

**MADISON COUNTY FISCAL COURT
MADISON COUNTY, KY
RESOLUTION 2024-66**

**A RESOLUTION TO APPROVE A PROFESSIONAL SERVICES AGREEMENT
FOR A MADISON COUNTY ANIMAL SHELTER FEASIBILITY STUDY**

WHEREAS, the Madison County Fiscal Court (the "County") wishes to enter into a Professional Services Agreement with Brandstetter Carroll Inc. (BCI); and

WHEREAS, the proposed work is to complete a Feasibility and Conceptual Design Study Report for the renovation and addition to a County-owned building for the Madison County Animal Shelter;

NOW, THEREFORE, BE IT RESOLVED THAT THE FISCAL COURT DOES HEREBY APPROVE THIS RESOLUTION AND AUTHORIZES THE JUDGE EXECUTIVE AND/OR HIS DESIGNEE TO NEGOTIATE AND EXECUTE CONTRACTS ON BEHALF OF THE COUNTY.

Motion made by Combs, seconded by Lochmueller.

Vote:

Yes

No

Judge Executive Reagan Taylor
Magistrate James Brian Combs
Magistrate Stephen Lochmueller
Magistrate Billy Ray Hughes
Magistrate Tom Botkin

<u>✓</u>	<u> </u>
<u>✓</u>	<u> </u>
<u>✓</u>	<u> </u>
<u>✓</u>	<u> </u>
<u>✓</u>	<u> </u>

Signed:

R-Taylor
Reagan Taylor
Madison County Judge Executive

6-25-2024
Date

Attested:

Kenny Barger
Kenny Barger
Madison County Clerk

6-25-2024
Date

SCOPE OF SERVICES
MADISON COUNTY FEASIBILITY & CONCEPTUAL DESIGN STUDY
RICHMOND, KENTUCKY



June 11, 2024

This Scope of Services is for planning of a new animal shelter facility for the County to be located at 160 Battlefield Memorial Highway. This is the current location of Fire Station No. 2 and the Safety City Facility. The proposed work is to complete a Feasibility and Conceptual Design Study Report for the renovation and addition to the Safety City Facility for the purposes of the housing the needs of the County Animal Shelter.

Upon your request for assistance to complete the project, Brandstetter Carroll Inc. (BCI) propose the following Scope of Services:

A. Facility Space Needs Determination

1. Meet with and interview appropriate staff members and stakeholders in order to identify their present and future needs.
2. Visit the existing location to observe day-to-day operations in order to ascertain needs and functions.
3. Visit the Safety City Building and Site, documenting existing conditions, in order to determine how best to use the existing building and grounds.
4. Review space needs and relationships between areas.
5. Prepare a preliminary building program of space needs and review with the County leadership and any other stakeholders they deem necessary.
6. Modify and amend the space needs analysis as required.
7. Present a final building program. The program will provide a comprehensive analysis of each proposed space which will identify such variables as room size, functional adjacencies, recommended finish materials, equipment needs, special mechanical and electrical needs, and other variables as requested by the end user.

B. Site Use and Connectivity

1. Once the Space Needs are identified, then BCI will work with leadership and other key stakeholders to identify solutions to existing site constraints for lower-level access of the adjacent Fire Station No. 2.
2. Consideration will be explored to connect the adjacent public works site to the new animal shelter site.
3. The site will be analyzed, looking at key elements such as topography, utility access, road access, zoning requirements, parking and vehicular movement, building and operation feasibility, expansion opportunities, and development costs all with the list of criteria as the metric to evaluate each component.
4. Site Plan graphics will be presented as a visual tool to explain options and ultimately select the best site use and configuration with connectivity to adjacent county owned property.

C. Conceptual Planning and Layout

1. Develop Concept Floor Plans for the new animal control facility based on the building program and all existing conditions.
2. Modify and amend concept plans as required.
3. Develop opinions of probable cost alongside the development of the plans.
4. Present Final Concept Plans as requested.

D. Opinion of Probable Cost

1. Based upon the final approved program and concept plans, prepare a Preliminary Opinion of Probable Cost for each concept, including the site, building, and addition and renovation costs.

E. Fees and Deliverables

1. Fees for this work shall be a lump sum amount. This fee includes all out-of-pocket expenses. Billing will occur at the completion of the work.
2. The fee for the proposed work is as follows:

i.	Facility Space Needs	\$3,500
ii.	Site Use and Connectivity	\$2,000
iii.	Conceptual Planning & Cost Development	\$7,500
	Facility Space Needs and Conceptual Design Study Total Fee	\$13,000
3. Deliverables for this work will include a bound Study Report which includes an executive summary with recommendations, documentation on all activities affiliated with the production of the report, site analysis, preliminary building programs, concepts site plans, concept floor plans, and opinion of probable costs.
4. In the event the County would like BCI to continue with the project by preparing construction documents and administering the contract for construction as defined in the AIA Contract, the total fee noted above shall be credited toward that work. Typically, BCI receives an 8% fee for public work of this nature.
5. BCI can begin work on the study immediately with the total study process estimated to take approximately 10 weeks (each phase lasting about 4 weeks with some overlap). Assuming a mid-July start date, we would estimate the work being completed by October. This would align well with the continuance of the project into Construction Documents through the winter with construction in the spring of '25.

B. Conditions

1. The following items are specifically excluded from the services.
 - i. Phase 1 or 2 Environmental Assessment
 - ii. Sub-surface geotechnical investigation
 - iii. Topographic or Utility Surveys
 - iv. Full Design Services
 - v. Any plan review fees
 - vi. Renderings or Animations

Acceptance:

Madison County

Signature

Date

Brandt-Her Carroll Inc

Signature

Date