

McCordsville, Indiana



PROPOSAL FOR
Town Hall Feasibility Study



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5649 Lee Road, Suite 1 | Indianapolis, IN 46216



October 24, 2025

Town of McCordsville
Attn: Tim Gropp, Town Manager
6280 Vail Road
McCordsville, IN 46055

RE: McCordsville Indiana Request for Proposal (RFP)—Town Hall Feasibility Study

Dear Town Manager Gropp,

On behalf of Civitas Strategies, a Veridus Group company, I am pleased to submit our proposal to assist the Town of McCordsville in conducting a Feasibility Study and Needs Assessment for the future of the Town Hall. It has been a privilege for our Veridus Group team to partner with the Town on transformative projects such as McCord Square and the new Police Headquarters, and we are honored by the opportunity to continue supporting McCordsville as it plans for its next chapter of growth and community investment.

Our community and economic development team specializes in guiding communities through complex capital planning decisions by delivering impartial, data-driven studies that balance fiscal stewardship with long-term community impact. With successful experience in municipal feasibility studies and stakeholder engagement, we are prepared to provide McCordsville with a clear and actionable recommendation aligning with the Town's vision for the future of McCordsville.

By selecting Civitas Strategies, the Town will benefit from:

- **Proven Engagement:** Successful experience leading municipalities through stakeholder-driven planning processes with an average of 1,500 participants, ensuring staff, residents, and partners inform outcomes.
- **Extensive Expertise:** A track record of delivering comprehensive feasibility studies, such as that for Hamilton East Public Library, which provide leadership with the insights needed for sound decision-making.
- **Demonstrated Results:** Consistent record of completing projects on time and within budget, with 85.7% of recommendations implemented within five years, providing practical roadmaps supporting long-term planning.

We are ready to begin work and fully committed to delivering this study within the timeline and expectations outlined in the RFP. Thank you for the opportunity to continue building on our partnership with the Town of McCordsville and to support its vision for a Town Hall that strengthens both civic identity and community vibrancy.

Sincerely,

A handwritten signature in blue ink that reads "Pete Olson". The signature is fluid and cursive, with the first name "Pete" and last name "Olson" clearly distinguishable.

Pete Olson, MPA, ICMA-CM
Director, Government Advisory
317.441.2100 | polson@civitas-strategies.com

A VERIDUS GROUP COMPANY

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A BRIEF INTRODUCTION TO THE VERIDUS GROUP

Veridus Group, Inc. was established in 2011 to address a critical gap in the construction industry: the need for a dedicated and true “Owner’s Representative.” Led and owned by Tim Jensen, who brings over 25 years of expertise in real estate, development, and construction, the Veridus Group has consistently focused on advocating for project owners. Tim’s diverse background across projects ranging from hundreds of thousands to hundreds of millions of dollars revealed project owners were frequently the most overlooked and underutilized stakeholders. Under his leadership, the Veridus Group has assembled a distinguished team of over 35 professionals committed to representing project owners in every aspect of their projects.



OUR DIVISIONS & SERVICES

After its inception, the Veridus Group expanded beyond Owner’s Representation to include focused teams in community and economic development as well as civil engineering. In early 2025, the Veridus Group launched individual brands for these teams.

- CIVITAS STRATEGIES

Civitas Strategies specializes in community and economic development. They faithfully support a range of community and economic development initiatives, serving as an advisor to governments and agencies. In short, they equip counties, cities, towns, townships, and organizations with the relevant data to empower the decision making process in their communities.

- VERIDUS ADVISORS

Veridus Advisors provides true third-party owner’s representation to public and private entities throughout the Midwest. They act as an extension of the owner or owner team from project development through project closeout and warranty to ensure projects stay on schedule, within budget, and aligned with goals.

- NAVENTIAM DESIGN

Naventiam Design is the civil and site engineering arm focused on helping projects succeed from the earliest stages—long before construction begins. Based in Indiana, they specialize in stormwater management, site utilities, grading, and permitting strategy.

Civitas Strategies

OVERVIEW & QUALIFICATIONS

Civitas Strategies empowers community leaders and public officials with expert, actionable approaches to community and economic development. Having served municipalities across the Midwest for nearly a decade, Civitas combines robust data analysis and comprehensive stakeholder engagement to create forward-thinking plans aligning with both local priorities and realities.

Our implementation-focused approach delivers pragmatic and actionable strategies. Whether streamlining municipal operations or guiding redevelopment initiatives, or enhancing policy frameworks, Civitas aids in charting a path to progress tailored to each community.

