

# City Council of Hyattsville, Maryland

## AGENDA

**City Council Regular Meeting  
Monday, November 18, 2019  
8:00 PM**



**Council Chambers  
Hyattsville Municipal Building  
4310 Gallatin Street, 3<sup>rd</sup> Floor  
Hyattsville, MD 20781  
(301) 985-5000 [www.hyattsville.org](http://www.hyattsville.org)**

### CITY COUNCIL

[Mayor Candace B. Hollingsworth](#)  
[Kevin Ward, Council President, Ward 1](#)  
[Carrianna Suiter, Council Vice President, Ward 3](#)  
[Bart Lawrence, Ward 1](#)  
[Robert S. Croslin, Ward 2](#)  
[Danny Schaible, Ward 2](#)  
[Ben Simasek, Ward 3](#)  
[Edouard Haba, Ward 4](#)  
[Daniel Peabody, Ward 4](#)  
[Joseph Solomon, Ward 5](#)  
[Erica Spell, Ward 5](#)

### ADMINISTRATION

Tracey E. Douglas, City Administrator  
Laura Reams, City Clerk, 301-985-5009, [lreams@hyattsville.org](mailto:lreams@hyattsville.org)

**WELCOME TO THE CITY OF HYATTSVILLE CITY COUNCIL MEETING!** Your participation at this public meeting is valued and appreciated.

Agenda/Packet: The Agenda/Packet is available for review at the Hyattsville Municipal Building and online at [www.hyattsville.org](http://www.hyattsville.org) prior the scheduled meeting (generally available no later than the Friday prior to the scheduled Monday meeting). Please note, times given for agenda items are estimates only. Matters other than those indicated on the agenda may also be considered at Council discretion.

Americans with Disabilities Act: In compliance with the ADA, if you need special assistance to participate in this meeting or other services in conjunction with this meeting, please contact the City Clerk's Office at (301) 985-5009. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

Audible Devices: Please ensure all audible devices are turned off or otherwise not audible when the City Council is in session. Thank you.

Consent Agenda: Items listed on the Consent agenda are considered to be routine in nature, and are normally approved by one motion. Please note that most items on the Consent agenda have been discussed at a previous meeting. If a Councilmember wishes to comment on a particular item, that item shall be removed from the Consent agenda to "action" to allow for additional discussion.

Public Input: If you wish to address the Council during the Public Comment period, please submit an Audience Participation Form to the City Clerk prior to the beginning of the meeting. Matters identified during Public Comment that are not on that meeting's agenda will be referred to staff for follow-up or considered on a future agenda. Issues that require a response will be addressed publically at the next regular Council meeting. Speakers are requested to keep their comments to no more than two (2) minutes per speaker. Written comments or supporting documents may be turned in to the City Clerk for distribution to the Mayor and Council.

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**1.Call to Order and Council Roll Call**

**2.Pledge of Allegiance to the Flag**

**3.Approval of Agenda**

**4.Public Comment (8:10 p.m. – 8:20 p.m.) Limit 2 minutes per speaker**

**5.City Administrator Update**

**6.Presentations (8:25 p.m. - 8:50 p.m.)**

**6.a) City Treasurer Update (5 minutes)**

**HCC-111-FY20**

**Lead Sponsor:** At the Request of the City Administrator

**Co-Sponsor(s):** N/A

**6.b) Environmental Update - Tree Canopy Report (20 minutes)**

**HCC-133-FY20**

**Lead Sponsor:** At the Request of the City Administrator

**Co-Sponsor(s):** N/A

[Tree Canopy Report.docx](#)

[Maryland Pest Alert - Problems on White Oaks.pdf](#)

**7.Proclamations**

**7.a) Proclamation: American Education Week**

**HCC-140-FY20**

I move that Mayor and Council adopt a proclamation in honor of American Education Week, November 18-22, 2019.

**Lead Sponsor:** At the Request of the City Administrator

**Co-Sponsor(s):** N/A

[American Education Week 2019.docx](#)

**8.Appointments**

**8.a) Reappointment to the Shade Tree Board**

**HCC-308-FY19**

I move that the Mayor, with Council approval, reappoint Randy Fletcher (Ward 3) to the Shade Tree Board for a term of three (3) years to expire on November 18, 2022.

**Lead Sponsor:** Hollingsworth

**Co-Sponsor(s):** N/A

[Shade Tree Board Reappointment Randy Fletcher redacted](#)

**8.b) Appointment to the Complete Count Committee**

**HCC-142-FY20**

I move that the Mayor and Council appoint Kristina Alayan (Ward 2) to the Hyattsville Complete Count Committee for a term of one year to expire on November 18, 2020.

**Lead Sponsor:** Suiter

**Co-Sponsor(s):** Schaible, Wolf

[CCC Application Alayan redacted.pdf](#)

**8.c) Appointment to Police and Public Safety Citizens' Advisory Committee**

**HCC-143-FY20**

I move that the Mayor and Council re-appoint Mark Webb (Ward 2) to the Police and Public Safety Citizens' Advisory Committee for terms of 2 years, ending on November 18, 2020.

**Lead Sponsor:** Suiter

**Co-Sponsor(s):** Schaible, Wolf

[Webb PPSCAC Reappointment redacted](#)

**9.Consent Items (9:00 p.m. - 9:05 p.m.)**

**9.a) Surplus of Solid Waste Vehicle 61**

**HCC-136-FY20**

I move that the Mayor and Council approve the sale of Solid Waste Vehicle SW61 from the Department of Public Works at public auction. All proceeds from the sale will be posted to General Fund Revenues.

**Lead Sponsor:** At the Request of the City Administrator

**Co-Sponsor(s):** N/A

**9.b) Emergency Repair of Storm Drain on 42nd Avenue**

**HCC-138-FY20**

I move that the Mayor and Council authorize an expenditure not to exceed \$25,000 with NZI Construction for the emergency repair of storm drain inlets, roads, curbs, sidewalks, and required ADA improvements near the intersection of 42nd Ave and Carrollton Terrace under their existing contract.

**Lead Sponsor:** At the Request of the City Administrator

**Co-Sponsor(s):** N/A

[proposal\\_6202 42nd Ave Inlet and Ramp Repair.pdf](#)

**9.c) Ashton Manor Tree Planting Service**

**HCC-139-FY20**

I move that the Mayor and Council approve the purchase and installation of trees from Ashton Manor Environmental, LLC, utilizing the contract rider IFB #1073146 with Montgomery County for tree planting services, not to exceed \$11,000.00

**Lead Sponsor:** At the Request of the City Administrator

**Co-Sponsor(s):** N/A

[Ashton Revised list of tree planting Fall 2019 Quote.pdf](#)

[Executed Contract Ashton Manor - Renewal Letter.pdf](#)

[Executed Contract Ashton Manor](#)

#### **9.d) Street and Traffic Sign Installation Contract**

**HCC-141-FY20**

I move that the Mayor and Council authorize the City Administrator enter into an agreement with Shannon-Baum Signs, Inc for furnishing and installing of street name and traffic sign assemblies as a rider to Montgomery County, Maryland IFB #1071754 for an expenditure not to exceed \$30,000, upon the review and approval by the City Attorney for legal sufficiency.

**Lead Sponsor:** At the Request of the City Administrator

**Co-Sponsor(s):** N/A

[20191016075655.pdf](#)

#### **9.e) Urban Tree Canopy Study**

**HCC-127-FY20**

I move that the Mayor and Council authorize the City Administrator to enter into an agreement with Davey Resource Group to provide an Urban Tree Canopy Study, at an authorized expenditure not to exceed \$30,000, upon the review and approval of the City Attorney for legal sufficiency.

**Lead Sponsor:** At the Request of the City Administrator

**Co-Sponsor(s):** N/A

[191030 - memo - selection of rfp dpw19-013 urban tree canopy.pdf](#)

[RFP Response Urban Tree Canopy Study](#)

#### **9.f) Disbursement of Discretionary Funds for Mayor, Ward 1, and Ward 3**

**HCC-144-FY20**

I move that the Mayor and Council approve the appropriation of \$423, split evenly from the Mayor discretionary fund and the Ward 1 and Ward 3 Council Discretionary Funds for Tired Parents in order to support ASK Day/Gun Violence Prevention.

**Lead Sponsor:** Executive Committee

**Co-Sponsor(s):** N/A

[19-20 budget Tired Parents.docx](#)

#### **9.g) Disbursement of Discretionary Funds for Ward 3**

**HCC-148-FY20**

I move that the Mayor and Council approve the appropriation and disbursement of \$180, from the Ward 3 Council Discretionary Funds for the purchase of food for the Ward 3 community meeting.

**Lead Sponsor:** Suiter  
**Co-Sponsor(s):** Simasek

#### **10.Action Items (9:05 p.m. - 9:25 p.m.)**

##### **10.a) On-Call Transportation Engineering and Design (10 minutes)**

###### **HCC-134-FY20**

I move that the Mayor and Council authorize the City Administrator to enter into an agreement with Toole Design Group and Pennoni Associates to each provide On-Call Transportation Engineering and Design. Each contract will be for one (1) year with three (3) optional one (1) year extensions, and an expenditure of \$100,000 for each contract for FY20 for a total FY20 expenditure of \$200,000. The agreements are subject to the review and approval of the City Attorney.

**Lead Sponsor:** At the Request of the City Administrator

**Co-Sponsor(s):** N/A

[191030 - memo - selection of rfp dpw19-012 oncall transportation.pdf](#)

[Toole\\_Proposal REVISED.pdf](#)

[Pennoni\\_Proposal REVISED.pdf](#)

##### **10.b) On-Call Environmental and Stormwater Engineering and Design (10 minutes)**

###### **HCC-137-FY20**

I move that the Mayor and Council authorize the City Administrator to enter into an agreement with Low Impact Development Center, Inc. and SMC to each provide On-Call Transportation Engineering and Design. Each contract will be for one (1) year with three (3) optional one (1) year extensions, and an expenditure of \$100,000 for each contract for FY20 for a total FY20 expenditure of \$200,000. The agreements are subject to the review and approval of the City Attorney.

**Lead Sponsor:** At the Request of the City Administrator

**Co-Sponsor(s):** N/A

[191030 - memo - selection of rfp dpw19-011 oncall environmental.pdf](#)

[LIDC Proposal.pdf](#)

[SMC Proposal.pdf](#)

#### **11.Council Dialogue (9:25 p.m. - 9:35 p.m.)**

#### **12.Community Notices and Meetings**

##### **12.a) Main City Calendar: November 19 - December 2, 2019**

###### **HCC-147-FY20**

**Lead Sponsor:** At the Request of the City Administrator

**Co-Sponsor(s):** N/A

[Main City Calendar Nov 19-Dec 2 2019.pdf](#)

### **13.Motion to Adjourn**



## Hyattsville City Council Agenda Item Report

Meeting Date: November 18, 2019

Submitted by: Ron Brooks

Submitting Department: Finance

Item Type: Audit

Agenda Section:

### **SUBJECT**

City Treasurer Update (5 minutes)

**HCC-111-FY20**

### **Recommendation:**

### **Sponsor(s):**

At the Request of the City Administrator

### **Co-Sponsor(s):**

N/A

### **ATTACHMENTS**

### **Summary Background:**

The FY18 audit still in the last phase of the statement comment stage with the firms partners. Completion is still scheduled for the end of November. The FY19 audit started in October with completion slated for January 2020. In other financial matters, Fiscal Year 2021 budget cycle started a week ago, departments will begin the process of identifying 2021 funding needs to address public services and program related activities associated with each departments.

### **Next Steps:**

Continue to work through audits until completion.

### **Fiscal Impact:**

Late audit filings can result in loss of State grants and loss of revenues from the State of Maryland.

### **City Administrator Comments:**

See summary background above.

### **Community Engagement:**

N/A

### **Strategic Goals:**

Goal 1 – Ensure Transparent and Accessible Governance

### **Legal Review Required?**

N/A





## Hyattsville City Council Agenda Item Report

Meeting Date: November 18, 2019  
Submitted by: Lesley Riddle  
Submitting Department: Public Works  
Item Type: Presentation  
Agenda Section:

### SUBJECT

Environmental Update - Tree Canopy Report (20 minutes)

**HCC-133-FY20**

### Recommendation:

### Sponsor(s):

At the Request of the City Administrator

### Co-Sponsor(s):

N/A

### ATTACHMENTS

[Tree Canopy Report.docx](#)

[Maryland Pest Alert - Problems on White Oaks.pdf](#)

### Summary Background:

This year we have lost many white oaks due to a rapid decline in health. It appears that the trees have leafed out in spring, with no overt symptoms of disease. In late August and early September after three months of little to no rain, specific trees began to show signs of dieback in large scaffold limbs, with apparent dieback of the entire upper canopy in 10 to 14 days of the first symptoms. The loss of trees is not just localized to Hyattsville but is present regionally. In late August, staff conducted an inspection of trees in surrounding municipalities and found significant evidence of this systematic stress in urban trees throughout the region.

### Next Steps:

Continue to collaborate with adjacent municipalities to review and act on any new research related to this tree issue.

### Fiscal Impact:

None

### City Administrator Comments:

Presentation Only

### Community Engagement:

None at this time.

### Strategic Goals:

Goal 3 – Promote a Safe and Vibrant Community

**Legal Review Required?**

N/A



# Memo

To: Mayor and Council  
From: Lesley Riddle, Director of Public Works  
CC: Tracey Douglas, City Administrator  
Date: November 14, 2019  
Re: Tree Canopy Report

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The Mid-Atlantic has many species of oak tree that are native to our urban, suburban, rural and forested region. *Quercus Alba*, white oak, is a prevalent species in Prince George's County and throughout Maryland. This tree and other native oaks have a high ecological value, supporting over 600 species of insects, and multiple native bird species. Unfortunately, there has been a significant decline in white oak and other oak species over the past several years. Specifically, this year we have lost many white oaks due to a rapid decline in health. It appears that the trees have leafed out in spring, with no overt symptoms of disease. In late August and early September after three months of little to no rain, specific trees began to show signs of dieback in large scaffold limbs, with apparent dieback of the entire upper canopy in 10 to 14 days of the first symptoms. The loss of trees is not just localized to Hyattsville but is present regionally.

In late August, staff conducted an inspection of trees in surrounding municipalities and found significant evidence of this systematic stress in urban trees throughout the region. Staff also included inspection of larger tracts of wooded areas, which included North Woods and Buddy Attick Park in the City of Greenbelt, Greenbelt National Park, and Patuxent Wildlife Refuge in Laurel. It appears, but is not documented, that in more contiguous stands of trees with more established ecology the dieback of white oak and other native oak species is minimal if present at all.

Initially the prognosis of this decline and death of oaks was attributed to biotic sources such as *Phytophthora ramorum* (sudden oak death), *Armillaria mellea* (root rot), and Ambrosia beetle. The current prognosis relates all these biotic sources as only secondary symptoms, and not the original reason for the significant decline and death of these trees. The diagnosis currently suggests that the main cause of death is abiotic, which is a physical insult to these trees, and generally caused by drastic changes

in weather. The University of Maryland published a report this fall with an overall assessment that supports this diagnosis. The report also concludes that there are still many unanswered questions and their research is ongoing. The report suggests that as our oak trees begin to enter dormancy, deep but infrequent watering within the trees' root zone could be beneficial.

