



July 29, 2022

The Redevelopment Commission
Town of McCordsville

Care of:
Tim Gropp – Town Manager
Town Hall
6280 W 800
McCordsville, IN 46055

Re: Construction Oversight Services for McCord Square Apartments and Infrastructure

Mr. Gropp,

The Veridus Group, Inc., is pleased to provide the following proposal for the construction oversight and owner representation services for the Town of McCordsville for the McCord Apartments project and associated infrastructure improvements. We have prepared a scope of services based on our conversations, our understanding of the proposed project, and our experience with similar projects.

PROJECT DESCRIPTION

Project Description – The Town of McCordsville is investing in their community and is working with Rebar Development in a Public Private Partnership for a 48-acre planned mixed-use development called McCord Square. The Development will include two four-story structures with approximately 205 apartment units and 7,500 square feet of commercial space. The development will require significant improvements to the infrastructure at the location to serve this project and others in the future.

PROJECT SCOPE

We anticipate that the scope of services would consist of Design Management and Construction Oversight services as described below. Design Management services would consist of working with the Town and the Design and Construction teams to bring the construction documentation to completion and work through the permitting process. Upon completion of the design permitting process, Veridus will work to coordinate with the developer and contractors and represent the Town in the improvements to the property.

We will perform these services in a manner consistent with the degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances. We shall have no responsibility to inspect for, or remove, hazardous materials from the site.

DESIGN MANAGEMENT AND CONSTRUCTION OVERSIGHT

I. Design and Construction Team Management

- A. Establish a communication protocol with Project Team (contractor, architect and engineers and Town)
- B. Attend meetings as Owner's representative for Town of McCordsville
- C. Assist Developer with performing value engineering process and provide recommendations on cost controls
- D. Write and submit progress reports to the Owner on a schedule determined by the Owner
- E. Work with the design & construction throughout the project
- F. Assist in identifying scope gaps and needed services
- G. Provide construction document review
- H. Oversee the design and development of the pocket park to be included and delivered by the Developer
- I. Assist in the submittal and approval process to Hancock County, The Town of McCordsville and the State of Indiana

II. Construction Oversight

- A. Review the design and construction overall schedule and performance guidelines for bidding the project.
- B. Attend a planning meeting with the team to fully review the project and understand the budget, schedule, and milestones set for the project.
- C. Work with the selected contractor to ensure all changes to the plans were priced appropriately
- D. Confirm the Contractor's contract documentation includes and maintains insurance and bonding requirements as necessary.
- E. Conduct and document the pre-construction meeting with the design & construction team for purposes of establishing a document submittal system and discussing critical path construction items.
- F. Provide construction observation and review including the following:
 - 1) Conduct weekly construction site visits to verify standard procedures are being followed as well as general quality control inspections
 - 2) Attend weekly meeting with the contractor's site superintendent to review outstanding issues, RFI's, change requests, schedule, etc.
 - 3) Review contractor Payment Applications
 - 4) Report on project schedule adherence by establishing and monitoring project milestones
 - 5) Prepare for, attend and report at monthly Owner meetings
- G. Provide project close-out services including the following:
 - 1) Attend and document a punch list walk-thru and final close out construction meeting
 - 2) Review all project information, O&M manuals, etc. from design and construction team for owner operation and maintenance.



COMPENSATION

We are excited to help the Town with the development and construction of the Mixed-Use development and look forward to being an extension of your staff on a daily basis.

We would recommend compensation for the services rendered be billed as a lump sum and invoiced monthly (in arrears). Full payment of invoices is due within 30 days from invoice date. Below, is an estimated breakdown of how we anticipate the fee schedule to be distributed over the life of the project. Based on the current status of the project we would anticipate approximately 21 – 22 months of construction as well as 2-3 months of closeout and punch list activities on this project. The actual schedule and breakdown of the fee is subject to change, with your approval, as the project scope, schedule, and level of effort is more clearly defined.

Design Management and Construction Oversight..... \$141,000

PROPOSED PAYMENT SCHEDULE

2022	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
								\$5,875	\$5,875	\$5,875	\$5,875	\$5,875
2023	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
	\$5,875	\$5,875	\$5,875	\$5,875	\$5,875	\$5,875	\$5,875	\$5,875	\$5,875	\$5,875	\$5,875	\$5,875
2024	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
	\$5,875	\$5,875	\$5,875	\$5,875	\$5,875	\$5,875	\$5,875					

REIMBURSABLE EXPENSES

The following expenses will be considered reimbursable and will be invoiced at their direct cost on the monthly invoices. Expenses estimated not-to-exceed \$10,000.

- A. Reproduction services for plans and specifications
- B. Overnight postage, certified mail, and delivery services
- C. Permit or applications fees as paid by Veridus
- D. Project-related mileage at the current federal rate

If payment is not made within 30 days of the date when the payment is due, we may, at our option, and effective upon the delivery of written notice of our intention to do so, terminate the contract or suspend further performance of our services under the contract, and we shall have no liability for delay or damage that results from the termination of the contract or suspension of services.



Mr. Gropp, we thank you for this opportunity and look forward to working with you on this project. The fees for services contained in this proposal are valid for one year from the date of this letter. If the terms of this proposal and the attached agreement are agreeable, we will schedule a kickoff meeting with your team and begin the work.

If you have any questions, please feel free to contact our office at (317) 908-3198.

Sincerely,

A handwritten signature in blue ink, appearing to read 'David Rainey', written in a cursive style.

David Rainey
Veridus Group, Inc.
Director Owner's Representative Group

Accepted

Date