

## SCOPE OF SERVICES

Client:	County of Louisa	Date:	September 2, 2025
Contact:	Anderson Woolfolk	Principal:	Craig Kotarski
Phone No:	540.223.5492	Project Manager:	Bryan Cichocki
E-mail:	awoolfolk@louisa.org	Project Name:	Louisa Feasibility Study Animal Shelter Expansion

### Civil Engineering scope general description

Timmons Group appreciates the opportunity to offer civil engineering services for the Louisa County Animal Shelter Expansion located at 17 Sacred Heart Avenue, Mineral, VA. Timmons Group will work with Dominion 7 Architects as a subconsultant on this feasibility study to expand the animal shelter. In addition, Timmons Group has included services from Nokesville Design, PLC as a subconsultant to perform an investigation of the existing aging septic infrastructure and to provide preliminary considerations for septic expansion. Survey and Geotechnical tasks are included herein as highly recommended scopes of work at this early phase for informed decision making and inevitable project costs. Timmons Group recommend the following services for the feasibility study to develop options for expansion while understanding site constraints to avoid potentially costly construction or redesign costs at a later stage of the project.

### Task S01: Existing Conditions – Topographic Survey (Fixed Fee \$8,220)

Timmons Group will provide a field-run, topographic survey of *portions* of a parcel of land located south of Sacred Heart Avenue and being grounds with and adjacent to the existing Animal Shelter facility. Parcel info is as follows:

<u>County TMP</u> <b>59-112</b>	<u>Current Owner</u> <b>Board of Supervisors of Louisa County</b>	<u>Address</u> <b>18 Sacred Heart Ave</b>	<u>Zoned</u> <b>A-2</b>
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Site consists of an existing animal shelter facility, south portion(s) of existing access drive, incidental parking area, open areas, and vegetated forest periphery.

**Topography:** Basis of datum will be NAD83 (NA 2011) / NAVD88. **Survey shall be field run.**

**Total survey area = 4.5 AC. ±.** Area of survey shall encompass specified areas through and adjacent to the existing animal shelter facility. Survey will generally extend north from said facility along the existing access drive approximately 200 LF, east from facility approximately 350 LF, south approximately 175 LF, and west 130 LF. Where survey area extends to the existing pond feature, survey shall stop at the edge of water at time of survey. **Please see attached 'Figure A'** for a more specific outline of the survey area. Storm Drainage and Sanitary structures, where / if present, will be located, opened, and direct-measured one structure beyond the site limits as required. Existing buildings, accessories, and pool facility will be located along a consistent structural feature (i.e. face of masonry). Individual trees within the general forested canopy areas will not be located. A Miss Utility Ticket (72 Hr. 811) will be initiated prior to initial site visit and utilities will be located as marked. Any utilities deemed private and not marked cannot be located.

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Survey will be exhibited in PDF and provided in contemporary C3D/DWG format, with surface provision at a 1' contour interval.

**Regarding effort pertaining to subject boundary and** considering the area of focus being located well within the parcel perimeter, limited land record research will be performed for understanding of the existing boundary. Prior understanding of parcel configuration incidental to effort for the northerly Sheriff storage site will be leveraged.

**Figure A: RED = Survey Area**



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### Task E01: Civil Engineering Feasibility Study (Fixed Fee \$6,700)

Timmons Group will work with Dominion Seven Architecture (D7A) to support Louisa County with the development of a feasibility study report for expansion of the existing animal shelter. Timmons Group will lead the effort on site and zoning evaluations along with a review of existing conditions. Timmons will work with D7A for evaluation of potential expansion options along with site impacts assessments.

Timmons Group will write up our findings to be packaged in the feasibility report authored by D7A and supported by exhibits produced during the evaluations. Additionally, some specific tasks may include the following:

- Detailed review of existing conditions from field survey
- Review of existing and required parking
- Review of existing site topography
- Review of existing utilities identified by survey and available record drawings
- Review of Zoning for expansion options planning
- Preliminary evaluations and planning for Stormwater Management
- Development of up to two exhibits for conceptual planning purposes
- Written narrative of existing conditions documenting site improvements, zoning, and potential constraints. Narrative expected to be 1-2 pages in length.
- Written narrative of proposed improvements and brief site evaluation of impacts. Narrative expected to be approximately 1-2 pages in length.

