landscape design, interior design, low voltage and A/V design. DB review meeting to be scheduled every two weeks through design. OAC meetings will be held every two weeks during construction. DB shall provide owner site certification and easement exhibits if necessary pending final scope.

Project Description

Branch County Animal Control Facility

The current Branch County Animal Shelter is in need of immediate replacement and is of limited use at this time.

The Goals & Objectives of A New Facility are as follows:

- Inviting atmosphere
- Advance image regarding animal welfare
- More retail environment
- Improve quality of animal for adoption
- Superior materials
- Layout of shelter to limit cross contamination
- Protocols for admission/adoptions incorporated into design
- Longer hold times for additional exposure
- Co-exist with Jail and Jail Operations on adjacent site

The Principals of modern shelter design

- Materials are durable & impermeable to moisture and chemicals
- Layout prevents cross contamination of sick and healthy animals
- Separate admissions areas facilitate longer observation times before being available for adoption
- More inviting environment promotes adoptions
- Use of natural lighting, modern HVAC & ventilation provides energy efficient solutions
- Central location will draw many more visitors and boost adoptions

Sustainable Designs

It is the desire of the Owner to incorporate sustainable design and construction concepts in the project where feasible to do so. Operational expenses for the new facility must be kept in line with current expenses.

Project Budget

The County expects that 100% of project cost savings, including contingencies, will be turned over to the Owner at the completion of the project.

Project Schedule

Time is of the essence. The County must maintain a strict schedule.

A **pre-proposal or pre-bid meeting** will be held on **Friday, October 7, 2016 at 8:30 am** at the Sheriff's Office to provide potential proposers with information, a tour of the site, and allow for questions. If a proposer is unavailable at that time, **an alternate meeting** can be scheduled for **Monday, October 10, 2016 at 8:30 am**. **The pre-proposal meeting is mandatory for RFP submission and acceptance.**

Questions may be asked on-site at the pre-proposal meeting or any time up until October 10, 2016 at 5:00 pm. A list of questions and answers will be emailed to all proposers by October 12, 2016 at 12:00 pm.

Proposals are due on October 14, 2016 at 5:00 pm.

All firms submitting a bid must make themselves available to physically attend and answer questions, if needed, at the Review Committee between the hours of 4:00 PM – 6:30 PM on Tuesday, October 18, 2016.

The County is accepting written proposals. On-site interviews may be scheduled as needed or requested.

During the process, the County reserves the right, where it serves the County's best interest to request additional information or clarifications from proposers or to allow corrections of errors or omissions.

The County anticipates **selecting its recommended candidate by October 25, 2016**. The recommendation must be approved by the Board of Commissioners before a contract may be signed. The County intends to have a **contract signed by November 1, 2016**. Site work must begin by **November 14, 2016** and completed by **July 1, 2017**.

2. QUALIFICATIONS REVIEW PROCESS

The County reserves the right to choose one of the proposals or reject them all. The County does give preference to local vendors; however, the County is not required to choose a local bidder or to choose the lowest bidder. The County is seeking a cost-effective and highly qualified partner.

There is no expressed or implied obligation for the County to reimburse responding firms for any expenses incurred in preparing proposals to this request.

The successful bidder shall procure and maintain at their own expense until final completion of the work covered by the Contract, insurance for liability for damages imposed by law of the kinds and in

the amounts hereinafter provided, issued by insurance companies authorized to do business in the State of Michigan, covering all operations under the Contract whether performed by the respondent or by their subcontractors, and provide certificates of insurance to the County. The required insurance coverage includes Workers Disability Compensation Insurance, Liability and Property Damage Insurance (\$1 million occurrence, \$2 million aggregate), Professional Liability Insurance (\$2 million occurrence), and Motor Vehicle Liability (\$1 million occurrence).

The County reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposal.

