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April 17, 2023

Town of Thorntown

C/O Sara Fairfield
Town Council President
101 West Main Street
Thorntown, IN 46071

RE: Facilities Assessment and Space Planning Services Proposal, Thorntown, Indiana

Ms. Fairfield,

ms consultants is grateful for the opportunity to apply our talents and assist Thorntown on this project. As a full service firm, ms consultants' multi-faceted approach examines architectural, transportation and environmental sectors to ensure a holistic execution of community projects. ms consultants' extensive involvement in municipal buildings and facilities also provides a robust foundation of experience and expertise in these areas. ms consultants would be honored to build our relationship by serving your community's current needs.

We are pleased to submit the following proposal for the two (2) properties listed below. Please refer to **Exhibit A: Scope of Basic Services**, where we have detailed the work that will ensure a successful Phase I of the Facilities Space Planning Project, and set the groundwork for Phases to follow.

- Property 1: +/- 8,000 SF Town Hall Building located at 101 W. Main St.
- Property 2: +/- 13,800 SF Police Building located at 107 W. Main St.

This proposal outlines our anticipated technical services for your review and comment. The basic Services to be provided are detailed in the **Exhibit A: Scope of Basic Services**. Any changes to the scope of work for either properties will be noted and you will be notified of anticipated fee adjustments prior to ms consultants proceeding with the work. Please refer to **Exhibit A: Scope of Basic Services** for a detailed breakdown of the services provided under each task listed below.

Base Contract Fee Summary, Lump Sum

Task 1 – Permitting Due Diligence	\$1,500
Task 2 – Facility Assessment	\$11,500
Task 3 – Insight Gathering, Programming & Analysis	\$6,000
Task 4 – Space Planning	\$17,000
<u>GRAND TOTAL</u>	<u>\$36,000</u>
As Authorized – 3D Scanning, As Built Preparation	\$13,500
All facilities, two properties	

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Basic direct costs associated with travel for up to 2 meetings on site has been included in the base fee. Not included within these costs are expenses that are not anticipated which include, but are not limited to printing, reproductions, rental of materials/services, photography expenses, permitting fees, and delivery or postage services.

Please review this information at your earliest convenience. We welcome your input to help us tailor our services to meet your needs and expectations. Our schedule would permit us to begin this work immediately. If you find the proposed fee and scope acceptable, we will prepare a contract for execution and formal notice to proceed.

If you have any questions, please do not hesitate to call me at 614-202-8998.

Sincerely,



Sandipan Aditya

Director of Technical Practice, Building Systems

Attachments: Exhibit A: Scope of Basic Services

Cc: file, Jason Christoff, Dax Norton ms consultants, inc.

Exhibit A - Scope of Basic Services

The following Tasks are based on the assessment of the following two (2) existing properties located in Thorntown, Indiana.

- Property 1: +/- 8,000 SF Town Hall Building located at 101 W. Main St.
- Property 2: +/- 13,800 SF Police Building located at 107 W. Main St.

Task 1 – Permitting Due Diligence

A) **ms consultants** shall prepare a due diligence report relying on information gathered from jurisdictional agencies, research, and survey data. The report shall include the following information:

- Governing authority approval(s), approval process, submittal/meeting dates and contacts,
- Supporting documentation that may include all applicable ordinances, regulations, applications, fee schedules.
- Project confidentiality will be maintained during outreach, as necessary

Task 2 – Facility Assessment

The intent of the assessments shall be to visually observe the condition of sites, architectural, structural, and building systems of the existing facilities and document visible issues as outlined in the following tasks:

- A) **Site Assessment. ms consultants, inc** shall perform the detailed assessment of accessible site elements including landscape, site drainage, parking lot, curbs, sidewalks, paving, and concrete. **ms consultants** shall photograph and provide a brief description of conditions which appear to be damaged, are showing excessive wear, or appear to require maintenance within a 5-year period.
- B) **Building Assessment. ms consultants, inc.** shall perform the detailed assessment of accessible architectural and structural building elements including building facades, exterior building treatments, flooring, wall covering, millwork, exposed foundations, bearing walls, columns, joists, trusses, structural slabs, and related building elements. **ms consultants** shall photograph and provide a brief description of conditions which appear to be damaged, are showing excessive wear, or appear to require maintenance with a 5-year period.
- C) **Building Systems Assessment. ms consultants** shall perform the detailed assessment of accessible HVAC equipment and ductwork, plumbing fixtures and exposed piping systems, and electrical building equipment and fixture components. **ms consultants** shall photograph and provide a brief description of conditions which appear to be damaged, are showing excessive wear, or appear to require maintenance with a 5-year period.
- D) Based on the Facility Assessment **ms consultants, inc.** shall produce a Facility Assessment Report including a Cover Page, Index Page, Project Summary, Project Narrative with Cost