### Task E02: Feasibility Study & Conceptual Design – D7A (Fixed Fee \$19,800)

Timmons Group will work with Dominion Seven Architecture to support Louisa County with the development of a feasibility study for renovation and addition to the existing animal shelter that meets the needs of the County for the future. Specific tasks by Dominion Seven Architecture may include the following:

#### Space Needs Assessment:

- We will collect historic demographic information from the Virginia Department of Agriculture and Consumer Services regarding the County's animal intake and distribution.
- We will meet (in-person) with the County's Animal Control Officer's and other County Staff as necessary, to determine the needs of the new building.
- We will determine the animal housing needs (number of dog kennels and cat cages) based on your historical animal population, human population projections (from other sources), and average length of stay for the animals.
- We will develop spatial standards (size of a particular room or space) using published data, industry standards, and previous project experience.
- We will develop an architectural space program that lists the number of each space and its corresponding size. This will provide us with the total size of the building.
- We will review the information developed during this phase and receive their comments and recommendations. Revisions will be made to our findings after this meeting.

#### Conceptual Design:

- We will create a preliminary conceptual design floor plan for your review and comment. This will be an (in-person) meeting.
- A final conceptual design will be created that will include a generic site plan, floor plan and exterior building elevations. Note that our drafting software creates a 3-D model which helps to communicate the design of the building. We will meet with your committee to review the design and make any necessary changes.

## SCOPE OF SERVICES

- We will create the marketing graphics (site plan, floor plan and exterior views of the building) for your use.

### Cost Estimates & Project Schedule:

- We will develop a total project cost for the project that will include the construction costs, soft costs, and contingency.
- We will develop a project schedule for the development of the Construction Documents and Construction of the building.

### Presentations & Final Report:

- We will develop a presentation for the Board of Supervisors and attend the meeting to make the presentation and answer questions.
- We will provide you with an electronic copy of our report for your records.

### **Task E03: Drainfield Evaluation & Capacity Analysis - ND (Fixed Fee \$7,156)**

#### Timmons Group Management of Subconsultant (Fixed Fee \$651):

- Timmons Group will work with Nokesville Design to be the liaison for Louisa County. Timmons Group will manage the consultant to identify feasibility study needs and timing for deliverables. Timmons Group will condense the information provided and share with Louisa County as relevant to the feasibility study and planning process. Direct access for discussion with the subconsultant can be made available upon request by Louisa County. Timmons Group will work with Nokesville Design to integrate their findings and recommendations into the report of the feasibility study. Timmons has performed several projects with Nokesville Design, PLC with successful results.

#### Existing Septic System Evaluation (Fixed Fee \$3,850):

- Perform a safe, adequate and proper inspection of the existing septic system. This will include the canine system and the human wastewater system. The purpose of this inspection is to determine the condition of all the components and verify if the system is performing as originally designed. This work will involve uncovering distribution boxes and accessing tanks for a visual inspection. This work will be performed by an AOSE utilizing a backhoe and underground locating equipment. The condition of the existing trenches will be examined as well as the existing receiving environment. A report of the findings will be provided.

#### Effluent Testing (Fixed Fee \$780):

- Substantial changes have occurred in the regulations that address the strength of the wastewater. This is especially important with canine wastewater. Therefore, we proposed collecting wastewater samples for both systems and have lab testing performed. This information is necessary to access any expansion of the systems. A lab report will be provided.

#### Wastewater Characterization & Capacity Analysis (Fixed Fee \$875):

- This work will involve discussing the existing and proposed uses and activities for the site and the ultimate staffing and canine capacity. This information will be compared to the existing capacity, and considerations for expansion.