100%

PROJECTS COMPLETED
BEFORE THE DUE DATE

1,500

AVERAGE RESIDENTS ENGAGED
PER PROJECTS

85.7%

PLANS IMPLEMENTED WITHIN 5
YEARS OF COMPLETION



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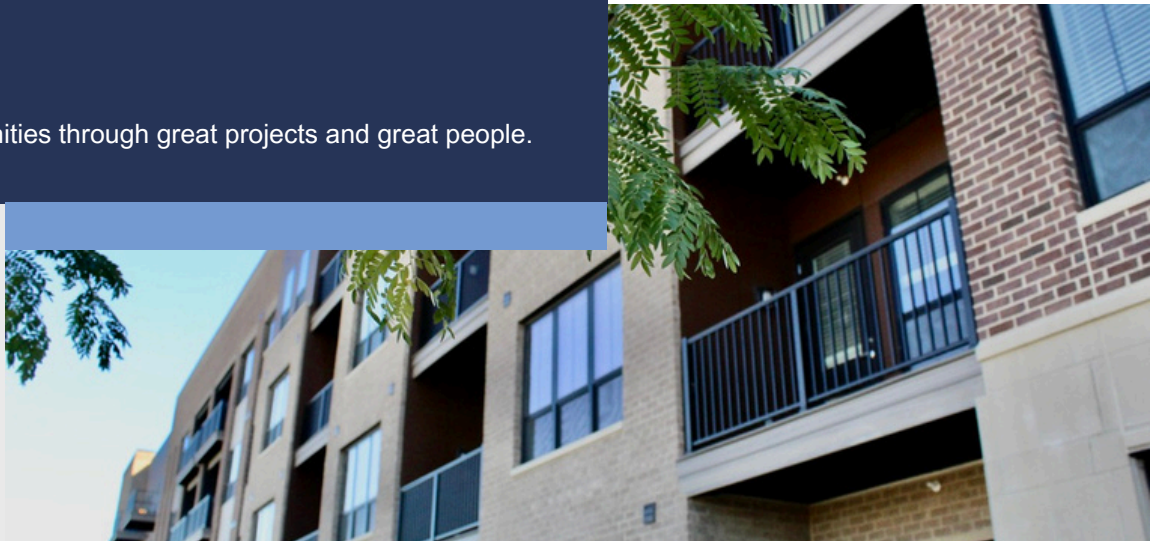


Mission & Values

At the Veridus Group, we believe strategic planning should not only meet functional needs but also strengthen community identity and connectivity. For the Town of McCordsville, conducting a Town Hall Feasibility Study and Needs Assessment is more than evaluating renovation or new construction options—it is an opportunity to reinforce McCord Square as a vibrant civic hub, enhance accessibility and public engagement, and support the Town's long-term vision for growth. Guided by our mission and core values, we are committed to helping McCordsville make informed, data-driven decisions that balance fiscal responsibility with lasting community impact.

MISSION

To renew communities through great projects and great people.



CORE VALUES

- 01 Relational.** We prioritize relationships with our teammates, clients, and partners, which fosters trust, confidence, and loyalty.
- 02 Accountable.** We hold our teammates to a standard of excellence. We live out our mission with zeal and take responsibility for our actions.
- 03 Innovative.** We tackle any challenge that comes our way with creative, non-traditional thinking and unique solutions.
- 04 Intentional.** We are proactive in our approach. Everything we do for our teammates, clients, and partners must hold value, reason, and purpose.

Key Personnel



PETE OLSON, MPA, ICMA-M
Director, Government Advisory / Project Lead



KODY LEACH
Senior Project Analyst



KATIE JACOBS, AIA, LEED AP
Project Executive / Architect



TIM JENSEN, PE, LEED AP
President, Veridus Group, Inc.



JACK WOODS
Director, Civitas Strategies



COMMITTED TO
SERVING AS AN
EXTENSION OF THE
TOWN OF
MCCORDSVILLE STAFF.

Resumes



PETE OLSON, MPA, ICMA-CM

Director, Government Advisory

PROFESSIONAL SUMMARY

Pete is a seasoned public administrator with over 20 years of experience in municipal governance, budgeting, and strategic planning. He has served as City Administrator, City Manager, and Town Manager in multiple communities. Known for navigating complex community challenges, Pete is a trusted leader in guiding implementation strategies for sustainable development. After his tenure in municipal governance, Pete joined Civitas Strategies, providing council and commission training, executive recruitment, interim management, community growth and infrastructure solutions, and policy development support. He is also an International City/County Management Association (ICMA) Credentialed Manager (CM), recognizing his education, experience, ethical standards, and commitment to professional development.

RELEVANT EXPERIENCE

Town of Upland Main Street Mile Initiative—Upland, IN

- Coordinate town—university partnerships to drive growth.
- Manage external partners designing projects tied to university growth.

Rockport Downtown Revitalization Plan—Rockport, IN

- Engaged stakeholders and residents to shape revitalization priorities.
- Developed goals, funding strategies, and implementation tools.

Wells County Master Plan—Wells County, IN

- Worked directly with councils to align visions with community needs
- Created implementation tools and accountability structures.

Yorktown Town Hall (as Town Manager)—Yorktown, IN

- Guided programming of municipal space to meet staff needs and community growth.
- Ensured facility design balanced functionality with long-term flexibility.

EDUCATION

Master of Public Administration
University of Nebraska at Omaha

Bachelor of Arts, Political Science
Fort Hays State University



Resumes



KODY LEACH

Senior Project Analyst

PROFESSIONAL SUMMARY

Kody applies innovative, data-driven expertise to planning, specializing in creating goal-oriented plans. His ability to synthesize complex data into meaningful insights ensures project deliverables are both comprehensive and aligned with stakeholder objectives. His strong communication skills facilitate effective collaboration, while his role in the final design process ensures deliverables are visually compelling, actionable, and tailored to community needs. Kody received his Bachelor of Arts degree in Organizational Communication and Leadership from Butler University. He is proficient in data analysis with Esri Business Analyst and the Census Bureau as well as mapping with QGIS, ArcGIS, and other online resources.

