



Gary Community School Corporation
Strong. Resilient. Built for Education

**OFFICE OF THE GCSC DISTRICT
 MANAGER**

900 Gerry Street, Gary, IN 46406

(219) 881-5401

Dr. Paige McNulty, GCSC Manager

pmcnulty@garycsc.k12.in.us

TO: Pete Miller
 FROM: Dr. Paige McNulty
 DATE: August 8, 2022
 RE: GCSC Secure Entry Design Services

Project Executive Summary

Note: All proposals, quotes, RFPs are solicited and evaluated by GCSC staff.

Project Title: GCSC Secure Entry Designs - 10 Schools	
Item	Notes
Approval Needed	DUAB
Timeline	August, 2022 through December, 2022
Terms of Contract	GCSC will pay for the project once the work is completed.
Total Cost	\$541,000.00
Cost Savings	N/A
Fund	ESSER II
Procurement Procedure	Special Procurement. This contract meets the special procurement provision under IC 5-16-11.1-5, in that the GCSC may select an architect for professional services on the basis of competence and qualifications for the type of services to be performed and negotiate compensation that determines to be reasonable.
Recommended Vendor	GMB Architecture + Engineering, 85 E. 8th Street, Suite 200, Holland, MI 49423
Denied Vendors	N/A
Location	All 10 schools within the GCSC
Allowability	ESSER permits the use of funds for activities intended to develop and implement procedures and systems necessary to improve preparedness and response efforts; hence, steps taken to address LEA safety and security measures.
Description	Draw up and design entries for the purpose of adding security vestibules (second entrance to force visitors to check-in at the office and prevent immediate access to the student/staff sections of the buildings) at all 10 locations noted throughout the GCSC.
Rationale	GCSC, in its efforts to ensure the safety and well-being of all in its learning environments is committed to establishing and maintaining trusted learning environments via added security vestibules in the schools.



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Audience	All GCSC Learning Environments
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CONTRACTOR AGREEMENT

This Agreement is entered into between the Gary Community School Corporation (the “School Corporation”) and **GMB Architecture + Engineering** (the “Contractor”) on the dates set forth below.

1. **Description of Project and Scope of Work:** The School Corporation and Contractor agree that the Contractor shall perform the work set forth in the “Project Description and Scope of Work” in Exhibit A of this Agreement, which is attached hereto and incorporated herein by reference.
2. **Contract Term:** The work to be performed under this Agreement shall commence within 30 calendar days of the last signatory to this Agreement. The work shall be completed within 120 calendar days of the start date. The term of this Agreement may be extended by written mutual agreement of the parties.
3. **Timeline for Project:** The work performed by the Contractor shall be carried out in accordance with the timeline set forth in Exhibit B of this Agreement, which is attached hereto and incorporated herein by reference. If the scope of work is not substantially completed by the date set forth in Exhibit B, then the Contractor agrees to pay liquidated damages to the School Corporation in the sum of **\$1,000.00**.
4. **Change Orders:** Any changes or modifications to the scope of work, the timeline for the project, payment terms or any other aspect of this Agreement must be made in writing and signed by an authorized representative for each party to this Agreement.
5. **Payments:** In exchange for the work performed by Contractor pursuant to this Agreement, the School Corporation agrees to pay a total contract price in the sum of **\$541,000.00**, which shall be paid in accordance with the invoicing and payment schedule in Exhibit C, which is attached hereto and incorporated herein by reference. Contractor shall issue an invoice to the School Corporation for each payment due at least **30** days prior to the due date in which the School Corporation must pay each invoice.
6. **Permits and Other Requirements:** Contractor shall obtain all permits, certifications and/or other documents required to complete the project through the appropriate local, state or federal agencies. Contractor must present to the School Corporation a valid copy of all required permits, certifications or other documents as proof that it has fulfilled the requirements of this provision of the Agreement.
7. **Criminal History Background Check:** Contractor shall have an expanded criminal history background check completed on any employee or agent of Contractor who will be performing work under this Agreement and will be having contact with students. Such expanded criminal history background check must be completed prior to commencement of work under this Agreement. Contractor shall pay all costs associated with the criminal history background check required pursuant to this provision. Contractor shall provide documentation of the results of all expanded criminal history background checks to the Business Office of the School Corporation. A copy of the criminal history background

checks will be made for the School Corporation's file and the original returned to the Contractor. Contractor understands and agrees that this Agreement is contingent upon acceptable results of the criminal history background check. If the results of such background checks are unacceptable to the School Corporation in the School Corporation's sole discretion, then the School Corporation may immediately terminate this Agreement and all obligations of the parties under this Agreement shall immediately cease.

8. **Indemnification**: Contractor agrees to indemnify and hold the School Corporation harmless from any and all claims, liabilities, damages and expenses (including attorneys' fees) that may be incurred by or asserted against the School Corporation on account of or arising out of any act or omission by Contractor or anyone acting on the Contractor's behalf in conjunction with the performance of the services contemplated by this Agreement.
9. **Insurance**: Contractor shall obtain and maintain general liability insurance in the minimum amount of **\$1,000,000.00**. Contractor shall provide the Business Office of the School Corporation with a copy of his/her/its general liability insurance coverage showing the coverage specified is in force and effect throughout the entire time in which Contractor is performing work under this Agreement. Contractor shall also provide to the Business Office of the School Corporation written proof of worker's compensation insurance coverage for all employees who perform work for the Contractor pursuant to this Agreement.
10. **Termination**: This Agreement may be immediately terminated by the School Corporation if Contractor defaults under the terms of this Agreement and does not remedy such default within **5** days of being provided written notice by the School Corporation of the default. In the event the School Corporation would be unable to fund this Agreement, then the School Corporation may immediately terminate this Agreement and its relationship with Contractor with or without advance notice. In the event the School Corporation terminates this Agreement, then Contractor shall only receive compensation for work performed up through the date of termination of this Agreement.
11. **Claims and Disputes**: All disputes between the parties will be submitted to a court with jurisdiction in Lake County, Indiana.
12. **Independent Contractor Status**: Contractor acknowledges that his/her/its status is that of an INDEPENDENT CONTRACTOR and that nothing contained herein is intended to create any other type of relationship with the School Corporation, specifically including an employer-employee relationship between the Contractor and/or any of Contractor's employees, representatives and/or agents with the School Corporation. Contractor understands and acknowledges that he/she/it is not permitted to make any representation that he/she/it is an employee, agent or representative of the School Corporation.
13. **Employment Eligibility Verification**. The Contractor swears or affirms under the penalties of perjury that the Contractor does not knowingly employ an unauthorized

alien. The Contractor further agrees that:

A. The Contractor shall enroll in and verify the work eligibility status of all his/her/its newly hired employees through the E-Verify program as defined by law. The Contractor is not required to participate should the E-Verify program cease to exist. Additionally, the Contractor is not required to participate if the Contractor is self-employed and does not employ any employees.

B. The Contractor shall not knowingly employ or contract with an unauthorized alien. The Contractor shall not retain an employee or contract with a person that the Contractor subsequently learns is an unauthorized alien.

C. The Contractor shall require his/her/its subcontractors, who perform work under this Agreement, to certify to the Contractor that the subcontractor does not knowingly employ or contract with an unauthorized alien and that the subcontractor has enrolled and is participating in the E-Verify program. The Contractor agrees to maintain this certification throughout the duration of the term of a contract with a subcontractor. The School Corporation may terminate for default if the Contractor fails to cure a breach of this provision no later than thirty (30) days after being notified by the School Corporation.

14. Severability: The parties agree that each and every paragraph, sentence, clause, term and provision of this Agreement is severable and that, in the event any portion of this Agreement is adjudged to be invalid or unenforceable, the remaining portions thereof shall remain in full force and effect to the fullest extent permitted by law.

15. Nondiscrimination. Pursuant to the Indiana Civil Rights Law, specifically including IC § 22-9-1-10, and in keeping with the purposes of the federal Civil Rights Act of 1964, the Age Discrimination in Employment Act, and the Americans with Disabilities Act, the Contractor covenants that it shall not discriminate against any employee or applicant for employment relating to this Agreement with respect to the hire, tenure, terms, conditions or privileges of employment or any matter directly or indirectly related to employment, because of the employee's or applicant's race, color, national origin, religion, sex, age, disability, ancestry, status as a veteran, or any other characteristic protected by federal, state, or local law ("Protected Characteristics"). Contractor certifies compliance with applicable federal laws, regulations, and executive orders prohibiting discrimination based on the Protected Characteristics in the provision of services. Breach of this paragraph may be regarded as a material breach of this Agreement, but nothing in this paragraph shall be construed to imply or establish an employment relationship between the School Corporation and any applicant or employee of the Contractor or any subcontractor.

16. Miscellaneous: This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, and all of such together shall constitute one and the same instrument. The section headings contained in this Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Agreement.

17. Governing Law: This Agreement shall be interpreted in accordance with and be governed exclusively by the laws of the State of Indiana.

18. Entire Agreement: This Agreement constitutes the complete agreement between the parties with regard to the subject matter addressed herein, shall supersede any and all previous agreements and/or commitments, whether oral or written, between the parties and shall not be amended or modified absent an agreement signed by both parties. The parties further agree that no verbal or other statements, discussions, or impressions, other than those provisions contained in this Agreement, have been relied upon by either party in executing this Agreement.

19. Compliance with Laws. The Contractor shall comply with all applicable federal, state, and local laws, rules, regulations, and ordinances, and all provisions required thereby to be included herein are hereby incorporated by reference. The enactment or modification of any applicable state or federal statute or the promulgation of rules or regulations thereunder after execution of this Agreement shall be reviewed by the School Corporation and the Contractor to determine whether the provisions of this Agreement require formal modification.

IN WITNESS WHEREOF, the parties have signed, or caused a duly authorized agent thereof to sign, this Agreement on their behalf and thereby acknowledge their intent to be bound by its terms and conditions.

GARY COMMUNITY SCHOOL CORPORATION

GMB ARCHITECTURE + ENGINEERING

By: _____
Authorized Representative

By: _____
Authorized Representative

Approval Date: _____

Approval Date: _____

EXHIBIT A

Project Description and Scope of Work

Project Description:

Execute the architectural and engineering services associated with secure entrance improvements at each of the 10 locations noted throughout the GCSC.

Scope of Work:

Please see attached project scope delineated for each school site.

EXHIBIT B

Project Timeline

Work shall commence within the next 30 days and will be carried out in phases in accordance with the following schedule:

Phase 1:

Timeline will span for the end of August, 2022 through December, 2022.

Phase 2:

[Add additional phases as applicable to the project.]

All work to be performed under this Agreement shall be substantially completed by no later than **December 31, 2022**. For purposes of this Agreement, “substantial completion” shall mean the entire project and scope of work set forth in Exhibit A have been completed and the School Corporation may occupy and use the building or portion of the building subject to this Agreement for its intended purpose.

EXHIBIT C

Payment Schedule

Invoice Issuance Date by Contractor	Payment Due Date by School Corporation	Payment Amount
Equipment/Materials invoiced once received Labor services billed at a monthly rate.	Within 30 days of receipt of invoice	Bailly - \$75,000 Banneker @ Marquette - \$26,000 Bethune - \$75,000 Beveridge - \$44,000 Career Center - \$75,000 Gary Middle School - \$75,000 Glen Park - \$26,000 McCullough Academy - \$44,000 West Side - \$75,000 Williams - \$26,000 Total Cost: \$541,000.00



June 24, 2022

Mr. Barry O'Quinn
Director of Operations
Gary Community School Corporation
3840 Georgia Street
Gary, IN 46037

**RE: Proposal for Professional Design Services
Bailly Middle School Secure Entry Improvements**

Dear Mr. O'Quinn:

GMB is pleased to provide this proposal for professional services for Bailly Middle School Secure Entry Improvements project.

PROJECT SCOPE

GMB understands Gary Community School Corporation (GCSC)'s goals to efficiently execute the Architectural and Engineering services associated with the secure entrance improvements project at Bailly Middle School. This proposal is based on the site observation and discussions on May 25, 2022.