In conclusion: changes in our weather pattern (such as historic amounts of rain, record heat or cold and drought) can all have a negative effect on our native species. City staff has and will continue to research alternate tree species that can withstand climate fluctuation. As we replant and plan the maintenance and enhancement of our City tree canopy it is critical that we make sustainable planning decisions for our parks, right of ways and greenspaces.

by:

Karen Rane, Stanton Gill, and David Clement,  
University of Maryland Extension

[extension.umd.edu/ipm](http://extension.umd.edu/ipm)

Fall 2019

University of Maryland Extension CMREC, HGIC, and the UMD Plant Diagnostic Lab have received numerous reports of sudden discoloration of foliage and death of white oak (*Quercus alba*) trees throughout the Mid-Atlantic region in August through October of 2019. We have visited sites with symptomatic trees, examined samples submitted to the UMD lab, and spoken with several arborists, landscapers, state and local forestry officials and landowners, in pursuit of information that might reveal a specific cause. While our investigation is still in progress, here are some factors that these individual cases all have in common:

1. Affected trees are older trees, approximately 40 – 80 years old or older. Younger trees in the same areas are not affected.
2. The onset of symptoms is fast – foliage that appeared healthy in spring and summer, became brown in color in August, often within 2-4 weeks. Most of the brown leaves remain attached to twigs of affected trees.
3. Although other oak species have been showing twig dieback and decline symptoms for several years, it is primarily white oaks that have this sudden browning of the canopy.
4. Symptomatic white oaks are often in urban and suburban landscapes, but trees in forests and in large landscaped areas with unrestricted root zones are also affected
5. In some cases, affected trees have large trunk wounds, previous root damage from compaction or construction, and show previous branch dieback, but many trees do not have any visible obvious symptoms of injury or major decline prior to browning of the foliage.
6. A variety of pests and diseases that are usually considered to be opportunistic invaders of stressed trees (such as ambrosia beetles, Armillaria root rot and Hypoxylon canker) are

often observed in symptomatic trees. Sawdust-like frass at the base of the tree or on the bark of the lower trunk indicates the invasion of ambrosia beetles.



**Fig. 1. White oaks with brown foliage, September 2019**

**Photo: David Clement**

### Overall assessment:

We have not found a single factor that is responsible for this problem. At this point, our best assessment is that the phenomenon is most likely an accelerated version of what is commonly called “tree decline”. Symptoms of typical tree decline include loss of vigor, early fall color, and dieback in twigs and branches. These symptoms usually progress over several years, and are usually related to root problems



(soil compaction, root or trunk damage from construction activities, and environmental extremes like drought or excessive rainfall). As the root system becomes unable to fully support the moisture needs of the tree, twig dieback occurs. Poor pruning, resulting in cavities, and repeated defoliation from insect pests or foliar diseases will add additional stress and continue the decline saga. Opportunistic insect pests like two-lined chestnut borer, ambrosia beetles and diseases like Hypoxylon canker and fungal root rots can aggressively invade weakened trees, resulting in severe decline and eventual tree death. Again, it usually takes several years from initial symptoms to death of affected trees.



**Fig. 2 Fine sawdust-like frass (arrows) from ambrosia beetles at base of white oak with brown foliage**  
Photo: David Clement

We believe that weather extremes in 2018 and 2019 have accelerated this decline scenario in white oaks (Table 1). In 2018, our area received excessive rainfall – up to more than 70 inches in some areas, resulting in flooding and saturated soils. Such conditions are very damaging to fine roots of trees like white oaks, and can favor the development of root rot diseases caused by water mold pathogens like Phytophthora. We had similar moist conditions in early 2019, and numerous isolated storms that dropped 2+ inches of rain, resulting again in localized flooding. The summer of 2019 then turned quite hot and dry, with a record number of days above 90°F and very dry weather in August and September. We speculate that this sudden hot and dry weather

caused rapid water loss from the foliage of these trees and the impaired root systems were not adequate to provide enough moisture under dry conditions. The presence of secondary invaders, like ambrosia beetles, cankers and root rot, contributed as well. The rapid browning and death of affected trees is the result of this “perfect storm” of factors.

We still have unanswered questions – what type of ambrosia beetles are present? How many affected trees show secondary insect pests and opportunistic pathogens? Will healthy-appearing trees be threatened by these organisms in browning oaks nearby? Will trees with brown foliage this year develop new growth next year? We will continue investigating and working with colleagues from other agencies and other states in our region to find answers.

What can you do? White oaks would benefit from irrigation during this time of drought. Trees that enter winter dormancy under drought stress are more likely to show additional decline symptoms next year. Deep but infrequent watering to the root zone will help to reduce drought stress.

**Table 1: Precipitation Recorded at BWI Airport for 2018 and 2019:**

| MONTH                 | 2018         | 2019       |
|-----------------------|--------------|------------|
| January               | 1.00         | 3.15       |
| February              | 5.30         | 3.64       |
| March                 | 2.25         | 4.14       |
| April                 | 3.20         | 1.46       |
| May                   | 8.17         | 5.51       |
| June                  | 4.77         | 2.95       |
| July                  | 16.73        | 3.85       |
| August                | 3.84         | .39        |
| September             | 9.19         | .16**      |
| October               | 6.69         | ***        |
| November              | 8.14         | ***        |
| December              | 6.54         | ***        |
| <b>Total for Year</b> | <b>71.82</b> | <b>***</b> |

Data Source: National Weather Service

\*Wettest year on record for BWI (also for Reagan National at 66.28” and Dulles at 66.74”)

\*\* Second driest September on record for BWI (also second driest September for Dulles at 0.41” and fourth driest September for Reagan National at 0.25”)

\*\*\*Data to be added as the rest of the year progresses.

## **Browning White Oaks in 2019**

**by**

Karen K. Rane, Director of the UMD Plant Diagnostic Clinic,  
University of Maryland Extension, College Park, MD, rane@umd.edu

Stanton Gill, Extension Specialist in IPM for Nurseries, Greenhouses, and Landscapes,  
University of Maryland Extension, Ellicott City, MD, sgill@umd.edu

David L. Clement, Extension Specialist in Plant Pathology,  
University of Maryland Extension, clement@umd.edu

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## Hyattsville City Council Agenda Item Report

Meeting Date: November 18, 2019  
Submitted by: Brayan Perez  
Submitting Department: Community Services  
Item Type: Proclamation  
Agenda Section:

### **SUBJECT**

Proclamation: American Education Week

### **HCC-140-FY20**

### **Recommendation:**

I move that Mayor and Council adopt a proclamation in honor of American Education Week, November 18-22, 2019.

### **Sponsor(s):**

At the Request of the City Administrator

### **Co-Sponsor(s):**

N/A

### **ATTACHMENTS**

[American\\_Education\\_Week\\_2019.docx](#)

### **Summary Background:**

American Education Week is an annual opportunity to celebrate public education and honor all who enlighten our City's youth.

### **Next Steps:**

To approve this proclamation.

### **Fiscal Impact:**

N/A

### **City Administrator Comments:**

Recommend Approval

### **Community Engagement:**

N/A

### **Strategic Goals:**

Goal 5 – Strengthen the City's Identity as a Diverse, Creative, and Welcoming Community

### **Legal Review Required?**

N/A



# CITY OF HYATTSVILLE

## PROCLAMATION

DECLARING THE WEEK OF NOVEMBER 18 – 22, 2019, TO BE AMERICAN EDUCATION WEEK IN THE CITY OF HYATTSVILLE

American Education Week is an annual opportunity to celebrate public education and honor all who enlighten our City's youth.

WHEREAS, progressive education is a pillar on which the United States was founded; and

WHEREAS, from the first public school opened in 1635, to an approximate 98,000 that collectively form an enterprise that focuses on strengthening intellectual skills and core values for a better tomorrow; and

WHEREAS, selfless individuals, from custodians to principals, work tirelessly to prepare our nation's youth for a brighter future;

NOW, THEREFORE BE IT RESOLVED, that the Mayor and Council of the City of Hyattsville recognize the impact all education employees have on our City, and that our community celebrates them through this year's American Education Week.

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**Candace B. Hollingsworth**  
*Mayor, City of Hyattsville*

November 18, 2019





## Hyattsville City Council Agenda Item Report

Meeting Date: November 18, 2019  
Submitted by: Laura Reams  
Submitting Department: City Clerk  
Item Type: Appointment  
Agenda Section:

### SUBJECT

Reappointment to the Shade Tree Board

**HCC-308-FY19**

### Recommendation:

I move that the Mayor, with Council approval, reappoint Randy Fletcher (Ward 3) to the Shade Tree Board for a term of three (3) years to expire on November 18, 2022.

### Sponsor(s):

Hollingsworth

### Co-Sponsor(s):

N/A

### ATTACHMENTS

[Shade Tree Board Reappointment\\_Randy Fletcher\\_redacted](#)

### Summary Background:

See attached application.

### Next Steps:

Upon appointment, the staff liaison will reach out to the appointee to inform them of their appointment. Please note all meetings of the committee are open to the public.

### Fiscal Impact:

N/A

### City Administrator Comments:

TBD

### Community Engagement:

Agendas for the Shade Tree Board Meetings will be posted on the City's website. Meetings are open to the public and all are encouraged to attend.

### Strategic Goals:

Goal 1 - Ensure Transparent and Accessible Governance

Action 1.1 - Provide Information and opportunities for resident participation in civic endeavors.

### Legal Review Required?

N/A

**Board, Committee and Commission Application**

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**Profile**

Randy

First Name

Fletcher

Last Name

Email Address

Street Address

City

Suite or Apt

State

Postal Code

To find your City Ward, click on this link! <http://www.hyattsville.org/538/Residency-Verification-Page>

\*

☒ Ward 3

Primary Phone

Alternate Phone

**Which Boards would you like to apply for?**

---

Shade Tree Board: Submitted

**Referred By:**

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Tom Wright

**Please provide a brief background statement including why you want to serve on a committee. This statement may be posted on the City's website.**

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Randy Fletcher received a BFA in Communications and Design from Virginia Commonwealth University. He is an avid gardener and inherited a green thumb from both of his parents, who landscaped and maintained a 12-acre estate in East Granby, Connecticut. He lives in Hyattsville, MD, with his wife Rose, in a historic home with nearly 2 acres of manicured grounds. He and Rose have dedicated themselves to the preservation and restoration of their property and love the city of Hyattsville. Though not licensed, Randy has a general understanding of local tree species and some of the diseases that afflict them. Randy will help promote, celebrate, and support the Hyattsville Shade Tree Board mission/vision to the best of his ability.



## Hyattsville City Council Agenda Item Report

Meeting Date: November 18, 2019  
Submitted by: Laura Reams  
Submitting Department: Legislative  
Item Type: Appointment  
Agenda Section:

### **SUBJECT**

Appointment to the Complete Count Committee

### **HCC-142-FY20**

#### **Recommendation:**

I move that the Mayor and Council appoint Kristina Alayan (Ward 2) to the Hyattsville Complete Count Committee for a term of one year to expire on November 18, 2020.

#### **Sponsor(s):**

Suiter

#### **Co-Sponsor(s):**

Schaible, Wolf

#### **ATTACHMENTS**

[CCC Application\\_Alayan\\_redacted.pdf](#)

#### **Summary Background:**

See attached application.

#### **Next Steps:**

Staff will continue to recruit members up to 15. An initial meeting will be held on November 20.

#### **Fiscal Impact:**

N/A

#### **City Administrator Comments:**

Recommend support

#### **Community Engagement:**

Agendas for the Complete Count Meetings will be posted on the City's website. Meetings are open to the public and all are encouraged to attend.

#### **Strategic Goals:**

Goal 1 – Ensure Transparent and Accessible Governance

#### **Legal Review Required?**

N/A

**Board, Committee and Commission Application**

---

**Profile**

Kristina

First Name

Alayan

Last Name

Email Address

Street Address

City

Suite or Apt

State

Postal Code

To find your City Ward, click on this link! <http://www.hyattsville.org/538/Residency-Verification-Page>

\*

☒ Ward 2

Primary Phone

Alternate Phone

**Which Boards would you like to apply for?**

---

HVL Counts! Census 2020 Complete Count Committee: Submitted

**Referred By:**

---

City News & Events Announcement (I subscribe)

**Please provide a brief background statement including why you want to serve on a committee. This statement may be posted on the City's website.**

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I have always been informally involved with my community whether it's volunteering, neighborhood meetings, or block parties. A neighbor spoke highly of her experience participating formally with the city, and after living in Hyattsville for the past three years, I'd like to do the same. Based on the time commitment outlined, I would not only be able to meet my obligations, but would also be an asset to the committee as someone who cares deeply and looks forward to being a more active, formal part of what makes our community so special. I'm concerned about the impact the census can have on our community -- especially given the changes recommended by the current administration which would likely have a chilling effect on participation of some of our most vulnerable community members. Thanks for considering!



## Hyattsville City Council Agenda Item Report

Meeting Date: November 18, 2019  
Submitted by: Laura Reams  
Submitting Department: Legislative  
Item Type: Appointment  
Agenda Section:

### SUBJECT

Appointment to Police and Public Safety Citizens' Advisory Committee

### HCC-143-FY20

#### Recommendation:

I move that the Mayor and Council re-appoint Mark Webb (Ward 2) to the Police and Public Safety Citizens' Advisory Committee for terms of 2 years, ending on November 18, 2020.

#### Sponsor(s):

Suiter

#### Co-Sponsor(s):

Schaible, Wolf

#### ATTACHMENTS

[Webb\\_PPSCAC Reappointment\\_redacted](#)

#### Summary Background:

See attached application.

#### Next Steps:

Upon appointment, the staff liaison will reach out to the appointees to inform them of their reappointment. Please note all meetings of the committee are open to the public.

#### Fiscal Impact:

N/A

#### City Administrator Comments:

Recommend approval.

#### Community Engagement:

Agendas for the Police and Public Safety Advisory Committee Meetings will be posted on the City's website. Meetings are open to the public and all are encouraged to attend.

#### Strategic Goals:

Goal 1 - Ensure Transparent and Accessible Governance

Action 1.1 - Provide information and opportunities for resident participation in civic endeavors.

#### Legal Review Required?

N/A

**Board, Committee and Commission Application**

---

**Profile**

Mark

First Name

Webb

Last Name

Email Address

Street Address

City

Suite or Apt

State

Postal Code

To find your City Ward, click on this link! <http://www.hyattsville.org/538/Residency-Verification-Page>

\*

☒ Ward 2

Primary Phone

Alternate Phone

**Which Boards would you like to apply for?**

---

Police &amp; Public Safety Citizens' Advisory Committee: Submitted

**Referred By:**

---

Self-nomination

**Please provide a brief background statement including why you want to serve on a committee. This statement may be posted on the City's website.**

---

I am a recently retired Federal Executive (Director of Security) with more than 37-years of combined Military and Federal government experience specializing in law enforcement, counterintelligence and program management. For several years prior to my retirement in 2016, I managed a staff of more than 200 civil servants and federal contractors overseeing programs in the area of background investigations, physical security of facilities domestic and abroad, developed and managed fiscal funding in excess of thirty-million dollars to protect the lives of federal workers. I retired as a member of the Senior Executive Service. I believe my years of experience, and my residency of eighteen years in Hyattsville make me a keen choice to serve as a member of the Police&Public Safety Citizens Advisory Committee.



## Hyattsville City Council Agenda Item Report

Meeting Date: November 18, 2019  
Submitted by: Lesley Riddle  
Submitting Department: Public Works  
Item Type: Budget  
Agenda Section:

### **SUBJECT**

Surplus of Solid Waste Vehicle 61

### **HCC-136-FY20**

#### **Recommendation:**

I move that the Mayor and Council approve the sale of Solid Waste Vehicle SW61 from the Department of Public Works at public auction. All proceeds from the sale will be posted to General Fund Revenues.

#### **Sponsor(s):**

At the Request of the City Administrator

#### **Co-Sponsor(s):**

N/A

### **ATTACHMENTS**

#### **Summary Background:**

The Departments of Public Works requests to surplus Solid Waste Vehicle SW61, due to age and reliability. The vehicle will be disposed of and offered for sale at auction.

#### **Next Steps:**

With Council approval the vehicle will be offered at auction.