RELEVANT EXPERIENCE

Hamilton East Public Library Feasibility Study—Noblesville, IN

- Utilize data to determine future demographic projections
- Bring together data and community feedback for final recommendations

Town of Yorktown Strategic Plan—Yorktown, IN

- Conducted various modes of community engagement
- Identified key priority sites through data and engagement

Rockport Downtown Revitalization Plan—Rockport, IN

- Utilized data to drive the initial plan direction
- Built out comprehensive best practice examples for downtown

Town of Cumberland Redevelopment Consulting—Cumberland, IN

- Create an interactive map of identified opportunity sites
- Bring developers to the table that fit the Town's culture

EDUCATION

Bachelor of Arts, Organizational Communication and Leadership
Butler University

Resumes



KATIE JACOBS, AIA, LEED AP

Project Executive / Project Architect

PROFESSIONAL SUMMARY

Based in the Traverse City area, Katie is a registered architect and LEED Accredited Professional (AP) with nearly 30 years of experience leading complex projects and providing architectural review. Prior to the Veridus Group, Katie served as Owner's Representative in the Capital Projects Division at a major Michigan university, managing over \$150 million in projects, including infrastructure improvements, capital renovations, new buildings, and four major master plans, all delivered on time and within budget. Katie now serves as a remote consultant to the Indiana and Michigan teams, bringing her architecture and design expertise and strategic oversight to support projects across the Midwest.

RELEVANT EXPERIENCE

City of Fishers Architectural Review—Fishers, IN

- Provides architectural and site plan review
- Guides the City in creating comprehensive design guidelines
- Assists in aligning potential projects with design guidelines, comprehensive plans, and the community's vision

City Life Church—Grand Rapids, MI

- Completed a comprehensive space analysis, design and cost estimating exercise to better utilize the building to meet the growing congregation's needs

Owosso City Hall and Public Safety Building Improvements—Owosso, MI

- Providing Owner's Representation services

Western Michigan University—Kalamazoo, MI

- Hilltop Village Master Plan
- Hilltop Village Loop Road and Open Space Development
- Campus Transportation Master Plan
- Business, Technology and Research Park North Development

EDUCATION

Masters of Architecture

University of Wisconsin-Milwaukee School of Architecture and Urban Planning

Bachelor of Science, Biology

Oberlin College

Resumes



JACK WOODS

Director

PROFESSIONAL SUMMARY

Jack is an experienced economic development consultant with a decade of expertise in comprehensive, strategic, and economic development planning. He has successfully delivered impactful solutions tailored to rural communities. Jack specializes in stakeholder and community engagement, opportunity zones, recovery and resiliency planning, and quantitative analysis. His skillset encompasses workforce forecasting, housing studies, target industry assessments, and sector-specific market analysis, making him a valuable resource for communities seeking sustainable growth and economic resilience. Additionally, Jack is proficient in data analysis with Esri Business Analyst and the Census Bureau.

RELEVANT EXPERIENCE

Yorktown Strategic Vision Plan—Yorktown, IN

- Leading community vision planning process
- Prioritizing strategic projects with town leadership for next 10 years

Steuben County Economic Development Strategic Plan—Steuben County, IN

- Analyzed data to define development targets
- Built strategies that secured IEDC accreditation

Town of Cumberland Economic Development Consulting—Cumberland, IN

- Engaging developers and evaluated project proposals
- Creating incentive frameworks to attract investment

Downtown Seymour Streetscape Master Plan—Seymour, IN

- Designed strategies to reduce vacancy downtown
- Promoted investment from developers and businesses

Town of Upland Main Street Mile Initiative—Upland, IN

- Acting as staff extension for 1846 Enterprises
- Managing four subcontractors to implement initiatives

EDUCATION

Bachelor of Arts, History
DePauw University

Resumes



TIM JENSEN, PE, LEED AP

President, Veridus Group, Inc.

PROFESSIONAL SUMMARY

Tim started the Veridus Group in 2011 to provide comprehensive representation for project owners in the areas of real estate, development, and construction, and he works to connect with partners and leaders across the country. With over 25 years of industry experience, he now leads a team of diverse professionals as market leaders in their fields of Owner's Representation, Site Civil Development, and Community and Economic Development. Tim will provide principal-level leadership for the Town of McCordsville Feasibility Study. He is also a Licensed Indiana Real Estate Professional, a Professional Engineer (PE) in IN, MI, OH, and KY, and a LEED Accredited Professional (LEED AP).

RELEVANT EXPERIENCE

Tim has provided high-level leadership on the following relevant projects:

- McCord Square—McCordsville, IN
- McCordsville Police Headquarters—McCordsville, IN
- Mt. Vernon Community School Corporation—McCordsville, IN
- Hamilton East Public Library Feasibility Study—Noblesville, IN
- Noblesville Downtown Streetscape Master Plan—Noblesville, IN
- Yorktown Downtown Redevelopment Consulting—Yorktown, IN
- Tipton County Economic Development Consulting—Tipton County, IN
- Cumberland Redevelopment Consulting—Cumberland, IN
- Evansville Economic Development Consulting—Evansville, IN
- Whiting Economic Development Consulting—Whiting, IN
- Gary Redevelopment Consulting—Gary, IN
- Hancock Health Strategic Plan—Greenfield, IN
- Plainfield Economic Development Strategic Plan—Plainfield, IN
- Upland Main Street Mile Initiative—Upland, IN
- Lincoln Highway Corridor Redevelopment Report—New Haven, IN

EDUCATION

Bachelor of Science, Civil Engineering
Purdue University

Roles & Responsibilities



INTEGRATED TEAM APPROACH

Our team will serve as an extension of the Town staff, working collaboratively to produce a Feasibility Study that aligns with the Town of McCordsville's vision and expectations. We are committed to regular, transparent communication throughout the project to keep leadership informed and engaged. While each team member will have designated roles and areas of expertise, we will operate cohesively as a single, unified team, leveraging our collective experience to provide the Town with clear, actionable recommendations and the highest level of service.