Bailly Middle School's existing conditions include access directly from the exterior courtyard into the building lobby which is open to the corridor with a security desk. There is an adjacent admin office space. We anticipate the secure entry solution and renovation scope of work to include:

- Selective demolition of both interior and exterior building systems to create one new secure entry vestibule and security office.
- New building envelope components, MEP systems appropriate for the renovation, new finishes, new associated furniture/casework, and integrated equipment/technology security strategies.
- Design Team involvement from Architecture, Interior Design, MEP Engineering, and cost estimating members is expected. We don't anticipate involvement from Civil, Structural Engineering, or Landscape Design members. GMB is a full-service firm and we can bring in these specialties as needed.

DETAILED SCOPE OF WORK

Our projects are structured in several phases to organize the process, convey clear expectations, and facilitate necessary interaction between the school and the design team. Updates are frequently shared regarding decisions about scope, budget, and schedule at key milestones. The services to be performed in each phase are often customized heavily to suit the specific needs of each client and project. GMB proposes tasks for each phase which reflect GCSC's goal to put construction drawings out to bid by the end of 2022.

Throughout this process, typical project meetings are intended to be virtual, with up to one key meeting in each design phase in-person.



Meet

At GMB, we take pride in introducing our team to clients and getting acquainted with stakeholders. Typically, this is the time to get to know GCSC so that we can provide informed advocacy keeping our client's best interest in mind.

In this instance, our day with Mr. O'Quinn touring all 10 GCSC buildings gave our team a good frame of reference.



Learn (Pre-design Investigation)

GMB will learn as much as possible to gain a general understanding of the overall existing conditions through the review of record drawings or any other documents available by the owner. If existing drawings are not available, we will perform a site visit as needed for field-verifying existing conditions and modeling/drafting the existing conditions.

DELIVERABLES: N/A



Explore (Schematic Design)

We will **EXPLORE** ideas and begin molding them into preliminary concept plans. These include the exploration of spatial relationships, materials, and systems.

GMB will produce up to three (3) concept plans for a new secure entry at Bailly Middle School located at the main entry. In reviewing these concepts with the owner we will identify pros and cons of the options as well as a range of magnitude of cost in the form of a "good", "better", "best" approach.

The result of this phase is to identify a preferred concept that meets the goals of GCSC for the project.

DELIVERABLES: Floor Plan Concept sketches in a Design Playbook



Focus (Design Development)

Proceeding to design development, we focus on developing the preferred concept plan in more detail, building on the schematic planning from the previous phase. We will draw the scope of work in 3D Revit software and perform a detailed code review. Plans become more refined as we finalize details such as the selection of colors, materials, fixtures, components, and systems to be incorporated into the project.

Shortly before Design Development Documents are completed, GMB will meet with GCSC for a complete 'page turn' of the documents. Documents will be updated to reflect any feedback, questions, or comments.

The goal of design development is to make decisions and selections that will allow the team to validate scope and budget.

DELIVERABLES: Updated Design Playbook
Preliminary Construction Drawing Set including demolition and proposed plans
Narratives or Concept Drawings for Building Systems
Draft List of Specifications



Implement (Construction Documents)

GMB will Implement the design by finalizing biddable construction documents. Plans, details, and technical specifications will be completed. The design team will also prepare the "front end" specifications for the Project Manual with input from GCSC.

Shortly before Construction Documents are completed, GMB will meet with GCSC for a complete 'page turn' of the documents. Final documents will be updated to reflect any feedback, questions, or comments.

At the completion of the Implement phase, GMB will provide a complete set of biddable documents electronically in pdf format. GMB will submit these drawings for State Design Review and respond to plan review comments as needed.

DELIVERABLES: Updated Design Playbook
Complete Biddable Documents (in pdf format)



Support (Construction Administration)

We support the bidding and building process by acting as your representative and observing the progress of construction for conformance with our drawings and specifications. We provide clarifications to our drawings and make modifications where needed and approved. The project team will stay involved and be available to answer questions and solve problems throughout construction.

During the procurement process, GMB will support GCSC by responding to bidders' questions and participating in a pre-bid meeting if requested. After the bids are received, GMB will be available to assist the GCSC with analyzing the bids to ensure completeness.

The goal of construction administration is to represent the Owner's interest during construction, reviewing for conformance with the design intent.

Support from the design team is vital during construction. GMB will participate in OAC meetings and provide clarification to drawings, respond to RFI's, review submittals, issue bulletins as needed, and act as the owner advocate in communication with the contractor.

GMB will perform site visits to observe the progress of the repairs and a field report will be submitted after each visit. Up to three (3) site visits are anticipated during the relatively short construction period. After the work is completed, GMB will perform a final site visit and will document any outstanding items for correction in a punch list report.



Care (Post-construction)

We care about you and your spaces long after the project is complete. Our promise to you is that we will remain involved beyond the end of this project. By working with us, you will experience the peace of mind knowing that we are there to answer any questions or address issues that may come up in the future.



SCHEDULE

It is understood that the GCSC would like to begin this project immediately and plan for construction during summer 2023. The proposed schedule is intended to be used to initiate conversation. Project schedules are most successful when developed with input and feedback from all stakeholders. We are prepared to be flexible and adjust our work plan as necessary to meet your goals.

1. Approval of GMB Letter of Intent	July 1, 2022
2. Owner to provide existing building documentation	July 5 – July 8, 2022
3. Complete Schematic Design	September 2022
4. Complete Design Development	October 2022
5. Complete Construction Documents	December 2022
6. Bidding	January 2023
7. Commence Construction	Summer 2023

PROPOSED FEE

GMB proposes a fee of **\$72,000** (Seventy-two thousand dollars). The breakdown of this fee is as follows:

Schematic Design (Learn and Explore)	\$10,800 (15%)
Design Development (Focus)	\$21,600 (30%)
Construction Documents (Implement)	\$25,200 (35%)
Bidding and Construction Administration (Support)	\$14,400 (20%)

Our fee includes travel to and from the site, stakeholder meetings, and presentations. GMB does not charge for clerical work or for any printing that may be done in-house for use by the design team. If the owner requests additional on-site meetings beyond the one per phase during design and three for Construction Administration additional services will be requested.

Reimbursable expenses are anticipated for the application fees for State Design Review approval during the submittal process. GMB proposes a fee not to exceed the amount of **\$3,000** (Three-thousand dollars).

The total proposed contract to GMB for Architectural and Engineering services plus reimbursables totals to **\$75,000** (Seventy-five thousand dollars).

Our proposed fee is based on acceptance of GMB proposals for all ten (10) secure entry projects. Site visits and meetings will be coordinated to address multiple projects concurrently.

OWNER'S RESPONSIBILITIES

The Owner, Gary Community School Corporation, shall provide on a timely basis all of the necessary and pertinent information needed by GMB for use in completing the project, as well as provide reasonable access to the site as needed for the work.

GMB is not responsible for identification of any hazardous substances (e.g. asbestos or lead containing materials or mold) during the execution of this project. If the existence of any hazardous substances is suspected or determined during the period of this project, the identification and removal of such is the responsibility of the Owner.



PROJECT TERMS

In the event of a dispute, liability to GMB for errors or omissions is limited to our fee. Any disputes must be solved by mediation per the AIA Document A101, Standard Form of Agreement Between Owner and Constructor guidelines.

Termination of the terms agreed to shall occur when the project is complete or the project is officially abandoned by GCSC, whichever occurs first. In either case, all costs owed to the Architect/Engineer for daily and hourly charges and additional costs will be due and payable within thirty days of their final billing.

We look forward to a successful relationship with Gary Community School Corporation.

Sincerely,

GMB

A handwritten signature in blue ink that reads 'Andre Maue'.

Andre Maue, PE, LEED AP
Regional Practice Leader

A handwritten signature in blue ink that reads 'Katy Candau'.

Katy Candau, AIA
Architect

PROPOSAL ACCEPTANCE: *To accept this proposal, please sign, date, and return to Andre Maue at andrem@gmb.com.*

Name: _____

Title: _____

Date: _____

Proposal: GCSC Bailly Middle School Secure Entry



June 24, 2022

Mr. Barry O'Quinn
Director of Operations
Gary Community School Corporation
3840 Georgia Street
Gary, IN 46037

**RE: Proposal for Professional Design Services
Bethune Early Childhood Secure Entry Improvements**

Dear Mr. O'Quinn:

GMB is pleased to provide this proposal for professional services for Bethune Early Childhood Secure Entry Improvements project.

PROJECT SCOPE

GMB understands Gary Community School Corporation (GCSC)'s goals to efficiently execute the Architectural and Engineering services associated with the secure entrance improvements project at Bethune Early Childhood Center. This proposal is based on the site observation and discussions on May 25, 2022.

Bethune Early Childhood Center's existing conditions include access directly from the exterior into the building lobby which is open to a corridor with a security desk. We anticipate the secure entry solution and renovation scope of work to include:

- Selective demolition of both interior and exterior building systems to create one new secure entry vestibule and security office.
- New building envelope components, MEP systems appropriate for the renovation, new finishes, new associated furniture/casework, and integrated equipment/technology security strategies.
- Design Team involvement from Architecture, Interior Design, MEP Engineering, and cost estimating members is expected. We don't anticipate involvement from Civil, Structural Engineering, or Landscape Design members. GMB is a full-service firm and we can bring in these specialties as needed.

DETAILED SCOPE OF WORK

Our projects are structured in several phases to organize the process, convey clear expectations, and facilitate necessary interaction between the school and the design team. Updates are frequently shared regarding decisions about scope, budget, and schedule at key milestones. The services to be performed in each phase are often customized heavily to suit the specific needs of each client and project. GMB proposes tasks for each phase which reflect GCSC's goal to put construction drawings out to bid by the end of 2022.

Throughout this process, typical project meetings are intended to be virtual, with up to one key meeting in each design phase in-person.



Meet

At GMB, we take pride in introducing our team to clients and getting acquainted with stakeholders. Typically, this is the time to get to know GCSC so that we can provide informed advocacy keeping our client's best interest in mind.

In this instance, our day with Mr. O'Quinn touring all 10 GCSC buildings gave our team a good frame of reference.



Learn (Pre-design Investigation)

GMB will learn as much as possible to gain a general understanding of the overall existing conditions through the review of record drawings or any other documents available by the owner. If existing drawings are not available, we will perform a site visit as needed for field-verifying existing conditions and modeling/drafting the existing conditions.

DELIVERABLES: N/A



Explore (Schematic Design)

We will **EXPLORE** ideas and begin molding them into preliminary concept plans. These include the exploration of spatial relationships, materials, and systems.

GMB will produce up to three (3) concept plans for a new secure entry at Bethune Early Childhood Center located at the main entry. In reviewing these concepts with the owner we will identify pros and cons of the options as well as a range of magnitude of cost in the form of a "good", "better", "best" approach.

The result of this phase is to identify a preferred concept that meets the goals of GCSC for the project.

DELIVERABLES: Floor Plan Concept sketches in a Design Playbook



Focus (Design Development)

Proceeding to design development, we focus on developing the preferred concept plan in more detail, building on the schematic planning from the previous phase. We will draw the scope of work in 3D Revit software and perform a detailed code review. Plans become more refined as we finalize details such as the selection of colors, materials, fixtures, components, and systems to be incorporated into the project.

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Complete Biddable Documents (in pdf format)



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Support from the design team is vital during construction. GMB will participate in OAC meetings and provide clarification to drawings, respond to RFI's, review submittals, issue bulletins as needed, and act as the owner advocate in communication with the contractor.

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SCHEDULE

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Reimbursable expenses are anticipated for the application fees for State Design Review approval during the submittal process. GMB proposes a fee not to exceed the amount of **\$3,000** (Three-thousand dollars).

The total proposed contract to GMB for Architectural and Engineering services plus reimbursables totals to **\$75,000** (Seventy-five thousand dollars).

Our proposed fee is based on acceptance of GMB proposals for all ten (10) secure entry projects. Site visits and meetings will be coordinated to address multiple projects concurrently.

