



September 29, 2022

Chief John Quaka
Tupelo Police Department
400 N Front St.
Tupelo, MS 38804

Re: Proposal for Professional Services – Master Planning

Dear Chief Quaka:

Thank you very much for the opportunity to provide design services for the Tupelo Police Department (TPD). It is our understanding the TPD wishes to embark on a master planning effort for budgeting purposes. The study would include a vehicle garage for motorcycle patrol units, bomb squad, and other rapid response vehicles. It would also include planning for a new barracks, with chow hall, bathrooms, and dayroom, to be located at the Tupelo Police Academy campus. Below are the services we would recommend for this effort.

Master Planning Services

- Visioning Session – Two planning sessions with the TPD leadership to understand the vision and project goals. Project priorities and drivers will be developed from this effort and will help steer the planning process.
- Architectural Space Program – This document is a comprehensive analysis of space needs organized by building and departments and includes a listing of all spaces/rooms. This effort will require two sessions with the TPD leadership and will be the foundational document for conceptual design.
- Conceptual Site Plan – A planning study of the proposed buildings to be located at the Front Street station and the police academy campus. This study will include building locations, parking, drives, pedestrian paths, security barriers, and other site features.
- Conceptual Floor Plan – A conceptual floor plan diagram of both buildings will be provided. The intent is to show the relative size, proper relationships, adjacencies, and flow of the various functional components. It will also identify expansion zones for future growth if required.
- Cost Summary – We will develop a statement of probable cost for each building to help identify all project cost including construction hard cost and soft cost. A third-party estimator will be used to help generate the construction estimate.

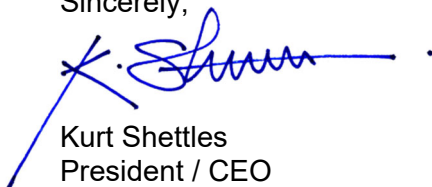
Compensation - We propose a “not to exceed” fee of **\$9,200** (Nine Thousand and Two Hundred Dollars) for the Master Plan. Invoicing will be based on the attached hourly rates and billed monthly. This agreement does not include the cost of topographical / utility survey, geotechnical analysis, and any other third-party services.

Schedule - This work can begin within four to six weeks of the execution of this agreement and finalized by March 2023 depending on the availability and decision-making process of TPD.

If this approach meets with your approval, please indicate by signing in the space below. Once again, we appreciate the opportunity and look forward to serving the Tupelo Police Department.

Accepted By: _____
Signature Date

Sincerely,

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Kurt Shettles
President / CEO

Enclosure

c: Major McDougald
Major Davis
Deputy Chief Hill
22051.500



DESIGN SERVICES
HOURLY RATE AND EXPENSE SCHEDULE
FOR CALENDAR YEAR 2022

McCarty Architects is “Determined to Deliver the Best.” Our objective is to provide professional design services that meet your needs. The following hourly rate and expense information applies to project services performed on a “time spent and expense reimbursement” basis. These fees and expenses will be invoiced monthly and are due upon receipt of invoice.

ARCHITECTURE

Architect ~ Licensed Architect with a varying range of experience, capabilities, and leadership, primarily engaged in project management, design, production, and construction administration.

Principal	\$205 per hour
Senior Architect / Team Leader	\$173 per hour
Project Architect	\$144 per hour
Architect	\$122 per hour

Intern Architect ~ Non-licensed individual with a professional degree, actively involved in the NCARB Intern Development Program, primarily engaged in project design, production, and construction administration.

Intern Architect	\$103 per hour
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Designer / Technician ~ Non-licensed individual with a varying range of professional education, capability, and experience, primarily engaged in project design, production, and construction administration.

Designer / Technician Level 1	\$116 per hour
Designer / Technician Level 2	\$ 98 per hour
Designer / Technician Level 3	\$ 87 per hour

CONSTRUCTION ADMINISTRATION

Construction Administrator ~ Non-licensed individual with a varying range of professional education, capabilities, and experience, primarily engaged in administration of construction services.

Construction Administration Director	\$129 per hour
Construction Administration Associate	\$ 98 per hour



HOURLY RATE AND EXPENSE SCHEDULE (Continued)

PROJECT ADMINISTRATION

Project Administrator ~ Non-licensed individual with a varying range of project administration experience, primarily engaged in a direct support role to the project team.

Project Administrator Level 1	\$74 per hour
Project Administrator Level 2	\$64 per hour

INTERIOR DESIGN

Interior Designer ~ Licensed Designers with a varying range of experience, capabilities, and leadership, primarily engaged in project management, design, furniture and material specifications, and construction administration.

Interior Designer	\$114 per hour
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Design Associate ~ Non-licensed individual with an associate or professional degree actively involved in the NCIDQ Intern Development Program, primarily engaged in project design, production and construction administration.

Design Associate Level 1	\$95 per hour
Design Associate Level 2	\$78 per hour

We will invoice expenses incurred at the following rates:

AutoCAD Time at \$12 per hour.

Automobile mileage in accordance with IRS guidelines.

Travel, meals and lodging at cost.

Postage and shipping at cost.

Reproduction done outside our office at cost.

Photocopies and reproductions made in our office as follows:

8½ x 11 @ \$0.10 per page	8½ x 11 Color @ \$0.45 per page
11 x 17 @ \$0.20 per page	11 x 17 Color @ \$0.55 per page
24 x 36 Bond @ \$2.00 per page	24 x 36 Color Bond @ \$3.75 per page
30 x 42 Bond @ \$3.25 per page	30 x 42 Color Bond @ \$4.50 per page

Rates are subject to change annually.