



MOVING YOU
— FORWARD

ARCHITECTURE | PLANNING | PROJECT MANAGEMENT | CONSTRUCTION ADMINISTRATION

September 6, 2024

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

Re: McCordsville Town Hall Renovations
Proposal for Architectural and Engineering Services

Tim:

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

SCOPE OF PROJECT

Based upon our previous work in the conceptual design phase, as well as our meeting today, we understand the town hall renovations project scope includes the following:

- Renovations to the garage area and related storage areas as documented in our 9/5/24 markup (see Exhibit A attached)
- Renovations to approximately 6,200 SF of the town hall area as documented in our 9/5/24 markup (see Exhibit A attached), including Building/Inspections, Planning, Engineering and the Clerk/Treasurer departments.
- Development of a large meeting room, large break area, quiet room and new conference room.
- Installation of a new primary HVAC system - adapted to the existing ductwork.
- New finishes in the project affected areas, including floor/base finishes, paint, and new ceiling tiles in the existing grid. Select areas may receive new grid and tile.
- New LED lighting throughout the project area.

SCOPE OF SERVICES

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

PHASE I: PRE-DESIGN SERVICES

- Conduct a project kickoff meeting to discuss project goals, objectives and schedules.
- Obtain any existing drawings for the facility from the Town of McCordsville
- On-Site Survey of Existing Conditions: Architect and MEP Engineering representative(s) will visit the site for the purpose of taking measurements, photographs, and generally verifying existing conditions prior to beginning the design process.

PHASE II: CONSTRUCTION DOCUMENTS

Prepare signed/sealed Construction Documents for the purpose of permitting, bidding and construction. Disciplines included will be architectural, mechanical, electrical and plumbing.

- Architectural and Interior Design:
 - Cover Sheet & Drawing Index
 - Life Safety Plan / Code Summary
 - Floor Plan
 - Reflected Ceiling Plan
 - Finish Plan and Schedule
 - Interior Elevations and Details
 - Door Schedule and Details
 - Other architectural drawings and details as required.
- Mechanical Engineering:
 - Systems equipment such as heat pumps, air handlers, packaged roof top units, etc. New equipment will be ground mounted.
 - Modifications to existing air distribution such as ductwork, dampers, air terminals.
 - Water distribution such as piping, valves, etc.
 - HVAC control systems – tied to existing system
- Plumbing Engineering:
 - Domestic hot and cold-water systems
 - Sanitary systems
 - Plumbing fixtures
 - Plumbing systems related to the mechanical plant, such as gas
- Electrical Engineering:
 - Lighting control systems, interior lighting where replaced
 - Power distribution and branch circuiting.
 - Low voltage raceways for technology systems

PHASE III: PERMITTING/PLAN REVIEW/BIDDING

- Submit the Construction Documents to the Authorities Having Jurisdiction (AHJ), including the Indiana Department of Homeland Security (Building & Safety Division) as well as to the Town of McCordsville if such a review is required.
- Prepare response letters and/or revised drawings as needed in response to AHJ comments in the interest of receiving a building permit.
- Depending on project delivery method, submit Construction Documents to the selected contractor(s) for bidding and/or pricing.

PHASE IV: CONSTRUCTION ADMINISTRATION

- Periodic visits to the project site during construction
- Respond to contractor requests for information (RFI's) and submittals
- Perform project close out activities, including punch list preparation

PROJECT SCHEDULE OUTLINE

- Phase I – Pre-Design: 2 Weeks
- Phase II – Construction Documents: 8 Weeks
- Phase III – Permitting/Plan Review/Bidding: 6 Weeks

TOTAL PROJECT TIME: 16 Weeks*

**(Example Start Date of 9/16/24 yields an approximate construction start date of 1/6/25)*

***Note that if broken into packages, demolition activities could potentially start earlier.*

COMPENSATION

We will perform the services contained in this agreement for a lump-sum fee of **\$58,500** (Fifty-Eight Thousand Five Hundred Dollars). A 20% payment will be invoiced upon execution of the agreement, with the remainder of the fees being invoiced as the project progresses. Travel time and mileage are included in the above fee.

CONSULTANTS

While performing the services outlined in this agreement, we intend to utilize the consultants listed below. Fees for these consultants are included in the above compensation.

- D. Spencer Engineering (Brownsburg, Indiana) – MEP Engineering

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

NEW WALL CONSTRUCTION

EXISTING WALL REMAINS
(REDUCED DEMO SCOPE FROM PRIOR DESIGN)

WALL TO BE DEMOLISHED