#### Meetings & Consultations (Hourly \$185/hr; NTE \$1,000):

- If requested, attend meetings, live or virtual, to discuss the project and the results of the septic system analysis.

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### Task G01: Geotechnical Services (Fixed Fee \$8,900)

Timmons Group will include performance of soil test borings, laboratory testing of soil samples, and preparation of a design level geotechnical engineering report. Included is our assumptions and proposed services.

#### Assumptions

In preparing this scope, we have made the following assumptions:

- The fieldwork can be conducted between the normal weekday business hours of 8 AM to 5 PM.
- There are potentially private utilities on-site.
- Excess soil cuttings from drilling activities can be spread on-site.
- We assume that soil conditions are such that the proposed building expansion can be supported on shallow foundations bearing in near-surface soils.
- Borings will be located in empty grass fields and asphalt pavement areas. We assume that no mechanical clearing equipment will be needed to access boring locations.
- Existing topography is not sufficiently steep to prevent access with a mechanical drill rig.

#### Field Exploration

Timmons Group will initially coordinate site access with the Client. Following initial coordination, a geotechnical professional will perform a site reconnaissance, locate borings in the field using GPS equipment or measuring from existing landmarks, and contact MISS Utility to locate existing public underground utilities near boring locations. We will also subcontract a private utility locator to scan for underground utilities near boring locations using surficial electro-magnetic and ground penetrating radar (GPR) methods.

The following boring exploration will be conducted.

- Perform five (5) Standard Penetration Test (SPT) in accordance with ASTM D1586. Two (2) borings will be performed in proposed building expansion areas to depths of 25 feet, two (2) borings will be performed in the proposed pavement areas to depths of 10 feet, and one boring will be performed in the proposed stormwater BMP area to a depth of 15 feet. Total drilling footage is expected to be 85 linear feet. Borings will be performed to the indicated depths, or auger refusal, whichever occurs first.
- Within SPT borings, split-spoon samples will be collected in conjunction with SPT testing. Split-spoon samples will be collected at 2-foot depth intervals in the top 10 feet, and at 5-foot intervals thereafter.
- Upon completion of the SPT borings, borehole water levels will be recorded, and the boreholes will be backfilled with drill cuttings up to the original ground surface. The surface of the borings located within existing asphalt will be patched with cold-patch asphalt. Soil samples will be returned to our office for visual classification and laboratory testing. Excess spoils will be spread on site.
- Several bulk soil samples will be collected at select boring locations to support our laboratory testing efforts.
- Two (2) of the boring locations will be located within existing asphalt paved areas. As previously mentioned, the surface of these boring will be patched at the conclusion of drilling activities. We will limit the damage to existing asphalt to the extent practical.

#### Laboratory Testing

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Laboratory testing will be conducted to confirm visual classifications of encountered soils and to measure engineering properties of the soil. Laboratory testing will consist of natural moisture content, Atterberg limits, grain size analysis, Standard Proctor, and California Bearing Ratio (CBR) test.

### Geotechnical Engineering Report

A geotechnical engineering report will be prepared based on the performed field exploration, laboratory testing, and our engineering analysis. The geotechnical report will be certified by a Professional Engineer in the Commonwealth of Virginia. The report will include the following:

1. Site plan showing boring locations of the exploration.
2. Description of exploration sampling methods as well as boring logs.
3. Cross-section figure of borings.
4. Water levels encountered in the borings.
5. Laboratory test results.
6. Depth and location of unsuitable materials, if encountered in borings.
7. General information regarding site preparation including re-use of on-site soils as fill, identification of deleterious soils encountered in the borings, impact of weather and construction equipment on grading, fill compaction recommendations, and preparation of soil subgrades.
8. Foundation recommendations for the proposed building expansion, including recommended foundation type, foundation capacity, foundation embedment, and estimated foundation settlement.
9. Pavement section recommendations.
10. Seismic site classification per the current Virginia Building Code.

### **Items not included in the Scope of Services of this Agreement:**

Timmons Group will not perform the following services under this Agreement.