PROJECT LEAD

Pete will serve as the primary contact for the Town, coordinating directly with stakeholders and leading communication with the project team. He will oversee the day-to-day management of the project, ensuring tasks remain on schedule and aligned with McCordsville's expectations. Pete will be actively engaged in all phases of the work plan, providing consistency and accountability from start to finish.

DIRECTOR

Jack will provide high-level guidance and strategic direction throughout the project. He will apply his expertise in market analysis and economic development to shape findings into practical recommendations for McCordsville. Jack's role ensures the project outcomes remain both visionary and grounded in proven strategies.

SENIOR PROJECT ANALYST

Kody will lead public input efforts, facilitating community engagement and analyzing stakeholder feedback. He will drive the market gap identification process, connecting data with lived experiences in McCordsville. Kody will also develop the implementation matrix, ensuring strategies are clearly tied to actionable steps.

PROJECT ARCHITECT

Katie will lead the architectural components of the study, guiding design intent, conceptual layouts, and assessments of space and parking needs. She will also support the development of order-of-magnitude cost estimates, leveraging her background as an architect and owner's technical representative to ensure recommendations are both functional and fiscally grounded.

PRINCIPAL

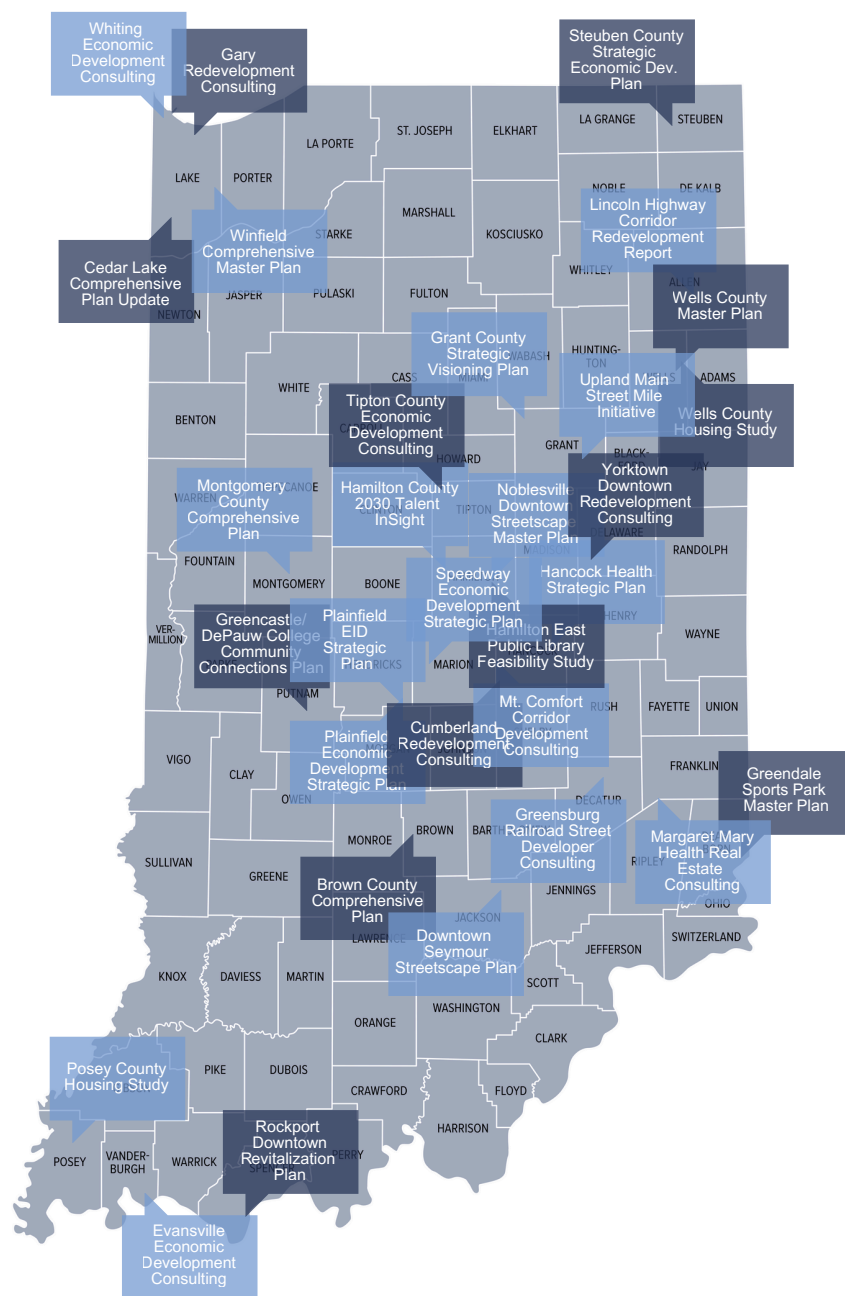
Tim will provide principal-level oversight and strategic guidance throughout the study. As the Founder and President of Veridus Group, he will draw on his background in engineering, construction, and economic development to advise the project team as needed. Tim will also ensure the Town is fully supported with the resources and expertise of the firm to achieve a successful outcome.