#### **Fiscal Impact:**

Proceeds from this auction will be presented to the Finance Department

#### **City Administrator Comments:**

Recommend Approval

#### **Community Engagement:**

None

#### **Strategic Goals:**

Goal 4 – Foster Excellence in all City Operations

#### **Legal Review Required?**

N/A





## Hyattsville City Council Agenda Item Report

Meeting Date: November 18, 2019  
Submitted by: Hal Metzler  
Submitting Department: Public Works  
Item Type: Purchase  
Agenda Section:

### SUBJECT

Emergency Repair of Storm Drain on 42nd Avenue

### HCC-138-FY20

#### Recommendation:

I move that the Mayor and Council authorize an expenditure not to exceed \$25,000 with NZI Construction for the emergency repair of storm drain inlets, roads, curbs, sidewalks, and required ADA improvements near the intersection of 42nd Ave and Carrollton Terrace under their existing contract.

#### Sponsor(s):

At the Request of the City Administrator

#### Co-Sponsor(s):

N/A

#### ATTACHMENTS

[proposal\\_ 6202 42nd Ave Inlet and Ramp Repair.pdf](#)

#### Summary Background:

Storm drains near the intersection of 42nd Ave and Carrollton Terrace have been deteriorating over the years due to age and heavy truck traffic. They are at a point when they are posing a hazard to pedestrians and vehicular traffic.

#### Next Steps:

N/A

#### Fiscal Impact:

25,000

#### City Administrator Comments:

Recommend Approval

#### Community Engagement:

City staff will flyer adjacent homes to advise of the repair work. DPW staff will speak to residents immediately impacted by the repair and restoration work if the residents are available and desire to speak with staff.

#### Strategic Goals:

Goal 3 – Promote a Safe and Vibrant Community

#### Legal Review Required?

N/A

**NZI CONSTRUCTION CORP.**

11601 Spruce Avenue  
 Beltsville, MD 20705  
 (301) 937-8990  
 (301) 937-2514 Fax

**Proposal**

|                                                                                  |             |
|----------------------------------------------------------------------------------|-------------|
| DATE                                                                             | OUR JOB No. |
| 11/7/2019                                                                        | 15-08       |
| SHIP TO:                                                                         |             |
| Emergency Inlet Reconstruct<br>Alley and 42nd Ave<br>(Adjacent to 6202 42nd Ave) |             |

**To:** City of Hyattsville  
 4310 Gallatin Street  
 Hyattsville MD 20781

We hereby propose to furnish, in accordance with specifications below or on,  
 attached pages, all labor and material necessary to complete the following:

| Qty                          | Description                                                                                                                                                   | Unit       | Total              |
|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|--------------------|
| 1.00 ea                      | Single WR-Inlet. Demolish existing reconstruct brick furnish and install new galvanized wr-inlet frame and grate. remove inlet top backfill area with gravel. | \$6,200.00 | \$6,200.00         |
| 70.00 lf                     | Remove and Replace curb and gutter                                                                                                                            | \$25.00    | \$1,750.00         |
| 300.00 sf                    | Remove and Replace Sidewalk                                                                                                                                   | \$5.00     | \$1,500.00         |
| 128.00 sf                    | Remove and Install handicap ramps                                                                                                                             | \$12.00    | \$1,536.00         |
| 64.00 sf                     | Excavate existing driveway apron, install topsoil, seed and mulch area.                                                                                       | \$4.00     | \$256.00           |
| <b>Total Proposal Amount</b> |                                                                                                                                                               |            | <b>\$11,242.00</b> |

**Payment to be made as follows:**

All material is guaranteed to be as specified. All work is to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from the above or attached specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Worker's Compensation Insurance.

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

*Jack Nazario*

Jack Nazario  
 NZI Construction Corp.

**Acceptance of Proposal**

The above or attached prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.  
 Payment will be made as outlined.

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

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

Date of Acceptance: \_\_\_\_\_



## Hyattsville City Council Agenda Item Report

Meeting Date: November 18, 2019  
Submitted by: Lesley Riddle  
Submitting Department: Public Works  
Item Type: Purchase  
Agenda Section:

### SUBJECT

Ashton Manor Tree Planting Service

### HCC-139-FY20

#### Recommendation:

I move that the Mayor and Council approve the purchase and installation of trees from Ashton Manor Environmental, LLC, utilizing the contract rider IFB #1073146 with Montgomery County for tree planting services, not to exceed \$11,000.00

#### Sponsor(s):

At the Request of the City Administrator

#### Co-Sponsor(s):

N/A

### ATTACHMENTS

[Ashton Revised list of tree planting Fall 2019 Quote.pdf](#)

[Executed Contract Ashton Manor - Renewal Letter.pdf](#)

[Executed\\_Contract\\_\\_Ashton\\_Manor](#)

#### Summary Background:

Recent decline in our mature canopy has drastically increased tree loss in the city over the past year, particularly in on private property, which increases our urgency to replant. Extreme fluctuations in weather and shortage of Parks staff make it very difficult to get trees planted before the ground freezes. Additionally, contracting out planting will save on the cost and labor that it takes to water these trees the first year.

Ashton Manor plants trees in the City for Pepco and also has a current Tree Planting contract with Montgomery County. We would like to “piggy back” on this contract for Tree Planting Services. The costs of the planting will not exceed \$11,000.

#### Next Steps:

Schedule tree planting throughout the City.

#### Fiscal Impact:

Capital Improvements Budget - Urban Tree Care

#### City Administrator Comments:

TBD

#### Community Engagement:

We will reach out to residents to inform them of any adjacent ROW planting.

**Strategic Goals:**

Goal 3 – Promote a Safe and Vibrant Community

**Legal Review Required?**

Pending



9/17/2019 (Rev 10/22/19)

City of Hyattsville, DPW

Attn: Dawn Taft

4310 Gallatin Street

Hyattsville, MD 20781

Direct: (240) 487-0290

[dtaft@hyattsville.org](mailto:dtaft@hyattsville.org)

Project: City of Hyattsville Street Tree Planting

*\* Materials provided under this proposal reflect values established under Montgomery County Street Tree planting contract.*

Furnish and Install the following material:

| Description                                                       | Qty. | Size / Spec | Unit      | Total               |
|-------------------------------------------------------------------|------|-------------|-----------|---------------------|
| <b>TREES</b>                                                      |      |             |           |                     |
| 7008 Amelanchier laevis or candensis / Serviceberry (Single Stem) | 4    | 1.5" cal    | \$ 320.00 | \$ 1,280.00         |
| 7012 Celtis occidentalis (Hackberry)                              | 4    | 2" cal      | \$ 480.00 | \$ 1,920.00         |
| 7013 Cercis canadensis / Redbud                                   | 6    | 1.5" cal    | \$ 325.60 | \$ 1,953.60         |
| 7014 Chionanthus virginicus / White Fringetree                    | 1    | 1.5" cal    | \$ 264.00 | \$ 264.00           |
| Quercus stellata (Post Oak) - Priced as Quercus lyrata            | 1    | 2" cal      | \$ 480.00 | \$ 480.00           |
| 7052 Quercus phellos (Willow Oak)                                 | 4    | 2" cal      | \$ 480.00 | \$ 1,920.00         |
| 7060 Tilia americana (American Linden)                            | 5    | 1.75-2" cal | \$ 355.00 | \$ 1,775.00         |
| 7063 Ulmus americana (American Elm) - Requested as 'Princeton'    | 2    | 2" cal      | \$ 480.00 | \$ 960.00           |
| <b>SUBTOTAL TREES:</b>                                            |      |             |           | <b>\$ 10,552.60</b> |
| <b>TOTAL PROJECT AMOUNT:</b>                                      |      |             |           | <b>\$ 10,552.60</b> |

MHIC Lic. #121423 / VA Contractors Lic. # 2705142781 / MD. Tree Expert Lic. #825 / ISA Certified Arborist Lic. #MA-4993A

MDA Fert. Lic. #0902 / MDA Pest. Lic. #27955 / ICPI Cert. Hardscape Contractor

**GENERAL NOTES:**

- Prices quoted are good for work in place prior to 12/31/19. Services rendered past this date could include an escalation adjustment for material, labor, and equipment.
- Proposal includes 1 mobilization
- A minimum of 4 weeks lead time may be required for mobilization and acquisition of material.
- Warranty exclusions for live goods: damage from animal predation / vandalism / plant material or seasonal flowers installed in pots or raised planters / winter burn from extreme cold, wind, or ice melting agents / maintenance and watering of seed or sod.

ISA #MA-4993A  
MD Tree Expert #825  
MHIC #121423  
MDA #27955



PO Box 428 Ashton, Maryland 20861

OFFICE 301.774.8201

[ashtonmanor.com](http://ashtonmanor.com)

**EXCLUSIONS:**

- Payment & performance bonds (if required, add 2% to awarded values)
- Demolition or protection of existing plant material
- Maintenance of plants and turf areas past substantial completion
- Germination or establishment of seeding performed out of season
- Topsoil import or respread
- Replacements in excess of one per plant installed
- Hand excavation, removal, or relocation of subsurface obstructions including but not limited to rock, objects, water, utilities, etc.

***Please note MISS UTILITY:***

Ashton Manor Environmental, LLC (AME) will notify Miss Utility prior to mobilizing on site if required for this scope of work. AME will not assume responsibility for damage done to unmarked utilities, private utilities, drain lines of any kind, existing irrigations systems, etc; unless their location is clearly designated prior to the commencement of work on this contract.

***Conditions/Warranty/Terms:***

In accordance with specifications outlined in contract number 1073146.

Submitted by: \_\_\_\_\_



Title: ESTIMATOR

Date: 10/22/19

Accepted by: \_\_\_\_\_

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

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





OFFICE OF PROCUREMENT

Marc Elrich  
County Executive

Ash. Shetty  
Director

August 5, 2019

Daniel Bramell  
Ashton Manor Environmental, LLC  
17701 New Hampshire Ave  
Ashton, MD 20861

Re: Contract Renewal  
Modification #2  
Contract No.:1073146

According to the provision entitled "Contract Term" of the above cited contract, this letter constitutes notice of renewal of the contract to cover the **12-month** performance period beginning the day immediately following the current expiration date of 8/23/19.

You are obliged to keep on file with this office a current original Certificate of Insurance. The existing Certificate shows an expiration date of 2/1/20. The Certificate must:

1. List Montgomery County, Maryland as an additional insured under liability policies.
2. Provide notice to the Certificate Holder of cancellation or change in any materials in accordance with policy provisions.
3. Show Montgomery County, Maryland as the Certificate Holder.

For additional information please contact the Office of Procurement at (240) 777-9900.

FOR MONTGOMERY COUNTY, MARYLAND

Avinash G. Shetty, Director  
Office of Procurement

8/7/19

Date

cc: Melissa Garner  
Renata Vasileva

PMMD 41b Rev. 6/1

Office of Procurement

255 Rockville Pike, Suite 180 • Rockville, Maryland 20850 • 240-777-9900 • 240-777-9956 TTY • 240-777-9952 FAX  
[www.montgomerycountymd.gov](http://www.montgomerycountymd.gov)

IFB # 1073146

**MONTGOMERY COUNTY, MARYLAND**  
**Tree Planting Services**  
**SOLICITATION, BID AND AWARD SHEET**

RETURN BID TO:  
 OFFICE OF PROCUREMENT  
 255 ROCKVILLE PIKE, STE. 180  
 ROCKVILLE, MD 20850-4166

**PART I: SOLICITATION (Invitation for Bids ("IFB"))**

SEALED BIDS IN ORIGINAL AND **ONE (1)** COPIES TO FURNISH THE SUPPLIES AND/OR SERVICES DESCRIBED ON THE ATTACHED QUOTATION SHEET(S) WILL BE RECEIVED UP TO **11:00 A.M.** LOCAL TIME ON **5/10/2017**. BIDS WILL BE PUBLICLY OPENED AT THE DATE AND TIME STATED. **BIDS RECEIVED AFTER THE DATE AND TIME SPECIFIED WILL NOT BE CONSIDERED AND WILL BE RETURNED UNOPENED TO THE BIDDER.** THE FOLLOWING DOCUMENTS ARE HEREBY INCORPORATED BY REFERENCE INTO AND MADE PART OF ANY CONTRACT AWARDED. In the event of any conflict among the provisions of the bid documents, or those documents comprising the resultant Contract, the conflict must be resolved by giving precedence to the below documents in the following order:

1. The "General Conditions of Contract between County and Contractor", and the "Special Terms and Conditions" shown in Sections B and C of this document.
2. The "Instructions, Conditions and Notices" shown in Section A of this IFB.
3. The specifications/scope of work shown in Section D of this document.
4. All solicitation amendments that change Section D will supersede in the event of a conflict.
5. All representations and certifications listed in this document.
6. This "Solicitation, Bid and Award Sheet" and the attached solicitation Quotation Sheet(s).

**PART II-BID**

The Bidder, by signing this solicitation, agrees that the County has 120 calendar days from the bid opening date in which to make an award of this solicitation. The Bidder agrees that its prices and/or discounts for all desired goods and/or services shall remain firm for the above time period prior to contract award. Also, the Bidder agrees that all instructions, terms, conditions, specifications, and amendments of this solicitation shall remain firm for the above time period prior to contract award. The County's Standard Payment Terms are Net Thirty (30) Days. This does not preclude an offeror from offering a prompt payment discount for payment of proper invoices in less than (30) days. An optional prompt payment term is not required, but may be offered conditioned on the following basis: Only a prompt payment discount, conditioned on a thirty-day or greater payment basis, will be utilized to recalculate prices for purposes of the Method of Award process for price/cost only. Prompt payment discounts may be offered on a shorter payment basis and adopted by the County at time of award, but will not be considered during the Method of Award process.

**NAME AND SIGNATURE REQUIREMENTS FOR BIDS AND CONTRACTS:** The correct and full legal business name of the bidder must be used in bids received and on all contracts issued as a result of this solicitation. A trade name (i.e., a shortened or different name under which the firm does business) must not be used when the full legal name is different. Corporations must have names that comply with State Law, which requires a suffix indicating the corporate status of the business (e.g. Inc., Incorporated, etc.). Trade names may be indicated by individuals or corporations with the individual or corporate name followed by "t/a" (trading as) or "d/b/a" (doing business as) respectively. The offeror's signature on the proposal, contract, amendment(s), or related correspondence, must conform to the following:

**All signatures must be made by an authorized officer, partner, manager, member, or employee. The signing of an offer or a contract is a representation by the person signing that the person signing is authorized to do so on behalf of the offeror or contractor.**

BIDDER'S CORRECT AND FULL LEGAL BUSINESS NAME:

Ashton Manor Environmental LLC

TELEPHONE NO.:

(301) 774-8201

ADDRESS:

17701 New Hampshire Avenue, Ashton, MD 20861

TOLL FREE NO.:

REMITTANCE ADDRESS: (If Remittance Address is Different from Above Address)

PO Box 428, Ashton, MD 20861

FAX NO.:

(301) 774-9406

BIDDER'S E-MAIL ADDRESS:

dbramell@ashtonmanor.com

**ACKNOWLEDGEMENT OF AMENDMENTS**

The bidder acknowledges receipt of amendments to the solicitation for offers and related documents numbered and dated as follows:

| Amendment No./Date    | Amendment No./Date |
|-----------------------|--------------------|
| Amendment 1 - 4/11/17 |                    |
| Amendment 2 - 4/26/17 |                    |
|                       |                    |

Jeff Schwartz - Managing Member

NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (TYPE OR PRINT):

SIGNATURE OF ABOVE PERSON:

May 15, 2017

DATE:

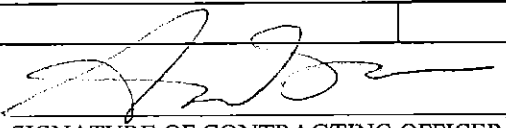
**PART III: AWARD (TO BE MADE BY THE COUNTY'S CONTRACTING OFFICER (OFFICE USE ONLY))**

YOUR BID IS ACCEPTED AS TO THE FOLLOWING AND/OR AS ATTACHED TO THIS DOCUMENT:

YOUR CONTRACT NUMBER IS:

MONTGOMERY COUNTY, MARYLAND

 BY Andrew Robinson  
 PRINTED NAME OF CONTRACTING OFFICER

  
 SIGNATURE OF CONTRACTING OFFICER

8/24/17  
 AWARD DATE

THIS FORM HAS BEEN APPROVED AS TO FORM AND LEGALITY BY THE OFFICE OF THE COUNTY ATTORNEY





## Hyattsville City Council Agenda Item Report

Meeting Date: November 18, 2019  
Submitted by: Hal Metzler  
Submitting Department: Public Works  
Item Type: Contract  
Agenda Section:

### SUBJECT

Street and Traffic Sign Installation Contract

### HCC-141-FY20

#### Recommendation:

I move that the Mayor and Council authorize the City Administrator enter into an agreement with Shannon-Baum Signs, Inc for furnishing and installing of street name and traffic sign assemblies as a rider to Montgomery County, Maryland IFB #1071754 for an expenditure not to exceed \$30,000, upon the review and approval by the City Attorney for legal sufficiency.

