



MOVING YOU
— FORWARD

ARCHITECTURE | PLANNING | PROJECT MANAGEMENT | CONSTRUCTION ADMINISTRATION

November 8, 2024

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

Re: McCordsville VFD Community Center
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, we understand the scope of the VFD Community Center project to be as follows.

- The existing Volunteer Fire Station building, located at 7580 N. Form Street will be converted into a Town Community Center. The existing facility is approximately 5,200 SF.
- Design of the facility will generally be based on the preliminary design work completed previously. MTM will review the layout again with the Town of McCordsville to determine if any changes need to be made to the prior design.
- New Community Center will include large and small meeting rooms, kitchen space, restrooms, office and storage space, as well as an outdoor amenity space. ADA parking will be provided at the building along with a new parking lot to the north of the facility.

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, if available.
- 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, structural, civil, landscape, 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
 - Exterior Elevations and Details
 - Interior Elevations and Details
 - Door Schedule and Details
 - Other architectural drawings and details as required.
- Structural Engineering
 - Structural Details as required for new exterior wall openings, equipment supports, etc.
- Mechanical Engineering:
 - Systems equipment such as heat pumps, air handlers, packaged roof top units, etc. New equipment will be ground mounted.
 - Air distribution such as ductwork, dampers, air terminals.
 - Water distribution such as piping, valves, etc.
 - HVAC control systems
- 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
- Civil Engineering / Landscape Design
 - Drawings and details related to the outdoor amenity space
 - Site improvement plan
 - Utility/Grading/Erosion Control Plans
 - Other site related details as required.

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 11/12/24 yields an approximate construction start date of 3/10/25)*

COMPENSATION

We will perform the services contained in this agreement for a lump-sum fee of **\$98,500** (Ninety-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
- JPS Consulting Engineering (Indianapolis, Indiana) – Civil Engineering & Structural Engineering
- Context Design (Indianapolis, Indiana) – Landscape/Outdoor Amenity Design

Mr. Tim Gropp, Town Manger
VFD Community Center (McCordsville, Indiana)
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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