Over the past seven years, Civitas Strategies has partnered with communities across Indiana to advance economic development, downtown revitalization, and strategic planning initiatives. The map below highlights select projects, showcasing our expertise in market analysis, master planning, and actionable community solutions. Each project reflects our commitment to creating vibrant, connected places that meet local needs and drive sustainable growth.

“

—BEN LIPPS, TOWN MANAGER
TOWN OF CUMBERLAND



Local & Town Hall Projects



BRINGING MULTI-FACETED EXPERIENCE TO EVERY PROJECT

The Veridus Group brings extensive experience with McCordsville and similar local projects, including Town Hall initiatives. As a multi-faceted firm, Veridus offers the unique advantage of cross-disciplinary collaboration—team members gain insight and understanding from projects outside their primary divisions, enhancing the depth of knowledge and perspective applied to each engagement. This integrated approach also allows us to utilize each division's specialized expertise to deliver solutions and recommendations that are informed, comprehensive, and aligned with the Town's long-term vision.

MCCORDSVILLE POLICE HEADQUARTERS

The Town of McCordsville engaged Veridus as Owner's Representative, alongside RQAW (architect) and Meyer Najem (constructor), to deliver its first standalone 18,000-square-foot police headquarters, a \$12 million facility built through the Build-Operate-Transfer (BOT) method. Veridus guided funding, planning, and execution to keep the project on budget while providing a modern, fully equipped facility.

YORKTOWN TOWN HALL & CIVIC GREEN

The Town of Yorktown engaged Veridus as Owner's Representative to oversee the planning and construction of a new 15,000-square-foot Town Hall and adjacent Civic Green. Designed by U.S. Architects and Context Design and built by Runnebohm Construction, the \$12 million project was completed ahead of schedule in November 2019 (Town Hall) and January 2022 (Civic Green).

SONYA L. MARGERUM CITY HALL

Veridus partnered with West Lafayette as Owner's Representative for the \$15 million renovation of a 1930s school into a 30,000-square-foot City Hall. Designed by StudioAxis and constructed by Skillman Corporation under the Construction Manager as Constructor (CMc) method, the project was completed on time in December 2020 and houses city offices, council chambers, and event spaces.

MCCORD SQUARE

As Owner's Representative, Veridus worked alongside developers and contractors to oversee design, permitting, and construction of the first phase of McCord Square. Completed in October 2024, this includes two four-story buildings with 205 apartments and 7,500 square feet of commercial space on the 48-acre mixed-used development in McCordsville, designed to be a vibrant community hub.

TOWN OF SPEEDWAY MUNICIPAL CENTER

The Town of Speedway selected Veridus as Owner's Representative to oversee the 42,000-square-foot renovation of a former bank into the new Municipal Center. Initially over budget, Veridus guided the project's transition to a BOT delivery with GM Development, achieving over \$1 million in savings. Completed in March 2021, the facility houses town administration, school administration, and police.

OWOSSO CITY HALL

The City of Owosso, Michigan, selected Veridus as Owner's Representative for their \$670,000 City Hall project. The work includes mechanical and electrical upgrades, structural stabilization, front steps rework, and window replacement. Veridus is guiding the City through decision-making, engineering selection, and design oversight while leveraging financial strategies to maximize public funds and prioritize improvements.

Relevant Studies & Consulting

01

HAMILTON EAST PUBLIC LIBRARY FEASIBILITY STUDY

In early 2025, Civitas Strategies completed a feasibility study for the Hamilton East Public Library (HEPL) in Hamilton County as part of Phase I of a broader initiative to expand library services through the addition of a third branch. The study assessed population growth trends, demographic changes, and evolving community needs to inform short-, medium-, and long-term service goals, providing data-driven guidance for future planning.

The analysis included modeling population and household growth across HEPL's service area and evaluating demographic and socioeconomic factors affecting library programming and service demand. A comprehensive community engagement process gathered over 1,000 survey responses from patrons, capturing community priorities and perspectives. Building on these findings, Veridus Advisors is now leading the next steps of Phase I, focusing on visioning and guiding the conceptual design process for the new branch to ensure alignment with the library's goals and stakeholder expectations.



2025

Feasibility
Study



1,000

SURVEY RESPONSES

7-MONTH

TIMELINE

\$14,000

BUDGET

Relevant Studies & Consulting

02

CUMBERLAND REDEVELOPMENT CONSULTING

For the past four years, Civitas Strategies has supported the Town of Cumberland with Redevelopment and Economic Development consulting, including annexation planning, preparation of funding applications through READI 1 and READI 2, and downtown revitalization efforts involving property negotiations and acquisitions. This work has also involved close collaboration with town leadership to align redevelopment projects with broader community priorities, ensuring that both immediate needs and long-term objectives were addressed.

