

July 8, 2025

City of Independence  
331 1st Street East  
Independence, IA 50644

**Re: Revised Proposal for MEP Services - Independence Fire Station**

Dear Mr. Schmitz,

Thank you for the opportunity to support the City on the ongoing fire station project. Based on recent discussions and the evolving needs of the facility, we are pleased to provide this proposal for additional professional services related to Mechanical, Electrical, and Plumbing (MEP) design and evaluation.

**1. Purpose of Added Services**

MGA has recommended expanded design and assessment services to ensure the fire station's building systems are appropriately planned for current and future operational demands. These added services will help confirm the suitability and capacity of the existing MEP infrastructure while establishing a clear schematic-level design framework for any required upgrades or modifications.

**2. Scope of Services**

Schematic-Level MEP Design: Our team will prepare schematic-level documents for the following disciplines:

- Mechanical (HVAC) Systems
  - Preliminary load calculations
  - Identification of required mechanical equipment and preliminary sizing
  - Schematic ductwork layout concepts
  - Ventilation strategy and code compliance considerations
- Electrical Systems
  - Preliminary one-line diagrams
  - Evaluation of power distribution needs for apparatus bays, living quarters, and specialty equipment
  - Preliminary lighting layouts and controls concepts
  - Emergency power and generator considerations
- Plumbing Systems
  - Preliminary domestic water and sanitary piping diagrams
  - Preliminary fixture count and equipment planning

- Initial assessment of water heating and specialty plumbing needs (e.g., decontamination, apparatus bay washdown)

Deliverables will include schematic drawings, narrative summaries, and basis-of-design documentation.

Review of Existing MEP Systems: We will conduct a comprehensive review of the fire station's existing systems to determine:

- Current capacity, condition, and expected remaining life
- Code compliance and system performance issues
- Opportunities for system reuse vs. recommended upgrades
- Compatibility with the planned renovations and operational needs

This review will include:

- Site visit(s) by our engineering team
- Documentation review
- Interviews with station personnel when appropriate

A written assessment will summarize findings, deficiencies, and recommended actions.

### 3. Deliverables

Upon completion of this added scope, the City will receive:

- Schematic-level MEP drawings (PDF)
- MEP basis-of-design report
- Existing systems evaluation report with recommendations and prioritized action items
- Updated project coordination meetings as needed

### 4. Schedule

These services will be completed in alignment with the overall project schedule. A detailed schedule can be provided upon authorization.

### 5. Fees

Our proposed fee for this added scope of services is \$8,500.00 (lump sum).

### 6. Assumptions

- Architectural backgrounds will be provided.
- Invasive testing or destructive investigation, if needed, will be authorized separately.
- Specialty systems (radio equipment, IT, alerting systems) will be coordinated with the City's vendors.

We appreciate the opportunity to continue supporting the City with this project. Please sign below to authorize these additional services.

Sincerely,



Brian Stark, Senior Project Manager  
**MARTIN GARDNER ARCHITECTURE, P.C.**

**Authorized by:**  
**Martin Gardner Architecture**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Authorized by:**  
**City of Independence**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_