#### Sponsor(s):

At the Request of the City Administrator

#### Co-Sponsor(s):

N/A

#### ATTACHMENTS

[20191016075655.pdf](#)

#### Summary Background:

As part of the transportation study, the City's existing wayfinding signs were evaluated and a new comprehensive bicycle, pedestrian, and vehicle wayfinding plan was created and adopted. The City received a grant from the Maryland Heritage Areas Agency to help cover the cost of the bicycle wayfinding signs. City staff solicited several proposals for the installation of the signs and determined that the rider on the Montgomery County, Maryland contract provided the best overall value to the City.

#### Next Steps:

N/A

#### Fiscal Impact:

\$30,000

#### City Administrator Comments:

Recommend Approval

#### Community Engagement:

Completed as part of the Transportation Study

#### Strategic Goals:

Goal 3 – Promote a Safe and Vibrant Community

#### Legal Review Required?

Pending

IFB #1071754

IFB # 1071754

**MONTGOMERY COUNTY, MARYLAND**  
**Furnishing and Installation of Street Name and Traffic**  
**Sign Assemblies**  
**SOLICITATION, BID AND AWARD SHEET**

RETURN BID TO:  
 OFFICE OF PROCUREMENT  
 255 ROCKVILLE PIKE, STE. 180  
 ROCKVILLE, MD 20850-4166

**PART I: SOLICITATION (Invitation for Bids ("IFB"))**

SEALED BIDS IN ORIGINAL AND ONE (1) COPIES TO FURNISH THE SUPPLIES AND/OR SERVICES DESCRIBED ON THE ATTACHED QUOTATION SHEET(S) WILL BE RECEIVED UP TO **11:00 a.m. LOCAL TIME ON 1/10/2017**. BIDS WILL BE PUBLICLY OPENED AT THE DATE AND TIME STATED. BIDS RECEIVED AFTER THE DATE AND TIME SPECIFIED WILL NOT BE CONSIDERED AND WILL BE RETURNED UNOPENED TO THE BIDDER. THE FOLLOWING DOCUMENTS ARE HEREBY INCORPORATED BY REFERENCE INTO AND MADE PART OF ANY CONTRACT AWARDED. In the event of any conflict among the provisions of the bid documents, or those documents comprising the resultant Contract, the conflict must be resolved by giving precedence to the below documents in the following order:

1. The "General Conditions of Contract between County and Contractor", and the "Special Terms and Conditions" shown in Sections B and C of this document.
2. The "Instructions, Conditions and Notices" shown in Section A of this IFB.
3. The specifications/scope of work shown in Section D of this document.
4. All solicitation amendments that change Section D will supersede in the event of a conflict.
5. All representations and certifications listed in this document.
6. This "Solicitation, Bid and Award Sheet" and the attached solicitation Quotation Sheet(s).

**PART II-BID**

The Bidder, by signing this solicitation, agrees that the County has 120 calendar days from the bid opening date in which to make an award of this solicitation. The Bidder agrees that its prices and/or discounts for all desired goods and/or services shall remain firm for the above time period prior to contract award. Also, the Bidder agrees that all instructions, terms, conditions, specifications, and amendments of this solicitation shall remain firm for the above time period prior to contract award. The County's Standard Payment Terms are Net Thirty (30) Days. This does not preclude an offeror from offering a prompt payment discount for payment of proper invoices in less than (30) days. An optional prompt payment term is not required, but may be offered conditioned on the following basis: Only a prompt payment discount, conditioned on a thirty-day or greater payment basis, will be utilized to recalculate prices for purposes of the Method of Award process for price/cost only. Prompt payment discounts may be offered on a shorter payment basis and adopted by the County at time of award, but will not be considered during the Method of Award process.

**NAME AND SIGNATURE REQUIREMENTS FOR BIDS AND CONTRACTS:** The correct and full legal business name of the bidder must be used in bids received and on all contracts issued as a result of this solicitation. A trade name (i.e., a shortened or different name under which the firm does business) must not be used when the full legal name is different. Corporations must have names that comply with State Law, which requires a suffix indicating the corporate status of the business (e.g. Inc., Incorporated, etc.). Trade names may be indicated by individuals or corporations with the individual or corporate name followed by "t/a" (trading as) or "d/b/a" (doing business as) respectively. The offeror's signature on the proposal, contract, amendment(s), or related correspondence, must conform to the following:

**All signatures must be made by an authorized officer, partner, manager, member, or employee. The signing of an offer or a contract is a representation by the person signing that the person signing is authorized to do so on behalf of the offeror or contractor.**

|                                                                                   |  |                                       |
|-----------------------------------------------------------------------------------|--|---------------------------------------|
| BIDDER'S CORRECT AND FULL LEGAL BUSINESS NAME:<br><b>SHANNON-BAUM SIGNS, INC.</b> |  | TELEPHONE NO.:<br><b>410-781-4000</b> |
| ADDRESS:<br><b>105 Competitive Goals Dr Eldersburg, Md 21784</b>                  |  | TOLL FREE NO.:<br><b>800-368-2295</b> |
| REMITTANCE ADDRESS: (If Remittance Address is Different from Above Address)       |  | FAX NO.:<br><b>410-781-4673</b>       |
| BIDDER'S E-MAIL ADDRESS:<br><b>jean@shannonbaum.com</b>                           |  |                                       |

| ACKNOWLEDGEMENT OF AMENDMENTS                                                                                                     |                    |
|-----------------------------------------------------------------------------------------------------------------------------------|--------------------|
| The bidder acknowledges receipt of amendments to the solicitation for offers and related documents numbered and dated as follows: |                    |
| Amendment No./Date                                                                                                                | Amendment No./Date |
|                                                                                                                                   |                    |
|                                                                                                                                   |                    |

|                                                                                     |               |
|-------------------------------------------------------------------------------------|---------------|
| <b>D. Jean Baum, President</b>                                                      |               |
| NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (TYPE OR PRINT):                  |               |
|  | <b>1-6-17</b> |
| SIGNATURE OF ABOVE PERSON:                                                          | DATE:         |

**PART III: AWARD (TO BE MADE BY THE COUNTY'S CONTRACTING OFFICER (OFFICE USE ONLY))**

YOUR BID IS ACCEPTED AS TO THE FOLLOWING AND/OR AS ATTACHED TO THIS DOCUMENT:

YOUR CONTRACT NUMBER IS:

**1071754**

MONTGOMERY COUNTY, MARYLAND

|                                     |                                                                                      |               |
|-------------------------------------|--------------------------------------------------------------------------------------|---------------|
| BY <b>Andrew G. Robinson</b>        |  | <b>2-1-17</b> |
| PRINTED NAME OF CONTRACTING OFFICER | SIGNATURE OF CONTRACTING OFFICER                                                     | AWARD DATE    |

THIS FORM HAS BEEN APPROVED AS TO FORM AND LEGALITY BY THE OFFICE OF THE COUNTY ATTORNEY

QUOTATION SHEET

See Sections 6.2 &amp; 6.3 of the Specifications for Measurement &amp; Payment

| Item Number | Description                                                                                        | Estimated Annual Quantity | X | Unit Price       | = | Extended Price      |
|-------------|----------------------------------------------------------------------------------------------------|---------------------------|---|------------------|---|---------------------|
| 1.          | Furnish and Install Street Name Sign Assembly With Single U-Post                                   | 10                        | X | \$ <u>122.00</u> | = | \$ <u>1220.00</u>   |
| 2.          | Furnish and Install Street Name Sign Assembly With Single Square Post                              | 40                        | X | \$ <u>142.00</u> | = | \$ <u>5680.00</u>   |
| 3.          | Furnish and Install Traffic Sign Assembly With Single U-post                                       | 50                        | X | \$ <u>100.00</u> | = | \$ <u>5000.00</u>   |
| 4.          | Furnish and Install Traffic Sign Assembly With Single Square Post                                  | 150                       | X | \$ <u>121.00</u> | = | \$ <u>18,150.00</u> |
| 5.          | Furnish and Install Combined Street Name Sign/Traffic Sign Assembly With Single U-Post             | 10                        | X | \$ <u>123.00</u> | = | \$ <u>1230.00</u>   |
| 6.          | Furnish and Install Combined Street Name Sign/Traffic Sign Assembly With Single Square Post        | 50                        | X | \$ <u>145.00</u> | = | \$ <u>7250.00</u>   |
| 7.          | Furnish and Install Traffic Sign Assembly With Two U-Posts                                         | 30                        | X | \$ <u>195.00</u> | = | \$ <u>5850.00</u>   |
| 8.          | Furnish and Install Traffic Sign Assembly With Two Square Posts                                    | 50                        | X | \$ <u>244.00</u> | = | \$ <u>12,200.00</u> |
| 9.          | Furnish and Install Combined Street Name Sign/Traffic Sign Assembly With Two U-Posts               | 25                        | X | \$ <u>223.00</u> | = | \$ <u>5575.00</u>   |
| 10.         | Furnish and Install Combined Street Name Sign/Traffic Sign Assembly With Two Square Posts          | 30                        | X | \$ <u>212.00</u> | = | \$ <u>6360.00</u>   |
| 11.         | Furnish and Install Traffic Sign Assembly With Three U-Posts                                       | 10                        | X | \$ <u>306.50</u> | = | \$ <u>3065.00</u>   |
| 12.         | Furnish and Install Traffic Sign Assembly With Three Square Posts                                  | 20                        | X | \$ <u>340.00</u> | = | \$ <u>6800.00</u>   |
| 13.         | Furnish and Install Street Name or Traffic Sign on Street Light Pole, Utility Pole, or Signal Pole | 25                        | X | \$ <u>115.00</u> | = | \$ <u>2875.00</u>   |
| 14.         | Repair, Remove, Modify, or Replace an Existing Single-Post Sign Assembly (Sign Only)               | 25                        | X | \$ <u>55.00</u>  | = | \$ <u>1375.00</u>   |
| 15.         | Repair, Remove, Modify, or Replace an Existing Two-Post Sign Assembly (Sign Only)                  | 15                        | X | \$ <u>57.00</u>  | = | \$ <u>855.00</u>    |
| 16.         | Repair, Replace, or Modify Existing Three-Post Sign Assembly (Sign Only)                           | 5                         | X | \$ <u>68.00</u>  | = | \$ <u>340.00</u>    |
| 17.         | Remove, Replace, or Relocate Existing Single Post Sign Assembly (Sign and Post)                    | 25                        | X | \$ <u>145.00</u> | = | \$ <u>3625.00</u>   |

IFB # 1071754

|                                                  |                                                                                                   |              |   |                  |   |                      |
|--------------------------------------------------|---------------------------------------------------------------------------------------------------|--------------|---|------------------|---|----------------------|
| 18.                                              | Remove, Replace, or Relocate Existing Sign Assembly on Two Posts (Sign & Posts)                   | 10           | X | \$ <u>285.00</u> | = | \$ <u>2850.00</u>    |
| 19.                                              | Remove, Replace, or Relocate Existing Sign Assembly on Three Posts (Sign & Posts)                 | 5            | X | \$ <u>300.00</u> | = | \$ <u>1500.00</u>    |
| 20.                                              | Drill Hole for Post in Concrete                                                                   | 30           | X | \$ <u>65.00</u>  | = | \$ <u>1950.00</u>    |
| 21.                                              | Fabricate, Furnish, and install various sizes of Street Name/Traffic Sign Panels on existing post | 6000 sq. ft. | X | \$ <u>16.00</u>  | = | \$ <u>96,000.00</u>  |
| 22.                                              | Fabricate and Furnish various sizes of Street Name and Traffic Sign Panels (no installation)      | 500 sq. ft.  | X | \$ <u>15.00</u>  | = | \$ <u>7,500.00</u>   |
| <b>AGGREGATE BID AMOUNT (Items 1 through 22)</b> |                                                                                                   |              |   |                  |   | \$ <u>196,750.00</u> |

## REQUIRED DELIVERY SCHEDULE

The County requires delivery of the goods or services to be made according to the schedule below. The County will evaluate equally, regarding time of delivery, bids that propose delivery of each quantity of the goods or service within the required delivery period specified below. Bids that indicate a delivery schedule exceeding the "Required" delivery time period specified will be declared non-responsive and rejected. The County may elect to award under the Bidder's proposed delivery schedule only if it offers delivery in the same or less time than the required delivery schedule. If the Bidder does not indicate its own delivery schedule, then the Bidder shall accept the required delivery schedule and it will apply to the award.

## DELIVERY SCHEDULE

(number of calendar days after work order issuance and receipt of a purchase order or release against a blanket purchase order)

| ITEM NO. | QTY | DELIVERY REQUIRED BY COUNTY | BIDDER'S PROPOSED DELIVERY |
|----------|-----|-----------------------------|----------------------------|
|          |     | 14 Calendar Days            | Calendar Days              |

Contact Person for Questions Concerning: D. Jean Baur

Office Phone # 410-781-4000

Cell Phone # 410-913-7348

Fax # 410-781-4673

Email Address jean@shannonbaurn.com

Contact Person for Placing Orders: D. Jean Baur

Office Phone # 410-781-4000

Cell Phone # 410-913-7348

Fax # 410-781-4673

Email Address jean@shannonbaurn.com

Credit Card -- Please check if your company accepts MasterCard ☒

Subcontracting -- If you will be using subcontractor to perform any of the work listed herein, please provide the following information:

Portion of Work: N/A

Name of Subcontractor: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone # \_\_\_\_\_

There will be no separate payment for Maintenance of Traffic. All such work shall be incidental to the sign installation, replacement, repair, etc.

The Contractor's crew foremen must be familiar with the traffic control requirements and must have received training on the implementation of Part VI of the MdMUTCD.

The Contractor must furnish and place all warning devices, flag persons, flashing arrow boards, and other traffic control devices required to direct, control, and protect its workers and the traveling public while signing operations are in progress. Traffic shall have minimal, if any interruption. If, in the sole judgment of the Contract Administrator, the signing operation is compromising safety or is causing an excessive amount of traffic back-up or congestion, he may order the Contractor to cease signing operations at that location until a period of lighter traffic or to take other actions that may be appropriate.

Each vehicle used by the Contractor on this Contract must be equipped with, as a minimum, a vehicle-mounted flashing arrow board and one or more yellow strobe lights. Also, each vehicle must carry an adequate number of orange traffic cones. Each of the Contractor's personnel must wear reflective orange vests at all times. The County reserves the right to change or modify these requirements as it sees fit, at no additional cost to the County. The Contractor must have its vehicles inspected and approved by the Contract Administrator prior to starting to work on this contract. Lack of approval of vehicles will not be a valid reason for waiving Liquidated Damages.

The Contractor will be solely responsible for all accidents, and/or damage to persons and/or property that may result from the Contractor's operations. This will include sodding that is necessary due to installation of lock-set post anchors or driving of vehicles off of the pavement.

