

**BOARD OF SUPERVISORS
FINANCE/GOVERNMENT OPERATIONS AND
ECONOMIC DEVELOPMENT COMMITTEE
ACTION ITEM**

SUBJECT: **CONTRACT AWARD/Architectural & Engineering Services for the New Loudoun County Animal Services Facility**

ELECTION DISTRICT: Catoctin

CRITICAL ACTION DATE: May 10, 2016

STAFF CONTACTS: Joe Kroboth, Transportation and Capital Infrastructure
Mark Hoffman, Transportation and Capital Infrastructure
Christopher Bresley, Finance and Procurement

PURPOSE: To award a contract for the design of the new Loudoun County Animal Services Facility.

RECOMMENDATION: Staff recommends that the Finance/Government Operations and Economic Development Committee (FGOEDC) recommend to the Board of Supervisors (Board) that the Purchasing Agent be authorized to award a contract for Architectural and Engineering Services for the new Loudoun County Animal Services Facility to Animal Arts Design Studios, Inc., in the total estimated amount of \$1,459,829.

BACKGROUND: Request for Proposal No. 313 was issued on October 1, 2015 for Architectural and Engineering Services for the new Loudoun County Animal Services Facility. Ten (10) proposals were received on November 6, 2015 and evaluated by a Proposal Analysis Group (PAG) consisting of members from the Department of Transportation and Capital Infrastructure and the Department of Animal Services. After reviewing the proposals, the PAG met in December 2015 to rank the proposals.

As a result of the PAG's evaluation of the proposals, the firms were ranked as follows:

Initial Ranking	
Jackson & Ryan Architects	1 st
Animal Arts Design Studios, Inc.	2 nd
BVK Group	3 rd
Samaha Associates P.C.	4 th
Cole & Denny Architects	5 th
Profitt & Associates Architects, P.C.	6 th
LeMay Erickson Willcox Architects	7 th

Moseley Architects	8 th
Architecture Inc.	9 th
Design Concepts	10 th

Based on the evaluations of the proposals submitted, the PAG decided to shortlist and interview only the top two (2) ranked firms. The Notice of Shortlist was issued on December 11, 2015. The shortlisted firms were interviewed on January 15, 2016. At the conclusion of the evaluation process, it was determined that the firm of Animal Arts Design Studios, Inc., was the most qualified firm and negotiations began to enter into a contract for Architectural and Engineering Services for the new Loudoun County Animal Services Facility. The Notice of Final Ranking was issued on February 1, 2016. The final ranking of the two (2) shortlisted firms was as follows:

Final Ranking	
Animal Arts Design Studios, Inc.	1 st
Jackson & Ryan Architects	2 nd

An initial joint scoping meeting was held with Animal Arts Design Studios, Inc., in February to clarify the project scope of work. Additional discussions regarding scope clarification with Animal Arts Design Studios, Inc., took place in March and April 2016 to work out all of the details associated with the project and for Animal Arts Design Studios, Inc., to develop a design fee. Negotiations were successfully completed on April 15, 2016.

The Consultant's scope of services will include developing detailed, fully coordinated architectural and engineering designs; construction drawings and specifications for a 25,000 gross square foot facility. The New Loudoun County Animal Services Facility will be located at the Loudoun County Government Support Center Site off of Sycolin Road.

ISSUES: The current Animal Services Facility, located in Waterford, was acquired in 1964, and is physically compromised, requiring chronic and costly repairs to the structure, plumbing, septic, electrical and grounds. Additionally, the building was constructed in a period during which less was known about animal population management, control of contagious and zoonotic disease, and the behavioral management of companion animals, making the current building out-of-date and inadequate to meet the needs of the growing population of Loudoun.

The new facility seeks to provide a space located near the population center to better serve the County through community programs and outreach, while being more accessible to a larger number of citizens. The Consultant is proposing a design process that places a focus on disease management, animal health and welfare, human safety, and structures that are esthetically pleasing while containing noise and offering energy efficiency. The Consultant's designs in other jurisdictions have enabled municipalities to create healthier, more successful venues for pet adoption and it is hoped that the new facility will play a significant role in improving the live release rate for homeless pets in Loudoun County.

This contract award requires action by the FGOEDC and Board as it exceeds the staff authority

of \$500,000 in accordance with the Procurement Resolution.

FISCAL IMPACT: Sufficient funding is available in the Animal Services Facility project account in the Capital Fund to award the Architectural and Engineering Services for the new Loudoun County Animal Services Facility to Animal Arts Design Studios, Inc., in the total estimated amount of \$1,459,829. Design funding totaling \$2.17 million in general obligation bond financing was appropriated in the FY 2015 CIP. Construction and Furniture, Fixtures and Equipment (FFE) funding totaling \$13.20 million was appropriated in the FY 2016 CIP using general obligation bond financing. The general obligation bonds were approved by voters on the November 4, 2014 referendum.

