



Meeting Minutes
Pre-Proposal Meeting – Currituck County Animal Shelter

Location: Cooperative Extension Center Conference Room

Date/Time: April 16, 2013 @ 2:00pm

Attendees: Please see attached Sign-In Sheet

Minutes:

Dan Scanlon, County Manager, reviewed items I through IV of the Agenda. (Please see attached Agenda)

The floor was opened up for questions:

1. Was the RFP taken from another Animal Shelter project?
 - o No – it was taken from a Fire Station RFP.
2. The RFP states that the contractor is responsible for site lighting and landscape architecture – shouldn't this be in the Civil Engineer's scope?
 - o We will provide lighting and landscaping as an allowance
3. Can we assume a 2000psf soil bearing capacity for the site?
 - o Yes
4. Who is in charge of soil borings?
 - o Civil
5. How much should be assumed for cut and fill?
 - o Civil will provide numbers
6. Does the contractor assume suitable soils?
 - o Yes
7. The RFP lists that the proposal should include FF&E. Does this include furniture and appliances?
 - o No – the County will provide an allowance for furniture and appliances.
8. Do the allowances subtract from the \$1.75M?
 - o Yes
9. What permits are required for the Design-Builder?
 - o Building Permit – Contractor will pull permit, permit fee will be waived.
10. RFP, #6, Terms and Conditions: The County can change the agreement before entering into the agreement?
 - o Yes
11. Schedule of values: Existing Conditions, Furnishings, Data, Electronic Safety and Security?

- Delete these items if possible
 - Communications and data
 - Offeror provides open boxes. Owner pulls data wire.
 - Electronic Safety and Security – by code
12. If outdoor kennels are included, do they have to be covered to prevent stormwater infiltration?
- Yes
13. Are there any third-party special inspections required and who is responsible?
- Yes – County will provide list of special inspections
 - Any 3rd party special inspections will be county expense
14. What type of fire suppression is expected?
- Fire Code will dictate
15. How many mechanical areas?
- Minimum of 3 – more is ok
16. Animal control areas vs. animal care areas? Do you want duplicity?
- Owner to research
17. Budget drives, not square footage??
- The budget drives
18. Programming doesn't fit into the 10,000sf – Can the County prioritize the programs?
- Yes
19. Desired additional areas... Are these optional?
- Yes
20. Does the sallyport need to be conditioned?
- No
21. Does the designer have the freedom to combine rooms to meet the 10,000sf?
- Yes
22. Section 7.B para.2: Are drawings included in the 50 pages?
- Yes
23. Can drawings and schedules be 11" x 17"?
- Yes
24. Are there 30 total dog areas/kennels?
- Yes
25. What are the parking requirements?
- County UDO will dictate
26. Animal Control offices: How many officers are there in the open office area?
- 3 officers in the open office area
 - Sergeant gets a separate office
27. Can the May 7 deadline be extended by at least 2 weeks?
- Yes – the deadline will be extended 2 weeks
28. Are there any proprietary specifications on door hardware, hvac controls, brick, etc.?
Allowance for brick?
- No County specifications. County can provide brick color used on rest of campus.
29. Contract A11.1.2?

- County to research requirements
- 30. Is the Civil \$550,000 an allowance or a budget?
 - Allowance
- 31. Is the sewer in the civil scope?
 - Yes
- 32. Is the GC overhead and profit within the \$550,000?
 - Yes
- 33. What is the meaning of “dog run”? Indoor/outdoor?
 - County to research
- 34. Which sides must have a façade matching the rest of the campus?
 - Side seen from Aviation Parkway. Must provide expandability to the north.
- 35. Is standing seam required, or can similar roof paneling be used?
 - County to research