#### 5.1 RESTRICTIONS ON WORK OPERATIONS BLOCKING TRAVEL LANES

Except on minor residential streets as allowed by the Contract Administrator, the Contractor's work operations shall not result in the blockage or obstruction (partial or full) of any moving lane of traffic during the periods of 6:30 AM to 9:00 AM and 3:30 PM to 7:00 PM, Monday-Friday.

No work will be permitted on Saturdays, Sundays or National Holidays without permission of the Contract Administrator.

#### 6.0 BID ITEMS – DESCRIPTIONS

Unless otherwise specified on the work order, all materials and hardware necessary to successfully complete the work, as called for on the work order, shall be supplied by the Contractor, at no additional costs to the County beyond those allowed by these specifications. All traffic signs shall be fabricated using High Intensity Prismatic, Diamond Grade III Cubed, or Diamond Grade Florescent Yellow Green sheeting with standard sheet thickness.

1. Furnish and Install Street Name Sign Assembly With Single U-Post - This item shall cover the installation of an assembly consisting of a single U-post and one or more street name sign panels on the top of that post as required by the work order and as covered by these specifications and attached drawings. See sections 6.2 & 6.3 for Measurement & Payment.
2. Furnish and Install Street Name Sign Assembly With Single Square Post - This item shall cover the installation of an assembly consisting of a single square post and one or more street name sign panels on the top of that post as required by the work order and as covered by these specifications and attached drawings. See sections 6.2 & 6.3 for Measurement & Payment.

3. Furnish and Install Traffic Sign Assembly With Single U-post - This item shall cover the installation of an assembly consisting of a single U post and one or more traffic sign panels on the post (some of which may be back-to-back) as required by the work order and as covered by these specifications and attached drawings. See sections 6.2 & 6.3 for Measurement & Payment.
4. Furnish and Install Traffic Sign Assembly With Single Square Post - This item shall cover the installation of an assembly consisting of a single square post and one or more traffic sign panels on the post (some of which may be back to back) as required by the work order and as covered by these specifications and attached drawings. See sections 6.2 & 6.3 for Measurement & Payment.
5. Furnish and Install Combined Street Name Sign/Traffic Sign Assembly With Single U-Post - This item shall cover the installation of an assembly consisting of a single U- post, one or more street name sign panels on the top of that post, and one or more traffic sign panels below the street name signs (some of which may be back-to back) as required by the work order(s) and as covered by these specifications and attached drawings. See sections 6.2 & 6.3 for Measurement & Payment.
6. Furnish and Install Combined Street Name Sign/Traffic Sign Assembly With Single Square Post - This item shall cover the installation of an assembly consisting of a single square post, one or more street name sign panels on the top of that post, and one or more traffic sign panels below the street name signs (some of which may be back to back) as required by the work order(s) and as covered by these specifications and attached drawings. See sections 6.2 & 6.3 for Measurement & Payment.
7. Furnish and Install Traffic Sign Assembly With Two U-Posts - This item shall cover the installation of an assembly consisting of two U-posts and one or more traffic signs on the posts (some of which may be back-to-back) as required by the work order and as covered by these specifications and attached drawings. See sections 6.2 & 6.3 for Measurement & Payment.
8. Furnish and Install Traffic Sign Assembly With Two Square Posts - This item shall cover the installation of an assembly consisting of two square posts and one or more traffic signs on the posts (some of which may be back to back) as required by the work order and as covered by these specifications and attached drawings. See sections 6.2 & 6.3 for Measurement & Payment.
9. Furnish and Install Combined Street Name Sign/Traffic Sign Assembly With Two U-Posts - This item shall cover the installation consisting of two U-posts, one or more street name sign panels on top of those posts, and one or more traffic sign panels below the street name signs (some of which may be back-to-back) as required by the work order(s) and as covered by these specifications and attached drawings. See sections 6.2 & 6.3 for Measurement & Payment.
10. Furnish and Install Combined Street Name Sign/Traffic Sign Assembly With Two Square Posts - This item shall cover the installation consisting of two square posts, one or more street name sign panels on top of those posts, and one or more traffic sign panels below the street name signs (some of which may be back-to-back) as required by the work order(s) and as covered by these specifications and attached drawings. See sections 6.2 & 6.3 for Measurement & Payment.
11. Furnish and Install Traffic Sign Assembly With Three U-Posts - This item shall cover the installation of a sign assembly consisting of three U-posts and one or more traffic signs panels on the posts (some of which may be back to back) as required by the work order and as covered by these specifications and attached drawings. See sections 6.2 & 6.3 for Measurement & Payment.



12. Furnish and Install Traffic Sign Assembly With Three Square Posts - This item shall cover the installation of a sign assembly consisting of three square posts and one or more traffic signs panels on the posts (some of which may be back to back) as required by the work order and as covered by these specifications and attached drawings. See sections 6.2 & 6.3 for Measurement & payment.
13. Furnish and Install Street Name Sign or Traffic Sign on Existing Street Light Pole, Utility Pole, or Signal Pole - This item shall cover the installation of a single street name sign panel using wing brackets or traffic sign using banding brackets on an existing street light pole, utility pole, or traffic signal pole as required by the work order and as covered by these specifications and attached drawings. Top and bottom banding brackets shall be used on all signs. Payment shall be for square feet of sign panel installed and based on bid price for bid item #21.
14. Repair, Remove, Modify, or Replace an Existing Single-Post Sign Assembly (Sign Only) - This item shall cover either or any combination of repair, cleaning (removal of graffiti), removal, or replacement of a sign panel, and/or addition of auxiliary sign panels on an existing single-post sign assembly. All work shall be in accordance to the work order and covered by these specifications and attached drawings. See Sections 6.2 & 6.3 for Measurement & Payment.
15. Repair, Remove, Modify, or Replace an Existing Two-Post Sign Assembly (Sign Only) - This item shall cover either or any combination of repair, cleaning (removal of graffiti), removal, or replacement of a sign panel, and/or addition of auxiliary sign panels on an existing double-post sign assembly. All work shall be in accordance to the work order and covered by these specifications and attached drawings. See Sections 6.2 & 6.3 for Measurement & Payment.
16. Repair, Replace, or Modify Existing Three-Post Sign Assembly (Sign Only) - This item shall cover either or any combination of repair, cleaning (removal of graffiti), removal, or replacement of a sign panel, and/or addition of auxiliary sign panels on an existing triple-post sign assembly. All work shall be in accordance to the work order and covered by these specifications and attached drawings. See Sections 6.2 & 6.3 for Measurement & Payment.
17. Remove, Replace, or Relocate Existing Single Post Sign Assembly (Sign and Post) - This item shall include both the sign panel and the post, and covers tasks like A) the removal, B) the replacement, or C) the relocation of an existing single-post sign assembly. Such work shall be as covered by these specifications and attached drawings. See Sections 6.2 & 6.3 for Measurement & Payment.
18. Remove, Replace, or Relocate Existing Sign Assembly on Two Posts - This item shall include both the sign panel and the posts, and covers tasks like A) the removal, B) the replacement, or C) the relocation of an existing double-post sign assembly. Such work shall be as covered by these specifications and attached drawings. See Sections 6.2 & 6.3 for Measurement & Payment.
19. Remove, Replace, or Relocate Existing Sign Assembly on Three Posts - This item shall include both the sign panel and the posts, and covers tasks like A) the removal, B) the replacement, or C) the relocation of an existing triple-post sign assembly. Such work shall be as covered by these specifications and attached drawings. See Sections 6.2 & 6.3 for Measurement & Payment.
20. Drill Hole for Post in Concrete - This item shall cover the drilling of holes and subsequent patching for posts that must be installed in concrete. The drilling of holes is normally accomplished by the use of a rotary drill with the appropriate drilling bit. The need for the drilling of a hole in concrete will be noted



on the work order by the checking of the box titled "COMPRESSOR". See Section 6.2 for Measurement & Payment.

21. Fabricate, Furnish, and install various sizes of Traffic Sign Panels on existing post.

22. Fabricate and Furnish various sizes of Traffic Sign Panels (no installation).

#### **6.1 BID ITEMS - INCIDENTALS**

For all bid items, the installation of all nuts, bolts, clamps, post caps, crosses, and all other items necessary to successfully complete the work shall be considered incidental. Also, straightening of existing posts that may be necessary to properly align the sign assembly with approaching traffic shall be considered incidental.

#### **6.2 BID ITEMS - METHOD OF MEASUREMENT**

There shall be two items of measurements for bid items #1 through #12 – Posts Assembly furnished and Installed measured as each, and Sign Panels furnished and Installed measured in square feet. For pay items #14 through #16 - repair, removal, and cleaning shall be measured per each per sign panel while replacement and auxiliary sign panels shall be measured per square foot. For pay items #17 through #19 - removal shall be measured per each per combined sign/post assembly while replacement and relocation tasks shall be treated as new installation and measured separately. For bid item #20 – measurement shall be per each and includes drilling, installing the post, and the subsequent patching. The sign panels shall be measured and paid for separately based on the bid price for pay item #21.

#### **6.3 BID ITEMS - BASIS OF PAYMENT**

Work completed and accepted by the Engineer will be paid for at the contract unit price of each item, which shall be full compensation for all labor, tools, equipment, material, maintenance of traffic, and incidentals necessary to complete the work. For bid items #1 through 12, the bid price shall establish payment for complete furnishing and installation of post assembly while payment for the sign panels shall be additional and based on pay item #21. For bid items #14 through #16, the bid price shall establish payment per task (repair, remove, or clean) per sign panel while payment for replacement and/or auxiliary sign panels shall be additional and based on pay item #21. For items #17 through #19, the bid price shall establish payment per each removal of combined sign/post assembly while payment for replacement or relocation shall be additional and determined same as Furnishing and Installing sign assembly (Pay Items 1 through 12, whichever is appropriate), except Contractor's materials costs for the posts and the signs shall be subtracted in the case of a relocation. Due to double-sided, compensation for Street Name Signs shall be based on 150% of the bid price for item # 21.



## Hyattsville City Council Agenda Item Report

Meeting Date: November 18, 2019  
Submitted by: Hal Metzler  
Submitting Department: Public Works  
Item Type: Contract  
Agenda Section:

### SUBJECT

Urban Tree Canopy Study

### HCC-127-FY20

#### Recommendation:

I move that the Mayor and Council authorize the City Administrator to enter into an agreement with Davey Resource Group to provide an Urban Tree Canopy Study, at an authorized expenditure not to exceed \$30,000, upon the review and approval of the City Attorney for legal sufficiency.

#### Sponsor(s):

At the Request of the City Administrator

#### Co-Sponsor(s):

N/A

#### ATTACHMENTS

[191030 - memo - selection of rfp dpw19-013 urban tree canopy.pdf](#)

[RFP Response\\_Urban Tree Canopy Study](#)

#### Summary Background:

In October 2019 City Staff solicited a Request for Proposal (RFP) #DPW19-013 for a firm to provide an Urban Tree Canopy Study. This study will help determine the density and health of the tree canopy within the City of Hyattsville. This study will also help the City determine short and long term goals for health and vibrancy of this valuable resource.

#### Next Steps:

N/A

#### Fiscal Impact:

\$30,000

#### City Administrator Comments:

Recommend Approval

#### Community Engagement:

None planned at this time.

#### Strategic Goals:

Goal 2 – Ensure the Long-Term Economic Viability of the City

#### Legal Review Required?

Pending



## City of Hyattsville

# Memo

**To:** Lesley Riddle, Director of Public Works  
**From:** Hal Metzler, Project Manager  
**CC:** Ron Brooks, Treasurer  
**Date:** October 30, 2019  
**Re:** Selection of RFP DPW19-013 Urban Tree Canopy Study Vendor selection

---

In October of 2019 City Staff solicited an RFP #DPW19-013 for an Urban Tree Canopy Study to be conducted in the City. The City received 3 proposals by the submission deadline. Upon review by City staff the proposal from Davey Resource Group was selected as the most responsible and most responsive and as the proposal the provided the best value to the City.



Request for Proposal for DPW19-013

## Urban Tree Canopy Study

### Prepared for:

The City of Hyattsville  
4310 Gallatin Street  
Hyattsville, Maryland 20781  
Attn: Laura Reams, City Clerk

### Prepared by:

Shirley Vaughn, Business Developer  
Davey Resource Group, Inc.  
1500 North Mantua Street, Kent, Ohio 44240  
C. 330.639.8274/TF. 800.828.8312

Proposal Date: October 2019



## INTRODUCTION

Trees are part of everyday life in the City of Hyattsville. Trees along the city streets, in parks, around playgrounds, and in backyards not only provide shade and beauty, Hyattsville's trees also create a sense of place and supply real benefits to those who live in the city. Trees enhance the quality of life in Hyattsville by bringing natural elements and wildlife habitats into urban settings. Trees also moderate temperatures, reduce air pollution and energy use, improve water quality, and promote human health and well-being.

Davey Resource Group, Inc. "DRG" understands the benefits trees bring to your community. We also realize the challenges that come with managing public trees. To provide solutions that meet any challenge, DRG uses a team of consultants who have experience working with a wide variety of clients, including municipalities, parks, commercial complexes, and utilities, to develop and carry out urban forestry project work. DRG's consultants include International Society of Arboriculture (ISA) Certified Arborists, urban and traditional foresters, urban planners, Geographic Information Systems (GIS) and Information Technology (IT) specialists, and ecological scientists. DRG's team has the knowledge, certifications, and training required, plus DRG's staff has the work experience needed to complete Hyattsville's project on time, on budget, and beyond the city's expectations.



## FACTS & FIGURES

**1/2 million**

TREES INVENTORIED ANNUALLY

**400**

URBAN FOREST PLANS DEVELOPED

**223**

CURRENT TREEKEEPER® CLIENTS

**90**

UTC ASSESSMENTS SINCE 2008

**100+**

CLIENTS HIRE DRG ANNUALLY

## ABOUT DAVEY RESOURCE GROUP, INC.

Davey Resource Group, Inc. “DRG” has provided expert consulting to a wide variety of clients, including municipalities, parks, cemeteries, golf courses, utilities, and the private sector. We have inventoried and assessed well over 4 million trees while conducting more than 1,000 tree inventory and 90 urban tree canopy mapping projects.

DRG offers specialized consulting solutions and technical services for municipal, utility, and commercial clients. Established to nurture and protect natural resources, especially trees and urban forests in communities across North America, our regional offices and certified arborists are located near you, offering a range of professional arboriculture services, from GIS-based tree inventories to custom urban forest master plans.

## IN-HOUSE ARBORICULTURE, GIS, AND CONSULTING SERVICES

DRG has over 25 years of experience working with clients, like Hyattsville, providing them with professional arboricultural, urban forestry consulting, and mapping services. Our customized approach to every project ensures that you receive the ultimate urban forestry solution. In-house, we offer:

- Urban forest management
- Tree inventories and inspections
- Ordinance and code enforcement
- Crew supervision
- Tree preservation and protection, planning
- On-site arborist oversight
- Tree risk assessment and inventories
- Public education and engagement, and Arbor Day programming
- On-call to full-time consulting forester
- Arboretum inventories/planning
- Tree appraisals
- Structural pruning
- Urban tree canopy (UTC) assessments and land cover mapping
- Urban forestry management planning and tree management software

## EXPERIENCE AND QUALIFICATIONS

DRG’s GIS services staff applies to each project the same high standards that have come to be expected of The Davey Tree Expert Company. Our GIS and IT professionals consist of over 50 GIS professionals and 13 IT software support specialists and software developers. Working in conjunction with urban foresters, environmental scientists, horticulturists, and tree care specialists, DRG provides high-quality solutions to clients that include local, state, and national parks, utility companies, government agencies, and military bases. DRG can help you easily and efficiently manage data and map information with a variety of state-of-the-art software solutions and the latest hardware technologies.



