

**Public Works Garage Rebid Design & Documentation**  
6200 West 800 North, McCordsville, IN

January 9, 2018

## I. PROJECT SUMMARY

Quantum Architecture will assist the town during the bidding and construction process to answer contractor questions, coordinate and review submittals, review work and approve contractor payments as delineated in the contract between the Town and Rencon Services, Inc.

## II. SCOPE OF SERVICES

### 0. PRE-DESIGN SERVICES (Complete)

### 1. SPACE PLANNING & DESIGN DEVELOPMENT (Complete)

### 2. CONSTRUCTION DOCUMENTATION (Complete)

### 3. CONSTRUCTION ADMINISTRATION

- 3.1 Coordinate drawings with Eastern Engineering for distribution
- 3.2 Answer contractor bidding questions
- 3.3 Provide site visits as needed
- 3.4 Review and approve submittals for drawing conformance
- 3.5 Site visit for final walk-through and punch list
- 3.6 Approve Substantial Completion for project

### III. DESIGN FEE

|             |                                                                        |            |
|-------------|------------------------------------------------------------------------|------------|
| Phase 0     | Pre-Design                                                             | Complete   |
| Phase 1 & 2 | Construction Documentation Revisions                                   | Complete   |
| Phase 3     | Construction Bidding & Administration<br>(upon approval and as needed) | \$ 125/hr. |

### REIMBURSABLES

In addition to the compensation above stated for design services, actual reasonable expenditures made by Quantum Architecture, Inc., its employees, agents, or professional consultants in the interest of the project will be considered reasonable reimbursable expenses. Such expenses include, but are not limited to, transportation, motel and hotel expenses when traveling in connection with the project, long distance telephone calls, faxes, engineering fees, permits, fees paid for samples or prototypes requested by client, expenses for reproductions, plots, postage, and handling of any drawings and specifications. Other expenses include renderings and outside consultant fees as required or requested by the client

### IV. PAYMENTS

Invoices will be submitted by phase or bi-weekly based on percentage of work completed and overall project timeframes.

### V. ASSUMPTIONS

Additional Design consultants will be needed to develop a complete set of Construction Documents including Mechanical, Civil and Structural which Quantum can recommend and coordinate, but additional design consultants are not included in this proposal, and will be handled per the reimbursables information above. All documentation provided by the building owner will be correct for the purposes of this project. If drawings are incomplete or found in error, additional work may be required to verify existing conditions and will be billed at the hourly rate stated above, no work will commence prior to client approval. Basic finishes, cabinetry and fixtures are assumed, additional design may be requested as needed and will be billed at the hourly rate stated above, no work will commence prior to client approval. Project will commence in a timely manner, if project is delayed or extended additional design and coordination work may be needed and the town will be informed prior to any additional work being completed.

Approved: \_\_\_\_\_

Town of McCordsville

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Quantum Architecture, Inc.

Date: January 9, 2018