1. Provision of title commitment / abstract / report;
2. Subsurface utility designation beyond Miss Utility / 811 coordination;
3. Formal Boundary Survey
4. Lab work for sampling and testing effluent quality.
5. Well Development Planning
6. Wetland investigation, delineation, or permitting
7. Schematic, Design Development, Construction Documents (to be scoped after feasibility study)



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## SCOPE OF SERVICES

DGS-30-012

(Rev. 07/15)

### CO-2.3

Sheet 1

## A/E FEE PROPOSAL WORKSHEET

A/E FIRM NAME: Timmons Group		CONSULTANTS' NAMES Architectural   Dominion Seven Architecture Structural   Mechanical   Electrical   Civil   Timmons Group Other   Nokesville Design - Septic		PROJECT CODE: APPROPRIATION ITEM # ESTIMATED CONSTR COST	
PROJECT TITLE: Louisa County Animal Shelter Expansion Feasibility Study					
PROJECT LOCATION: 17 Sacred Heart Ave, Mineral, VA 23117					
DISCIPLINE	EST'D NO of DWGS	HOURLY RATE	BASIC SERVICES		FOR AGENCY USE
	Size		EST'D NUMBER of HOURS	ESTIMATED COST	
	24 x 36				

## PART A - SCHEMATICS

Sr. Principal	\$ 310.00		\$ -		
Principal	\$ 260.00		\$ -		
Sr. Project Manager	\$ 210.00	20	\$ 4,200	Task E01	
Project Manager	\$ 175.00		\$ -		
Sr. Project Engineer	\$ 175.00		\$ -		
Project Engineer III	\$ 150.00		\$ -		
Project Engineer II	\$ 125.00	20	\$ 2,500	Task E01	
Project Engineer I	\$ 115.00		\$ -		
Engineer Technician	\$ 100.00		\$ -		

**SUBTOTAL PART A**

40	\$	6,700	\$	-		
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## PART B - PRELIMINARIES

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**PROFESSIONAL:**

Sr. Principal	\$ 310.00	\$ -			
Principal	\$ 260.00	\$ -			
Sr. Project Manager	\$ 210.00	\$ -			
Project Manager	\$ 175.00	\$ -			
Sr. Project Engineer	\$ 175.00	\$ -			
Project Engineer III	\$ 150.00	\$ -			
Project Engineer II	\$ 125.00	\$ -			
Project Engineer I	\$ 115.00	\$ -			
Engineer Technician	\$ 100.00	\$ -			
		\$ -			
<b>SUBTOTAL PROFESSIONAL</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## **DRAFTING:**

Sr. Project Engineer	\$ 175.00	\$ -	
Project Engineer III	\$ 150.00	\$ -	
Project Engineer II	\$ 125.00	\$ -	
Project Engineer I	\$ 115.00	\$ -	
Engineer Technician	\$ 100.00	\$ -	
		\$ -	
		\$ -	
		\$ -	
		\$ -	
<b>SUBTOTAL DRAFTING</b>	<b>0</b>	<b>\$ -</b>	<b>\$ -</b>

## SPECIFICATIONS:

Specification/Report Writer	\$ 150.00	\$ -	
Typist	\$ 95.00	\$ -	
SUBTOTAL SPECIFICATIONS		\$ -	\$ -

### **COST ESTIMATE**

**SUBTOTAL, PART B** **1** **2** **3** **4** **5**

## **SUBTOTAL PART B**

- \$ - \$ - - -



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## SCOPE OF SERVICES

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### CO-2.3

Sheet 2

## A/E FEE PROPOSAL WORKSHEET

DISCIPLINE	EST'D NO of DWGS	HOURLY RATE	BASIC SERVICES		FOR AGENCY USE	
	Size		EST'D NUMBER of HOURS	ESTIMATED COST		EST'D
	24 x 36			A/E	CONSULTANT	EST'D COST