In addition, we have assisted with the master planning of subdivisions and mixed-use communities, as well as evaluating infrastructure and municipal facility needs tied to projected growth. Our role has extended to facilitating developer showcases and coordinating stakeholder input, helping to connect community vision with investment opportunities. Together, these efforts provide a foundation of experience in community planning and facility evaluation that can inform feasibility studies such as McCordsville's Town Hall assessment.



60+

DEVELOPERS ENGAGED

4+

YEAR PARTNERSHIP

5+

ANALYSES & STUDIES COMPLETED

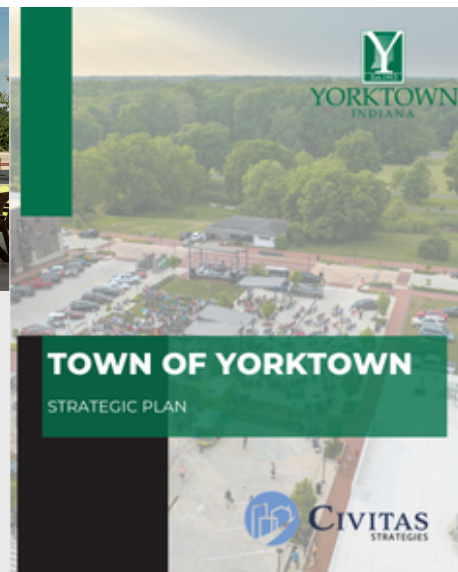
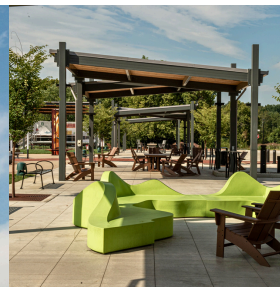
Relevant Studies & Consulting

03

YORKTOWN DOWNTOWN REDEVELOPMENT CONSULTING & STRATEGIC PLAN

Since 2015, the Veridus Group has partnered with the Town of Yorktown to guide downtown revitalization through strategic planning, stakeholder engagement, and broad community outreach. Civitas has supported the translation of community priorities into a redevelopment framework balancing economic development, infrastructure, and placemaking. This work has included ongoing coordination with town leadership to ensure planning decisions reflect both immediate needs and long-term growth objectives. Additionally, Civitas has facilitated public-private partnerships to help the town deliver key civic projects.

At this stage, Veridus Advisors has stepped in to serve as an Owner's Representative for the town. Completed initiatives include the new Town Hall, the Civic Green, and The Oliver—a mixed-use development with ground-floor retail and upper-level residential units. These projects, along with continued strategic planning and targeted business support strategies, have advanced Yorktown's goal of building a walkable, connected, and vibrant downtown core.



\$30M+

INVESTMENT GUIDED

10+

YEAR PARTNERSHIP

500+

STAKEHOLDERS ENGAGED

Relevant Studies & Consulting

04

FISHERS CERTIFIED TECHNOLOGY PARK - ECONOMIC IMPACT ANALYSIS

As part of the City of Fishers' recertification process for the Nickel Plate District Certified Technology Park, Civitas completed an Economic Impact Analysis to quantify the park's contribution to the regional economy. The analysis evaluated employment, earnings, tax generation, and total industry sales, capturing the reach of technology-based businesses operating within the district and their influence on broader economic growth.

Findings from the analysis demonstrate the Nickel Plate District's continued success as a hub for innovation, supporting over 1,400 high-tech jobs, an increase of nearly 23% since 2016, and generating more than \$146 million in annual earnings and \$327 million in total industry sales. Through this recertification effort, the Veridus Group and Civitas helped the City of Fishers clearly articulate the measurable return on investment produced through sustained public-private partnership and targeted technology development, to achieve recertification by IEDC.



CERTIFIED TECHNOLOGY PARKS

- | | | |
|---|--|--|
| 1. ANDERSON
Flagship Enterprise Center
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Ryan Hunt
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| 6. HAMMOND
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Mid-America Science Park
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| | | 22. WEST MICHIGAN
Paul M
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PEMoses@wlad.org |

Project Understanding

CONTEXT AND NEED

The Town of McCordsville is at an important point in its community development journey, evaluating the most strategic location for its future Town Hall. As the community grows and redefines its civic core through projects such as McCord Square, the need for a facility that supports both current operations and long-term aspirations has become a priority. This study will examine whether reinvestment in the existing Town Hall or construction of a new facility best advances the Town's goals for efficiency, identity, and growth.



APPROACH AND ENGAGEMENT

Our team will collaborate closely with Town leadership, staff, and community members to determine how the Town Hall can best serve residents and employees in the years ahead. Through a mix of stakeholder engagement, data analysis, and facility assessment, we will identify the needs and expectations of those who use and represent the space on a daily basis. In addition, we will evaluate how service delivery, accessibility, and technology integration can be enhanced through future facility planning. By combining community input with objective analysis, the study will create a roadmap that is both practical and responsive to McCordsville's evolving civic identity.



OUTCOME AND VALUE

Civitas Strategies will deliver an impartial, data-driven recommendation supported by a high-level space plan accounting for future staffing and operations. The study will provide comparative evaluations of the existing Town Hall and potential new sites, outlining the advantages, challenges, and long-term implications of each option. Preliminary cost modeling will be included to help the Town weigh fiscal impacts alongside functionality and community benefits. The final deliverable will offer a clear path forward—balancing fiscal responsibility, operational efficiency, and civic identity—so Town leadership can make confident, well-informed decisions about this critical community investment.

