

04/11/23

Josh Westrich
Fire Chief
Whitestown Fire Department
6800 S Indianapolis Rd,
Whitestown, IN 46075

RE: Whitestown Fire Station 271 Relocation

Dear Chief Westrich:

RQAW Corporation (RQAW) is pleased to have the opportunity to offer our proposal for the design of the new Whitestown Fire Station 271. We trust this proposal meets with your approval.

A. **Scope of Services** – The following items make up the scope of services anticipated for the project:

1. **Preliminary Design**

a. Strategic Planning:

- 1) Conduct a “kickoff” meeting with all users, stakeholders, and decision-makers.
- 2) Clearly define all goals and objectives of the project.
- 3) Identify all components that will be a part of the design.
- 4) Analyze growth influences and develop projections to understand future growth.
- 5) Analyze component organization and operations.
- 6) Conduct interviews with each division head and/or designated representative for all user groups.
- 7) Determine space standards for each division.
- 8) Determine current and future parking needs.
- 9) Complete staffing, space, and parking projection models.
- 10) Summarize strategic planning phase and any conclusions reached.

b. Space Programming

- 1) Define philosophies of each division’s operation, analyze “personality”-driven issues, and compare to statewide standards.
- 2) Summarize staffing projections.
- 3) Develop a detailed space program.
- 4) Define staffing, equipment, and storage needs in the space program.
- 5) Define final projected parking requirements.
- 6) Define technology needs.
- 7) Prepare a detailed programming document.

c. Conceptual Design Phase:

- 1) Identify strategic conceptual options for all potential groupings of functions.

- 2) Develop conceptual occupancy scenarios/blocking and stacking diagrams for all functions and combination of occupancy groupings.
 - 3) Develop conceptual site utilization, parking, and traffic diagrams.
 - 4) Prepare a final conceptual statement of probable construction cost based on a cost/sf basis.
 - 5) Request approval to proceed to further design phases (Schematic Design, Design Development, and Construction Documents).
2. Provide professional architectural & engineering services for the design, bidding, and construction of Whitestown Fire Station 271 based on the outcome of the preliminary design phase outlined above. The building will be designed to be low maintenance, durable, and energy efficient. RQAW will provide a design that is aesthetically pleasing and meets Whitestown's design standards.
- B. **Assumptions** – The following assumptions have been made in the preparation of this proposal and are subject to change based on the results of the Preliminary Design Phase:
1. Whitestown will contract geotechnical services and survey separately from the design contract with the consultants of their choosing. RQAW will receive a geotechnical report and all necessary surveys.
 2. Construction will begin in 2023.
 3. Total construction costs will be \$5 million.
 4. RQAW will work with an Owner's Representative of the Owner's choosing and can assist in any procurement process required.
- C. **Professional Services** – The services outlined in this proposal include the following:
1. Architectural design
 2. Structural design
 3. HVAC design
 4. Plumbing design
 5. Electrical design
 6. Site design
- D. **Anticipated Work Elements**
1. Project Coordination/Kickoff
 - a. Coordinate initial project team kickoff meeting with all design professionals, user groups, and Owner representatives.
 - b. Coordinate project set-up and review outcome of preliminary design.
 2. Schematic Design
 - a. Finalize preliminary plans consisting of the following:
 - 1) Site plan layout
 - 2) Floor plans
 - 3) Building elevations

