



MOVING YOU
— FORWARD

ARCHITECTURE | PLANNING | PROJECT MANAGEMENT | CONSTRUCTION ADMINISTRATION

October 9, 2023

Mr. Tim Gropp, Town Manger
Town of McCordsville
6280 W. 800 N.
McCordsville, Indiana 46055

Re: McCordsville Town Hall and VFD Community Center Projects
Proposal for Conceptual Design/Feasibility Services

Tim:

Thank you for this initial opportunity to work with you and the Town of McCordsville. At MTM, it is our core mission to build long-term relationships with every new client, so we're excited at the prospect of delivering successful projects to you for years to come.

SCOPE OF PROJECT

Based upon our initial correspondence and the RFP document, our understanding of the project scope is as noted below:

TOWN HALL RENOVATIONS (6280 W. 800 N.):

- Existing building is approximately 15,000 SF.
- Renovate current police department offices to accommodate other town staff/department(s).
- Rework other existing staff office spaces as needed.
- Additional improvements may be identified in the visioning/programmatic design phase.

VOLUNTEER FIRE DEPARTMENT RENOVATIONS (7580 N. FORM ST.):

- Existing building is approximately 6,500 SF.
- Existing Fire Station building will be transformed into a Community Center facility.
- Renovated facility to include offices for Parks and Recreation department.
- Provide interior meeting rooms, warming kitchen, outdoor patio space for gathering, parking lots and office space.
- Improvements to existing site/parking.
- Improvements to building façade.
- Additional items may be identified in the visioning/programmatic design phase.

DESIGN PROCESS OUTLINE

Based upon our understanding of the scope of the project, we intend to follow the Design Process outlined below to achieve the project objectives:

VISIONING / PROGRAMMATIC DESIGN PHASE

- Visit both properties and collect existing CAD files / PDF files of the buildings from the Town of McCordsville.
- Conduct a project kick-off meeting with key Town stakeholders which will include walk-throughs at each site.
- Conduct interviews/meetings with appropriate stakeholders to determine project needs and goals for their respective departments. MTM will coordinate, schedule and lead these meetings.
- Develop a draft Program Document for each building for review by appropriate stakeholders.
- After review and comment, publish a final Program Document that will act as a guide during the Conceptual Design process.

CONCEPTUAL DESIGN PHASE

- Develop floor plan concepts for each of the two buildings based upon information learned in the Visioning & Programmatic Design process. Submit floor plans to key stakeholders for review and comment.
- Develop final floor plans for approval by key stakeholders.
- Prepare a Conceptual Design package for each project to include the following:
 - Town Hall Renovations
 - Floor Plan
 - Reflected Ceiling Plan
 - Narrative for any proposed Mechanical, Electrical or Plumbing improvements desired.
 - Community Center (Volunteer Fire Station)
 - Floor Plan
 - Reflected Ceiling Plan
 - Exterior Elevations
 - Exterior 3D Renderings (2 views)
 - Narrative for any proposed Mechanical, Electrical or Plumbing improvements desired.
- Submit a preliminary Conceptual Design package to the Town for review and comment.
- Prepare a final Conceptual Design package for approval.

OPINION OF PROBABLE COSTS

- Utilizing the final Conceptual Design package, prepare an opinion of probable costs for each of the two projects.
- The document will include estimates/allowances for soft costs such as FF&E, general conditions, architecture/engineering fees, permitting, etc.
- Completion of the Opinion of Probable Cost will constitute the end of services for this phase of the project.

PROJECT SCHEDULE OUTLINE

- Kickoff Meeting at Sites / Obtain Existing Building Drawings from Town: 1 Week
- Visioning and Programmatic Design Phase: 4 Weeks
- Conceptual Design Phase – Initial Design Package: 4 Weeks
- Conceptual Design Phase – Final Design Package: 2 Weeks
- Opinion of Probable Cost: 2 Weeks

TOTAL PROJECT TIME: 13 Weeks*

**(Example Start Date of 10/16/23 yields a project completion date of 1/12/24)*

COMPENSATION

We will perform the services contained in this agreement for a lump-sum fee of **\$25,500** (Twenty-Five Thousand Five Hundred Dollars).

Thank you for this opportunity to serve you and the Town of McCordsville! We look forward to helping you achieve a high level of success on each and every project.

Sincerely,



Matthew T. McCord, RA, NCARB
President/Founder

mtm

Please acknowledge acceptance of this agreement by signing and returning it to my attention.

Signature

Printed Name

Title

Date