Minimum Qualifications Required

- The firm or its principals are not currently ineligible, debarred, suspended, or otherwise excluded from bidding or contracting by any state or federal agency, department, or authority (See Exhibit A).
- The firm or its principals have not been terminated for cause or currently in default on any public works contract (See Exhibit A).
- Firm must have sufficient bonding capacity for anticipated total cost of work. At the time of issuance, all insurance and bonds must be issued by a company licensed to transact the business of insurance in the State of Michigan. Such company shall be an insurer (or, are qualified self-insurers or group self-insureds, a specific excess insurer providing statutory limits) with an A.M. Best Financial Strength rating of "A- "or better and an A.M. Best Financial Size Category of Class V or larger.
- Firm must have a current Contractor's Public Liability Insurance policy, and must be insurable in the following amounts: Bodily injury, including death-limits of \$1,000,000 for each accident. Property damage-limits of \$2,000,000 for each accident and \$4,000,000 for the aggregate of operations.
- Firms must have all necessary, valid and current licenses to do business in the State of Michigan.
- Firm must demonstrate sufficient cash flow to undertake the project as evidenced by a current ratio (assets/liabilities) of 1.0 or higher.

The Review Committee will then evaluate the submittals, which have met the above minimum qualifications. Criteria for the evaluation are listed below:

Criteria for evaluation of Statements of Qualifications

- 20% Factor:* **Stability** of the firm. This shall include the documented financial viability of the firm, the firm's years of successful operation, stability of management structure and ownership, active litigation and litigation history, proven ability to consistently gather resources for projects similar to incumbent project in size, type, complexity, and location.
- 20% Factor:* Firm's relevant project **experience and qualifications**, including the demonstrated ability of the firm in effective management of design and construction pertaining to renovation of similar facilities of comparable complexity, size, and function, for Owners in the State of Michigan and other similarly-structured organizations. This includes relevant experience and qualifications of the firm's principal Design Professional, Project Executive, Project Manager, and Superintendent and recent history of collaboration between the Design Professional and Construction team.
- 20% Factor:* Firm's **suitability** to provide design-build services for the project, including the firm's apparent fit to the project type and/or needs of the Owner, any unique qualifications for the project, current and projected workloads, the proximity of office to project location, non-discrimination policies, and record of addressing public safety, environmental concerns, and special services.
- 40% Factor:* **Cost** of the proposal. Branch County is seeking the best value. Not necessarily the lowest cost. Quality of construction, maintenance and utility costs will be part

of the evaluation. Emphasizing the added value that your proposal provides to the County will be to the proposer's advantage.

3. INSTRUCTIONS FOR PREPARING PROPOSALS

All proposals must be sealed and clearly marked REQUEST FOR PROPOSALS Design-Build Services for Branch County Animal Control Facility and addressed to Branch County Board of Commissioners and delivered to Bethany Garman at 31 Division Street, Coldwater, Michigan 49036. **Proposals must include an original, five (5) copies and one electronic copy (USB Drive)** and received by 5:00 pm local time on **October 14, 2016** to be considered. Proposals must contain the following information to be considered:

Total page count of the submittal must not exceed 50 pages. Submittals that include qualifications of more than one firm shall not exceed the page limit. Emphasis should be on completeness, relevance, and clarity of content. To expedite the review of submittals, it is essential that respondents follow the format and instructions outlined below.

Required Bid Components:

1. Attendance at the Pre-Bid Meeting, note representative who attended the meeting and date attended
2. Firm Profile & Contact Information
3. Relevant Experience/Special Qualifications- focusing on work done in the areas of construction (building, electrical, mechanical, plumbing), drainage, foundations, animal enclosures
4. Current Workload
5. Projected Workload (remainder of 2016 and 2017)
6. Organizational Structure and Resumes of those individuals who would work on this project
7. Proposed Project Structure- explain the structure you would use to construct to meet our needs and the sequence of this project
8. Proposed Project Plan – provide a schematic/plan for the facility that meets the needs as outlined in the Pre-Bid meeting
9. Fee Structure- for overall project
10. Submission of the Certificate of Compliance with Public Act 517 of 2012 (attached)

TOTAL PAGE COUNT OF THE SUBMITTAL MUST NOT EXCEED 50 PAGES.

ALL PAGES COUNT REGARDLESS OF CONTENT

QUALIFICATION SUBMITTALS THAT EXCEED THE PAGE LIMIT WILL BE DEEMED NON-RESPONSIVE AND WILL NOT BE CONSIDERED BY THE SELECTION COMMITTEE.