## **PART C - WORKING DRAWINGS**

## PROFESSIONAL

Sr. Principal	\$ 310.00	\$ -		
Principal	\$ 260.00	\$ -		
Sr. Project Manager	\$ 210.00	\$ -		
Project Manager	\$ 175.00	\$ -		
Sr. Project Engineer	\$ 175.00	\$ -		
Project Engineer III	\$ 150.00	\$ -		
Project Engineer II	\$ 125.00	\$ -		
Project Engineer I	\$ 115.00	\$ -		
Engineer Technician	\$ 100.00	\$ -		
SUBTOTAL PROFESSIONAL		\$ -	\$ -	\$ -

## DRAFTING:

Sr. Project Engineer	\$ 175.00	\$ -	
Project Engineer III	\$ 150.00	\$ -	
Project Engineer II	\$ 125.00	\$ -	
Project Engineer I	\$ 115.00	\$ -	
Engineer Technician	\$ 100.00	\$ -	
		\$ -	
		\$ -	
		\$ -	
		\$ -	
<b>SUBTOTAL DRAFTING</b>	<b>0</b>	<b>\$ -</b>	<b>\$ -</b>

## **SPECIFICATIONS:**

Specification/Report Writer	\$ 150.00	\$ -	
Typist	\$ 95.00	\$ -	
<b>SUBTOTAL SPECIFICATIONS</b>		\$ -	\$ -

### **COST ESTIMATE**

**COST ESTIMATE** **5** - **10**

### **SUBTOTAL PART C**

## PART D - BIDDING & CONSTRUCTION PHASE SERVICES

TASK	JOB CLASS.	HOURLY RATE	BASIC SERVICES			FOR AGENCY USE	
			EST'D NUMBER of HOURS	ESTIMATED COST		EST'D NUMBER of HOURS	EST'D COST
				A/E	CONSULTANT		
BID ASSISTANCE	Professional	\$ 150.00		\$ -			
	Clerical	\$ 95.00		\$ -			
SHOP DRAWING REVIEW	Professional	\$ 150.00		\$ -			
	Clerical	\$ 95.00		\$ -			
RECORD DRAWING PREPARATION	Professional	\$ 125.00		\$ -			
	Clerical	\$ 95.00		\$ -			
CONSTRUCTION OBSERVATION & ADMIN.	Professional	\$ 150.00		\$ -			
	Clerical	\$ 95.00		\$ -			

**SUBTOTAL PART D**

## SCOPE OF SERVICES

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Sheet 3

### A/E FEE PROPOSAL WORKSHEET

#### PART E - ADDITIONAL SERVICES

##### 1. SITE INVESTIGATION:

	SUB- CONTRACT COST	SUB- CONTRACT MARKUP	TOTAL COST
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##### A. SUB-SOIL STUDIES:

(1) BORINGS	85	LINEAL FT @	\$ 55.00	PER LF =	\$4,675	x	1.00	\$4,675
(2) MOBILIZATION					\$500	x	1.00	\$500
(3) REPORT AT	\$ 2,450.00	+TESTING @	\$ 1,275.00	=	\$3,725	x	1.00	\$3,725

##### B. SURVEYS:

(1) FIELD DATA(party rate)	3	DAYS @	\$ 1,880.00	PER DAY =	\$5,640	x	1.00	\$5,640
(2) DATA CONVERSION	12	HOURS @	\$ 130.00	PER HOUR=	\$1,560	x	1.00	\$1,560
(3) PLOT BASE SHEETS	6	HOURS @	\$ 170.00	PER HOUR=	\$1,020	x	1.00	\$1,020

##### C. FIELD INVESTIGATION:

(1) PROFESSIONAL (A/E)		MAN-DAYS @	\$	PER DAY =	\$0	x	1.00	\$0
(2) DRAFTSMAN (A/E)		MAN-DAYS @	\$	PER DAY =	\$0	x	1.00	\$0

##### D. OTHER (Specify):

A. Dominion 7 Architecture Sub Consultant (no markup)	\$19,800	x	1.00	\$19,800
B.		x	1.00	\$0
C.		x	1.00	\$0
D.		x	1.00	\$0
E.		x	1.00	\$0