Project Approach

PEOPLE + PROCESS

The overarching goal of Civitas Strategies is to provide the Town of McCordsville with a plan that is both actionable and reflective of the community's character and aspirations. Our process begins with a thorough analysis of current market trends and conditions, paired with engagement of local leaders, stakeholders, and residents to gain a clear qualitative understanding of McCordsville's needs and opportunities. Together, we will craft an updated vision for McCordsville's downtown and broader economy, followed by a phased roadmap to bring that vision to life. Ultimately, our approach to community and economic development reflects the Veridus Group belief in focusing equally on the **people** involved in the project and the project's **process**.



"Working...with Civitas was a collaborative effort, a smooth and structured process with open lines of communication. The team was able to review and incorporate foundational work and action items from 8+ previous plans/studies...Community engagement strategies and the market analysis were the stepping stones to get to our final checklist of implementation strategies...The team was flexible with our local civic groups, non-profit organizations, and key stakeholders and they even deployed a 'store-front' open house on the square and did in-person live surveys."

—Sarah Reed, Community Development Director, City of Noblesville

PEOPLE

We believe in personal relationships. Understanding the people we interact with in projects, and building relationships with them, will help us better lead the team in delivering a quality project. People need to feel relevant and be heard, and we believe successful projects require team members and stakeholders experience both. We have found that issues and conflicts are much easier solved in the context of relationship.



PROCESS

We believe process is critically important. Each project brings a unique set of circumstances and challenges. Processes help to defuse difficult situations and provide opportunities for tracking and recovery where needed. Successful projects crave predictability but are prepared to overcome challenges as they arise. Process provides guardrails for management and difficult conversations.

Scope of Services

01

PROJECT LAUNCH

- Kickoff Meeting: Facilitate a kickoff meeting with Town leadership and staff to confirm project goals, expectations, and communication protocols.
- Project Charter: Develop a project charter outlining objectives, scope, decision-making structure, and deliverables.
- Information Gathering: Collect background materials including past planning documents, current Town Hall floor plans, staffing data, and McCord Square development plans.
- Engagement Strategy: Confirm schedule and approach for staff interviews, Council updates, and public communication.

02

NEEDS ASSESSMENT & SPACE PROGRAMMING

- Conduct interviews and workshops with Town staff, department heads, and leadership to assess current and future space needs.
- Develop staffing projections through 2045 to ensure long-term functionality.
- Establish detailed space requirements for administrative functions, public meeting spaces, and community services.
- Identify opportunities for efficiency, co-location of functions, and incorporation of flexible/shared spaces.

03

SITE & FACILITY OPTIONS ANALYSIS

- Evaluate three primary scenarios:
 - Renovation and expansion of the existing Town Hall.
 - New construction on Site #1 (within McCord Square).
 - New construction on Site #2 (alternative within McCordsville).
- Assess accessibility, visibility, parking capacity, adjacencies to McCord Square, and alignment with community planning goals.
- Examine how each option supports McCordsville's long-term growth and civic identity.

Scope of Services

04 CONCEPTUAL TEST FITS

- Prepare high-level conceptual layouts (“test fits”) for each scenario.
- Illustrate how space needs, parking, and circulation can be accommodated.
- Provide narrative descriptions to highlight design intent, functionality, and community accessibility.

05 COST MODELING & LIFECYCLE ANALYSIS

- Develop order-of-magnitude cost estimates for each option, including:
 - Construction costs.
 - Soft costs (furniture, fixtures, technology, contingencies).
 - Lifecycle and maintenance considerations.
- Compare cost scenarios to assess long-term financial sustainability.

06 DRAFT REPORT

- Compile findings into a comprehensive feasibility report that includes:
 - Needs assessment.
 - Site and facility analysis.
 - Conceptual layouts.
 - Cost models and lifecycle considerations.
 - Recommendation for a preferred path forward.

