

10/09/23

Tim Gropp
Town Manager
Town of McCordsville
6280 W 800 N
McCordsville, IN 46055

RE: McCordsville Town Hall & Volunteer Fire Department Renovation

Dear Tim Gropp:

RQAW Corporation (RQAW) is pleased to have the opportunity to offer our proposal for the design of the McCordsville Town Hall & Volunteer Fire Department Renovation projects.

It is our understanding for the Town Hall renovation project that the Town of McCordsville will continue to operate out of this building during construction. The space where the Police Department used to operate out of will be renovated first. Once this portion is finished, the employees will move into that space while the remaining building is renovated.

It is our understanding for the Volunteer Fire Department building that this will not be occupied during construction.

Both projects will move forward concurrently.

We trust this proposal meets with your approval.

A. **Scope of Services** – The following items make up the scope of services anticipated for the project:

1. Preliminary Design

a. Strategic Planning:

- 1) Conduct a “kickoff” meeting with all users, stakeholders, and decision-makers.
- 2) Clearly define all goals and objectives of the project.
- 3) Identify all components that will be a part of the design.
- 4) Analyze growth influences and develop projections to understand future growth.
- 5) Analyze component organization and operations.
- 6) Conduct interviews with each division head and/or designated representative for all user groups.
- 7) Determine space standards for each division.
- 8) Determine current and future parking needs.
- 9) Complete staffing, space, and parking projection models.
- 10) Summarize strategic planning phase and any conclusions reached.

- b. Space Programming
 - 1) Summarize staffing projections.
 - 2) Develop a detailed space program.
 - 3) Define staffing, equipment, and storage needs in the space program.
 - 4) Define final projected parking requirements.
 - 5) Define technology needs.
 - 6) Prepare a detailed programming document.
 - c. Conceptual Design Phase:
 - 1) Identify strategic conceptual options for all potential groupings of functions.
 - 2) Develop conceptual occupancy scenarios/blocking and stacking diagrams for all functions and combination of occupancy groupings.
 - 3) Develop conceptual site utilization, parking, and traffic diagrams.
 - 4) Prepare a final conceptual statement of probable construction cost.
- B. **Assumptions** – The following assumptions have been made in the preparation of this proposal and are subject to change based on the results of the Preliminary Design Phase:
- 1. The Town of McCordsville will contract geotechnical services and survey (if needed) separately from the design contract with the consultants of their choosing. RQAW will receive all necessary surveys (if needed).
 - 2. The McCordsville Town Hall address:
 - a. 6280 W 800 N, McCordsville, IN 46055
 - 3. The Volunteer Fire Department address:
 - a. 7580 N Form St, McCordsville, IN 46055
- C. **Professional Services** – The services outlined in this proposal include the following:
- 1. Architectural design
 - 2. HVAC design
 - 3. Plumbing design
 - 4. Electrical design
 - 5. Site design
- D. **Anticipated Work Elements**
- 1. Project Coordination/Kickoff
 - a. Coordinate initial project team kickoff meeting with all design professionals, user groups, and Owner representatives.
 - b. Coordinate project set-up and review outcome of preliminary design.
 - c. Finalize preliminary plans consisting of the following:
 - 1) Site plan layout (if needed)

- 2) Floor plans
- 3) Building elevations (if needed)
- 4) Roof plan (if needed)
- d. Review plans with the following:
 - 1) Owner representative
 - 2) Building users
 - 3) Agencies having jurisdiction over the project
- e. Obtain Owner approval and authorization to proceed
- f. Create a high-level cost estimate for the two buildings

E. Owner Responsibilities

- 1. Survey (if needed)

F. Project Schedule – The following schedule assumes each project will take a certain amount of time, though RQAW will do their best to work on these concurrently. RQAW is prepared to begin work immediately following your authorization to proceed and proposes to complete the work per the following schedule:

- 1. Preliminary Design 45 days (each)

G. Town Hall Project Fee

- 1. For the scope of services and schedule described above, RQAW proposes the fee outlined below. This fee includes all professional fees.

<u>Phase Breakdown</u>	
Preliminary Design	\$20,000
Total Fee	\$20,000

- 2. The fee will be invoiced monthly in proportion to the work completed. All invoices not paid within thirty (30) days shall bear interest at 1-1/2% monthly.
 - 3. Reimbursable Expenses: Actual expenditures made by RQAW and RQAW's employees in the interest of the project for the following expenses will be invoiced in addition to the fee noted above.
 - a. Transportation
 - b. Printing
- Anticipated Reimbursable Expenses Total \$5,000

H. Volunteer Fire Department Project Fee

- 1. For the scope of services and schedule described above, RQAW proposes the fee outlined below. This fee includes all professional fees.

<u>Phase Breakdown</u>	
Preliminary Design	\$10,000
Total Fee	\$10,000



2. The fee will be invoiced monthly in proportion to the work completed. All invoices not paid within thirty (30) days shall bear interest at 1-1/2% monthly.
3. Reimbursable Expenses: Actual expenditures made by RQAW and RQAW's employees in the interest of the project for the following expenses will be invoiced in addition to the fee noted above.
 - a. Transportation
 - b. Printing

Anticipated Reimbursable Expenses Total \$5,000

AUTHORIZATION

This proposal is valid for a period of thirty (30) days from the date of issuance. If it is acceptable, please return a signed copy of this letter to our office. We will then draft a formal agreement for your review and approval.

RQAW appreciates the opportunity to offer our services to you. RQAW's goal is to establish and retain long-term relationships with our clients by meeting both their current and future needs.

Sincerely,
RQAW Corporation

Vohn Wilson
Public Safety Studio Lead

Accepted by: _____
Tim Gropp