## OPTIONAL SERVICES

DRG can develop and provide the following services, upon request.

### ITEM #1: FACT SHEET

Using the data from the study, DRG will create a simple yet descriptive account of Hyattsville UTC project which will communicate the project and its findings to a broad audience.

## URBAN FOREST MASTER PLAN

Help Us Make Dallas A Greener, Shadier and Healthier City!



TEXAS TREES FOUNDATION

| Dallas' Challenges                                                                                                                                                                                 | Benefits of Trees                                                                                                                                                                                                                                 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  <p><b>37%</b> of Dallas land covered by impervious surfaces, such as buildings, roads and parking lots</p>       |  <p><b>323 gal.</b> of water one mature tree can capture and retain, reducing flooding and improving water quality in lakes, rivers and streams</p>              |
|  <p><b>19°</b> hotter! The effect of Dallas' urban heat island on air temperature</p>                            |  <p><b>29%</b> of tree canopy in Dallas. Tree planting and preservation is 3.5 times as effective in lowering temperatures than other mitigation strategies</p> |
|  <p><b>F</b> The grade the American Lung Association gave Dallas for number of high ozone days from 2016-17</p> |  <p><b>2,980 tons</b> of air pollution that Dallas' trees remove each year</p>                                                                                 |

*The Texas Trees Foundation, City of Dallas and Davey Resource Group, Inc. are working together to develop Dallas' first Urban Forest Master Plan. The Plan will serve as a road map for us to proactively manage and grow the city's tree canopy.*

**The Urban Forest Master Plan will:**

- Provide a shared vision for the future of Dallas' urban forest.
- Identify actions to ensure that trees are planted and maintained to provide the maximum benefits to Dallas.
- Provide strategies for maintenance and long-term health monitoring of Dallas' urban forest.
- Develop clear goals and objectives to ensure Dallas has a resilient urban forest.

**We Need Your Help**

Throughout plan development, there will be opportunities for you to learn about Dallas' urban forest and to share ideas, thoughts and input on improving it. We encourage you to participate in these opportunities - your input is essential to building a sustainable and resilient urban forest in Dallas!

Plan updates and opportunities for input will be posted on the project website:  
[www.texastrees.org/projects/dallas-urban-forest-master-plan/](http://www.texastrees.org/projects/dallas-urban-forest-master-plan/)

**Follow us:**

 @Texas\_Trees
 @texastreesfoundation
 Texas Trees Foundation

#LoveDallasTrees



## ITEM #3; TREE MANAGEMENT SOFTWARE

### DAVEY'S TREEKEEPER® SOFTWARE

Developed, maintained, and supported by DRG, TreeKeeper® is DRG's flagship tree management software. Leading the industry for over 20 years, TreeKeeper® is a versatile cloud-based software service designed to manage, update, and share tree inventory data. TreeKeeper® also highlights the environmental benefits of community trees.

TreeKeeper® is available as a subscription service (SaaS) with one-year, three-year, and five-year subscriptions available to fit Hyattsville's program's budget. Surprisingly, TreeKeeper's "all in and upfront" fee is one of the reasons TreeKeeper® is the industry leader. Besides being easy to use, having an interactive map and list views, being accessible by multiple people in different locations at the same time, having real-time updates, showing tree benefits, and not losing track of



changes to the data, TreeKeeper® does not require add-on applications or ala carte pieces of software to accomplish the work Hyattsville needs the software to do. DRG builds all the functionality the city needs into TreeKeeper®. Also, with TreeKeeper®, there are no confusing interfaces or differing displays. TreeKeeper® runs, looks, and acts the same whether Hyattsville is using TreeKeeper® on a desktop, laptop, or tablet computer.

While DRG stays on top of the latest technology trends to maintain TreeKeeper®'s place as one of the most advanced tree inventory management software systems on the market, DRG also listens to our clients to make sure TreeKeeper® responds to the needs of their respective workplaces. Over the past 20 years, many of the functional upgrades to TreeKeeper®, made by DRG's in-house software developers, came about by suggestion from our clients. And after 20 years of software development, DRG is still listening to our clients, following technology trends, and continuously improving TreeKeeper® to best meet the needs of our clients, and potential clients, like the City or Hyattsville.

## Project Manager Resume



**William Ayersman, GISP, M.S.**, is the geospatial services project manager within DRG. He is a lead geospatial analyst with extensive experience applying spatial analysis and predictive modeling to natural resource issues. His daily responsibilities involve GIS project coordination for remote sensing and image analysis projects, LiDAR analysis, database and project management, and the creation and design of predictive and suitability models. Since 2011, he has been the project lead on all urban tree canopy (UTC) assessment and forestry analysis projects for urban forestry and utility services, including generating custom mapping and reports for transmission right-of-way projects.

Mr. Ayersman plays a key role in the development of DRG's innovative GIS tools and solutions, focusing on the urban canopy effects of stormwater, watersheds, and ecosystem cost/benefits analysis. He has experience and knowledge in the field of forestry resource management, cartography, landscape metrics, and spatial statistics. He also has strong interests in the research and development of new spatial analysis procedures, timber stand dynamics, and the ecological impacts of invasive species.

Prior to joining DRG, Mr. Ayersman worked as a GIS Analyst for the Natural Resource Analysis Center in Morgantown, West Virginia, where he collaborated with West Virginia Department of Natural Resources to obtain goals for a wetland predictive model, conducted watershed and remote sensing analysis, and performed predictive/suitability modeling for invasive species. As a graduate research assistant at West Virginia University, he worked with USDA Forest Service to design and create a spatial predictive model for the spread of emerald ash borer using GIS as well as a role in applying spatial analysis in order to complete his thesis requirements.

Mr. Ayersman holds a master of science degree in forestry and a bachelor of science degree in forest management from West Virginia University. He is a member of the Association of American Geographers (AAG), the American Society of Photogrammetry and Remote Sensing (ASPRS), Ohio Urban Regional System Association (URISA) Ohio Chapter, and the Kentucky Association of Mapping Professionals (KAMP). He joined DRG in April 2011. Will works from our corporate headquarters in Kent, Ohio.

For all projects listed, Mr. Ayersman worked for DRG. His specific role(s) was project coordination of all GIS services. In addition to the GIS project management, he also assisted with final deliverable preparation and spatial analysis. When needed, he also assisted with secondary QC of all land cover data sets. Mr. Ayersman works directly with project managers and clients to ensure the project is a success from start to finish by providing exceptional customer service.

## PROJECT LOCATION: ANCHORAGE, ALASKA

YEAR: 2010 and 2018

**Project Type:** UTC Mapping/Analysis with Change Analysis, Tree Canopy Metrics, Ecosystem Benefits, LiDAR Analysis

**Project Manager:** Ayersman

**On Time:** Yes

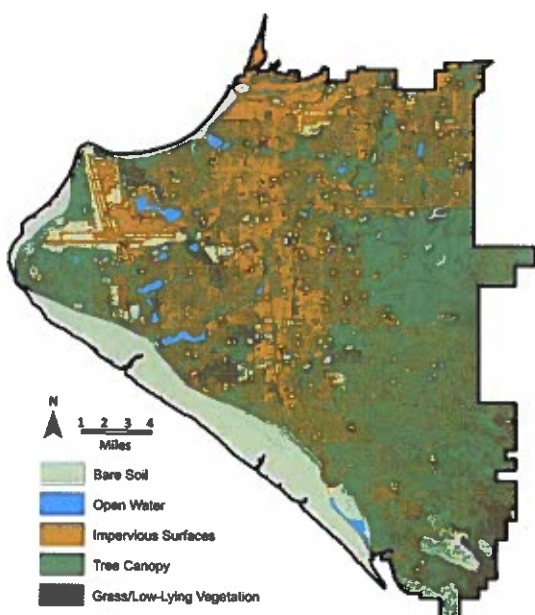
**On Budget:** Yes

**Change Orders:** No

Anchorage forestlands are the foundation for the health, sustainability, and economic well-being of Anchorage communities. These forests are an essential living and dynamic resource that provides critical support and ecosystem services to both people and wildlife. These benefits contribute greatly to quality of life and the identity of Anchorage, including providing a significant contribution to environmental, socio-economic, and human health.



In recognition for the value of trees and forests, the Municipality of Anchorage and the Alaska Department of Natural Resources Division of Forestry Community Forestry Program (DNR) contracted with Davey Resource Group, Inc. (DRG) in 2010 to undertake an assessment of forest resources within the Municipality of Anchorage. The draft Anchorage Forestland Assessment and Management Plan (2010) established benchmarks for the extent and location of tree canopy across the municipality. The assessment, which considered 2009 high-resolution aerial imagery, included analysis of canopy cover relative to land use as well as an estimation of species composition.



In 2018, Alaska DNR contracted with DRG to assess and provide an update of the current tree canopy cover within the Anchorage Bowl. Using high-resolution aerial imagery (2018) and remote sensing software, DRG developed an updated GIS canopy and land cover layer for the Anchorage Bowl. This report summarizes the results of the 2018 assessment and the change that has occurred within the Anchorage Bowl since 2009.

The 2010 forestland assessment considered tree canopy only. In 2018, other primary land cover, including impervious surface, grass and low-lying vegetation, bare soil, and water, were included in the assessment. A summary of the key findings were presented in a report.

## DRG'S LIMITED WARRANTY

The Davey Tree Expert Company, its divisions, agents, representatives, operations, and subsidiaries (collectively "Davey") provides this Limited Warranty as a condition of providing the services outlined in the agreement between the parties, including any bids, orders, contracts, or understandings between the parties (collectively the "Services").

Davey provides the Services utilizing applicable standard industry practices and based on the facts and conditions known at the point in time the Services are performed. Facts and conditions related to the subject of the Services may change over time. Davey cannot predict or determine developments concerning the subject of the Services and will not be liable for any developments, changes, or conditions that occur, including, but not limited to, decay or damage by the elements, persons or implements, insect infestation, deterioration, conditions not discoverable using the means and methods used to perform the Services, or acts of God or nature or otherwise. If a visual inspection is utilized, visual inspection does not include aerial or subterranean inspection, testing, or analysis. Davey will not be liable for the discovery or identification of non-visually observable, latent, dormant, or hidden conditions or hazards, and does not guarantee that items will be healthy or safe under all circumstances or for a specified period of time, or that remedial treatments will remedy a defect or condition.

Davey may have reviewed publicly available or other third-party records or conducted interviews, and has assumed the genuineness of such documents and statements. Davey disclaims any liability for errors, omissions, or inaccuracies resulting from or contained in any information obtained from any third-party or publicly available source.

To the extent permitted by law, Davey does not make and expressly disclaims any warranties or representations of any kind, express or implied, with respect to completeness, accuracy, or current nature of the information contained in the Services or the reports or findings resulting therefrom beyond that expressly contracted for by Davey in the agreements between the parties, including but not limited to, performing diagnosis or identifying hazards or conditions not within the scope of the Services or not readily discoverable using applicable standard industry practices. Davey disclaims any warranty of fitness for any particular purpose. Davey's warranty is limited to one year from the date Services are performed. Davey's liability for any claim, damage, or loss, whether direct, indirect, special, consequential, or otherwise, caused by or related to the Services shall be limited to the Services expressly contracted to be performed by Davey.

**PROPOSAL DOCUMENTS**

In order to qualify for this Project, Contractors must submit all information requested in the following pages.

**CONTRACTOR INFORMATION**

Proposals must adhere to the format of these Proposal forms and content of this RFP. Proposals will not be evaluated unless all parts of the Proposal form are submitted in a complete package. The information set forth is the minimum required in order to qualify for consideration.

|                  |                            |
|------------------|----------------------------|
| Firm Name        | Davey Resource Group, Inc. |
| Address          | 1500 N. Mantua Street      |
| City, State, Zip | Kent, Ohio 44240           |
| Contact Person   | Shirley Vaughn             |
| Phone Number     | 330-639-8274               |
| Email Address    | shirley.vaughn@davey.com   |

**PROPOSAL RATE SHEET**

In compliance with your Invitation to Proposal, we propose the following fully loaded hourly rates for the positions shown. (Please show all potential positions available for this proposal. A separate rate sheet can be substituted for this page.)

| Item                  | Unit     | Description                                                             | Proposal Amount |
|-----------------------|----------|-------------------------------------------------------------------------|-----------------|
| 1                     | Lump Sum | Urban Tree Canopy Study                                                 | \$7,500         |
| 2                     | Lump Sum | Optional Item #1                                                        | \$1,500         |
| 3                     | Lump Sum | Optional Item #2                                                        | \$4,500         |
| 4                     | Lump Sum | Optional Item #3                                                        | \$2,500/year    |
|                       |          | Additional Software Pricing Information:                                |                 |
|                       |          | One-year subscription                                                   | \$2,500/yr.     |
|                       |          | Three-year subscription                                                 | \$6,250/3 yrs.  |
|                       |          | Five-year subscription                                                  | \$10,000/5 yrs. |
|                       |          | Custom TreeKeeper® Training \$400 web/\$1,800 on site                   | \$1,000         |
|                       |          | One Year of Unlimited Telephone Support                                 | \$2,800         |
|                       |          | Custom TreeKeeper® Training and One Year of Unlimited Telephone Support | \$ 750          |
|                       |          | Existing Data Upload                                                    |                 |
|                       |          |                                                                         |                 |
|                       |          |                                                                         |                 |
| <b>Total Proposal</b> |          |                                                                         | <b>\$16,000</b> |

**PROPOSAL FORM PRICE AUTHORIZATION**

By signing this Proposal form, such action certifies that the Contractor has personal knowledge of the following:

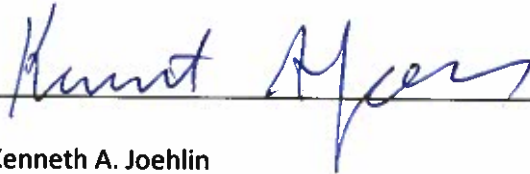
That said Contractor has examined the RFP and specifications, carefully prepared the Proposal form, and has checked the same in detail before submitting said Proposal; and that said Contractor, or the agents, officers, or employees thereof, have not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive Proposing in connection with this Proposal.

That all said work will be performed at the Contractor's own proper cost and expense. The Contractor will furnish all necessary materials, labor, tools, machinery, apparatus and other means of construction in the manner provided in the applicable specifications, and at the time stated in the contract.

The undersigned, being a reputable Contractor and having submitted the necessary pre-qualification forms, hereby submits in good faith and in full accordance with all specifications, attached or integral, his/her Proposal:

Name of Contractor Davey Resource Group, Inc.

Authorized Signature



Name and Title of Signatory Kenneth A. Joehlin  
VP & General Manager, Environmental Consulting and Business Development

Date October 8, 2019

Type of Organization (circle One): Corporation Partnership Proprietorship

SEAL:  
(If corporation)

## INSURANCE REQUIREMENT

Submit a certificate of Insurance from your insurance agent or insurance company that evidences your company's ability to obtain the following minimum insurance requirements. Attach and label as Exhibit I.