EXHIBITS

Please complete and return the following **exhibits A and D** issued with this RFP

EXHIBIT 'A'

CERTIFICATE OF COMPLIANCE WITH PUBLIC ACT 517 OF 2012

I certify that neither _____(Company), nor any of its successors, parent companies, subsidiaries, or companies under common control, are an "Iran Linked Business" engaged in investment activities of \$20,000,000.00 or more with the energy sector of Iran, within the meaning of Michigan Public Act 517 of 2012. In the event it is awarded a Contract as a result of this Request for Proposals, Company will not become an "Iran Linked Business" during the course of performing the work under the Contract.

NOTE: IF A PERSON OR ENTITY FALSELY CERTIFIES THAT IT IS NOT AN IRAN LINKED BUSINESS AS DEFINED BY PUBLIC ACT 517 OF 2012, IT WILL BE RESPONSIBLE FOR CIVIL PENALTIES OF NOT MORE THAN \$250,000.00 OR TWO TIMES THE AMOUNT OF THE CONTRACT FOR WHICH THE FALSE CERTIFICATION WAS MADE, WHICHEVER IS GREATER, PLUS COSTS AND REASONABLE ATTORNEY FEES INCURRED, AS MORE FULLY SET FORTH IN SECTION 5 OF ACT NO. 517, PUBLIC ACTS OF 2012.

(Name of Company)

By: _____

Date: _____

Title: _____

Subscribed to and sworn before me,
a Notary Public, on this ____ day of _____, 20__.

_____, Notary Public
_____ County, State of Michigan
Acting in _____ County, Michigan
My Commission Expires: _____

EXHIBIT 'B'



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF AGRICULTURE
AND RURAL DEVELOPMENT

JAMIE CLOVER ADAMS
DIRECTOR

REPLACES ALL PRIOR VERSIONS

An Overview of Regulation 151 and Relative Acts Governing Pet Shops, Animal Shelters and Dog Pounds

Revised: July 22, 2011 (Original date of creation: May 16, 2000)

The following is a brief summary of some of the key points in Regulation 151 and other acts that are important when operating a pet shop, animal control shelter, or animal protection shelter. Remember that the following are just general guidelines. Some of the recommendations given here, while commonly used and accepted, are not specific to the regulation. Please read the regulation for a full and complete understanding of the basic requirements.

Licensing, Registration, Animal Tags, and Records

Rule 1

Euthanasia, if done, must be done humanely. The American Veterinary Medical Association's *Guidelines for Euthanasia* are held as the national standard for humane euthanasia of animals. The Michigan Department of Agriculture and Rural Development (MDARD) expects pet shops and shelters to follow these guidelines when conducting euthanasia.

Rule 11 & Rule 12

A license is required to operate a pet shop* or a shelter. To apply for a license, an applicant must complete and submit the application to the MDARD. Please note, the application for an animal control shelter must be signed by the chairman of the board, city manager, or mayor of the municipality where the shelter will be located. The application for an animal protection shelter must be signed by the president of the organization.

An applicant must read the associated rules and regulations governing pet shops and animal shelters, and sign the statement on the application that they have read the requirements and agree to comply with them. This must be done before submitting the application. The application form, along with a copy of the applicable standards, may be obtained at www.michigan.gov/mdard or by contacting the Michigan Department of Agriculture and Rural Development, Animal Industry Division at 1-800-292-3939.

The prospective shelter or pet shop will need to pass a pre-licensing inspection in order to obtain a license. If standards are not met at the pre-licensing inspection, the applicant will be given written notification of the correction(s) that need to be made prior to the license being issued.

The license cannot be transferred to another person or location. MDARD must be notified promptly when any of the following occur: if there is a change in management, location, or business name; if there are any building or structural changes; if new additions to the pet shop or animal shelter at the present location are made. Structural changes, changes in location, and new additions must pass an inspection before animals may be housed in them. In addition, a new license may be needed.

*Currently, as of August 2009, the licensing of pet shops by MDARD is suspended.

Rule 13

Records for each animal passing through a pet shop or animal shelter must be maintained and kept for two years from the date of disposition and must be made available to MDARD representatives. Records must include:

Intake records

- Name and address of the person surrendering the animal to the shelter (transfer facility, finder, or owner) or selling the animal to the pet shop. A phone number and other contact information (email) is also advised.
- Date the animal is acquired by the shelter/pet shop.
- Description of the animal including breed, sex, color, weight, and age.
- For strays taken to shelters, it also is advised to obtain the address/location where the animal was found.