- 4) Roof plan
 - 5) General wall sections
 - b. Develop initial opinion of probable construction cost
 - c. Review plans with the following:
 - 1) Owner representative
 - 2) Building users
 - 3) Agencies having jurisdiction over the project
 - d. Obtain Owner approval and authorization to proceed
 - e. One set of Owner requested revisions will be made to the Schematic Design documents following the Owner's review for approval.
- 3. Design Development**
- a. Site Utility coordination/Layout Plan
 - b. Finalize floor plans with Owner
 - c. Identify IT components and locations
 - d. Identify alarm and communication components and locations
 - e. Final fixtures and furnishings review (sizes, Owner-provided or project-provided, power requirements, etc.)
 - f. Finalize exterior elevations – determine exterior components (lighting fixtures, signage, etc.)
 - g. Develop details at plans and elevations to coordinate with other systems as required.
 - h. Review opinion of probable construction cost
 - i. Develop outline specifications
 - j. Final coordination with all systems, including structural, mechanical, electrical, plumbing, architectural, and site
4. Construction Documents – Prepare final design and construction documents for bidding and construction consisting of the following:
- a. Site Drawings
 - 1) Site plan
 - 2) Erosion control/storm water prevention plan
 - 3) Survey - by others (Owner provided)
 - 4) Utilities
 - 5) Landscape plan
 - 6) Details
 - b. Architectural Drawings
 - 1) Floor plans
 - 2) Roof plans
 - 3) Larger scale detail plans

- 4) Elevations
- 5) Building sections
- 6) Wall sections
- 7) Large-scale details
- 8) Interior elevations
- 9) Reflected ceiling plans
- 10) Room finish schedule
- 11) Door and frame schedule
- c. Structural drawings
 - 1) Foundation plans
 - 2) Floor framing plans
 - 3) Roof framing plans
 - 4) Details
- d. Mechanical Drawings
 - 1) Floor plans
 - 2) Mechanical schedules and details
- e. Plumbing drawings
 - 1) Floor plans
 - 2) Isometrics
 - 3) Schedules and details
 - 4) Fire protection
- f. Electrical drawings
 - 1) Power plans
 - 2) Lighting plans
 - 3) Power distribution schematics
 - 4) Special system schematics and details
- g. Specifications for the following:
 - 1) Architectural
 - 2) Structural
 - 3) Mechanical
 - 4) Plumbing
 - 5) Electrical
 - 6) Site
- h. Submit plans to the Indiana Department of Homeland Security

- i. Obtain State Construction Design Release
- 5. Bidding/Negotiation Phase – RQAW will seek bids from interested contractors and make every reasonable effort to obtain as many bids as possible to obtain the most favorable bids for the Owner.
 - a. Answer bidders’ questions
 - b. Issue addenda as required
 - c. Attend a “pre-bid” conference with all bidders
 - d. Assist the Owner in evaluating the bids received
- 6. Construction Administration Phase – RQAW will observe project construction. RQAW will review the construction work for compliance with the intent of the construction documents and review shop drawings and answer questions from contractors as required.
 - a. Attend a pre-construction conference
 - b. Answer contractors’ questions during construction
 - c. Review shop drawings
 - d. Review and approve pay applications
 - e. Prepare change orders if required
 - f. Coordinate biweekly progress meetings (assume 24) and the following milestone inspections:
 - 1) One site visit for footings and foundations
 - 2) One site visit for building shell
 - 3) One site visit for interior drywall/finishes
 - 4) One site visit for project close-out
 - g. Assist the Owner with final inspection and punch-list development
 - h. Assist the Owner with 12-month inspection/warranty review

E. Owner Responsibilities

- 1. Sign-off all preliminary design documents prior to RQAW proceeding into the final design phase
- 2. Geotechnical report
- 3. Survey

F. Project Schedule – RQAW is prepared to begin work immediately following your authorization to proceed and proposes to complete the work per the following schedule:

- | | |
|---------------------------------|--------------------|
| 1. Preliminary Design | Fourteen (14) days |
| 2. Project Coordination/Kickoff | One (1) day |
| 3. Schematic Design | Thirty (30) Days |
| 4. Design Development | Thirty (30) Days |
| 5. Construction Documents | Sixty (60) Days |
| 6. Bidding | Thirty (30) days |

7. Construction Administration Approximately Twelve (12) Months

G. Project Fee

1. In consideration of the scope of services and schedule described above, RQAW proposes the fee outlined below. This fee includes all professional fees.
2. The fee will be invoiced monthly in proportion to the work completed. All invoices not paid within thirty (30) days shall bear interest at 1-1/2% monthly.
3. The total fee for the Whitestown Fire Station 271 will be:

