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ARCHITECTURE | PLANNING | PROJECT MANAGEMENT | CONSTRUCTION ADMINISTRATION

May 2, 2025

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

Re: McCordsville VFD Community Center
Proposal for Additional Services – ASR #01

Tim:

Thank you for the continued opportunity to work with you and the Town of McCordsville. Based upon the request for a new shared parking lot to the east, we are pleased to present this request for additional services to design and document the additional scope.

SCOPE OF ADDITIONAL SERVICES

The additional services include conceptual design, civil engineering, landscape architecture and site electrical design for the new parking lot. The lot will be developed as a shared parking lot with the McCordsville United Methodist Church based upon a shared parking agreement currently in negotiations. Services will also include necessary submittals required for permitting the project as well as answering contractor RFI's and/or reviewing submittals during construction.

COMPENSATION

We will perform the additional services contained in this agreement for a lump-sum fee of **\$15,000** (Fifteen Thousand Dollars). The original contract amount was \$98,500.00. The total contract amount including these services will become \$113,500.00.

CONSULTANTS

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

- D. Spencer Engineering (Brownsburg, Indiana) – Site Electrical for parking lot lighting
- JPS Consulting Engineering (Indianapolis, Indiana) – Civil Engineering
- Context Design (Indianapolis, Indiana) – Conceptual Design & Landscape Architecture

Mr. Tim Gropp, Town Manger
VFD Community Center (McCordsville, Indiana) – ASR #01
May 2, 2025
Page 2 of 2

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