Disposition records

- Description of how the animal left the shelter or pet shop (e.g. died, adopted, transferred, returned to owner, sold).
- Date the animal left shelter or pet shop.
- Name, address, and phone number of the receiver (transfer facility, owner, adopter, purchaser).

Facilities and Operations

Rule 21

A structurally sound building is required. Both hot and cold running potable water are necessary.

Rule 22

1. Food should be stored off the floor in a dedicated room, building, cabinet, or other approved area that will keep out mice and other vermin. Open food, including treats, must be in covered washable containers. Refrigeration shall be available if you have partially consumed cans of food, or other such perishable items.
2. A way to dispose of animal wastes, and a freezer or refrigerator to store dead animals, are required, or other arrangements must be made. Dead animals must be disposed of per the Bodies of Dead Animal Law (1982, PA 239, as amended).
3. A washroom facility with soap, for personnel and visitors, is required.
4. All floors, walls, and ceilings in the building must have a waterproof rigid surface (e.g. metal, fiberglass, tile, glass, or a surface sealed with an acceptable sealant [e.g. polyurethane, tri-polymer, epoxy]). Sealed cement and concrete block with epoxy paint are used by many facilities. Wood or cement may be used only if properly sealed.

5. Drains shall be in place to allow rapid elimination of water when cleaning or in case of flooding. There should be no pooling of water.

Rule 23

Heating and/or cooling systems are necessary to keep the temperature comfortable for the animals. Ventilation must be such that there are no drafts, odors, or moisture condensation. Humidity should stay between 30 percent and 70 percent. The general ventilation guideline for animal rooms is 10-15 fresh air changes per hour. Ample light so that all areas of the building and animal enclosures can be easily examined is necessary. Any lights in animal areas shall have covers, such as protective sleeves for fluorescent bulbs.

Rule 24

Outside facilities must provide shade from the sun and shelter from rain or snow, either via a dog house or direct access into the pet shop or animal shelter. If a dog house is used, dry bedding must be supplied when the temperatures reach below freezing. The outside facility must also have suitable drainage; there can be no standing water. Facilities with only outdoor housing will not be approved for a shelter license.

Rule 25

Primary enclosures for animals must be waterproof, structurally sound, and have no protrusions that could injure animals. Animals must be kept clean and dry and have access to food and later. Enclosures must be large enough for the animals to stand up, turn around, lie down, and stretch out comfortably. The general recommendations are:

- Cats less than or equal to nine pounds (4kg) need at least three square feet of floor spacer per cat and must be at least 24" in height, floor to ceiling.
- Cats more than nine pounds (4kg) need at least four square feet of floor space and must be at least 24" in height floor to ceiling.
- Dogs less than 30 pounds (15kg) need eight square feet of floor space per dog.
- Dogs 30-65 pounds (15-30kg) need 12 square feet of floor space.
- Dogs greater than 65 pounds (30+kg) need a minimum 24 square feet of floor space.

These guidelines should be considered minimum standards.

Cats need litter in a litter box. When figuring minimum floor space, the space taken up by the litter box is subtracted from the floor space and enclosure. When there is more than one cat in an enclosure, resting perches are required.

Intact males and females should not be housed together in the same enclosure.

Rule 26

If dog houses with chains are used as part of the housing, the chain must be attached to a well fitted harness or non-choke collar designed for tethering, cannot become entangled, and must be

at least three times the length of the dog from the tip its nose to the base of its tail, to allow for exercise and access to the dog house.

Perimeter fencing must also be in place for any areas where animals are left unattended outdoors. The areas may include play areas, outdoor portions of indoor kennels (e.g. guillotine style), etc. The fencing must prevent people, wandering stray animals, and wild animals from being able to gain access to the animals housed within. In most cases, this will require a double fence.

Animal Health and Husbandry

Rule 31

Cats and dogs need to be fed at least once a day, or as is appropriate for the age of the animal, **with** adequate amounts of palatable, nutritious food. Water needs to be provided at least twice a day for at least an hour each time. All food and water dishes must be washed and sanitized as needed to keep them free of organic material and prevent disease. There should be an area to wash these dishes.