Estimates, and Photographic Narrative. Aforementioned report elements shall include the following information:

- Cover Page/Index Page – Project location, jurisdiction, project photo, consultant information, client information, and itemized report composition.
- Project Summary – Summary of general observations and general property conditions.
- Project Narrative with Cost Estimates – Statement of methods used to assess the property including visual observation and documentation. In addition, recommendations will be made in accordance with reasonable industry benchmarks for replacement or repair of selected building elements, and associated costs will be detailed. The American Society of Professional Estimators (ASPE) defines estimate levels. The provided estimate shall follow ASPE Level 1 – Order (Range) of Magnitude.
- Photographic Narrative – Photographs of existing conditions indicating structural damage or excessive wear.

Task 3 – Insight Gathering, Programming & Analysis

- A) **ms consultants** proposed to conduct One (1) workshop and/or group session with various Thorntown stakeholders and associate. **ms consultants** shall begin the process of understanding the current needs, pain points and inefficiencies the associates and the departments are experiencing. Through these data gathering sessions, **ms consultants** shall identify what’s working and not working when it comes to space utilization and experience.
- B) Interviews will be conducted with departmental staff & managers. The goal is to achieve a broad perspective, as well as specifics by performing exercises such as timed personnel circulation & path of travel observations from one location to the next, assisting with adjacencies demand and circumventing inefficiencies.
- C) The data gathering interview sessions will be supported by visual mapping tools and time tracking tools to capture the insights around workflow and contextual information around their challenges with the current facilities and layouts.

Task 4 – Space Planning

- A) Prior to mobilization of the space planning phase, a workshop of the study & its proposed contents will be conducted with the project stakeholders. The same content may be presented to the public council (as needed).
- B) The results of the interviews and facility research will be summarized as a master plan for future development. An Executive Summary that contains an analysis of the interview activities and what it might mean for future design development decisions. Schematic floor plan exhibits will detail potential future use of the facility including options for departmental reconfiguration and prospective renovation project.
- C) Included in the deliverables will be estimated costs for new & suggested replacement of building systems based on identified inefficiencies, equipment lifetime and expectation of future requirements. Estimated maintenance costs of current or future systems are not included in the study, but can be provided as an additional service to the Owner on an as-needed basis.

- D) Departmental location plans with square footage allocations for current & proposed program designations & occupancy totals shall be provided. **ms consultants has proposed with the assumption that working drawings shall be provided by Thorntown in either PDF or AutoCAD file format for all associated facilities.** If plans are unavailable, the as-authorized 3D scanning and as-built preparation portion of this proposal may be executed.
- E) A milestone schedule with associated deliverables will be provided following confirmation of the scope of services provided.
- F) Once Thorntown staff has had reasonable time to review the contents of the report and master plan, the team will conduct a Presentation of Findings. This forum will provide a platform to ask questions and discuss next steps.

As-Authorized Services: 3D Scanning, As-Built Preparation

- A) **ms consultants** shall execute full 3D scanning services of the buildings as required and authorized by **The Town of Thorntown.**

Reimbursable Expenses

Reimbursable expenses associated with the travel to two on-site meetings have been accommodated within this proposal.

Additional Services Available Upon Request

- ALTA/Boundary Survey
- Phase I ESA
- Geotechnical services
- As-built survey and document preparation
- Existing equipment operational/functional testing
- 3D Facility Scanning
- Permitting
- Planning Representation
- Presentation documents and graphics
- Construction Documents
- Third party testing and analysis
- Bid assistance
- Asbestos, radon, hazardous materials and paints investigation and abatement services
- Construction administration
- Construction management