



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 – Site Improvements 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 – Site Improvements 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 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. Thornsbury, 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  
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 site drainage and improvements at the Westville Schools Building Campus in Westville, Indiana. This proposal covers the filing of all documentation required by local town and county officials, the development of the improvements for the site, 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 charette meeting as needed for the continued development of project / conceptual design site plans and renderings.
- Finalize a well defined programmatic requirements outline defining the site users, uses, and all related activities.

- Develop a spatial layout diagram for the site and surrounding neighborhoods.
- Prepare conceptual site 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 / site drawings regarding existing conditions and dimensions.
- Field verify existing site / building conditions, dimensions, and amenities (as needed).
- Develop schematic site 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 site layout, site grading, and site erosion control drawings based upon code requirements for the campus, as required.
- Develop plans for existing and new sidewalk and playground area 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 site plans including dimensioning, fixed amenities, parking areas, equipment, etc.
- Refine site plan to include site drainage, utilities, parking, sidewalks, etc.
- Develop finalized site details as necessary for improvements.
- Finalize development of subsurface storm water containment systems for project (as needed).
- Finalize development of electrical systems for projects including:
  - Exterior site lighting (as needed).
- Conduct a complete and detailed code review for Indiana Building and ADA Code 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, 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, 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 \$1,012,500). 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	\$ 3,500	May - June 2017
Schematic Design Phase	\$ 4,090	June - August 2017
Design Development Phase	\$ 22,785	August - September 2017
Construction Documents Phase	\$ 34,175	October - November 2017
Bidding Phase	\$ 3,800	December 2017
Construction Administration	<u>\$ 7,590</u>	January - August 2018
<b>Total</b>	<b>\$ 75,940</b>	

**Owner Supplied Information**

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

- Existing building / site 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

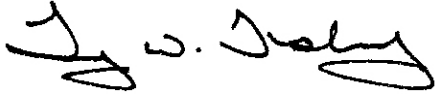
Reimbursables include expenses for items provided by others that 1) are not typically required / included in the development of fees for A/E projects, or 2) whose scope we may not be able to determine at commencement of the project. If requested by the Owner, they will be charged at our current hourly 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. Thornsbury, President  
Viridian Architectural Design, Inc.

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Acceptance (signature)

\_\_\_\_\_  
Title

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

\_\_\_\_\_  
Date

Enclosure  
cc: Proposal File