Rule 32

Feces and urine need to be removed from the cages as necessary to prevent the animals from becoming soiled and to prevent odors. Animals must be removed during cleaning when the cages are sprayed out with hoses. The animals must not be allowed to come in contact with the dirty water.

Rule 33

All areas of the building must be kept clean and sanitized and in good repair. A protocol must be in place to control and prevent pests.

Rule 34

All animals placed in the same enclosure must be of the same species and age group. Puppies and kittens cannot be placed with adult animals other than their mothers. Sick animals must be kept in a separate room from healthy animals to avoid disease transmission. Aggressive animals should be placed in their own enclosures.

Rule 35

Enough employees to maintain compliance with these regulations are required and expected.

Rule 36

The services of a veterinarian must be retained and his or her name must be listed on the application for license or registration. The MDARD'S, Animal Industry Division must be notified if a change in veterinary services occurs. A veterinarian shall be consulted promptly whenever there is an ill or injured animal. Protocols may be developed with the aid of a veterinarian, to treat specific symptoms.

Rule 41

Vehicles used to transport animals must protect the animals from the elements, provide adequate ventilation, and be structurally sound to prevent injury to animals. Animals must be transported in compatible groups of the same species. In addition, the transport enclosure must be kept clean and must be of sufficient space to allow the animals to move freely (turn around, lie down, and stand up).

Please be aware that 1969, PA 287, as amended (Pet Shops, Dog Pounds, and Animal Shelters), states that a pet shop owner cannot import or offer for sale puppies or kittens under eight weeks of age and they must have teeth visually present. Also, cats and dogs that have not been properly vaccinated and treated for internal and external parasites may not be imported. Furthermore, a health certificate issued within the last 30 days and signed by a licensed veterinarian certifying the animal to be free of communicable disease must be provided to the purchaser. This certificate needs to include the date and type of vaccinations and treatments given.

1994, PA 358 (Ferrets) legalized the sale and ownership of ferrets in Michigan. This act states that a ferret cannot be imported before six weeks of age and must be vaccinated against distemper. All ferrets in Michigan over 12 weeks of age must also be vaccinated against rabies by a licensed veterinarian. The person selling the ferret must also provide a Ferret Health Advisory Sheet to the purchaser. Ferrets must be fed at least once per day and have water AVAILABLE AT ALL TIMES. Additionally, the cage needs to provide adequate ventilation and must be cleaned as necessary to minimize odors.

Again, this is just a brief overview of the regulations concerning the operation of pet shops and animal shelters in Michigan. Please review Regulation 151 and the associated laws and for more information. If you have any questions concerning the regulations and how they affect you or your business, please contact the Michigan Department of Agriculture and Rural Development, Animal Industry Division, at 1- 800-292-3939.

EXHIBIT 'C'

[insert "Plans and Drawings / Scope of Work / Design Recommendations"]

Drawings:

- Site Plan (1)
- Floor Plan (1)
- Building Elevation and Section (1)