OWNER'S RESPONSIBILITIES

The Owner, Gary Community School Corporation, shall provide on a timely basis all of the necessary and pertinent information needed by GMB for use in completing the project, as well as provide reasonable access to the site as needed for the work.

GMB is not responsible for identification of any hazardous substances (e.g. asbestos or lead containing materials or mold) during the execution of this project. If the existence of any hazardous substances is suspected or determined during the period of this project, the identification and removal of such is the responsibility of the Owner.



PROJECT TERMS

In the event of a dispute, liability to GMB for errors or omissions is limited to our fee. Any disputes must be solved by mediation per the AIA Document A101, Standard Form of Agreement Between Owner and Constructor guidelines.

Termination of the terms agreed to shall occur when the project is complete or the project is officially abandoned by GCSC, whichever occurs first. In either case, all costs owed to the Architect/Engineer for daily and hourly charges and additional costs will be due and payable within thirty days of their final billing.

We look forward to a successful relationship with Gary Community School Corporation.

Sincerely,

GMB

A handwritten signature in blue ink that reads "Andre Maue".

Andre Maue, PE, LEED AP
Regional Practice Leader

A handwritten signature in blue ink that reads "Katy Candau".

Katy Candau, AIA
Architect

PROPOSAL ACCEPTANCE: *To accept this proposal, please sign, date, and return to Andre Maue at andrem@gmb.com.*

Name: _____

Title: _____

Date: _____

Proposal: GCSC Bethune Early Childhood Secure Entry



June 24, 2022

Mr. Barry O'Quinn
Director of Operations
Gary Community School Corporation
3840 Georgia Street
Gary, IN 46037

**RE: Proposal for Professional Design Services
Beveridge Elementary School Secure Entry Improvements**

Dear Mr. O'Quinn:

GMB is pleased to provide this proposal for professional services for the Beveridge Elementary School Secure Entry Improvements project.

PROJECT SCOPE

GMB understands Gary Community School Corporation (GCSC)'s goals to efficiently execute the Architectural and Engineering services associated with the secure entrance improvements project at Beveridge Elementary School building. This proposal is based on the site observation and discussions on May 25, 2022.

Beveridge Elementary School's existing conditions include a non-secure vestibule and adjacent administrative office suite. We anticipate the scope of work for the secure entry solution and renovation to include:

- Modifications to the existing vestibule masonry and door assembly, selective demolition for new openings in existing walls, MEP systems appropriate for the renovation, new finishes, new associated furniture/casework, and integrated equipment/technology security strategies.
- Design Team Involvement from Architecture, Interior Design, MEP Engineering, and cost estimating members is expected. We don't anticipate involvement from Civil, Structural Engineering, or Landscape Design members. GMB is a full-service firm and we can bring in these specialties as needed.

DETAILED SCOPE OF WORK

Our projects are structured in several phases to organize the process, convey clear expectations, and facilitate necessary interaction between the school and the design team. Updates are frequently shared regarding decisions about scope, budget, and schedule at key milestones. The services to be performed in each phase are often customized heavily to suit the specific needs of each client and project. GMB proposes tasks for each phase which reflect GCSC's goal to put construction drawings out to bid by the end of 2022.

Throughout this process, typical project meetings are intended to be virtual, with up to one key meeting in each design phase in-person.



Meet

At GMB, we take pride in introducing our team to clients and getting acquainted with stakeholders. Typically, this is the time to get to know GCSC so that we can provide informed advocacy keeping our client's best interest in mind.

In this instance, our day with Mr. O'Quinn touring all 10 GCSC buildings gave our team a good frame of reference.



Learn (Pre-design Investigation)

GMB will learn as much as possible to gain a general understanding of the overall existing conditions through the review of record drawings or any other documents available by the owner. If existing drawings are not available we will perform a site visit as needed for field-verifying existing conditions and modeling/drafting the existing conditions.

DELIVERABLES: N/A



Explore (Schematic Design)

We will **EXPLORE** ideas and begin molding them into preliminary concept plans. These include the exploration of spatial relationships, materials, and systems.

GMB will produce up to three (3) concept plans for a new secure entry at the Elementary School located at the main entry on the north side of the building. In reviewing these concepts with the owner we will identify pros and cons of the options as well as a range of magnitude of cost in the form of a "good", "better", "best" approach.

The result of this phase is to identify a preferred concept that meets the goals of GCSC for the project.

DELIVERABLES: Floor Plan Concept sketches in a Design Playbook



Focus (Design Development)

Proceeding to design development, we focus on developing the preferred concept plan in more detail, building on the schematic planning from the previous phase. We will draw the scope of work in 3D Revit software and perform a detailed code review. Plans become more refined as we finalize details such as the selection of colors, materials, fixtures, components, and systems to be incorporated into the project.

Shortly before Design Development Documents are completed, GMB will meet with GCSC for a complete 'page turn' of the documents. Documents will be updated to reflect any feedback, questions, or comments.

The goal of design development is to make decisions and selections that will allow the team to validate scope and budget.

DELIVERABLES: Updated Design Playbook
Preliminary Construction Drawing Set including demolition and proposed plans.
Narratives or Concept Drawings for Building Systems
Draft List of Specifications



Implement (Construction Documents)

GMB will Implement the design by finalizing biddable construction documents. Plans, details, and technical specifications will be completed. The design team will also prepare the "front end" specifications for the Project Manual with input from GCSC.

Shortly before Construction Documents are completed, GMB will meet with GCSC for a complete 'page turn' of the documents. Final documents will be updated to reflect any feedback, questions, or comments.

At the completion of the Implement phase, GMB will provide a complete set of biddable documents electronically in pdf format. GMB will submit these drawings for State Design Review and respond to plan review comments as needed.

DELIVERABLES: Updated Design Playbook
Complete Biddable Documents (in pdf format)



Support (Construction Administration)

We support the bidding and building process by acting as your representative and observing the progress of construction for conformance with our drawings and specifications. We provide clarifications to our drawings and make modifications where needed and approved. The project team will stay involved and be available to answer questions and solve problems throughout construction.

During the procurement process, GMB will support GCSC by responding to bidders' questions and participating in a pre-bid meeting if requested. After the bids are received, GMB will be available to assist the GCSC with analyzing the bids to ensure completeness.

The goal of construction administration is to represent the Owner's interest during construction, reviewing for conformance with the design intent.

Support from the design team is vital during construction. GMB will participate in OAC meetings and provide clarification to drawings, respond to RFI's, review submittals, issue bulletins as needed, and act as the owner advocate in communication with the contractor.

GMB will perform site visits to observe the progress of the repairs and a field report will be submitted after each visit. Up to two (2) site visits are anticipated during the relatively short construction period. After the work is completed, GMB will perform a final site visit and will document any outstanding items for correction in a punch list report.



Care (Post-construction)

We care about you and your spaces long after the project is complete. Our promise to you is that we will remain involved beyond the end of this project. By working with us, you will experience the peace of mind knowing that we are there to answer any questions or address issues that may come up in the future.



SCHEDULE

It is understood that the GCSC would like to begin this project immediately and plan for construction during summer 2023. The proposed schedule is intended to be used to initiate conversation. Project schedules are most successful when developed with input and feedback from all stakeholders. We are prepared to be flexible and adjust our work plan as necessary to meet your goals.

1. Approval of GMB Letter of Intent	July 1, 2022
2. Owner to provide existing building documentation	July 5 – July 8, 2022
3. Complete Schematic Design	September 2022
4. Complete Design Development	October 2022
5. Complete Construction Documents	December 2022
6. Bidding	January 2023
7. Commence Construction	Summer 2023

PROPOSED FEE

GMB proposes a fee of **\$42,000** (Forty-two thousand dollars). The breakdown of this fee is as follows:

Schematic Design (Learn and Explore)	\$6,300 (15%)
Design Development (Focus)	\$12,600 (30%)
Construction Documents (Implement)	\$14,700 (35%)
Bidding and Construction Administration (Support)	\$8,400 (20%)

Our fee includes travel to and from the site along with basic supplies for the design workshop, stakeholder meetings, and presentations. GMB does not charge for clerical work or for any printing that may be done in-house for use by the design team. If the owner request additional on-site meetings beyond the one per phase during design and two for Construction Administration additional services will be requested.

Reimbursable expenses are anticipated for the application fees for State Design Review approval during the submittal process. GMB proposes a fee not to exceed the amount of **\$2,000** (Two-thousand dollars).

The total proposed contract to GMB for Architectural and Engineering services plus reimbursables totals to **\$44,000** (Forty-four thousand dollars).

Our proposed fee is based on acceptance of GMB proposals for all ten (10) secure entry projects. Site visits and meetings will be coordinated to address multiple projects concurrently.

OWNER'S RESPONSIBILITIES

The Owner, Gary Community School Corporation, shall provide on a timely basis all of the necessary and pertinent information needed by GMB for use in completing the project, as well as provide reasonable access to the site as needed for the work.

GMB is not responsible for identification of any hazardous substances (e.g. asbestos or lead containing materials or mold) during the execution of this project. If the existence of any hazardous substances is suspected or determined during the period of this project, the identification and removal of such is the responsibility of the Owner.



PROJECT TERMS

In the event of a dispute, liability to GMB for errors or omissions is limited to our fee. Any disputes must be solved by mediation per the AIA Document A101, Standard Form of Agreement Between Owner and Constructor guidelines.

Termination of the terms agreed to shall occur when the project is complete or the project is officially abandoned by GCSC, whichever occurs first. In either case, all costs owed to the Architect/Engineer for daily and hourly charges and additional costs will be due and payable within thirty days of their final billing.

We look forward to a successful relationship with Gary Community School Corporation.

Sincerely,

GMB

A handwritten signature in blue ink that reads "Andre Maue".

Andre Maue, PE, LEED AP
Regional Practice Leader

A handwritten signature in blue ink that reads "Katy Candau".

Katy Candau, AIA
Architect

PROPOSAL ACCEPTANCE: *To accept this proposal, please sign, date, and return to Andre Maue at andrem@gmb.com.*

Name: _____

Title: _____

Date: _____

Proposal: GCSC Beveridge Elementary Secure Entry



June 24, 2022

Mr. Barry O'Quinn
Director of Operations
Gary Community School Corporation
3840 Georgia Street
Gary, IN 46037

**RE: Proposal for Professional Design Services
Gary Area Career Center Secure Entry Improvements**

Dear Mr. O'Quinn:

GMB is pleased to provide this proposal for professional services for Gary Area Career Center Secure Entry Improvements project.

PROJECT SCOPE

GMB understands Gary Community School Corporation (GCSC)'s goals to efficiently execute the Architectural and Engineering services associated with the secure entrance improvements project at Gary Area Career Center. This proposal is based on the site observation and discussions on May 25, 2022.

Gary Area Career Center's existing conditions include access from a non-secure vestibule into the building lobby that is open to a corridor with a security desk. We anticipate the secure entry solution and renovation scope of work to include:

- Selective demolition of both interior and exterior building systems to create one new secure entry vestibule and security office.
- New building envelope components, MEP systems appropriate for the renovation, new finishes, new associated furniture/casework, and integrated equipment/technology security strategies.
- Design Team involvement from Architecture, Interior Design, MEP Engineering, and cost estimating members is expected. We don't anticipate involvement from Civil, Structural Engineering, or Landscape Design members. GMB is a full-service firm and we can bring in these specialties as needed.

DETAILED SCOPE OF WORK

Our projects are structured in several phases to organize the process, convey clear expectations, and facilitate necessary interaction between the school and the design team. Updates are frequently shared regarding decisions about scope, budget, and schedule at key milestones. The services to be performed in each phase are often customized heavily to suit the specific needs of each client and project. GMB proposes tasks for each phase which reflect GCSC's goal to put construction drawings out to bid by the end of 2022.

Throughout this process, typical project meetings are intended to be virtual, with up to one key meeting in each design phase in-person.



Meet

At GMB, we take pride in introducing our team to clients and getting acquainted with stakeholders. Typically, this is the time to get to know GCSC so that we can provide informed advocacy keeping our client's best interest in mind.