### I. Workers Compensation

Coverage Statutory

A:

Coverage \$500,000 Bodily Injury by Accident for Each Accident

B:

\$500,000 Bodily Injury by Disease for Policy Limit

\$500,000 Bodily Injury by Disease for Each Employee

### 2. Commercial Auto Liability Insurance for All Owners, Non-Owned and Hired Autos.

\$1,000,000 Combined Single Limit for Bodily Injury and Property Damage Liability

### 3. Commercial General Liability Insurance

\$2,000,000 General Aggregate

\$1,000,000 Products/Completed Operations Aggregate

\$1,000,000 Personal and Advertising Injury Limit

\$1,000,000 Combined Single Limit Bodily Injury & Property Damage - Each Occurrence

\$50,000 Fire Legal Limit

\$5,000 Medical Payment

### 4. Umbrella/Access Liability Insurance

\$2,000,000 Each Occurrence





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
08/28/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

**PRODUCER**  
Marsh USA Inc.  
200 Public Square, Suite 3760  
Cleveland, OH 44114-1824  
Attn: Cleveland.CertRequest@marsh.com

104081 RESOU KLUCZ

**INSURED**  
The Davey Tree Expert Company  
Davey Resource Group, Inc.  
1500 N. Mantua Street  
Kent, OH 44240

**CONTACT**

NAME:

PHONE

(A/C, No, Ext):

E-MAIL

ADDRESS:

FAX

(A/C, No):

**INSURER(S) AFFORDING COVERAGE**

NAIC #

INSURER A : Old Republic Insurance Company

24147

INSURER B :

INSURER C :

INSURER D :

INSURER E :

INSURER F :

**COVERAGES****CERTIFICATE NUMBER:**

CLE-006313011-06

**REVISION NUMBER:** 9

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE                                                                                                                                                                                                                                                                                                     | ADDL INSD | SUBR WVD | POLICY NUMBER                                                    | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS                                                                                                                                                                                                                                            |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------|------------------------------------------------------------------|-------------------------|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A        | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC<br>OTHER:   |           |          | MWZY 314042 19                                                   | 09/01/2019              | 09/01/2020              | EACH OCCURRENCE \$ 2,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 2,000,000<br>MED EXP (Any one person) \$ 25,000<br>PERSONAL & ADV INJURY \$ 2,000,000<br>GENERAL AGGREGATE \$ 2,000,000<br>PRODUCTS - COMP/OP AGG \$ 2,000,000<br>\$ |
| A        | <input checked="" type="checkbox"/> AUTOMOBILE LIABILITY<br><input checked="" type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY<br><input checked="" type="checkbox"/> HIRED AUTOS ONLY<br><input type="checkbox"/> SCHEDULED AUTOS<br><input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY |           |          | MWTB 314041 19                                                   | 09/01/2019              | 09/01/2020              | COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$                                                                                   |
|          | <input type="checkbox"/> UMBRELLA LIAB<br><input type="checkbox"/> EXCESS LIAB<br><input type="checkbox"/> OCCUR<br><input type="checkbox"/> CLAIMS-MADE<br>DED RETENTION \$                                                                                                                                          |           |          |                                                                  |                         |                         | EACH OCCURRENCE \$<br>AGGREGATE \$<br>\$                                                                                                                                                                                                          |
| A        | <input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY<br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below                                                                                            | Y/N<br>N  | N/A      | MWC 314040 19 (AOS)                                              | 09/01/2019              | 09/01/2020              | <input checked="" type="checkbox"/> PER STATUTE<br>E.L. EACH ACCIDENT \$ 2,000,000<br>E.L. DISEASE - EA EMPLOYEE \$ 2,000,000<br>E.L. DISEASE - POLICY LIMIT \$ 2,000,000                                                                         |
| A        | <input checked="" type="checkbox"/> EXCESS WORKERS COMPENSATION                                                                                                                                                                                                                                                       |           |          | MWXS 314043 19 (CA, OH, PA, NC, WA)<br>EXCESS OF \$5,000,000 SIR | 09/01/2019              | 09/01/2020              | WORKERS COMPENSATION STATUTORY<br>EMPLOYERS LIABILITY 1,000,000                                                                                                                                                                                   |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Evidence of Insurance

**CERTIFICATE HOLDER**

\*The Davey Tree Expert Company  
Davey Resource Group, Inc.  
1500 N. Mantua Street  
Kent, OH 44240

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE  
of Marsh USA Inc.

Luann M. Glavac

*Luann M. Glavac*

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AGENCY CUSTOMER ID: CN101565730

LOC #: Cleveland



# **ADDITIONAL REMARKS SCHEDULE**

Page 2 of 2

|                                 |                  |                                                                                                                                |
|---------------------------------|------------------|--------------------------------------------------------------------------------------------------------------------------------|
| <b>AGENCY</b><br>Marsh USA Inc. |                  | <b>NAMED INSURED</b><br>The Davey Tree Expert Company<br>Davey Resource Group, Inc.<br>1500 N. Mantua Street<br>Kent, OH 44240 |
| <b>POLICY NUMBER</b>            |                  |                                                                                                                                |
| <b>CARRIER</b>                  | <b>NAIC CODE</b> |                                                                                                                                |
| <b>EFFECTIVE DATE:</b>          |                  |                                                                                                                                |

## **ADDITIONAL REMARKS**

**THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,**

**FORM NUMBER:** 25 **FORM TITLE:** Certificate of Liability Insurance

Workers Compensation does not apply in MN. Coverage is obtained from Workers Compensation reinsurance association (W.C.R.A.) as required by the state. Minnesota Employers Liability is covered by policy number MWC 314040 19. The following entities are NOT self insured in these states: The Care of Trees, Wolf Tree, S&S Tree, Wetland Studies and Solutions, Conservation Land Stewardship, DRG Engineering and Arborguard Tree Specialists

**COMPANY BACKGROUND**

|                       |                                                                                                      |
|-----------------------|------------------------------------------------------------------------------------------------------|
| Company Name          | Davey Resource Group, Inc.                                                                           |
| Main Office Location  | 1500 N. Mantua Street, Kent, Ohio 44240                                                              |
| Year Founded          | Established as a division of The Davey Tree Expert Company in 1992 and incorporated on June 19, 2017 |
| Project Manager Name  | William Ayersman                                                                                     |
| Project Manager Phone | 330-673-5685, ext. 8048                                                                              |
| Project Manager Email | william.ayersman@davey.com                                                                           |
| Years of Experience   | 10 years, see proposal resume                                                                        |

|                                                                      |                                                                   |
|----------------------------------------------------------------------|-------------------------------------------------------------------|
| Has the company ever operated under another name? If yes, what name? | Davey Resource Group, a division of The Davey Tree Expert Company |
|----------------------------------------------------------------------|-------------------------------------------------------------------|

|                                                                                             |     |
|---------------------------------------------------------------------------------------------|-----|
| Do you have the equipment and staff available to start within 10 days of notice to proceed? | Yes |
|---------------------------------------------------------------------------------------------|-----|

|                                                                                                   |     |
|---------------------------------------------------------------------------------------------------|-----|
| If no to the previous question, how long would it take to have the equipment and staff available? | N/A |
|---------------------------------------------------------------------------------------------------|-----|

|                                                                                                  |    |
|--------------------------------------------------------------------------------------------------|----|
| Has the company ever done work with the City of Hyattsville? If yes, when and what type of work. | No |
|--------------------------------------------------------------------------------------------------|----|

## REFERENCES

Complete and submit the following for three (3) projects of similar nature as the project specified. Make copies and/or attach additional pages as needed.

|                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name of Project     | Urban Tree Canopy Assessment and Report                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Owner of Project    | City of Asheville, North Carolina                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Address of Project  | 161 S. Charlotte Street, Asheville, NC 28802                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Contact Person      | Chad Bandy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Phone Number        | 828-259-5431                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Email address       | cbandy@ashevillenc.gov                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Description of work | <p>Conducted an urban tree canopy (UTC) assessment which provided a birds-eye view of the city and measured the layer of leaves, branches, and stems that cover the ground. It provided a baseline of information on the current urban tree canopy that will be utilized by the City of Asheville to monitor and measure canopy change, and guide management and tree planting efforts. The UTC assessment utilized 2008 and 2018 aerial imagery of the City of Asheville to measure the extent of the urban tree canopy and analyze changes over time. i-Tree Eco and i-Tree Hydro, USDA Forest Service i-Tree tools, were used to quantify the ecosystem benefits and services provided by the city's tree canopy; and i-Tree Landscape was used to develop a prioritized planting plan. A report was prepared that detailed the findings of the UTC assessment and provided recommendations for improving and maintaining the urban forest.</p> |
| Comments            | <p>Please see proposal reference.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

## REFERENCES

Complete and submit the following for three (3) projects of similar nature as the project specified. Make copies and/or attach additional pages as needed.

|                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name of Project     | Urban Tree Canopy Assessment and Report                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Owner of Project    | City of Anchorage, Alaska                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Address of Project  | 550 W. 7th Avenue SW, Anchorage, Alaska 99501                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Contact Person      | James Renkert                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Phone Number        | 907-269-8465                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Email address       | jim.renkert@alaska.gov                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Description of work | <p>In recognition for the value of trees and forests, the Municipality of Anchorage and the Alaska Department of Natural Resources Division of Forestry Community Forestry Program (DNR) contracted with Davey Resource Group, Inc. (DRG) in 2010 to undertake an assessment of forest resources within the Municipality of Anchorage. The draft Anchorage Forestland Assessment and Management Plan (2010) established benchmarks for the extent and location of tree canopy across the municipality. The assessment, which considered 2009 high-resolution aerial imagery, included analysis of canopy cover relative to land use as well as an estimation of species composition.</p> <p>DRG assessed and provided an update of the current tree canopy cover within the Anchorage Bowl. Using high-resolution aerial imagery (2018) and remote sensing software, DRG developed an updated GIS canopy and land cover layer for the Anchorage Bowl. This report summarizes the results of the 2018 assessment and the change that has occurred within the Anchorage Bowl since 2009.</p> |
| Comments            | Please see proposal reference.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

## REFERENCES

Complete and submit the following for three (3) projects of similar nature as the project specified. Make copies and/or attach additional pages as needed.

|                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name of Project     | Urban Forest Master Plan                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Owner of Project    | City of Tallahassee, Florida                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Address of Project  | 435 N. Macomb Street, Tallahassee, FL 32301                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Contact Person      | Melinda Mohrman                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Phone Number        | 850-891-6415                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Email address       | Melinda.Mohrman@talgov.com                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Description of work | <p>In 2017, the City of Tallahassee partnered with Davey Resource Group to assess its tree canopy cover, view its urban forest both internally and externally, and develop a long-range plan of action in support of the city commission's four priorities (public safety, economic development, infrastructure planning, and quality of life) that builds on the foundation of the tree management efforts already established.</p> <p>Part of Tallahassee's master planning project included an assessment of urban tree canopy cover. DRG completed Tallahassee's first ever high-resolution UTC which analyzed the amount of tree cover in the city based on 2016 aerial imagery. Canopy coverage was also determined for 1954 and 1983 to track overall historic trends. Additionally, a 3% sample inventory of public street trees was performed to provide preliminary information on the location, quantity, and condition of trees under the city's care.</p> <p>DRG developed a master for Tallahassee that documented the UTC findings as well as provided a roadmap for the management of the city's urban forest.</p> |
| Comments            | Please see proposal reference.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |



## Hyattsville City Council Agenda Item Report

Meeting Date: November 18, 2019  
Submitted by: Laura Reams  
Submitting Department: Legislative  
Item Type: Legislative  
Agenda Section:

### SUBJECT

Disbursement of Discretionary Funds for Mayor, Ward 1, and Ward 3

### HCC-144-FY20

#### Recommendation:

I move that the Mayor and Council approve the appropriation of \$423, split evenly from the Mayor discretionary fund and the Ward 1 and Ward 3 Council Discretionary Funds for Tired Parents in order to support ASK Day/Gun Violence Prevention.

#### Sponsor(s):

Executive Committee

#### Co-Sponsor(s):

N/A

#### ATTACHMENTS

[19-20 budget\\_Tired Parents.docx](#)

#### Summary Background:

The Tired Parents group is an offshoot of Hyattsville Area Residents for Progress (HARP) that focuses on gun violence prevention advocacy and activities in Hyattsville and neighboring areas. Attached is a copy of the budget for the groups planned 2020 activities.

#### Next Steps:

Upon approval, City staff will process the payment.

#### Fiscal Impact:

\$423

#### City Administrator Comments:

For Council Approval.

#### Community Engagement:

N/A

#### Strategic Goals:

Goal 3 – Promote a Safe and Vibrant Community

#### Legal Review Required?

N/A





## Tired Parents 2019-2020 Budget

| Category  | Product or Activity                                                                                 | Date      | Location/Provider | Cost       | Funded?/Source | Notes                                                                              |
|-----------|-----------------------------------------------------------------------------------------------------|-----------|-------------------|------------|----------------|------------------------------------------------------------------------------------|
| Materials | Banner redesign                                                                                     | Nov. 2019 | Tash Vullis       | \$300      |                | Local designer. Quoted about \$600 for design of all materials in addition to logo |
|           | Logo design                                                                                         | Nov. 2019 | Tash Vullis       | \$150      |                |                                                                                    |
|           | Tips worksheet design                                                                               | Nov. 2019 | Tash Vullis       | \$200      |                |                                                                                    |
|           | Button design                                                                                       | Nov. 2019 | Tash Vullis       | \$100      |                |                                                                                    |
|           | Material reprint: magnets, stickers, buttons (determine quantities based on county and city events) | Nov. 2019 |                   |            |                |                                                                                    |
|           | Handouts for Code Red alert system                                                                  |           | Get from city     |            |                |                                                                                    |
|           | Banner printing                                                                                     | Nov. 2019 | Train Printing    | \$100      |                |                                                                                    |
|           | Brochure printing (300 Eng and 150 Spa)                                                             |           | Train Printing    | \$183      |                |                                                                                    |
|           | Canva subscription                                                                                  |           | Canva             | \$120/year |                | To facilitate designs for flyers and social media                                  |

|        |                                                            |            |               |                      |  |                                                 |
|--------|------------------------------------------------------------|------------|---------------|----------------------|--|-------------------------------------------------|
|        | Coffee/snacks for two community conversations              |            | Dunkin Donuts | \$50                 |  | 2 boxes of joe and 2 dozen donuts total         |
| Events | First we talk community conversation: Holiday 2019 edition | Nov. 2019? | AWN           | \$45 (\$15/hour x 3) |  | 3 hours includes set up, clean up, and activity |
|        | First we talk community conversation: post-ASK Day         | July 2020  | AWN           | \$45 (\$15/hour x 3) |  |                                                 |
|        | ASK Day Hyattsville                                        | June 2020  | Summer Jam    |                      |  |                                                 |
|        | ASK Day PG County                                          | June 2020  |               |                      |  |                                                 |
| TOTAL  |                                                            |            |               | \$1,293              |  |                                                 |



## Hyattsville City Council Agenda Item Report

Meeting Date: November 18, 2019  
Submitted by: Laura Reams  
Submitting Department: Legislative  
Item Type: Legislative  
Agenda Section:

### **SUBJECT**

Disbursement of Discretionary Funds for Ward 3

### **HCC-148-FY20**

#### **Recommendation:**

I move that the Mayor and Council approve the appropriation and disbursement of \$180, from the Ward 3 Council Discretionary Funds for the purchase of food for the Ward 3 community meeting.

#### **Sponsor(s):**

Suiter

#### **Co-Sponsor(s):**

Simasek

### **ATTACHMENTS**

#### **Summary Background:**

Ward 3 held a community meeting in November. The intent of this motion is to reimburse Councilmember Simasek for the purchase of food at the meeting.

#### **Next Steps:**

Upon approval, City staff will process the payment.

#### **Fiscal Impact:**

\$180

#### **City Administrator Comments:**

For Council Approval.

#### **Community Engagement:**

N/A

#### **Strategic Goals:**

Goal 3 – Promote a Safe and Vibrant Community

#### **Legal Review Required?**

N/A



## Hyattsville City Council Agenda Item Report

Meeting Date: November 18, 2019  
Submitted by: Hal Metzler  
Submitting Department: Public Works  
Item Type: Contract  
Agenda Section:

### SUBJECT

On-Call Transportation Engineering and Design (10 minutes)

### HCC-134-FY20

#### Recommendation:

I move that the Mayor and Council authorize the City Administrator to enter into an agreement with Toole Design Group and Pennoni Associates to each provide On-Call Transportation Engineering and Design. Each contract will be for one (1) year with three (3) optional one (1) year extensions, and an expenditure of \$100,000 for each contract for FY20 for a total FY20 expenditure of \$200,000. The agreements are subject to the review and approval of the City Attorney.