Scope of Work

Design Recommendations

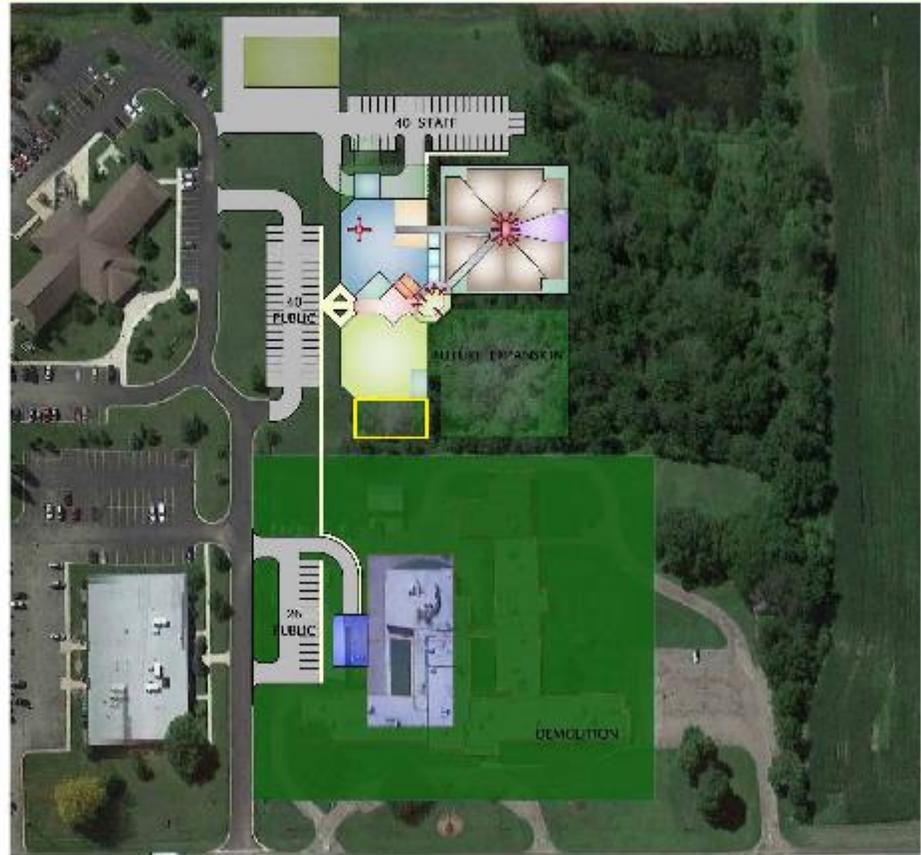
Existing Site Plan



Option 3: New Jail on North County Property



- SECURE CIRCULATION
- VISITATION
- CONTROL ROOMS
- KITCHEN/LAUNDRY
- PUBLIC AREAS
- MEDICAL/INTAKE/BOOKING
- ADMINISTRATION/PATROL/INVESTIGATION
- PROGRAM AREAS
- INDOOR & OUTDOOR RECREATION
- DAY ROOM & CELL AREAS
- SUPPORT SPACES/MECHANICAL
- VEHICLE STORAGE
- ANIMAL CONTROL
- FUTURE EXPANSION
- DEMOLITION



Special Design Considerations for Animal Shelters

Building an animal shelter requires making a series of decisions unique to animal-housing facilities— such as choosing safe caging materials and selecting appropriate floor coatings. Here is some guidance on what to plan for and what to watch out for:

Acoustics

A key acoustical consideration is the placement (housing) of animals in relation to each other. For example, house yapping puppies away from kittens, nursing mothers, and debilitated animals; locate noisy equipment such as furnaces, washing machines, or phones well away from the euthanasia room. The din of barking can be reduced through proper design of and materials selection for the dog-kennel area.

Automatic Feeders

Avoid these because they can be difficult to clean and disinfect. Their use also reduces the opportunities for interaction and socialization between the animals and their caretakers.

Double- and triple-decker cages

The HSUS strongly discourages using triple-decker cages for any animal, as well as double-decker cages and kennels for dogs and puppies. They not only are impossible to clean, but also pose a danger to kennel staff when animals need to be placed in or removed from the cages. Double-decker cages are acceptable for cats provided they are not positioned too high along the wall.

Electrical sockets

These should be positioned on the wall at least three feet above the floor to avoid “splash-ups” of water and cleaning solutions used in floor hosing.

Electric warming coils under concrete-slab flooring

Avoid installing this type of system because it is nearly inaccessible in case of failure.

Ergonomic considerations

For the sake of staff and volunteers, plan the facility with their safety in mind. For example, to minimize back strain, install bathtubs at a “working height” for groomers/caretakers and inset an area at the base for feet. Similarly, install hydraulic lift mechanisms for tables where heavy animals will be examined, groomed, or otherwise handled.

Flat roofs

Although flat roofs are convenient for accommodating HVAC equipment, they are more prone to leaks and may collapse under heavy ice and snow build-up.

Floor and wall finishes

Finishes must be applied to materials that are properly cured and dried. Concrete

and other surfaces should be tested with a moisture meter before being painted. To avoid subsequent deterioration, avoid using epoxy paints unless proper application techniques are guaranteed to be nearly perfect.

Colorless sealers are usually more effective but must be applied over well-cured, thoroughly dry concrete that has not been previously painted.

