



MOVING YOU
— FORWARD

ARCHITECTURE | PLANNING | PROJECT MANAGEMENT | CONSTRUCTION ADMINISTRATION

May 13, 2025

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

Re: 6315 W. Broadway Building 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 discussions during the Community Center design process, it is our understanding that the Town of McCordsville has purchased the building/property located at 6315 W. Broadway, formerly the Broadway Motorsports building. It is your intent to turn this structure and site into a "gateway" property for the community center area, including the potential to display a historic automobile and other historic artifacts/memorabilia. The south end of the building will also serve the much needed function of storage for the Parks Department.

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.
- Determine the appropriate programming and functionality of the intended project.
- 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 and to create a set of as-built existing plans as a basis for the new project.

PHASE II: SCHEMATIC DESIGN

- Prepare a Schematic Design package to communicate the intended design and function of the renovated structure and site, including:
 - Proposed Floor Plan
 - Proposed Ceiling Plan
 - Proposed Building Elevations
 - Exterior 3D Rendering
 - Narratives for MEP Systems
- Present the Schematic Design to the Town of McCordsville for review and comment
- Prepare a final Schematic Design package based upon comments for approval.

PHASE II: CONSTRUCTION DOCUMENTS

Based upon an approved Schematic Design package, 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 foundations, openings or framing required to achieve the intended design.
- 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 as necessary
 - Plumbing systems related to the mechanical plant, such as gas
- Electrical Engineering:
 - Lighting control systems, interior lighting
 - Power distribution and branch circuiting.
 - Low voltage raceways for technology systems

- Civil Engineering / Landscape Design
 - Drawings and details related to the site improvements around the building and streetscape, connecting to the community center design to the south.
 - Site improvement plan
 - Utility/Grading/Erosion Control Plans
 - Site electrical plan
 - 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

COMPENSATION

We will perform the services contained in this agreement for a lump-sum fee of **\$48,500** (Forty-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

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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