



June 1, 2022

Town of McCordsville
Town Manager, Tim Gropp
Police Chief, Paul Casey
6280 W 800
McCordsville, IN 46055

Re: Owner's Representative Services for the McCordsville Public Safety Building

Dear Mr. Gropp, and Mr. Casey,

The Veridus Group, Inc., is pleased to provide the following proposal for the project management and owner representation services for the Town of McCordsville Public Safety Building located in McCordsville, Indiana. We have prepared a scope of services based on our conversations, our understanding of the proposed project, and our experience with similar projects.

Veridus will provide the management services necessary to guide the Town's Administrative Staff and building committee through the relationships with the design and construction teams, and assist through the development of plans and specifications as well as the construction, for completion of the project as described in the Project Description below. We understand the Town has determined to deliver the project via the Indiana Code 5-23 delivery method, more commonly referred to as "Build, Operate, Transfer (BOT)" and anticipates initiating the request-for-proposals/qualifications process in the near future. Furthermore, we understand the Town is in the final negotiations to acquire a potential location. While a schedule has not been determined it is our understanding the intent is to start design in 2022 with a project completion in 2024.

PROJECT DESCRIPTION

Project Description – The Town is embarking on an effort to build a new Public Safety building. The project includes, but is not limited to, the following:

- A. Town of McCordsville Police Headquarters
- B. Offices for Administrative, Investigations, and Patrol.
- C. Public Entry with Reception
- D. Police Investigations Processing and Evidence Storage.
- E. Police Training facilities, Conference Rooms,
- F. Operations Storage and Long-Term Storage

PROJECT APPROACH

We would propose this work be completed in five phases. We have included a potential schedule for the project as well. The breakdown of the phases and the potential schedule is as follows (also see the included Project Approach document):

Phase I – Visioning / Due Diligence / Team Development / Conceptual Design / Site Selection

June 2022 – August 2022

Phase II – Schematic Design and Design Development

September 2022 – December 2022

Phase III – Construction Documents and Bidding

December 2022 – March 2023

Phase IV – Construction

March 2023 – July 2024

Phase V – Commissioning and Closeout

August 2024 – October 2024

PROJECT SCOPE OF SERVICES

The following is a general scope of services we typically perform on projects within the phasing structure above. This is meant to be a representative list of the services we provide.

1. Pre-Construction Services (Phases I – III)

- A. Work with the Owner to identify project goals and create “guiding principles” for the future development of the project.
- B. Work with the Owner to author the Request for Qualifications/Proposals for a “BOT” delivery method and navigate the solicitation, interviewing, and selection of qualified firms.
- C. Develop or confirm a collaborative document management system for the design and construction teams and establish a communication protocol.
- D. Work with Owner, and Developer to develop/confirm project development schedule.
- E. Work with Owner, A/E and Developer to develop overall pro-forma budget including breakout of construction and non-construction costs (soft costs including all misc. fees).
- F. Work with Developer throughout schematic design phase to validate or revise the project schedule and budget.
- G. Attend, participate, and document periodic design meetings.
- H. Review and comment on plans and specifications as they are developed.
- I. Conduct a Safety and Security analysis through a Crime Prevention Through Environmental Design (CPTED) review.

- J. Recommend design and construction alternatives. Lead the value engineering discussions with Developer to determine most viable and economic solutions.
- K. Assist in the coordination of the design and design review process.
- L. Assist with bidding and selection. Review bidding documentation to confirm conformity to State statutes.
- M. Analyze cost estimates and provide documented reviews.
- N. Assist in the coordination of the design and design review process.
- O. Communicate critical information to the appropriate Town staff personnel and receive feedback for the design team. Communicate the response back to the project teams.
- P. Facilitate coordination between Public Safety, and McCordsville Town Staff.
- Q. Provide weekly updates to Town representatives on pending action items.
- R. Work with Town's communications staff on important information updates to the general public.
- S. Facilitate procurement of services outside of Developer if required.
- T. Assist Town and Developer with determining options, evaluating options, and implementing temporary relocation of operations at alternative sites during construction if required.
- U. Other services as needed.