In this instance, our day with Mr. O'Quinn touring all 10 GCSC buildings gave our team a good frame of reference.



Learn (Pre-design Investigation)

GMB will learn as much as possible to gain a general understanding of the overall existing conditions through the review of record drawings or any other documents available by the owner. If existing drawings are not available, we will perform a site visit as needed for field-verifying existing conditions and modeling/drafting the existing conditions.

DELIVERABLES: N/A



Explore (Schematic Design)

We will **EXPLORE** ideas and begin molding them into preliminary concept plans. These include the exploration of spatial relationships, materials, and systems.

GMB will produce up to three (3) concept plans for a new secure entry at Gary Area Career Center located at the main entry. In reviewing these concepts with the owner we will identify pros and cons of the options as well as a range of magnitude of cost in the form of a "good", "better", "best" approach.

The result of this phase is to identify a preferred concept that meets the goals of GCSC for the project.

DELIVERABLES: Floor Plan Concept sketches in a Design Playbook



Focus (Design Development)

Proceeding to design development, we focus on developing the preferred concept plan in more detail, building on the schematic planning from the previous phase. We will draw the scope of work in 3D Revit software and perform a detailed code review. Plans become more refined as we finalize details such as the selection of colors, materials, fixtures, components, and systems to be incorporated into the project.

Shortly before Design Development Documents are completed, GMB will meet with GCSC for a complete 'page turn' of the documents. Documents will be updated to reflect any feedback, questions, or comments.

The goal of design development is to make decisions and selections that will allow the team to validate scope and budget.

DELIVERABLES: Updated Design Playbook
Preliminary Construction Drawing Set including demolition and proposed plans
Narratives or Concept Drawings for Building Systems
Draft List of Specifications



Implement (Construction Documents)

GMB will Implement the design by finalizing biddable construction documents. Plans, details, and technical specifications will be completed. The design team will also prepare the "front end" specifications for the Project Manual with input from GCSC.

Shortly before Construction Documents are completed, GMB will meet with GCSC for a complete 'page turn' of the documents. Final documents will be updated to reflect any feedback, questions, or comments.

At the completion of the Implement phase, GMB will provide a complete set of biddable documents electronically in pdf format. GMB will submit these drawings for State Design Review and respond to plan review comments as needed.

DELIVERABLES: Updated Design Playbook
Complete Biddable Documents (in pdf format)



Support (Construction Administration)

We support the bidding and building process by acting as your representative and observing the progress of construction for conformance with our drawings and specifications. We provide clarifications to our drawings and make modifications where needed and approved. The project team will stay involved and be available to answer questions and solve problems throughout construction.

During the procurement process, GMB will support GCSC by responding to bidders' questions and participating in a pre-bid meeting if requested. After the bids are received, GMB will be available to assist the GCSC with analyzing the bids to ensure completeness.

The goal of construction administration is to represent the Owner's interest during construction, reviewing for conformance with the design intent.

Support from the design team is vital during construction. GMB will participate in OAC meetings and provide clarification to drawings, respond to RFI's, review submittals, issue bulletins as needed, and act as the owner advocate in communication with the contractor.

GMB will perform site visits to observe the progress of the repairs and a field report will be submitted after each visit. Up to three (3) site visits are anticipated during the relatively short construction period. After the work is completed, GMB will perform a final site visit and will document any outstanding items for correction in a punch list report.



Care (Post-construction)

We care about you and your spaces long after the project is complete. Our promise to you is that we will remain involved beyond the end of this project. By working with us, you will experience the peace of mind knowing that we are there to answer any questions or address issues that may come up in the future.



SCHEDULE

It is understood that the GCSC would like to begin this project immediately and plan for construction during summer 2023. The proposed schedule is intended to be used to initiate conversation. Project schedules are most successful when developed with input and feedback from all stakeholders. We are prepared to be flexible and adjust our work plan as necessary to meet your goals.

1. Approval of GMB Letter of Intent	July 1, 2022
2. Owner to provide existing building documentation	July 5 – July 8, 2022
3. Complete Schematic Design	September 2022
4. Complete Design Development	October 2022
5. Complete Construction Documents	December 2022
6. Bidding	January 2023
7. Commence Construction	Summer 2023

PROPOSED FEE

GMB proposes a fee of **\$72,000** (Seventy-two thousand dollars). The breakdown of this fee is as follows:

Schematic Design (Learn and Explore)	\$10,800 (15%)
Design Development (Focus)	\$21,600 (30%)
Construction Documents (Implement)	\$25,200 (35%)
Bidding and Construction Administration (Support)	\$14,400 (20%)

Our fee includes travel to and from the site, stakeholder meetings, and presentations. GMB does not charge for clerical work or for any printing that may be done in-house for use by the design team. If the owner requests additional on-site meetings beyond the one per phase during design and three for Construction Administration additional services will be requested.

Reimbursable expenses are anticipated for the application fees for State Design Review approval during the submittal process. GMB proposes a fee not to exceed the amount of **\$3,000** (Three-thousand dollars).

The total proposed contract to GMB for Architectural and Engineering services plus reimbursables totals to **\$75,000** (Seventy-five thousand dollars).

Our proposed fee is based on acceptance of GMB proposals for all ten (10) secure entry projects. Site visits and meetings will be coordinated to address multiple projects concurrently.

OWNER'S RESPONSIBILITIES

The Owner, Gary Community School Corporation, shall provide on a timely basis all of the necessary and pertinent information needed by GMB for use in completing the project, as well as provide reasonable access to the site as needed for the work.

GMB is not responsible for identification of any hazardous substances (e.g. asbestos or lead containing materials or mold) during the execution of this project. If the existence of any hazardous substances is suspected or determined during the period of this project, the identification and removal of such is the responsibility of the Owner.



PROJECT TERMS

In the event of a dispute, liability to GMB for errors or omissions is limited to our fee. Any disputes must be solved by mediation per the AIA Document A101, Standard Form of Agreement Between Owner and Constructor guidelines.

Termination of the terms agreed to shall occur when the project is complete or the project is officially abandoned by GCSC, whichever occurs first. In either case, all costs owed to the Architect/Engineer for daily and hourly charges and additional costs will be due and payable within thirty days of their final billing.

We look forward to a successful relationship with Gary Community School Corporation.

Sincerely,

GMB

A handwritten signature in blue ink that reads "Andre Maue".

Andre Maue, PE, LEED AP
Regional Practice Leader

A handwritten signature in blue ink that reads "Katy Candau".

Katy Candau, AIA
Architect

PROPOSAL ACCEPTANCE: *To accept this proposal, please sign, date, and return to Andre Maue at andrem@gmb.com.*

Name: _____

Title: _____

Date: _____

Proposal: GCSC Gary Area Career Center Secure Entry



June 24, 2022

Mr. Barry O'Quinn
Director of Operations
Gary Community School Corporation
3840 Georgia Street
Gary, IN 46037

**RE: Proposal for Professional Design Services
Gary Middle School Secure Entry Improvements**

Dear Mr. O'Quinn:

GMB is pleased to provide this proposal for professional services for Gary Middle School Secure Entry Improvements project.

PROJECT SCOPE

GMB understands Gary Community School Corporation (GCSC)'s goals to efficiently execute the Architectural and Engineering services associated with the secure entrance improvements project at Gary Middle School. This proposal is based on the site observation and discussions on May 25, 2022.

Gary Middle School's existing conditions include access from a small non-secure vestibule into the building lobby that opens to a corridor with a security desk. There is an adjacent storefront area that could be an opportunity to create a larger secure vestibule and security office. We anticipate the secure entry solution and renovation scope of work to include:

- Selective demolition of both interior and exterior building systems to create one new secure entry vestibule and security office.
- New building envelope components, MEP systems appropriate for the renovation, new finishes, new associated furniture/casework, and integrated equipment/technology security strategies.
- Design Team involvement from Architecture, Interior Design, MEP Engineering, and cost estimating members is expected. We don't anticipate involvement from Civil, Structural Engineering, or Landscape Design members. GMB is a full-service firm and we can bring in these specialties as needed.

DETAILED SCOPE OF WORK

Our projects are structured in several phases to organize the process, convey clear expectations, and facilitate necessary interaction between the school and the design team. Updates are frequently shared regarding decisions about scope, budget, and schedule at key milestones. The services to be performed in each phase are often customized heavily to suit the specific needs of each client and project. GMB proposes tasks for each phase which reflect GCSC's goal to put construction drawings out to bid by the end of 2022.

Throughout this process, typical project meetings are intended to be virtual, with up to one key meeting in each design phase in-person.



Meet

At GMB, we take pride in introducing our team to clients and getting acquainted with stakeholders. Typically, this is the time to get to know GCSC so that we can provide informed advocacy keeping our client's best interest in mind.

In this instance, our day with Mr. O'Quinn touring all 10 GCSC buildings gave our team a good frame of reference.



Learn (Pre-design Investigation)

GMB will learn as much as possible to gain a general understanding of the overall existing conditions through the review of record drawings or any other documents available by the owner. If existing drawings are not available, we will perform a site visit as needed for field-verifying existing conditions and modeling/drafting the existing conditions.

DELIVERABLES: N/A



Explore (Schematic Design)

We will **EXPLORE** ideas and begin molding them into preliminary concept plans. These include the exploration of spatial relationships, materials, and systems.

GMB will produce up to three (3) concept plans for a new secure entry at Gary Middle School located at the main entry. In reviewing these concepts with the owner we will identify pros and cons of the options as well as a range of magnitude of cost in the form of a "good", "better", "best" approach.

The result of this phase is to identify a preferred concept that meets the goals of GCSC for the project.

DELIVERABLES: Floor Plan Concept sketches in a Design Playbook



Focus (Design Development)

Proceeding to design development, we focus on developing the preferred concept plan in more detail, building on the schematic planning from the previous phase. We will draw the scope of work in 3D Revit software and perform a detailed code review. Plans become more refined as we finalize details such as the selection of colors, materials, fixtures, components, and systems to be incorporated into the project.

Shortly before Design Development Documents are completed, GMB will meet with GCSC for a complete 'page turn' of the documents. Documents will be updated to reflect any feedback, questions, or comments.

The goal of design development is to make decisions and selections that will allow the team to validate scope and budget.

DELIVERABLES: Updated Design Playbook
Preliminary Construction Drawing Set including demolition and proposed plans
Narratives or Concept Drawings for Building Systems
Draft List of Specifications



Implement (Construction Documents)

GMB will Implement the design by finalizing biddable construction documents. Plans, details, and technical specifications will be completed. The design team will also prepare the "front end" specifications for the Project Manual with input from GCSC.

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At the completion of the Implement phase, GMB will provide a complete set of biddable documents electronically in pdf format. GMB will submit these drawings for State Design Review and respond to plan review comments as needed.

DELIVERABLES: Updated Design Playbook
Complete Biddable Documents (in pdf format)



Support (Construction Administration)

We support the bidding and building process by acting as your representative and observing the progress of construction for conformance with our drawings and specifications. We provide clarifications to our drawings and make modifications where needed and approved. The project team will stay involved and be available to answer questions and solve problems throughout construction.

During the procurement process, GMB will support GCSC by responding to bidders' questions and participating in a pre-bid meeting if requested. After the bids are received, GMB will be available to assist the GCSC with analyzing the bids to ensure completeness.

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Support from the design team is vital during construction. GMB will participate in OAC meetings and provide clarification to drawings, respond to RFI's, review submittals, issue bulletins as needed, and act as the owner advocate in communication with the contractor.

GMB will perform site visits to observe the progress of the repairs and a field report will be submitted after each visit. Up to three (3) site visits are anticipated during the relatively short construction period. After the work is completed, GMB will perform a final site visit and will document any outstanding items for correction in a punch list report.



Care (Post-construction)

We care about you and your spaces long after the project is complete. Our promise to you is that we will remain involved beyond the end of this project. By working with us, you will experience the peace of mind knowing that we are there to answer any questions or address issues that may come up in the future.