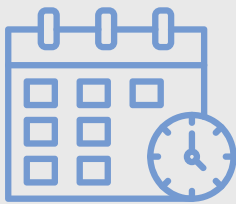
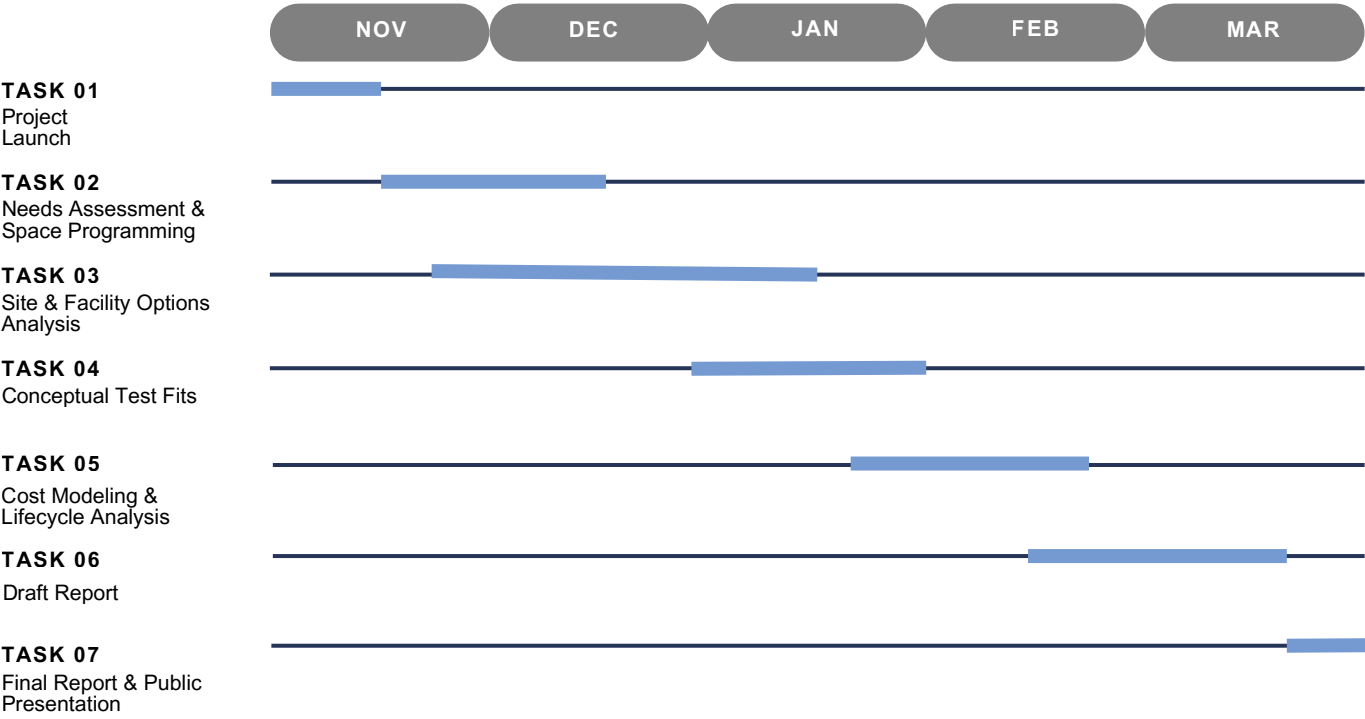
07 FINAL REPORT & PUBLIC PRESENTATION

- Present findings to the Town Council and staff leadership in a public setting.

Timeline

A CLEAR PATH FORWARD

The proposed timeline details major milestones, phases of engagement, and deliverable deadlines as outlined in our scope of services. The planning project team is dedicated to completing all deliverables on schedule while remaining adaptable to any adjustments made by the Town of McCordsville.



Fee Proposal



INVESTMENT IN THE FUTURE OF MCCORDSVILLE

Based on the tasks identified in our scope of services, our team has estimated the total investment required to successfully deliver the Town Hall Feasibility Study to the Town of McCordsville. The costs below exemplify lump sum, not-to-exceed fees and were calculated utilizing Civitas Strategies' 2025 hourly rates.

DELIVERABLE	VALUE
Task 01: Project Launch	\$ 8,660
Task 02: Needs Assessment & Space Programming	\$ 6,250
Task 03: Site & Facility Options Analysis	\$ 3,368
Task 04: Conceptual Test Fits	\$ 4,487
Task 05: Cost Modeling & Lifecycle Analysis	\$ 2,165
Task 06: Draft Report	\$ 4,212
Task 07: Final Report & Public Presentation	\$ 1,130
TOTAL	\$ 30,472

\$225

PRINCIPAL

\$220

DIRECTOR

\$200

PROJECT EXECUTIVE

\$180

SENIOR PROJECT ANALYST

\$100

ADMINISTRATIVE

Terms & Conditions

ADDITIONAL INFORMATION

The following information provides additional details related to our pricing structure.



PAYMENT & INVOICES

Our proposed payment schedule will follow a monthly billing cycle, based on the percentage of project completion. Each invoice will reflect the percentage of work completed for the corresponding project phase. We will track our hours and tasks, and they will be included on the monthly invoice as appropriate.

Full payment of invoices is due within 30 days from invoice date. If payment is not made within 30 days of the date when the payment is due, we may, at our option, and effective upon the delivery of written notice of our intention to do so, terminate the contract or suspend further performance of our services under the contract. We shall have no liability for delay or damage that results from the termination of the contract or suspension of services.



REIMBURSABLE EXPENSES

The following expenses will be considered reimbursable and will be invoiced at their direct costs on monthly invoices:

- Overnight postage, certified mail, and delivery services;
- Reproduction services for plans and specifications;
- Permit or applications fees as paid by Civitas Strategies or the Veridus Group; and,
- Project-related mileage at the current federal rate.

References

01

HAMILTON EAST PUBLIC LIBRARY

Melissa Loiselle, Director
317.770.3218
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02

TOWN OF CUMBERLAND

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317.339.2655
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03

TOWN OF YORKTOWN

Chase Bruton, Town Manager
765.759.2203
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04

TOWN OF PLAINFIELD

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317.839.5375
aklinger@townofplainfield.com



LET'S WORK TOGETHER.

We look forward to the opportunity to partner with the Town of McCordsville to lead the comprehensive Town Hall Feasibility Study, delivering an impartial evaluation of renovation and new construction options, assessing space needs and site considerations, and providing actionable recommendations



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