2. Construction Period Services (Phase IV)

- A. Assist Town with internal and external communications to keep all stakeholders well informed regarding project status and any impacts to operations.
- B. Coordinate with the Developer to ensure all contractual requirements are met.
- C. Attend site meetings weekly and represent the Owner at these meetings, and prepare/coordinate complete and accurate minutes for such meetings.
- D. Tour the construction sites with the Developer (and Owner if desired) at least once per week to observe the progress and quality of construction.
- E. Perform periodic building envelope inspections and make recommendations to the design and construction teams on opportunities and issues.
- F. Participate in conferences and render advice and assistance to Owner in order to develop economic, efficient, and desirable design, development and construction procedures.
- G. Review and render advice to Owner concerning product samples and specifications provided to Owner by contractor, subcontractors, and material suppliers for use at the Project.
- H. Receive suggestions or recommendations from which could improve the Project or diminish construction time or costs through a standardized value engineering process.
- I. Review and track all necessary conditional and unconditional lien releases and waivers, and keep Owner informed of the status of all lien releases.
- J. Review all change orders issued by Developer regarding the Project and render advice to the Owner about the form and content of such change orders in relation to the plans, specifications and the contract documents.
- K. Monitor the schedule and budget with relation to the requested change orders and prepare schedule and/or cost recovery plans to keep the project on budget and schedule.

- L. Review and make recommendations on all payment requests pursuant to the contract documents, developer's agreements, or other consultants' agreements related to the Project.
- M. Identify possible payment defaults on the part of contractors, subcontractors, material suppliers or any party who may have lien rights against the Project.
- N. Perform periodic observations of the Project at least once a week, or as deemed necessary, to verify: (i) that the materials and labor being furnished are according to the plans, specifications and contract documents, (ii) that the work being billed for in each payment request is completed in accordance to the plans, specifications and contract documents, (iii) that the contractor's time schedule is being maintained, as shown as attached to the construction contract, and (iv) that the costs are in line with the Owner's budget.
- O. Assist Owner and Developer in the preparation of punch lists for the Project, coordinate and assist Owner in scheduling the completion of all such corrective work, and participate in all inspections.
- P. Monitor schedule and budget and provide regular updates to involved parties.
- V. Facilitate coordination between Public Safety and McCordsville Town Staff.
- Q. Provide weekly updates to Town representatives on pending action items.
- R. Facilitate procurement of services outside of Developer, if required
- S. Other services as needed

3. Post-Construction Services (Phase V)

- A. Oversee the final building commissioning of all mechanical, electrical and plumbing systems.
- B. Oversee the final commissioning of the building envelope.
- C. Coordinate the installation of any Owner Furnished Equipment
- D. Perform a Safety and Security Certification (CPTED)
- E. Oversee the assembly of documentation for operations and maintenance manuals, as-built documents to include in a final digital project manual.
- F. Address critical warranty issues as they arise during the 12-month warranty period.
- G. Perform the warranty walk-through and punch list 11 months after substantial completion and make notification to the Developer of any outstanding warranty issues.

COMPENSATION

We are excited to help the Town in the achievement of their goals and look forward to being an extension of your staff on a daily basis. Due to the complexity of the project and desired project goals, we are proposing an initial agreement to provide services from project visioning through construction documents. During this time, we can further assess which goals ultimately fall within the project and how we can best serve you during the remaining Phases.

We would recommend compensation for the initial services rendered be billed as a lump sum and invoiced monthly (in arrears). Full payment of invoices is due within 30 days from invoice date. Below, is the estimated amount for each Phase (based on our projected effort), along with an estimated breakdown of how we anticipate the fee schedule to be distributed over the life of the project. The actual schedule and breakdown of the fee is subject to change, with your approval, as the project scope, schedule, and level of effort is more clearly defined.



Phase I - III – Visioning Through Construction Documents and Bidding..... \$50,000

Phase IV - V –Construction Through Closeout (based on final project design) \$TBD

Project Total: \$TBD

2022	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
						\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
2023	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
	\$5,000	\$5,000	\$5,000									
2024	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUGG	SEP	OCT	NOV	DEC

REIMBURSABLE EXPENSES

The following expenses will be considered reimbursable and will be invoiced at their direct cost on the monthly invoices. Expenses estimated not-to-exceed \$5,000.

- A. Reproduction services for plans and specifications
- B. Overnight postage, certified mail, and delivery services
- C. Permit or applications fees as paid by Veridus
- D. Project-related mileage at the current federal rate

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, and we shall have no liability for delay or damage that results from the termination of the contract or suspension of services.

Mr. Gropp and Mr. Casey, we thank you for this opportunity and look forward to working with you on this project. The fees for services contained in this proposal are valid for one year from the date of this letter. If the terms of this proposal and the attached agreement are agreeable, we will schedule a kickoff meeting with your team and begin the work.

If you have any questions, please feel free to contact our office at (317) 908-3198.

Sincerely,



A handwritten signature in blue ink, appearing to read 'David Rainey', written over a light blue rectangular background.

David Rainey
Veridus Group, Inc.
Director - Owner's Representation Services

Accepted

Date