SCHEDULE

It is understood that the GCSC would like to begin this project immediately and plan for construction during summer 2023. The proposed schedule is intended to be used to initiate conversation. Project schedules are most successful when developed with input and feedback from all stakeholders. We are prepared to be flexible and adjust our work plan as necessary to meet your goals.

1. Approval of GMB Letter of Intent	July 1, 2022
2. Owner to provide existing building documentation	July 5 – July 8, 2022
3. Complete Schematic Design	September 2022
4. Complete Design Development	October 2022
5. Complete Construction Documents	December 2022
6. Bidding	January 2023
7. Commence Construction	Summer 2023

PROPOSED FEE

GMB proposes a fee of **\$72,000** (Seventy-two thousand dollars). The breakdown of this fee is as follows:

Schematic Design (Learn and Explore)	\$10,800 (15%)
Design Development (Focus)	\$21,600 (30%)
Construction Documents (Implement)	\$25,200 (35%)
Bidding and Construction Administration (Support)	\$14,400 (20%)

Our fee includes travel to and from the site, stakeholder meetings, and presentations. GMB does not charge for clerical work or for any printing that may be done in-house for use by the design team. If the owner requests additional on-site meetings beyond the one per phase during design and three for Construction Administration additional services will be requested.

Reimbursable expenses are anticipated for the application fees for State Design Review approval during the submittal process. GMB proposes a fee not to exceed the amount of **\$3,000** (Three-thousand dollars).

The total proposed contract to GMB for Architectural and Engineering services plus reimbursables totals to **\$75,000** (Seventy-five thousand dollars).

Our proposed fee is based on acceptance of GMB proposals for all ten (10) secure entry projects. Site visits and meetings will be coordinated to address multiple projects concurrently.

OWNER'S RESPONSIBILITIES

The Owner, Gary Community School Corporation, shall provide on a timely basis all of the necessary and pertinent information needed by GMB for use in completing the project, as well as provide reasonable access to the site as needed for the work.

GMB is not responsible for identification of any hazardous substances (e.g. asbestos or lead containing materials or mold) during the execution of this project. If the existence of any hazardous substances is suspected or determined during the period of this project, the identification and removal of such is the responsibility of the Owner.



PROJECT TERMS

In the event of a dispute, liability to GMB for errors or omissions is limited to our fee. Any disputes must be solved by mediation per the AIA Document A101, Standard Form of Agreement Between Owner and Constructor guidelines.

Termination of the terms agreed to shall occur when the project is complete or the project is officially abandoned by GCSC, whichever occurs first. In either case, all costs owed to the Architect/Engineer for daily and hourly charges and additional costs will be due and payable within thirty days of their final billing.

We look forward to a successful relationship with Gary Community School Corporation.

Sincerely,

GMB

A handwritten signature in blue ink that reads "Andre Maue".

Andre Maue, PE, LEED AP
Regional Practice Leader

A handwritten signature in blue ink that reads "Katy Candau".

Katy Candau, AIA
Architect

PROPOSAL ACCEPTANCE: *To accept this proposal, please sign, date, and return to Andre Maue at andrem@gmb.com.*

Name: _____

Title: _____

Date: _____

Proposal: GCSC Gary Middle School Secure Entry



June 24, 2022

Mr. Barry O'Quinn
Director of Operations
Gary Community School Corporation
3840 Georgia Street
Gary, IN 46037

**RE: Proposal for Professional Design Services
Glen Park Elementary Secure Entry Improvements**

Dear Mr. O'Quinn:

GMB is pleased to provide this proposal for professional services for the Glen Park Elementary School Secure Entry Improvements project.

PROJECT SCOPE

GMB understands Gary Community School Corporation (GCSC)'s goals to efficiently execute the Architectural and Engineering services associated with the secure entrance improvements project at Glen Park Elementary School. This proposal is based on the site observation and discussions on May 25, 2022.

Glen Park Elementary School's existing conditions includes a secure vestibule and associated office. We anticipate the renovation scope of work to include:

- Integrated equipment/technology security strategies, potentially window film on select existing windows associated with the secure entry and/or furniture replacement to improve the functionality of the existing conditions.
- Design Team Involvement from Architecture, Electrical Engineering, and cost estimating members is expected. We don't anticipate involvement from Interior Design, Civil, Structural, Mechanical, Plumbing Engineering, or Landscape Design Team members. GMB is a full-service firm and we can bring in these specialties as needed.

DETAILED SCOPE OF WORK

Our projects are structured in several phases to organize the process, convey clear expectations, and facilitate necessary interaction between the school and the design team. Updates are frequently shared regarding decisions about scope, budget, and schedule at key milestones. The services to be performed in each phase are often customized heavily to suit the specific needs of each client and project. GMB proposes tasks for each phase which reflect GCSC's goal to put construction drawings out to bid by the end of 2022.

Throughout this process, typical project meetings are intended to be virtual, with up to one key meeting in each design phase in-person.



Meet

At GMB, we take pride introducing our team to clients and getting acquainted with stakeholders. Typically, this is the time to get to know GCSC so that we can provide informed advocacy keeping our client's best interest in mind.

In this instance, our day with Mr. O'Quinn touring all 10 GCSC buildings gave our team a good frame of reference and great starting point.



Learn (Pre-design Investigation)

GMB will learn as much as possible to gain a general understanding of the overall existing conditions through the review of record drawings or any other documents available by the owner. If existing drawings are not available, we will perform a site visit as needed for field-verifying existing conditions and modeling/drafting the existing conditions.

DELIVERABLES: N/A



Explore (Schematic Design)

We will **EXPLORE** ideas and begin molding them into preliminary concept plans. These include the exploration of spatial relationships, materials, and systems.

GMB will produce up to three (3) conceptual scope of work narratives/sketches. In reviewing these concepts with the owner, we will identify pros and cons of the options as well as a range of magnitude of cost in the form of a "good", "better", "best" approach.

The result of this phase is to identify a preferred approach to the scope of work that meets the goals of GCSC for the project.

DELIVERABLES: Concept narratives/sketches in a Design Playbook



Focus (Design Development)

Proceeding to design development, we focus on developing the preferred concept plan in more detail, building on the schematic planning from the previous phase. We will draw the scope of work in 3D Revit software and perform a detailed code review. Plans become more refined as we finalize details such as the selection of colors, materials, fixtures, components, and systems to be incorporated into the project.

Shortly before Design Development Documents are completed, GMB will meet with GCSC for a complete 'page turn' of the documents. Documents will be updated to reflect any feedback, questions, or comments.

The goal of design development is to make decisions and selections that will allow the team to validate scope and budget.

DELIVERABLES: Updated Design Playbook
Preliminary Construction Drawing Set including demolition and proposed plans
Narratives or Concept Drawings for Building Systems
Draft List of Specifications



Implement (Construction Documents)

GMB will Implement the design by finalizing biddable construction documents. Plans, details, and technical specifications will be completed. The design team will also prepare the "front end" specifications for the Project Manual with input from GCSC.

Shortly before Construction Documents are completed, GMB will meet with GCSC for a complete 'page turn' of the documents. Final documents will be updated to reflect any feedback, questions, or comments.

At the completion of the Implement phase, GMB will provide a complete set of biddable documents electronically in pdf format. GMB will submit these drawings for State Design Review if required and respond to plan review comments as needed.

DELIVERABLES: Updated Design Playbook
Complete Biddable Documents (in pdf format)



Support (Construction Administration)

We support the bidding and building process by acting as your representative and observing the progress of construction for conformance with our drawings and specifications. We provide clarifications to our drawings and make modifications where needed and approved. The project team will stay involved and be available to answer questions and solve problems throughout construction.

During the procurement process, GMB will support GCSC by responding to bidders' questions and participating in a pre-bid meeting if requested. After the bids are received, GMB will be available to assist the GCSC with analyzing the bids to ensure completeness.

The goal of construction administration is to represent the Owner's interest during construction, reviewing for conformance with the design intent.

Support from the design team is vital during construction. GMB will participate in OAC meetings and provide clarification to drawings, respond to RFI's, review submittals, issue bulletins as needed, and act as the owner advocate in communication with the contractor.

GMB will perform site visits to observe the progress of the repairs and a field report will be submitted after each visit. Up to one (1) site visit is anticipated during the relatively short construction period. After the work is completed, GMB will perform a final site visit and will document any outstanding items for correction in a punch list report.



Care (Post-construction)

We care about you and your spaces long after the project is complete. Our promise to you is that we will remain involved beyond the end of this project. By working with us, you will experience the peace of mind knowing that we are there to answer any questions or address issues that may come up in the future.



SCHEDULE

It is understood that the GCSC would like to begin this project immediately and plan for construction during Summer 2023. The proposed schedule is intended to be used to initiate conversation. Project schedules are most successful when developed with input and feedback from all stakeholders. We are prepared to be flexible and adjust our work plan as necessary to meet your goals.

1. Approval of GMB Letter of Intent	July 1, 2022
2. Owner to provide existing building documentation	July 5 – July 8, 2022
3. Complete Schematic Design	September 2022
4. Complete Design Development	October 2022
5. Complete Construction Documents	November 2022
6. Bidding	January 2023
7. Commence Construction	Summer 2023

PROPOSED FEE

GMB proposes a fee of **\$26,000** (Twenty-six thousand dollars). The breakdown of this fee is as follows:

Schematic Design (Learn and Explore)	\$5,200 (20%)
Design Development (Focus)	\$7,800 (30%)
Construction Documents (Implement)	\$7,800 (30%)
Bidding and Construction Administration (Support)	\$5,200 (20%)

Our fee includes travel to and from the site along with basic supplies for the design workshop, stakeholder meetings, and presentations. GMB does not charge for clerical work or for any printing that may be done in-house for use by the design team. If the owner request additional on-site meetings beyond the one per phase during design and one for Construction Administration, additional services will be requested.

The anticipated scope of work will likely not trigger a submittal to the State for Design Review. Therefore, no reimbursables have been included in this proposal. If the scope grows to a level that requires State Design Review, additional services will be requested.

Our proposed fee is based on acceptance of GMB proposals for all ten (10) secure entry projects. Site visits and meetings will be coordinated to address multiple projects concurrently.

OWNER'S RESPONSIBILITIES

The Owner, Gary Community School Corporation, shall provide on a timely basis all of the necessary and pertinent information needed by GMB for use in completing the project, as well as provide reasonable access to the site as needed for the work.

GMB is not responsible for identification of any hazardous substances (e.g. asbestos or lead containing materials or mold) during the execution of this project. If the existence of any hazardous substances is suspected or determined during the period of this project, the identification and removal of such is the responsibility of the Owner.



PROJECT TERMS

In the event of a dispute, liability to GMB for errors or omissions is limited to our fee. Any disputes must be solved by mediation per the AIA Document A101, Standard Form of Agreement Between Owner and Constructor guidelines.

Termination of the terms agreed to shall occur when the project is complete or the project is officially abandoned by GCSC, whichever occurs first. In either case, all costs owed to the Architect/Engineer for daily and hourly charges and additional costs will be due and payable within thirty days of their final billing.

We look forward to a successful relationship with Gary Community School Corporation.

Sincerely,

GMB

A handwritten signature in blue ink that reads "Andre Maue".

Andre Maue, PE, LEED AP
Regional Practice Leader

A handwritten signature in blue ink that reads "Katy Candau".

Katy Candau, AIA
Architect

PROPOSAL ACCEPTANCE: *To accept this proposal, please sign, date, and return to Andre Maue at andrem@gmb.com.*

Name: _____

Title: _____

Date: _____

Proposal: GCSC Glen Park Elementary Secure Entry



June 16, 2022

Mr. Barry O'Quinn
Director of Operations
Gary Community School Corporation
3840 Georgia Street
Gary, IN 46037

**RE: Proposal for Professional Design Services
Marquette Elementary Secure Entry Improvements**

Dear Mr. O'Quinn:

GMB is pleased to provide this proposal for professional services for the Marquette Elementary School Secure Entry Improvements project.