##### 2. SERVICES / OTHER SPECIAL COSTS:

A. Nokesville Design PLC septic evaluation & preliminary recommendations	\$6,505	x	1.10	\$7,156
B.		x	1.10	\$0
C.		x	1.10	\$0
D.		x	1.10	\$0
E.		x	1.10	\$0
F.		x	1.10	\$0

##### 3. TRAVEL EXPENSES:

TRAVEL (for basic and additional services)	MILES PER TRIP	RATE PER MILE	NUMBER OF TRIPS	SUBCONTRACT MARKUP	TOTAL COST
A. FIELD INVESTIGATION TRAVEL				x 1.00	\$0
B. CONSTRUCTION OBSERVATION TRAVEL				x 1.00	\$0

**SUBTOTAL PART E** \$44,076



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## SCOPE OF SERVICES

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## CO-2.3

Sheet 4

## A/E FEE PROPOSAL WORKSHEET

## **PART F - BUDGET FOR REIMBURSABLE EXPENSES**

NUMBER OF SETS	PRICE PER SET	TOTAL COST
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FOR AGENCY USE

## 1. PRINTING AND DUPLICATION:

A. PRELIMINARY SUBMITTAL		\$ -
B. WORKING DRAWING SUBMITTAL		\$ -
C. BID DOCUMENTS PRINTING		\$ -
<b>SUBTOTAL PRINTING BUDGET</b>		\$ -

## 2. OTHER REIMBURSABLE EXPENSES:

A		\$	-
B		\$	-
C		\$	-
D		\$	-

**SUBTOTAL PART F**

## PART G - PROPOSED DESIGN SCHEDULE

ACTIVITY	CALENDAR DAYS
START OF PROJECT DESIGN PHASE	
PREPARE/CONDUCT PRE-DESIGN CONFERENCE WITH BCOM	
<b>PREPARE SCHEMATIC DESIGN DOCUMENTS</b>	
BCOM REVIEW	
<b>PREPARE PRELIMINARY DESIGN DOCUMENTS</b>	
BCOM REVIEW	
<b>PREPARE FINAL DOCUMENTS</b>	
BCOM REVIEW	
FINAL WORKING DRAWING CORRECTIONS	
CONSTRUCTION DOCUMENT PHASE SUPPORT	

FOR AGENCY USE

**TOTAL DAYS TO BID**

## **FEE PROPOSAL SUMMARY**

PHASE	ESTIMATED NUMBER OF HOURS	ESTIMATED COST			FEE AS A % OF TOTAL CONSTR'N	AGENCY USE SUMMARY OF NEGOTIATED FEE AMOUNT
		A/E	CONSULTANT	TOTAL	AMOUNT	
PART A - SCHEMATICS	40	\$6,700	\$0	\$6,700	#DIV/0!	\$ -
PART B - PRELIMINARIES	0	\$0	\$0	\$0	#DIV/0!	\$ -
PART C - WORKING DRAWINGS	0	\$0	\$0	\$0	#DIV/0!	\$ -
<b>SUBTOTAL DESIGN PHASE SERVICES (A+B+C)</b>	<b>40</b>	<b>\$6,700</b>	<b>\$0</b>	<b>\$6,700</b>	<b>#DIV/0!</b>	<b>\$ -</b>
PART D - BIDDING & CONSTRUCTION PHASE SERVICES	0	\$0	\$0	\$0	#DIV/0!	\$ -
PART E - ADDITIONAL SERVICES				\$44,076	#DIV/0!	
<b>SUBTOTAL FEES (A+B+C+D+E)</b>				<b>\$50,776</b>	<b>#DIV/0!</b>	<b>\$ -</b>
PART F - REIMBURSABLE EXPENSES				\$0	#DIV/0!	
<b>TOTAL CONTRACT AMOUNT</b>				<b>\$50,776</b>	<b>#DIV/0!</b>	<b>\$ -</b>



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