



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 – Small Projects – T&M (Time and Material) 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 – Small Projects – T&M, 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. 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
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, update, maintenance, and improvement of the existing building(s) and overall site at the Westville Schools Campus 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. *(All projects within this Scope of Services shall have a construction cost of less than \$300,000, and will be invoiced on an hourly basis per project.)*

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

Overall Design Phase

In this phase, we will establish the overall plans, details, and specifications 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 site plans, floor plans, elevations, details, and other associated drawings based upon the preliminary 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 (as needed).
- Finalize selections of colors and materials for approval.
- Develop plumbing, mechanical, and electrical systems based upon heating, ventilation, and electrical code requirements for the building, as required.
- Develop specifications and Project Manual (as needed).
- Attend review meetings with you and the School Board, as required.
- Conduct a complete and detailed code review for Indiana Building Codes compliance.
- Secure design approval from you (Owner).
- 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:

- 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 Hourly Rates

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 an hourly rate for each design professional discipline per design project as follows:

Discipline	Hourly Rate
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

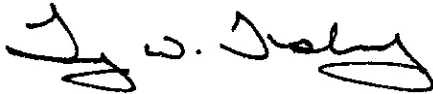
(All projects within this Scope of Services shall have a construction cost of less than \$300,000, and will be invoiced on an hourly basis per project.)

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.

Acceptance (signature)

Title

Printed Name

Date

Enclosure
cc: Proposal File