PROJECT SCOPE

GMB understands Gary Community School Corporation's goals to efficiently execute the Architectural and Engineering services associated with the secure entrance improvements project at Marquette Elementary School. This proposal is based on the site observation and discussions on May 25, 2022.

Marquette Elementary schools existing conditions includes a secure vestibule and associated office. We anticipate the renovation scope of work to include:

- Integrated equipment/technology security strategies, potentially window film on select existing windows associated with the secure entry and/or furniture replacement to improve the functionality of the existing conditions.
- Design Team Involvement from Architecture, Electrical Engineering, and cost estimating members is expected. We don't anticipate involvement from Interior Design, Civil, Structural, Mechanical, Plumbing Engineering, or Landscape Design Team members. GMB is a full-service firm and we can bring in these specialties as needed.

DETAILED SCOPE OF WORK

Our projects are structured in several phases to organize the process, convey clear expectations, and facilitate necessary interaction between the school and the design team. Updates are frequently shared regarding decisions about scope, budget, and schedule at key milestones. The services to be performed in each phase are often customized heavily to suit the specific needs of each client and project. GMB proposes tasks for each phase which reflect GCSC's goal to put construction drawings out to bid by the end of 2022.

Throughout this process, typical project meetings are intended to be virtual, with up to one key meeting in each design phase in-person.



Meet

At GMB, we take pride introducing our team to clients and getting acquainted with stakeholders. Typically, this is the time to get to know GCSC so that we can provide informed advocacy keeping our client's best interest in mind.

In this instance, our day with Mr. O'Quinn touring all 10 GCSC buildings gave our team a good frame of reference and great starting point.



Learn (Pre-design Investigation)

GMB will learn as much as possible to gain a general understanding of the overall existing conditions through the review of record drawings or any other documents available by the owner. If existing drawings are not available, we will perform a site visit as needed for field-verifying existing conditions and modeling/drafting the existing conditions.

DELIVERABLES: N/A



Explore (Schematic Design)

We will **EXPLORE** ideas and begin molding them into preliminary concept plans. These include the exploration of spatial relationships, materials, and systems.

GMB will produce up to three (3) conceptual scope of work narratives/sketches. In reviewing these concepts with the owner we will identify pros and cons of the options as well as a range of magnitude of cost in the form of a "good", "better", "best" approach.

The result of this phase is to identify a preferred approach to the scope of work that meets the goals of GCSC for the project.

DELIVERABLES: Concept narratives/sketches in a Design Playbook



Focus (Design Development)

Proceeding to design development, we focus on developing the preferred concept plan in more detail, building on the schematic planning from the previous phase. We will draw the scope of work in 3D Revit software and perform a detailed code review. Plans become more refined as we finalize details such as the selection of colors, materials, fixtures, components, and systems to be incorporated into the project.

Shortly before Design Development Documents are completed, GMB will meet with GCSC for a complete 'page turn' of the documents. Documents will be updated to reflect any feedback, questions, or comments.

The goal of design development is to make decisions and selections that will allow the team to validate scope and budget.

DELIVERABLES: Updated Design Playbook
Preliminary Construction Drawing Set including demolition and proposed plans
Narratives or Concept Drawings for Building Systems
Draft List of Specifications



Implement (Construction Documents)

GMB will Implement the design by finalizing biddable construction documents. Plans, details, and technical specifications will be completed. The design team will also prepare the "front end" specifications for the Project Manual with input from GCSC.

Shortly before Construction Documents are completed, GMB will meet with GCSC for a complete 'page turn' of the documents. Final documents will be updated to reflect any feedback, questions, or comments.

At the completion of the Implement phase, GMB will provide a complete set of biddable documents electronically in pdf format. GMB will submit these drawings for State Design Review if required and respond to plan review comments as needed.

DELIVERABLES: Updated Design Playbook
Complete Biddable Documents (in pdf format)



Support (Construction Administration)

We support the bidding and building process by acting as your representative and observing the progress of construction for conformance with our drawings and specifications. We provide clarifications to our drawings and make modifications where needed and approved. The project team will stay involved and be available to answer questions and solve problems throughout construction.

During the procurement process, GMB will support GCSC by responding to bidders' questions and participating in a pre-bid meeting if requested. After the bids are received, GMB will be available to assist the GCSC with analyzing the bids to ensure completeness.

The goal of construction administration is to represent the Owner's interest during construction, reviewing for conformance with the design intent.

Support from the design team is vital during construction. GMB will participate in OAC meetings and provide clarification to drawings, respond to RFI's, review submittals, issue bulletins as needed, and act as the owner advocate in communication with the contractor.

GMB will perform site visits to observe the progress of the repairs and a field report will be submitted after each visit. Up to one (1) site visit is anticipated during the relatively short construction period. After the work is completed, GMB will perform a final site visit and will document any outstanding items for correction in a punch list report.



Care (Post-construction)

We care about you and your spaces long after the project is complete. Our promise to you is that we will remain involved beyond the end of this project. By working with us, you will experience the peace of mind knowing that we are there to answer any questions or address issues that may come up in the future.



SCHEDULE

It is understood that the GCSC would like to begin this project immediately and plan for construction during summer 2023. The proposed schedule is intended to be used to initiate conversation. Project schedules are most successful when developed with input and feedback from all stakeholders. We are prepared to be flexible and adjust our work plan as necessary to meet your goals.

1. Approval of GMB Letter of Intent	June 24, 2022
2. Owner to provide existing building documentation	June 27 – July 1, 2022
3. Complete Schematic Design	September 2022
4. Complete Design Development	October 2022
5. Complete Construction Documents	November 2022
6. Bidding	January 2023
7. Commence Construction	Summer 2023

PROPOSED FEE

GMB proposes a fee of **\$26,000** (Twenty-six thousand dollars). The breakdown of this fee is as follows:

Schematic Design (Learn and Explore)	\$5,200 (20%)
Design Development (Focus)	\$7,800 (30%)
Construction Documents (Implement)	\$7,800 (30%)
Bidding and Construction Administration (Support)	\$5,200 (20%)

Our fee includes travel to and from the site along with basic supplies for the design workshop, stakeholder meetings, and presentations. GMB does not charge for clerical work or for any printing that may be done in-house for use by the design team. If the owner request additional on-site meetings beyond the one per phase during design and one for Construction Administration, additional services will be requested.

The anticipated scope of work will likely not trigger a submittal to the State for Design Review. Therefore, no reimbursables have been included in this proposal. If the scope grows to a level that requires State Design Review, additional services will be requested.

Our proposed fee is based on acceptance of GMB proposals for all ten (10) secure entry projects. Site visits and meetings will be coordinated to address multiple projects concurrently.

OWNER'S RESPONSIBILITIES

The Owner, Gary Community School Corporation, shall provide on a timely basis all of the necessary and pertinent information needed by GMB for use in completing the project, as well as provide reasonable access to the site as needed for the work.

GMB is not responsible for identification of any hazardous substances (e.g. asbestos or lead containing materials or mold) during the execution of this project. If the existence of any hazardous substances is suspected or determined during the period of this project, the identification and removal of such is the responsibility of the Owner.



PROJECT TERMS

In the event of a dispute, liability to GMB for errors or omissions is limited to our fee. Any disputes must be solved by mediation per the AIA Document A101, Standard Form of Agreement Between Owner and Constructor guidelines.

Termination of the terms agreed to shall occur when the project is complete or the project is officially abandoned by GCSC, whichever occurs first. In either case, all costs owed to the Architect/Engineer for daily and hourly charges and additional costs will be due and payable within thirty days of their final billing.

We look forward to a successful relationship with Gary Community School Corporation.

Sincerely,

GMB

A handwritten signature in blue ink that reads "Andre Maue".

Andre Maue, PE, LEED AP
Regional Practice Leader

A handwritten signature in blue ink that reads "Katy Candau".

Katy Candau, AIA
Architect

PROPOSAL ACCEPTANCE: *To accept this proposal, please sign, date, and return to Andre Maue at andrem@gmb.com.*

Name: _____

Title: _____

Date: _____

Proposal: GCSC Marquette Elementary Secure Entry



June 16, 2022

Mr. Barry O'Quinn
Director of Operations
Gary Community School Corporation
3840 Georgia Street
Gary, IN 46037

**RE: Proposal for Professional Design Services
McCullough Elementary School Secure Entry Improvements**

Dear Mr. O'Quinn:

GMB is pleased to provide this proposal for professional services for the McCullough Elementary School Secure Entry Improvements project.

PROJECT SCOPE

GMB understands Gary Community School Corporation's goals to efficiently execute the Architectural and Engineering services associated with the secure entrance improvements project at McCullough Elementary School building. This proposal is based on the site observation and discussions on May 25, 2022.

McCullough Elementary School's existing conditions include a large non-secure vestibule and adjacent spaces that could be converted into a secure entry solution. We anticipate the scope of work for the secure entry solution and renovation at McCullough Elementary to include:

- Modifications to the existing vestibule storefront system, selective demolition for new openings in existing walls, MEP systems appropriate for the renovation, new finishes, new associated furniture/casework, and integrated equipment/technology security strategies.
- Design Team Involvement from Architecture, Interior Design, MEP Engineering, and cost estimating members is expected. We don't anticipate involvement from Civil, Structural Engineering, or Landscape Design members. GMB is a full-service firm and we can bring in these specialties as needed.

DETAILED SCOPE OF WORK

Our projects are structured in several phases to organize the process, convey clear expectations, and facilitate necessary interaction between the school and the design team. Updates are frequently shared regarding decisions about scope, budget, and schedule at key milestones. The services to be performed in each phase are often customized heavily to suit the specific needs of each client and project. GMB proposes tasks for each phase which reflect GCSC's goal to put construction drawings out to bid by the end of 2022.

Throughout this process, typical project meetings are intended to be virtual, with up to one key meeting in each design phase in-person.



Meet

At GMB, we take pride in introducing our team to clients and getting acquainted with stakeholders. Typically, this is the time to get to know GCSC so that we can provide informed advocacy keeping our client's best interest in mind.

In this instance, our day with Mr. O'Quinn touring all 10 GCSC buildings gave our team a good frame of reference.



Learn (Pre-design Investigation)

GMB will learn as much as possible to gain a general understanding of the overall existing conditions through the review of record drawings or any other documents available by the owner. If existing drawings are not available we will perform a site visit as needed for field-verifying existing conditions and modeling/drafting the existing conditions.

DELIVERABLES: N/A



Explore (Schematic Design)

We will **EXPLORE** ideas and begin molding them into preliminary concept plans. These include the exploration of spatial relationships, materials, and systems.

GMB will produce up to three (3) concept plans for a new secure entry at the Elementary School located at the main entry on the north side of the building. In reviewing these concepts with the owner we will identify pros and cons of the options as well as a range of magnitude of cost in the form of a "good", "better", "best" approach.

The result of this phase is to identify a preferred concept that meets the goals of GCSC for the project.

DELIVERABLES: Floor Plan Concept sketches in a Design Playbook



Focus (Design Development)

Proceeding to design development, we focus on developing the preferred concept plan in more detail, building on the schematic planning from the previous phase. We will draw the scope of work in 3D Revit software and perform a detailed code review. Plans become more refined as we finalize details such as the selection of colors, materials, fixtures, components, and systems to be incorporated into the project.

Shortly before Design Development Documents are completed, GMB will meet with GCSC for a complete 'page turn' of the documents. Documents will be updated to reflect any feedback, questions, or comments.

The goal of design development is to make decisions and selections that will allow the team to validate scope and budget.

DELIVERABLES: Updated Design Playbook
Preliminary Construction Drawing Set including demolition and proposed plans.
Narratives or Concept Drawings for Building Systems
Draft List of Specifications



Implement (Construction Documents)

GMB will Implement the design by finalizing biddable construction documents. Plans, details, and technical specifications will be completed. The design team will also prepare the "front end" specifications for the Project Manual with input from GCSC.

Shortly before Construction Documents are completed, GMB will meet with GCSC for a complete 'page turn' of the documents. Final documents will be updated to reflect any feedback, questions, or comments.

