



November 15, 2016

Ms. Sherie Breitenbach, Corporate Treasurer
MSD of New Durham Township Westville Schools
207 E. Valparaiso Street
Westville, Indiana 46391

Dear Sherie,

Thank you very much for the opportunity to submit this proposal for the MSD of New Durham Township Westville Schools – Existing Facility Assessment Report project located in Westville, Indiana. The basis of design for the project will be generated from our discussions to date and site visit on Friday, November 4, 2016. 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 and hourly fees and not to exceed amount I propose for this project.

Project Team

For the MSD of New Durham Township Westville Schools – Existing Facility Assessment Report project, Viridian Architectural Design Inc. will provide architectural 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, and 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
Graduate Architect: John Hudson, LEED GA, Viridian Architectural Design
Architectural Assistant: Brandon White, Viridian Architectural Design
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 development of an existing facility assessment report for the Administration / Elementary / Middle School / High School Building located in Westville, Indiana.

The following is an outline of our anticipated architectural and engineering services needed for the generation of the report:

- Field verify existing site and building conditions to include the following:
 - Exterior Door Systems
 - Exterior Window Systems
 - Exterior Building Envelope
 - Masonry
 - Exterior Cladding
 - Painting
 - Caulking / Sealing
 - Roofing Systems
 - Parking Lot Systems
 - Drainage
 - Lighting

- Sidewalks
 - ADA Accessibility
 - Playground Systems
 - Drainage
 - Interior Building Systems
 - Flooring
 - Walls / Finishes
 - Ceilings
 - Gymnasium(s)
 - Flooring
 - Equipment
 - Bleachers
 - Cafeteria / Kitchen
 - Equipment
 - Seating
 - Restrooms
 - ADA Accessibility
 - Sport / Athletic Facilities
 - Fencing
 - Bleachers
 - Track
 - Lighting
 - Mechanical Systems
 - HVAC
 - Thermostats / Controls
 - Plumbing Systems
 - Hot Water Plant
 - Plumbing Fixtures
 - Electrical Systems
 - Emergency Lighting / Signage
 - Power Distribution / Panels
 - Exterior Lighting
 - Information Technology Systems
 - Paging / Intercom
 - Fire Alarm Systems
 - Security Systems / Entry Deterrent Systems / Accessibility Controls
- For each item listed above the following information will be gathered, documented, and generated (if information is obtainable) :
 - Age of Equipment, Material, or System
 - Date of Original Installation
 - Condition of Equipment, Material, or System
 - Average “Life Expectancy” of Equipment, Material, or System
 - Estimated Date of Replacement of Equipment, Material, or System
 - Probable Cost of Replacement (in 2017 dollars)
 - The report will also include information provided to us from MSD of New Durham Township Westville Schools to include the following:
 - Asbestos / Abatement / Hazardous Materials Report
 - Roof Warranty Information
 - Upon completion of the final report, Viridian Architectural Design and SCO Engineering will assist in the presentation of the report to the School Board as needed.

Fee Proposal and Not to Exceed 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 the following hourly rate schedule and design fee Not to Exceed **\$9,500** for the project scope listed above.

Discipline	Hourly Rate
Principal Architect	\$ 135 / hr
Architectural Project Management	\$ 125 / hr
Senior Architect	\$ 105 / hr
Graduate Architect	\$ 95 / hr
Interior Designer	\$ 90 / hr
Principal Engineer	\$ 175 / hr
Project Engineer	\$ 140 / hr
Senior Engineering Designer	\$ 120 / hr
Graduate Engineer	\$ 105 / hr
Engineering Designer	\$ 90 / hr
CAD Technician	\$ 65 / hr
Administrative / Clerical	\$ 55 / hr

Owner Supplied Information

Owner will provide the following information to VAD in order to proceed with the project (as required for approval):

- Existing building drawings and details, and equipment data sheets in Hard Copy format.
- Existing Roof Warranty Information
- Hazardous Materials Report

Additional Services / Reimbursable Items

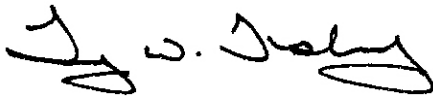
Additional services include expenses for items we might provide that 1) are not typically required/ included in the development of fees for A/E projects, or 2) could not be anticipated prior to commencement of the project. If requested by the Owner, they will be charged on an hourly basis based on current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

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 report documents after sign-off by Owner.
- Investigation, determination, delineation, mitigation and/or the removal of environmental contaminants, hazardous waste or environmental issues (to include soil testing and asbestos testing and abatement).
- Detailed energy studies or mechanical system cost comparisons.
- Reproduction costs of final report documents.
- 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