Phase Breakdown

Preliminary Design	\$22,500
Schematic Design	\$55,000
Design Development	\$72,500
Construction Documents	\$120,000
Bidding	\$20,000
Construction Administration	\$72,500
Total Fee	\$362,500

4. Reimbursable Expenses: Actual expenditures made by RQAW and RQAW's employees in the interest of the project for the following expenses will be invoiced in addition to the fee noted above.
 - a. Transportation
 - b. Printing
 - c. State Design Release (Early Foundation Release if desired)
 - d. Code Consultant including any variance costs

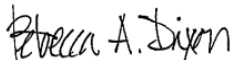
Anticipated Reimbursable Expenses Total \$8,000

AUTHORIZATION

This proposal is valid for a period of thirty (30) days from the date of issuance. If it is acceptable, please return a signed copy of this letter to our office. We will then draft a formal agreement for your review and approval.

RQAW appreciates the opportunity to offer our services to you. RQAW's goal is to establish and retain long-term relationships with our clients by meeting both their current and future needs.

Sincerely,
RQAW Corporation



Rebecca Dixon
Director of Architecture

Accepted by: _____
Josh Westrich
Fire Chief

Date: _____



General Terms and Conditions

These terms are agreed to by RQAW Corporation, 8770 North Street, Suite 100, Fishers, IN 46038 (RQAW) and the Town of Whitestown and apply to the project described in RQAW's fee proposal dated April 11, 2023.

1. **Standard of Care.** RQAW shall perform its services consistent with the professional skill and care ordinarily provided by professionals practicing in the same or similar locality under the same or similar circumstances. RQAW shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.
2. **Payment.** RQAW shall submit invoices to Client on a monthly basis. Invoices are due and payable within 30 days of receipt. If Client fails to make any payment due RQAW for services within 30 days after receipt of RQAW's invoice, then RQAW may, after giving seven days' written notice, suspend services until RQAW has been paid in full all amounts due on the Project. If Client disputes an invoice, either as to amount or entitlement, Client shall promptly advise RQAW in writing of the specific basis for doing so, may withhold only that portion so disputed, and must pay the undisputed portion.
3. **Insurance.** RQAW shall maintain general, automobile, workers compensation, and professional liability policies throughout the duration of the project. If requested, RQAW will provide proof of insurance to the Client.
4. **Jobsite Safety.** RQAW shall not at any time supervise, direct, control, or have authority over any constructor's work, nor shall RQAW have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any Constructor, or the safety precautions and programs incident thereto, for security or safety at the Project site, nor for any failure of a constructor to comply with laws and regulations applicable to such constructor's furnishing and performing of its work. RQAW shall not be responsible for the acts or omissions of any constructor.
5. **Ownership of Documents.** All documents prepared or furnished by RQAW are instruments of service, and RQAW retains an ownership and property interest (including the copyright and right of reuse) in such documents, whether or not the Project is completed. Upon receipt by RQAW of full payment for services provided on the Project, Client shall have a limited license to use the documents on the Project and extensions of the Project, subject to the following limitations:
 - a. Client acknowledges that such documents are not intended or represented to be suitable for use on the Project unless completed by RQAW, or for use or reuse by Client or others on extensions of the Project, on any other project, or for any other use or purpose, without written verification or adaptation by RQAW.
 - b. Any such use or reuse, or any modification of the documents, without written verification, completion, or adaptation by RQAW, as appropriate for the specific purpose intended, will be at Client's sole risk and without liability or legal exposure to RQAW or to its officers, directors, members, partners, agents, employees, and consultants.
6. **Limit of Liability.** To the fullest extent permitted by law, Client and RQAW (1) waive consequential damages for claims, disputes, or other matters in question, arising out of or relating to this Agreement and (2) agree that RQAW's total liability to Client for this Project, for any claim, damages, liability, or cost arising in any way from the Project, including those arising from negligence, shall be limited to \$50,000 or the total amount of compensation received by RQAW for the Project, whichever is greater.
7. These terms are governed by the law of the state in which the Project is located.