Flooring

Appropriate flooring materials are vital to maintaining a clean facility in which microorganisms and odors are minimized. Poured floors with a minimum of seams are best. Ceramic tile is not a good choice for kennel or housing areas because grout is permeable and therefore impossible to clean adequately.

Guillotine doors

To permit dogs housed in indoor/outdoor kennels to avoid drafts, set guillotine doors off-center.

Height of solid dividers between kennels

For kennels made of chain-link fencing, a solid divider must be installed to avoid nose-to-nose contact among dogs. For large dogs, install solid dividers that are five feet or higher. For small-to-medium dogs, four-foot-high dividing walls are generally acceptable.

HVAC

Once a well-designed heating, ventilating, and air-conditioning (HVAC) system is installed, it is essential to maintain it properly and clean the ducts regularly. Residual coatings of dirt and hair inside ducts cause airborne contaminants to be constantly re-circulated into kennel areas, and these contaminants can be a major source of disease.

Indoor/Outdoor Runs

Indoor/outdoor runs offer benefits for both the shelter staff as well as the dogs that are being housed. They simplify the cleaning process by allowing a dog to be isolated to one side of the run while the other side is being disinfected and scrubbed. When the guillotine doors are open, fresh air can circulate throughout the shelter, decreasing the likelihood of kennel cough and other airborne diseases. Indoor/outdoor runs also diminish noise levels and odor inside the facility. They encourage house-training skills by providing dogs an outdoor area in which to eliminate. Finally, providing indoor and outdoor access helps maintain a healthy environment for dogs, both physically and mentally. The downside to indoor/outdoor runs is that the outside portion cannot be disinfected in temperatures below freezing. In addition, guillotine doors may cause drafts, making it more difficult to regulate temperature levels within the facility. For this reason, when constructing indoor/outdoor runs, it is important to set the guillotine doors off center to allow dogs to shield themselves from cold drafts.

Lighting

Lighting fixtures in kennels should be placed over dog runs rather than down the

middle of the aisle separating facing runs. This makes it easier for visitors and staff to view the animals. Positioning the fixtures in this way should allow sufficient light to spill over to the walkways so that no safety hazard is created for the public or staff.

Plumbing

The drainage system must be designed so that waste from one kennel never contaminates another. Drain openings should be at least 4" in diameter. Lead-away pipes should be at least 6" in diameter. Drain covers should be of stainless steel or other non-corrosive and easily cleanable material. These should be easily removable for cleaning but otherwise kept in place to prevent puppies, other small animals, the public, or staff from falling or slipping into them. Drain Traps should also be installed and cleaned on a regular basis.

Poles and support beams

Vertical supports or beams should not be positioned inside kennels or in the middle of walkways to protect the safety of staff and the public.

Segregation of species/traffic flow

Different species should be housed in different rooms, and adult animals should be separated from infants (except for nursing mothers/litters). Traffic-flow patterns should keep incoming animals with unknown health status separate from the general population to prevent the possible spread of disease. For this reason, public traffic should flow through the shelter similarly, progressing from early life-stage groups to older animals.

Sink faucets

These should be outfitted with handles, such as those on surgical sinks that can be turned off with the forearms to avoid re-contaminating hands after washing.

Wall/floor joints

Any wall/floor joints should be covered. Standard joints are microbe collectors and impossible to clean properly.

Wood and other permeable materials

Any kind of permeable material must not be used in areas that are frequently washed.

EXHIBIT 'D'

[insert "Cost Proposal Form" pdf]

EXHIBIT D

BRANCH COUNTY ANIMAL SHELTER

COST PROPOSAL FORM

Description	Total
Design, Engineering, Architecture	
General Requirements / General Conditions	
Existing Conditions	
Concrete	
Masonry	
Metals	
Wood, Plastics, and Composites	
Thermal and Moisture Protection	
Openings	
Finishes	
Specialties	
Equipment	
Furnishings	
Fire Suppression	
Plumbing	
Heating, Ventilating, and Air Conditioning	
Electrical	
Communications and Data	
Electronic Safety and Security	
Exterior Improvements	
Site Work	
Other	
Design / Build Contract Subtotal	
Owner Contingency (10%)	
TOTAL PROJECT COST	

EXHIBIT 'E'

[insert "Contract Form" AIA Owner – Design Builder Contract" (pdf)]