At the completion of the Implement phase, GMB will provide a complete set of biddable documents electronically in pdf format. GMB will submit these drawings for State Design Review and respond to plan review comments as needed.

DELIVERABLES: Updated Design Playbook
Complete Biddable Documents (in pdf format)



Support (Construction Administration)

We support the bidding and building process by acting as your representative and observing the progress of construction for conformance with our drawings and specifications. We provide clarifications to our drawings and make modifications where needed and approved. The project team will stay involved and be available to answer questions and solve problems throughout construction.

During the procurement process, GMB will support GCSC by responding to bidders' questions and participating in a pre-bid meeting if requested. After the bids are received, GMB will be available to assist the GCSC with analyzing the bids to ensure completeness.

The goal of construction administration is to represent the Owner's interest during construction, reviewing for conformance with the design intent.

Support from the design team is vital during construction. GMB will participate in OAC meetings and provide clarification to drawings, respond to RFI's, review submittals, issue bulletins as needed, and act as the owner advocate in communication with the contractor.

GMB will perform site visits to observe the progress of the repairs and a field report will be submitted after each visit. Up to two (2) site visits are anticipated during the relatively short construction period. After the work is completed, GMB will perform a final site visit and will document any outstanding items for correction in a punch list report.



Care (Post-construction)

We care about you and your spaces long after the project is complete. Our promise to you is that we will remain involved beyond the end of this project. By working with us, you will experience the peace of mind knowing that we are there to answer any questions or address issues that may come up in the future.



SCHEDULE

It is understood that the GCSC would like to begin this project immediately and plan for construction during summer 2023. The proposed schedule is intended to be used to initiate conversation. Project schedules are most successful when developed with input and feedback from all stakeholders. We are prepared to be flexible and adjust our work plan as necessary to meet your goals.

1. Approval of GMB Letter of Intent	June 24, 2022
2. Owner to provide existing building documentation	June 27 – July 1, 2022
3. Complete Schematic Design	September 2022
4. Complete Design Development	October 2022
5. Complete Construction Documents	December 2022
6. Bidding	January 2023
7. Commence Construction	Summer 2023

PROPOSED FEE

GMB proposes a fee of **\$42,000** (Forty-two thousand dollars). The breakdown of this fee is as follows:

Schematic Design (Learn and Explore)	\$6,300 (15%)
Design Development (Focus)	\$12,600 (30%)
Construction Documents (Implement)	\$14,700 (35%)
Bidding and Construction Administration (Support)	\$8,400 (20%)

Our fee includes travel to and from the site along with basic supplies for the design workshop, stakeholder meetings, and presentations. GMB does not charge for clerical work or for any printing that may be done in-house for use by the design team. If the owner request additional on-site meetings beyond the one per phase during design and two for Construction Administration additional services will be requested.

Reimbursable expenses are anticipated for the application fees for State Design Review approval during the submittal process. GMB proposes a fee not to exceed the amount of **\$2,000** (Two-thousand dollars).

The total proposed contract to GMB for Architectural and Engineering services plus reimbursables totals to **\$44,000** (Forty-four thousand dollars).

Our proposed fee is based on acceptance of GMB proposals for all ten (10) secure entry projects. Site visits and meetings will be coordinated to address multiple projects concurrently.

OWNER'S RESPONSIBILITIES

The Owner, Gary Community School Corporation, shall provide on a timely basis all of the necessary and pertinent information needed by GMB for use in completing the project, as well as provide reasonable access to the site as needed for the work.

GMB is not responsible for identification of any hazardous substances (e.g. asbestos or lead containing materials or mold) during the execution of this project. If the existence of any hazardous substances is suspected or determined during the period of this project, the identification and removal of such is the responsibility of the Owner.



PROJECT TERMS

In the event of a dispute, liability to GMB for errors or omissions is limited to our fee. Any disputes must be solved by mediation per the AIA Document A101, Standard Form of Agreement Between Owner and Constructor guidelines.

Termination of the terms agreed to shall occur when the project is complete or the project is officially abandoned by GCSC, whichever occurs first. In either case, all costs owed to the Architect/Engineer for daily and hourly charges and additional costs will be due and payable within thirty days of their final billing.

We look forward to a successful relationship with Gary Community School Corporation.

Sincerely,

GMB

A handwritten signature in blue ink that reads "Andre Maue".

Andre Maue, PE, LEED AP
Regional Practice Leader

A handwritten signature in blue ink that reads "Katy Candau".

Katy Candau, AIA
Architect

PROPOSAL ACCEPTANCE: *To accept this proposal, please sign, date, and return to Andre Maue at andrem@gmb.com.*

Name: _____

Title: _____

Date: _____

Proposal: GCSC McCollough Elementary Secure Entry



June 16, 2022

Mr. Barry O'Quinn
Director of Operations
Gary Community School Corporation
3840 Georgia Street
Gary, IN 46037

**RE: Proposal for Professional Design Services
West Side High School Secure Entry Improvements**

Dear Mr. O'Quinn:

GMB is pleased to provide this proposal for professional services for the High School Secure Entry Improvements project.

PROJECT SCOPE

GMB understands Gary Community School Corporation's goals to efficiently execute the Architectural and Engineering services associated with the secure entrance improvements project at the High School building. This proposal is based on the site observation and discussions on May 25, 2022.

West Side High School's existing conditions include a large non-secure entry vestibule with a security desk in the hallway. We anticipate the secure entry solution and renovation scope of work to include:

- Selective demolition of both interior and exterior building systems to create one new secure entry vestibule and security office.
- New building envelope components, MEP systems appropriate for the renovation, new finishes, new associated furniture/casework, and integrated equipment/technology security strategies.
- Design Team involvement from Architecture, Interior Design, MEP Engineering, and cost estimating members is expected. We don't anticipate involvement from Civil, Structural Engineering, or Landscape Design members. GMB is a full-service firm and we can bring in these specialties as needed.

DETAILED SCOPE OF WORK

Our projects are structured in several phases to organize the process, convey clear expectations, and facilitate necessary interaction between the school and the design team. Updates are frequently shared regarding decisions about scope, budget, and schedule at key milestones. The services to be performed in each phase are often customized heavily to suit the specific needs of each client and project. GMB proposes tasks for each phase which reflect GCSC goal to put construction drawings out to bid by the end of 2022.

Throughout this process, typical project meetings are intended to be virtual, with up to one key meeting in each design phase in-person.



Meet

At GMB, we take pride in introducing our team to clients and getting acquainted with stakeholders. Typically, this is the time to get to know GCSC so that we can provide informed advocacy keeping our client's best interest in mind.

In this instance, our day with Mr. O'Quinn touring all 10 GCSC buildings gave our team a good frame of reference.



Learn (Pre-design Investigation)

GMB will learn as much as possible to gain a general understanding of the overall existing conditions through the review of record drawings or any other documents available by the owner. If existing drawings are not available we will perform a site visit as needed for field-verifying existing conditions and modeling/drafting the existing conditions.

DELIVERABLES: N/A



Explore (Schematic Design)

We will **EXPLORE** ideas and begin molding them into preliminary concept plans. These include the exploration of spatial relationships, materials, and systems.

GMB will produce up to three (3) concept plans for a new secure entry at the High School located at the main entry on the east side of the building. In reviewing these concepts with the owner we will identify pros and cons of the options as well as a range of magnitude of cost in the form of a "good", "better", "best" approach.

The result of this phase is to identify a preferred concept that meets the goals of GCSC for the project.

DELIVERABLES: Floor Plan Concept sketches in a Design Playbook



Focus (Design Development)

Proceeding to design development, we focus on developing the preferred concept plan in more detail, building on the schematic planning from the previous phase. We will draw the scope of work in 3D Revit software and perform a detailed code review. Plans become more refined as we finalize details such as the selection of colors, materials, fixtures, components, and systems to be incorporated into the project.

Shortly before Design Development Documents are completed, GMB will meet with GCSC for a complete 'page turn' of the documents. Documents will be updated to reflect any feedback, questions, or comments.

The goal of design development is to make decisions and selections that will allow the team to validate scope and budget.

DELIVERABLES: Updated Design Playbook
Preliminary Construction Drawing Set including demolition and proposed plans
Narratives or Concept Drawings for Building Systems
Draft List of Specifications



Implement (Construction Documents)

GMB will Implement the design by finalizing biddable construction documents. Plans, details, and technical specifications will be completed. The design team will also prepare the "front end" specifications for the Project Manual with input from GCSC.

Shortly before Construction Documents are completed, GMB will meet with GCSC for a complete 'page turn' of the documents. Final documents will be updated to reflect any feedback, questions, or comments.

At the completion of the Implement phase, GMB will provide a complete set of biddable documents electronically in pdf format. GMB will submit these drawings for State Design Review and respond to plan review comments as needed.

DELIVERABLES: Updated Design Playbook
Complete Biddable Documents (in pdf format)



Support (Construction Administration)

We support the bidding and building process by acting as your representative and observing the progress of construction for conformance with our drawings and specifications. We provide clarifications to our drawings and make modifications where needed and approved. The project team will stay involved and be available to answer questions and solve problems throughout construction.

During the procurement process, GMB will support GCSC by responding to bidders' questions and participating in a pre-bid meeting if requested. After the bids are received, GMB will be available to assist the GCSC with analyzing the bids to ensure completeness.

The goal of construction administration is to represent the Owner's interest during construction, reviewing for conformance with the design intent.

Support from the design team is vital during construction. GMB will participate in OAC meetings and provide clarification to drawings, respond to RFI's, review submittals, issue bulletins as needed, and act as the owner advocate in communication with the contractor.

GMB will perform site visits to observe the progress of the repairs and a field report will be submitted after each visit. Up to three (3) site visits are anticipated during the relatively short construction period. After the work is completed, GMB will perform a final site visit and will document any outstanding items for correction in a punch list report.



Care (Post-construction)

We care about you and your spaces long after the project is complete. Our promise to you is that we will remain involved beyond the end of this project. By working with us, you will experience the peace of mind knowing that we are there to answer any questions or address issues that may come up in the future.



SCHEDULE

It is understood that the GCSC would like to begin this project immediately and plan for construction during summer 2023. The proposed schedule is intended to be used to initiate conversation. Project schedules are most successful when developed with input and feedback from all stakeholders. We are prepared to be flexible and adjust our work plan as necessary to meet your goals.

1. Approval of GMB Letter of Intent	June 24, 2022
2. Owner to provide existing building documentation	June 27 – July 1, 2022
3. Complete Schematic Design	September 2022
4. Complete Design Development	October 2022
5. Complete Construction Documents	December 2022
6. Bidding	January 2023
7. Commence Construction	Summer 2023

PROPOSED FEE

GMB proposes a fee of **\$72,000** (Seventy-two thousand dollars). The breakdown of this fee is as follows:

Schematic Design (Learn and Explore)	\$10,800 (15%)
Design Development (Focus)	\$21,600 (30%)
Construction Documents (Implement)	\$25,200 (35%)
Bidding and Construction Administration (Support)	\$14,400 (20%)

Our fee includes travel to and from the site, stakeholder meetings, and presentations. GMB does not charge for clerical work or for any printing that may be done in-house for use by the design team. If the owner requests additional on-site meetings beyond the one per phase during design and three for Construction Administration additional services will be requested.

Reimbursable expenses are anticipated for the application fees for State Design Review approval during the submittal process. GMB proposes a fee not to exceed the amount of **\$3,000** (Three-thousand dollars).

The total proposed contract to GMB for Architectural and Engineering services plus reimbursables totals to **\$75,000** (Seventy-five thousand dollars).

Our proposed fee is based on acceptance of GMB proposals for all ten (10) secure entry projects. Site visits and meetings will be coordinated to address multiple projects concurrently.

OWNER'S RESPONSIBILITIES

The Owner, Gary Community School Corporation, shall provide on a timely basis all of the necessary and pertinent information needed by GMB for use in completing the project, as well as provide reasonable access to the site as needed for the work.

GMB is not responsible for identification of any hazardous substances (e.g. asbestos or lead containing materials or mold) during the execution of this project. If the existence of any hazardous substances is suspected or determined during the period of this project, the identification and removal of such is the responsibility of the Owner.



