



2020 E. Washington Boulevard  
Suite 200  
Fort Wayne, Indiana 46803  
260.424.4830  
www.viridian-design.net

May 8, 2017

Mr. Curtiss Strietelmeier, Superintendent  
MSD of New Durham Township Westville Schools  
207 E. Valparaiso Street  
Westville, Indiana 46391

Dear Curtiss,

Thank you very much for the opportunity to submit this proposal for the MSD of New Durham Township Westville Schools – Kitchen & Cafeteria Renovation and Addition project located in Westville, Indiana. The basis of design for this work is based upon the scope of services provided by you, the School Board, various school staff, and through the development and generation of our 2017 Westville Schools Facility Assessment Report. As part of our proposal, I have outlined below the team of professionals I propose for the project, the scope of services I anticipate and the resulting schedule and fee I propose for the project.

#### **Project Team**

For the MSD of New Durham Township Westville Schools – Kitchen & Cafeteria Renovation and Addition project, Viridian Architectural Design Inc. will provide architectural and engineering design services as well as coordinate all design team functions and meetings. As part of the process, we intend to utilize the services of selected consultants for civil engineering, structural engineering, mechanical engineering and electrical engineering; those consultants are also listed below. I will be the Project Architect for the project, and oversee all aspects of the design, management and daily activities.

Project Architect: Terry W. Thornsby, Architect, LEED AP BD+C, Viridian Architectural Design  
Project Manager: Carri E. Andrews, R.A., Viridian Architectural Design  
Architectural Assistant: Brandon K. White, Viridian Architectural Design  
Civil Engineer: Mark Reinhard, P.E. LEED AP BD+C, Engineering Resources  
Structural Engineer: Dan Schenkel, P.E., Engineering Resources  
Mechanical Engineer: Doug Kelsey, P.E., SCO Engineering  
Electrical Engineer: Jim Miller, P.E., SCO Engineering

#### **Scope of Services**

The following scope is based on the renovation and building addition of the existing kitchen and cafeteria spaces at the Westville Schools Building in Westville, Indiana. This proposal covers the filing of all documentation required by local town and county officials, the development of renovation designs for the building, and the completion of construction drawings for the project, including filing with local agencies and the State of Indiana.

The following is a phased outline of our anticipated architectural and engineering services for the project.

#### **Conceptual Design Phase**

In this phase, we will establish the conceptual design / images of the project, and we will:

- Administer design charrette meeting as needed for the continued development of project / building conceptual design floor plans and renderings.

- Finalize a well defined programmatic requirements outline defining space users and all related spaces.
- Develop a spatial layout diagram for the kitchen and cafeteria and the defined spaces.
- Prepare conceptual building floor plans and exterior elevations as needed.
- Generate a budgetary Probable Cost Estimate based upon the design concept presented.

### **Schematic Design Phase**

In this phase, we will establish the schematic plans for project, and we will:

- Review existing building drawings regarding existing conditions and dimensions.
- Field verify existing site / building conditions, dimensions, and amenities (as needed).
- Develop schematic floor plans, and other associated drawings based upon the preliminary schematic design concept ideas developed by our design team. We will work with you and the School Board to finalize direction on these new concepts and designs.
- Develop schematic plumbing, mechanical, and electrical systems based upon heating, ventilation, and electrical code requirements for the building, as required.
- Develop plans for existing and new kitchen equipment layouts.
- Attend review meetings with you and the School Board, as required.
- Develop preliminary general code study and report for each project, as required.
- Secure schematic design approval from you (Owner).

### **Design Development / Construction Document Phase**

In this phase, we will continue to develop the project, and define the majority of the design parameters. We will then complete construction documents for filing with local and State agencies for approval. For this phase, we will:

- Refine floor plans including dimensioning, fixed casework, fixtures, equipment, doors, windows, etc.
- Refine site plan to include site drainage, utilities, parking, dumpster enclosure, etc.
- Refine selections of colors and materials for approval.
- Finalize interior finish selections and room finish schedule.
- Develop finalized wall sections and details as necessary for building envelope addition and improvements.
- Finalize development of plumbing systems for projects (as needed).
- Finalize development of mechanical systems for projects including:
  - Layout and sizing of mechanical HVAC and plumbing systems to comply with ASHRAE 62.1 and ASHRAE 90.1 requirements.
- Finalize development of electrical systems for projects including:
  - Mechanical equipment connections.
  - Needed distribution system for general power, general lighting, kitchen equipment power, and emergency power systems.
- Conduct a complete and detailed code review for Indiana Building Codes compliance.
- Secure construction document approval from you (Owner).
- Finalize all specification requirements in electronic and book format as needed for the project.
- Secure approval from local and State agencies to include State of Indiana Construction Design Review and all Energy Conservation Code Compliance Check Reports, as required.

