Alt Construction, LLC

Contract Architect of Record

Alt Construction, LLC | Contract / Project-Based | Indianapolis area (remote-friendly)

Overview

Alt Construction, LLC, a design-build contractor, seeks an Indiana-licensed architect to serve as Architect of Record for a small-bay flex industrial building in Indianapolis. The Architect of Record will lead the architectural design and maintain responsible control of the construction documents from project start through permit. Our in-house drafting staff is available to prepare drawings under the architect's immediate personal supervision, with the architect directing the work, setting design and code requirements, and retaining final authority over the documents. This is a good fit for a newly licensed architect or sole practitioner seeking ongoing design-build work.

Scope of Services

- Establish the architectural design and code approach at project start, including code analysis (Indiana Building Code, accessibility, life safety)
- Direct and personally supervise in-house drafting staff throughout document preparation, through regular working sessions and progress reviews
- Retain final authority over the content of all architectural documents, including requiring changes as needed
- Prepare, seal, and sign the architectural construction documents in accordance with IC 25-4 and 804 IAC
- Prepare and submit the Construction Design Release (CDR) application to the State of Indiana
- Respond to state and City of Indianapolis plan review comments through permit approval
- Accept professional responsibility for the architectural services provided

Qualifications

- Active Indiana Registered Architect license (required)
- Experience with commercial or industrial projects and Indiana CDR submittals
- Working knowledge of the Indiana Building Code and accessibility requirements
- Comfortable directing and supervising drafting staff
- Professional liability (E&O) insurance, or willingness to obtain it
- If currently employed, employer approval for outside work

Engagement Terms

- Independent contractor, project-based engagement
- Compensation: fixed fee for architectural services through CDR submission, plus hourly rate for plan review comment responses
- Involvement from early design through permit approval, with a schedule that supports regular supervision of drafting staff
- Potential for repeat work on future design-build projects

How to Apply

Send a brief introduction, your Indiana license number, relevant project experience, and your proposed fee structure to:

Tom Sears, Project Manager of Real Estate Development
Alt Construction, LLC
Cell: 317-777-5950
Email: tom@altconstruction.com