PROJECT TERMS

In the event of a dispute, liability to GMB for errors or omissions is limited to our fee. Any disputes must be solved by mediation per the AIA Document A101, Standard Form of Agreement Between Owner and Constructor guidelines.

Termination of the terms agreed to shall occur when the project is complete or the project is officially abandoned by GCSC, whichever occurs first. In either case, all costs owed to the Architect/Engineer for daily and hourly charges and additional costs will be due and payable within thirty days of their final billing.

We look forward to a successful relationship with Gary Community School Corporation.

Sincerely,

GMB

A handwritten signature in blue ink that reads "Andre Maue".

Andre Maue, PE, LEED AP
Regional Practice Leader

A handwritten signature in blue ink that reads "Katy Candau".

Katy Candau, AIA
Architect

PROPOSAL ACCEPTANCE: *To accept this proposal, please sign, date, and return to Andre Maue at andrem@gmb.com.*

Name: _____

Title: _____

Date: _____

Proposal: GCSC West Side HS Secure Entry



June 24, 2022

Mr. Barry O'Quinn
Director of Operations
Gary Community School Corporation
3840 Georgia Street
Gary, IN 46037

**RE: Proposal for Professional Design Services
Williams Elementary Secure Entry Improvements**

Dear Mr. O'Quinn:

GMB is pleased to provide this proposal for professional services for the Williams Elementary School Secure Entry Improvements project.

PROJECT SCOPE

GMB understands Gary Community School Corporation (GCSC)'s goals to efficiently execute the Architectural and Engineering services associated with the secure entrance improvements project at Williams Elementary School. This proposal is based on the site observation and discussions on May 25, 2022.

Williams Elementary School's existing conditions includes a secure vestibule and associated office. We anticipate the renovation scope of work to include:

- Integrated equipment/technology security strategies, potentially window film on select existing windows associated with the secure entry and/or furniture replacement to improve the functionality of the existing conditions.
- Design Team Involvement from Architecture, Electrical Engineering, and cost estimating members is expected. We don't anticipate involvement from Interior Design, Civil, Structural, Mechanical, Plumbing Engineering, or Landscape Design Team members. GMB is a full-service firm and we can bring in these specialties as needed.

DETAILED SCOPE OF WORK

Our projects are structured in several phases to organize the process, convey clear expectations, and facilitate necessary interaction between the school and the design team. Updates are frequently shared regarding decisions about scope, budget, and schedule at key milestones. The services to be performed in each phase are often customized heavily to suit the specific needs of each client and project. GMB proposes tasks for each phase which reflect GCSC's goal to put construction drawings out to bid by the end of 2022.

Throughout this process, typical project meetings are intended to be virtual, with up to one key meeting in each design phase in-person.



Meet

At GMB, we take pride introducing our team to clients and getting acquainted with stakeholders. Typically, this is the time to get to know GCSC so that we can provide informed advocacy keeping our client's best interest in mind.

In this instance, our day with Mr. O'Quinn touring all 10 GCSC buildings gave our team a good frame of reference and great starting point.



Learn (Pre-design Investigation)

GMB will learn as much as possible to gain a general understanding of the overall existing conditions through the review of record drawings or any other documents available by the owner. If existing drawings are not available, we will perform a site visit as needed for field-verifying existing conditions and modeling/drafting the existing conditions.

DELIVERABLES: N/A



Explore (Schematic Design)

We will **EXPLORE** ideas and begin molding them into preliminary concept plans. These include the exploration of spatial relationships, materials, and systems.

GMB will produce up to three (3) conceptual scope of work narratives/sketches. In reviewing these concepts with the owner, we will identify pros and cons of the options as well as a range of magnitude of cost in the form of a "good", "better", "best" approach.

The result of this phase is to identify a preferred approach to the scope of work that meets the goals of GCSC for the project.

DELIVERABLES: Concept narratives/sketches in a Design Playbook



Focus (Design Development)

Proceeding to design development, we focus on developing the preferred concept plan in more detail, building on the schematic planning from the previous phase. We will draw the scope of work in 3D Revit software and perform a detailed code review. Plans become more refined as we finalize details such as the selection of colors, materials, fixtures, components, and systems to be incorporated into the project.

Shortly before Design Development Documents are completed, GMB will meet with GCSC for a complete 'page turn' of the documents. Documents will be updated to reflect any feedback, questions, or comments.

The goal of design development is to make decisions and selections that will allow the team to validate scope and budget.

DELIVERABLES: Updated Design Playbook
Preliminary Construction Drawing Set including demolition and proposed plans
Narratives or Concept Drawings for Building Systems
Draft List of Specifications



Implement (Construction Documents)

GMB will Implement the design by finalizing biddable construction documents. Plans, details, and technical specifications will be completed. The design team will also prepare the "front end" specifications for the Project Manual with input from GCSC.

Shortly before Construction Documents are completed, GMB will meet with GCSC for a complete 'page turn' of the documents. Final documents will be updated to reflect any feedback, questions, or comments.

At the completion of the Implement phase, GMB will provide a complete set of biddable documents electronically in pdf format. GMB will submit these drawings for State Design Review if required and respond to plan review comments as needed.

DELIVERABLES: Updated Design Playbook
Complete Biddable Documents (in pdf format)



Support (Construction Administration)

We support the bidding and building process by acting as your representative and observing the progress of construction for conformance with our drawings and specifications. We provide clarifications to our drawings and make modifications where needed and approved. The project team will stay involved and be available to answer questions and solve problems throughout construction.

During the procurement process, GMB will support GCSC by responding to bidders' questions and participating in a pre-bid meeting if requested. After the bids are received, GMB will be available to assist the GCSC with analyzing the bids to ensure completeness.

The goal of construction administration is to represent the Owner's interest during construction, reviewing for conformance with the design intent.

Support from the design team is vital during construction. GMB will participate in OAC meetings and provide clarification to drawings, respond to RFI's, review submittals, issue bulletins as needed, and act as the owner advocate in communication with the contractor.

GMB will perform site visits to observe the progress of the repairs and a field report will be submitted after each visit. Up to one (1) site visit is anticipated during the relatively short construction period. After the work is completed, GMB will perform a final site visit and will document any outstanding items for correction in a punch list report.



Care (Post-construction)

We care about you and your spaces long after the project is complete. Our promise to you is that we will remain involved beyond the end of this project. By working with us, you will experience the peace of mind knowing that we are there to answer any questions or address issues that may come up in the future.



SCHEDULE

It is understood that the GCSC would like to begin this project immediately and plan for construction during Summer 2023. The proposed schedule is intended to be used to initiate conversation. Project schedules are most successful when developed with input and feedback from all stakeholders. We are prepared to be flexible and adjust our work plan as necessary to meet your goals.

1. Approval of GMB Letter of Intent	July 1, 2022
2. Owner to provide existing building documentation	July 5 – July 8, 2022
3. Complete Schematic Design	September 2022
4. Complete Design Development	October 2022
5. Complete Construction Documents	November 2022
6. Bidding	January 2023
7. Commence Construction	Summer 2023

PROPOSED FEE

GMB proposes a fee of **\$26,000** (Twenty-six thousand dollars). The breakdown of this fee is as follows:

Schematic Design (Learn and Explore)	\$5,200 (20%)
Design Development (Focus)	\$7,800 (30%)
Construction Documents (Implement)	\$7,800 (30%)
Bidding and Construction Administration (Support)	\$5,200 (20%)

Our fee includes travel to and from the site along with basic supplies for the design workshop, stakeholder meetings, and presentations. GMB does not charge for clerical work or for any printing that may be done in-house for use by the design team. If the owner request additional on-site meetings beyond the one per phase during design and one for Construction Administration, additional services will be requested.

The anticipated scope of work will likely not trigger a submittal to the State for Design Review. Therefore, no reimbursables have been included in this proposal. If the scope grows to a level that requires State Design Review, additional services will be requested.

Our proposed fee is based on acceptance of GMB proposals for all ten (10) secure entry projects. Site visits and meetings will be coordinated to address multiple projects concurrently.

OWNER'S RESPONSIBILITIES

The Owner, Gary Community School Corporation, shall provide on a timely basis all of the necessary and pertinent information needed by GMB for use in completing the project, as well as provide reasonable access to the site as needed for the work.

GMB is not responsible for identification of any hazardous substances (e.g. asbestos or lead containing materials or mold) during the execution of this project. If the existence of any hazardous substances is suspected or determined during the period of this project, the identification and removal of such is the responsibility of the Owner.



PROJECT TERMS

In the event of a dispute, liability to GMB for errors or omissions is limited to our fee. Any disputes must be solved by mediation per the AIA Document A101, Standard Form of Agreement Between Owner and Constructor guidelines.

Termination of the terms agreed to shall occur when the project is complete or the project is officially abandoned by GCSC, whichever occurs first. In either case, all costs owed to the Architect/Engineer for daily and hourly charges and additional costs will be due and payable within thirty days of their final billing.

We look forward to a successful relationship with Gary Community School Corporation.

Sincerely,

GMB

A handwritten signature in blue ink that reads "Andre Maue".

Andre Maue, PE, LEED AP
Regional Practice Leader

A handwritten signature in blue ink that reads "Katy Candau".

Katy Candau, AIA
Architect

PROPOSAL ACCEPTANCE: *To accept this proposal, please sign, date, and return to Andre Maue at andrem@gmb.com.*

Name: _____

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Date: _____

Proposal: GCSC Williams Elementary Secure Entry

		Fees						
	Design Team	SD	DD	CD	Bidding & CA	Reimbursables	TOTAL	
Marquette Elementary	<ul style="list-style-type: none"> •Architecture •Electrical Engineering •Cost estimating 	\$ 5,200	\$ 7,800	\$ 7,800	\$ 5,200	\$ -	\$ 26,000	
McCullough Elementary	<ul style="list-style-type: none"> •Architecture •Interior Design •MEP Engineering •Cost estimating 	\$ 6,300	\$ 12,600	\$ 14,700	\$ 8,400	\$ 2,000	\$ 44,000	
West Side High School	<ul style="list-style-type: none"> •Architecture •Interior Design •MEP Engineering •Cost estimating 	\$ 10,800	\$ 21,600	\$ 25,200	\$ 14,400	\$ 3,000	\$ 75,000	
Bailly Middle School	<ul style="list-style-type: none"> •Architecture •Interior Design •MEP Engineering •Cost estimating 	\$ 10,800	\$ 21,600	\$ 25,200	\$ 14,400	\$ 3,000	\$ 75,000	
Bethune Early Childhood	<ul style="list-style-type: none"> •Architecture •Interior Design •MEP Engineering •Cost estimating 	\$ 10,800	\$ 21,600	\$ 25,200	\$ 14,400	\$ 3,000	\$ 75,000	
Beveridge Elementary	<ul style="list-style-type: none"> •Architecture •Interior Design •MEP Engineering •Cost estimating 	\$ 6,300	\$ 12,600	\$ 14,700	\$ 8,400	\$ 2,000	\$ 44,000	
Gary Area Career Center	<ul style="list-style-type: none"> •Architecture •Interior Design •MEP Engineering •Cost estimating 	\$ 10,800	\$ 21,600	\$ 25,200	\$ 14,400	\$ 3,000	\$ 75,000	
Gary Middle School	<ul style="list-style-type: none"> •Architecture •Interior Design •MEP Engineering •Cost estimating 	\$ 10,800	\$ 21,600	\$ 25,200	\$ 14,400	\$ 3,000	\$ 75,000	
Glen Park Elementary	<ul style="list-style-type: none"> •Architecture •Electrical Engineering •Cost estimating 	\$ 5,200	\$ 7,800	\$ 7,800	\$ 5,200	\$ -	\$ 26,000	
Williams Elementary	<ul style="list-style-type: none"> •Architecture •Electrical Engineering •Cost estimating 	\$ 5,200	\$ 7,800	\$ 7,800	\$ 5,200	\$ -	\$ 26,000	