### **Bidding Phase**

In this phase, we will issue final bid documents and assist contractors with questions and clarifications with the construction documents. For this phase, we will:

- Administer and assist with Public Bidding process.
- Attend and administer pre-construction meetings.
- Issue addendum / clarification to the contractors, subcontractors and suppliers as necessary.
- Assist in the collection and analysis of bids and selection of contractors.

### **Construction Administration Phase**

In this phase, we will provide the Owner assistance in the development of the construction process. For this phase, we will:

- Administer an AIA contract between the Owner and the Contractor.
- Provide VADI employee on site as needed to manage Construction Administration process.
- Attend bi-monthly construction progress meetings by the project architect and appropriate design professionals.
- Review shop drawings / submittals.
- Review contractors' work in place to determine compliance with the contract documents.
- Issue field observation reports addressing non-compliance issues.
- On call for field questions.
- Review contractor pay applications.
- Develop a final punch list based on visits each by architect, civil engineer, structural engineer, mechanical engineer, and electrical engineer.
- Provide Owner with one copy of "As-constructed" markup drawings based on information documented by contractor during construction per specifications. We will reproduce these markups on a CD in PDF format for the Owner's records.

### **Fee Proposal and Schedule**

Based on the scope of services outlined above and as further defined in the attached Independent Contractor Agreement for A/E Services (Terms and Conditions), I propose a fee of 7.5% for this project (based upon a projected construction cost of \$3,500,000). The schedule below is in anticipation of a May 2017, design start. The fee and design schedule is broken into the respective phases as follows:

<b>Design Phase</b>	<b>Fee</b>	<b>Time Frame Completion</b>
Conceptual Design Phase	\$ 9,750	May - June 2017
Schematic Design Phase	\$ 27,500	June - August 2017
Design Development Phase	\$ 78,750	August - September 2017
Construction Documents Phase	\$113,750	October - November 2017
Bidding Phase	\$ 6,500	December 2017
Construction Administration	<u>\$ 26,250</u>	January - September 2018
<b>Total</b>	<b>\$262,500</b>	

### **Owner Supplied Information**

Owner shall provide the following information to VADI in order to proceed with the project:

- Existing building drawings. (already received)

### **Additional Services/ Reimbursable Items**

Additional services include expenses for items we might provide that 1) are not typically required / included in the development of fees for A/E projects, or 2) could not be anticipated prior to commencement of the project. If requested by the Owner, they will be charged on an hourly basis based on current Viridian Architectural Design hourly rates. This would include work outside of the scope listed above. VADI hourly rates are as follows:

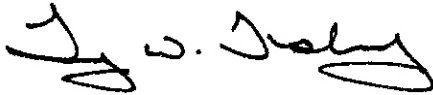
<b>Discipline</b>	<b>Hourly Rate</b>
Principal Architect	\$ 135 / hr
Architectural Project Management	\$ 125 / hr
Senior Architect	\$ 105 / hr
Graduate Architect	\$ 95 / hr
Civil / Structural Engineer	\$ 129 / hr
MEP Principal Engineer	\$ 175 / hr
MEP Project Engineer	\$ 140 / hr
MEP Senior Engineering Designer	\$ 120 / hr
Graduate Engineer	\$ 105 / hr
Engineering Designer	\$ 90 / hr
Architectural CAD / Field Technician	\$ 65 / hr
Engineering CAD / Field Technician	\$ 75 / hr
Architectural Administrative / Clerical	\$ 45 / hr
Engineering Administrative / Clerical	\$ 50 / hr

Reimbursables include expenses for items provided by others that 1) are not typically required / included in the development of fees for A/E projects, or 2) whose scope we may not be able to determine at commencement of the project. If requested by the Owner, they will be charged at our current hourly costs, plus fixed expenses times 1.10%. These include the following:

- Topographic survey.
- Geotechnical investigation / soil borings.
- Modification of design / construction documents after phase sign-off by Owner.
- Investigation, determination, delineation, mitigation and / or the removal of environmental contaminants, hazardous waste or environmental issues (to include soil testing, asbestos testing, lead based paint testing, and abatement).
- Detailed energy studies or mechanical system cost comparisons.
- Reproduction costs of final bid documents.
- State and local filing fees.
- Additional insurance coverage or limits in excess of that normally carried.

Thank you again for the opportunity to assemble this proposal. Please feel free to comment on any and all of this information. We see this as a working document for the architectural / engineering services we hope to provide, and we look forward to working with you on your projects

Sincerely,



Terry W. Thornsburg, President  
Viridian Architectural Design, Inc.

\_\_\_\_\_  
Acceptance (signature)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

Enclosure  
cc: Proposal File