ALTERNATIVES:

1. Recommend to the Board of Supervisors that the Purchasing Agent be authorized to award the contract for Architectural and Engineering Services for the new Loudoun County Animal Services Facility to Animal Arts Design Studios, Inc., in the total estimated amount of \$1,459,829.

OR

2. Do not recommend the contract award and direct staff on how to proceed.

DRAFT MOTIONS:

1. I move that the Finance/Government Operations and Economic Development Committee recommend to the Board of Supervisors that the Purchasing Agent be authorized to award the contract for Architectural and Engineering Services for the new Loudoun County Animal Services Facility to Animal Arts Design Studios, Inc., in the total estimated amount of \$1,459,829.

OR

2. I move an alternate motion.

ATTACHMENT:

1. *Capital Improvement Program: Animal Services Facility*. FY 2016 Adopted Budget, page 10-50.



Animal Services Facility

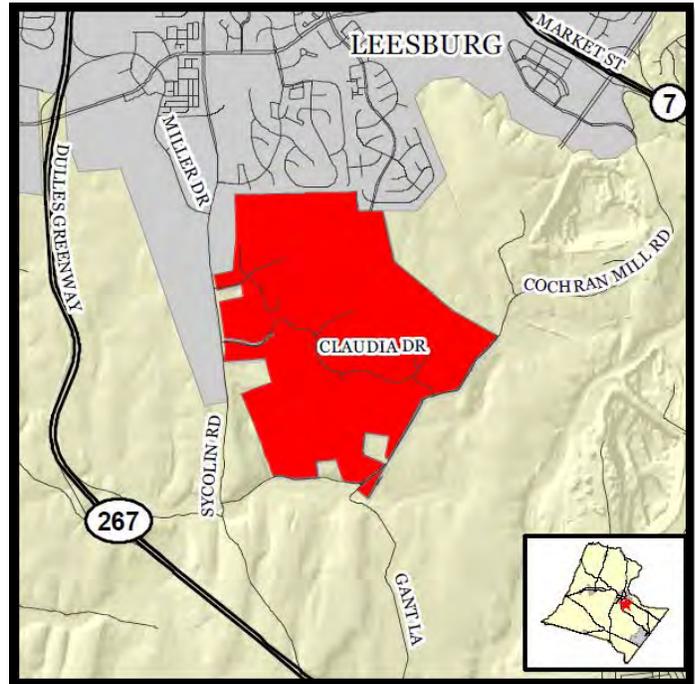
Project Description – C00240

This project provides funding for the design and construction of a 25,000 square foot animal shelter to replace the existing County Animal Services facility in Waterford.

The location of the new Animal Services facility is at the Government Support Center site off of Sycolin Road in the Leesburg Planning Subarea. A study was funded in FY 2014 to evaluate the most strategic geographic location for the new Animal Services facility and to help determine the overall scope of the new facility.

The 25,000 square foot shelter will require a site of approximately 5-acres to accommodate the building footprint, associated parking, storage areas, outdoor training and exercise areas for animals, required setbacks, buffers, landscaping, and on-site storm water management facilities.

The new shelter will be better able to provide animal services to the densest concentration of human and pet populations in the County, while remaining readily accessible to western Loudoun residents. Animal Control Officers with responsibility for patrolling the eastern part of the County will operate more efficiently with regard to travel and response time with a base office closer to the neighborhoods where they provide services. The new Animal Services facility will serve as operational headquarters and provide many of the same services as the current animal shelter to include the following: pet adoptions, housing of strays, abandoned or relinquished companion animals, dog license sales, volunteer opportunities, dispatch services, educational programs, counseling services, and an operating veterinary clinic for the medical treatment of shelter pets.



Funding Plan

This project is funded using general obligation bonds. The general obligation bonds were approved by voters on the November 4, 2014 referendum.

Capital (\$ in 1000s)	Prior							6 Year Total	Future FY's	Project Total
	Alloc.	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020			
Professional Services	125	2,170	-	-	-	-	-	2,170	-	2,295
Construction	-	-	11,920	-	-	-	-	11,920	-	11,920
Furniture, Fixtures & Equip	-	-	1,280	-	-	-	-	1,280	-	1,280
Total Cost	125	2,170	13,200	-	-	-	-	15,370	-	15,495
Local Tax Funding	125	-	-	-	-	-	-	-	-	125
GO Bonds	-	2,170	13,200	-	-	-	-	15,370	-	15,370
Lease Revenue Financing	-	-	-	-	-	-	-	-	-	-
Proffers (Cash)	-	-	-	-	-	-	-	-	-	-
Local Gasoline Tax	-	-	-	-	-	-	-	-	-	-
Total Financing	125	2,170	13,200	-	-	-	-	15,370	-	15,495

Operating Impact (\$ in 1000s)	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Total
FTE	-	-	-	7.42	-	-	7.42
Personnel	-	-	-	350	361	371	1,082
O&M	-	-	-	166	168	170	504
Debt Service	-	-	-	500	988	1,403	2,891
Total Impact	-	-	-	1,016	1,517	1,944	4,477