#### Sponsor(s):

At the Request of the City Administrator

#### Co-Sponsor(s):

N/A

#### ATTACHMENTS

[191030 - memo - selection of rfp dpw19-012 oncall transportation.pdf](#)

[Toole\\_Proposal REVISED.pdf](#)

[Pennoni\\_Proposal REVISED.pdf](#)

#### Summary Background:

In September 2019, City staff solicited an RFP to select no more than two (2) firms to provide On-call Transportation Engineering and Design. The City received seven (7) proposals, which were reviewed by City staff. Of the seven (7) proposals, four (4) were chosen to provide in-person presentations and answer and questions posed by City staff. Based on the proposals and interviews, City staff selected two (2) firms that provided the best price and to meet the needs of the City.

#### Next Steps:

N/A

#### Fiscal Impact:

\$200,000

#### City Administrator Comments:

tbd

#### Community Engagement:

Community meetings will be held as part of the various street projects.

**Strategic Goals:**

Goal 3 – Promote a Safe and Vibrant Community

**Legal Review Required?**

Pending



## City of Hyattsville

# Memo

**To:** Lesley Riddle, Director of Public Works  
**From:** Hal Metzler, Project Manager  
**CC:** Ron Brooks, Treasurer  
**Date:** October 30, 2019  
**Re:** Selection of RFP DPW19-012 On-Call Transportation Engineering and Design Vendors

---

In the September of 2019 City Staff solicited an RFP #DPW19-012 for no more than 2 firms to provide on-call Transportation Engineering and Design. The City received 8 proposals and staff reviewed those proposals to narrow down to the 4 proposals that provided the best responses at the best price. Those 4 firms were invited to give City staff a brief presentation of their firms and capabilities and answer any questions staff may have had. Taking these presentations into account with the proposals received, staff have selected Toole Design Group and Pennoni Associates, Inc to be awarded contracts.

September 4, 2019

City of Hyattsville  
 Laura Reams, City Clerk, Hal Metzler, City Project Manager  
 4310 Gallatin Street  
 Hyattsville, MD 20781

**RE: RFP #DPW19-012 On Call Transportation Engineering and Design**

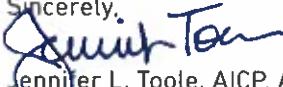
Dear Ms. Reams, Mr. Metzler, and Members of the Selection Committee:

**Toole Design Group** is pleased to submit our qualifications for the City of Hyattsville On-call Transportation Engineering and Design. Toole Design is the nation's leading planning, engineering, and landscape architecture firm specializing in integrated multimodal transportation. Our focus is developing cost-effective, practical solutions that move people efficiently, while improving the safety, quality of life, and economic vitality in the communities where we work.

Toole Design is committed to providing the services as specified in the RFP, and will dedicate our staff and resources throughout the period of this on-call contract. Our approach to on-call contracts is simple: we are prepared to act immediately when you call, and we commit to providing unparalleled responsiveness, quality, and professionalism. We have assembled a group of experts in their respective fields, but we have also made sure to create a team with overlapping skills and a strong local presence to ensure that we provide the highest quality service and have the capacity to execute for the City of Hyattsville. Our team includes **KCI Technologies** who will provide survey services, as needed. KCI land surveyors use state-of-the-art equipment and practical innovation to reduce survey costs and expedite the completion of projects.

**Laura Barna, P.E., LEED® AP** will serve as Project Manager and the City's main point of contact. Through her work on the Hyattsville Transportation Study, Laura has first hand knowledge and familiarity with the City, as well as personal connections with City staff. Laura has a diverse engineering background and has managed and designed several major design projects. She excels at managing the workload that on-call projects bring. Laura's experience has involved various aspects of projects, beginning with planning and going through environmental analysis, design, and construction. She can see the big picture but understands the value in the details. **Elizabeth Gilliam, PLA** will serve as the contract's Principal-in-Charge. Liz is a landscape architect whose background in final design bridges a gap between landscape architecture and urban design principles and complex engineering. Liz has extensive experience with park, trail, streetscape and waterfront projects.

We have developed project approaches for the various services covered under this contract, and we would be thrilled to work with you on delivering them. Finally, our team would like to express our excitement about the work that will be completed through this contract as we have intimate knowledge of the Hyattsville Transportation Study and the projects identified through that study. We would be thrilled to help the City deliver these projects on a tight schedule. If you have any questions about our proposal, please contact Laura Barna at 301.927.1900 x144 or lbarna@tooledesign.com. We appreciate the opportunity to submit this proposal, and we look forward to working with you.

Sincerely,  
  
 Jennifer L. Toole, AICP, ASLA  
 President

*This proposal is valid for a period of 120 days from the due date of the RFP.*

**PROPOSAL DOCUMENTS**

In order to qualify for this Project, Contractors must submit all information requested in the following pages.

**CONTRACTOR INFORMATION**

Proposals must adhere to the format of these Proposal forms and content of this RFP. Proposals will not be evaluated unless all parts of the Proposal form are submitted in a complete package. The information set forth is the minimum required in order to qualify for consideration.

|                  |                                       |
|------------------|---------------------------------------|
| Firm Name        | <u>Toole Design Group, LLC</u>        |
| Address          | <u>8484 Georgia Avenue, Suite 800</u> |
| City, State, Zip | <u>Silver Spring, MD 20910</u>        |
| Contact Person   | <u>Laura Barna, P.E., LEED® AP</u>    |
| Phone Number     | <u>301.927.1900 x144</u>              |
| Email Address    | <u>lbarna@tooledesign.com</u>         |



September 5, 2019

PRO #19-04587

**The City of Hyattsville**

Attn: Laura Reams, City Clerk  
4310 Gallatin Street  
Hyattsville, MD 20781

**RE: RFP #DPW19-012 | On-Call Transportation Engineering & Design  
City of Hyattsville, MD**

Dear Ms. Reams:

**Pennoni** is ready to provide transportation engineering and design, on an as needed basis for the City of Hyattsville Department of Public Works. Enclosed are six total copies of our submittal (one bound, four unbound, and one digital .pdf copy on a USB drive) which includes 1.) all applicable signed Addendums, 2.) the Contractor Information form, 3.) Hourly Rate Sheet, 4.) Proposal-Sample Scope of Work, Proposal Rate Sheet, and Proposal Form Price Authorization, 5.) Exhibit I - Insurance Requirements, 6.) Company Background, and 7.) and Project References.

Our Team possesses a strong knowledge of federal, state, and local requirements and procedures. We have extensive experience in providing similar services for other Cities, Towns, and Counties located in Maryland. **Our team uses industry best practices and has availability of equipment and personnel to complete and deliver quality projects within the allotted time and within budget.**

Pennoni has specifically assembled our team with a focus on timely project delivery. We have a "deep bench" of experienced personnel to deliver multiple as needed assignments and are able to mobilize with 24 hours of given NTP.

Our managers and points of contact are:

| Contract and Procurement                                                                                                                                      | Scoping and Budgeting                                                                                                                                           | Investigations and Plan Development                                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| Kim Adams, PE<br>Senior Transportation Engineer<br>443-449-2505 (Office)<br>667-210-9139 (Cell)<br><a href="mailto:kadams@pennoni.com">kadams@pennoni.com</a> | James R. Gray, PE<br>Senior Transportation Engineer<br>443-449-2507 (Office)<br>301-606-5417 (Cell)<br><a href="mailto:jgray@pennoni.com">jgray@pennoni.com</a> | Nour Khudr, PE<br>Transportation Engineer<br>443-449-2528 (Office)<br>443-388-7753 (Cell)<br><a href="mailto:nkhudr@pennoni.com">nkhudr@pennoni.com</a> |

Our Managers have a combined experience of 50 years in engineering analysis, evaluation, and design and implementation of projects of all sizes and construction management.

We are confident that our team has the expertise, experience, and capacity to provide the needed services to your satisfaction. We ask for your favorable consideration.

Respectfully submitted,  
**PENNONI ASSOCIATES INC.**



Ted F. Januszka, PE  
Vice President

RFP# DPW19-012

## **PROPOSAL DOCUMENTS**

In order to qualify for this Project, Contractors must submit all information requested in the following pages.

### **CONTRACTOR INFORMATION**

Proposals must adhere to the format of these Proposal forms and content of this RFP. Proposals will not be evaluated unless all parts of the Proposal form are submitted in a complete package. The information set forth is the minimum required in order to qualify for consideration.

Firm Name

Pennoni Associates Inc.

Address

351 W. Camden Street, Suite 200

City, State, Zip

Baltimore, MD 21201

Contact Person

Kim Adams, PE

Phone Number

443-449-2505 (work); 667-210-9139 (cell)

Email Address

kadams@pennoni.com



## Hyattsville City Council Agenda Item Report

Meeting Date: November 18, 2019  
Submitted by: Hal Metzler  
Submitting Department: Public Works  
Item Type: Contract  
Agenda Section:

### SUBJECT

On-Call Environmental and Stormwater Engineering and Design (10 minutes)

### HCC-137-FY20

#### Recommendation:

I move that the Mayor and Council authorize the City Administrator to enter into an agreement with Low Impact Development Center, Inc. and SMC to each provide On-Call Transportation Engineering and Design. Each contract will be for one (1) year with three (3) optional one (1) year extensions, and an expenditure of \$100,000 for each contract for FY20 for a total FY20 expenditure of \$200,000. The agreements are subject to the review and approval of the City Attorney.

#### Sponsor(s):

At the Request of the City Administrator

#### Co-Sponsor(s):

N/A

#### ATTACHMENTS

[191030 - memo - selection of rfp dpw19-011 oncall environmental.pdf](#)

[LIDC Proposal.pdf](#)

[SMC Proposal.pdf](#)

#### Summary Background:

In September 2019 City staff solicited an RFP to select no more than two (2) firms to provide On-call Transportation Engineering and Design. The City received 11 proposals, which were reviewed by City staff. Of the 11 proposals, four (4) were chosen to provide in-person presentations and answer and questions posed by City staff. Based on the proposals and interviews, City staff selected two (2) firms that provided the best price and met the needs of the City.

#### Next Steps:

N/A

#### Fiscal Impact:

\$200,000

#### City Administrator Comments:

Recommend Approval

#### Community Engagement:

Community Meetings will be held as needed as various projects are assigned and designed.

**Strategic Goals:**

Goal 3 – Promote a Safe and Vibrant Community

**Legal Review Required?**

Pending



## City of Hyattsville

# Memo

**To:** Lesley Riddle, Director of Public Works  
**From:** Hal Metzler, Project Manager  
**CC:** Ron Brooks, Treasurer  
**Date:** October 30, 2019  
**Re:** Selection of RFP DPW19-011 On-Call Environmental and Stormwater Engineering and Design Vendors

---

In September of 2019 City Staff solicited an RFP #DPW19-011 for no more than 2 firms to provide on-call Environmental and Stormwater Engineering and Design. The City received 11 proposals and staff reviewed those proposals to narrow down to the 4 proposals that provided the best responses at the best price. Those 4 firms were invited to give City staff a brief presentation of their firms and capabilities and answer any questions staff may have had. Taking these presentations into account with the proposals received, staff have selected Low Impact Design Center, Inc. and SMC to be awarded contracts.

RFP# DPW19-011

# City of Hyattsville On Call Environmental and Stormwater Engineering and Design Proposal

RFP No: DPW19-011

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Submit Date: September 5, 2019

Submitted by: The Low Impact Development Center, Inc.

5000 Sunnyside Ave, Suite 100

Beltsville, MD 20705



RFP# DPW19-011

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RFP# DPW19-011

## Contractor Information

Firm Name

**Low Impact Development Center, Inc.**

Address

**5000 Sunnyside Ave., Suite 100**

City, State, Zip

**Beltsville, Maryland 20705**

Contact Person

**Neil Weinstein**

Phone Number

**(301) 327-3195**

Email Address

**nweinstein@lidcenter.org**



RFP# DPW19-011

## Contractor Overview

The Low Impact Development Center, Inc. (LID Center) is a non-profit 501(c)(3) national research organization that focuses on sustainable stormwater management solutions for urban and developing areas. The LID Center has successfully worked in Prince George's County for over 20 years. Key staff at the LID Center have worked with County agencies for over 30 years.

The LID Center has worked with the City of Hyattsville on multiple projects over the last 5 years through grants that the LID Center has obtained to support communities in the Anacostia Watershed, grants that directly support the City, task orders from Prince George's County, and contracts directly with the City. Projects and grants have included assistance with BMP retrofit design for water quality and flooding issues and the preparation of a 2014 Public Works Stormwater Pollution Prevention Plan for the City of Hyattsville Public Works Department through a contract with Prince George's Department of the Environment. Most recently the LID Center has been performing a large-scale modeling project to help the City identify strategies and investments to reduce flooding and upgrade the existing infrastructure for increased climate adaptation and resiliency opportunities. Our current and past successful projects with the City and our knowledge of the community make the LID Center a uniquely placed organization to assist the City of Hyattsville in addressing emergent stormwater issues in a timely, cost efficient, and effective manner.

The LID Center has had several on-call contracts with local government agencies and has extensive knowledge and experience in providing the services identified in the request for proposals (RFP). The LID Center utilizes a multi-disciplinary approach that include expertise in Civil and Environmental Engineering, Landscape Architecture, Landscape Design, and Environmental Planning.

### Staffing and Resource Clustering

The LID Center has a low turnover rate. Project managers have years of service with the LID Center ranging from 8 to 21 years. Many of our staff hold master degrees in their field and have demonstrated extraordinary talents and dedication to projects and clients. This allows the LID Center to bring proven project management expertise and leadership to every project. The LID Center has three registered engineers, two certified planners, and two landscape designers on staff. This represents a strong bench of professional expertise to be responsive to client schedules and multiple task orders. The staff is also cross trained on key professional areas so that resources can be clustered to keep projects on schedule. The LID Center has a network of sub-consultants that can be used to address any specialized services not provided by the LID Center. We expect that any new task order could be started within five (5) business days. A task order of the scale provided in the example for this RFP could be completed within four (4) to six (6) weeks.

RFP# DPW19-011

## Equipment

Equipment to support this project includes high speed internet, fax capability, scanners, copiers, printers (including plotter printer), multi-line phone system and voicemail, and teleconferencing capability. A Topcon automatic level and laser and a Cannon digital camera are also available.

## Technology

The Low Impact Development Center uses state-of-the-art computers equipped independently monitored and supported security protection. The working and archived files are continuously backed up in the cloud and there are backup servers to ensure that workflow is minimized due to the system being down. The LID Center currently holds licenses for the following software:

- |                                                 |                          |                          |
|-------------------------------------------------|--------------------------|--------------------------|
| • Accusoft Prizm                                | • EPA SWMM               | • NRCS TR-20             |
| • Adobe Creative Suite                          | • PC SWMM                | • NRCS TR-55             |
| • ArcGIS for Desktop Standard                   | • FHWA Hydraulic Toolbox | • PCSWMM                 |
| • ArcGIS Spatial Analyst                        | • Google Earth           | • SketchUp Pro           |
| • ArcGIS 3D Analyst                             | • Google LayOut          | • Vray for SketchUp      |
| • ArcMap                                        | • Hec-Ras                | • FHWA Hydraulic Toolbox |
| • AutoCAD Civil 3D                              | • Hec-Geo Ras            | • FHWA HY-8              |
| • Autodesk Infrastructure Design Suite Ultimate | • Hec-HMS                |                          |
|                                                 | • Microsoft Office       |                          |
|                                                 | • Microsoft Project      |                          |

In addition, the LID Center has an extensive in-house library of user manuals, studies, and training material on the use of the software and equipment.

RFP# DPW19-011

## Hourly Rate Sheet

In compliance with your Invitation to Proposal, we propose the following fully loaded hourly rates for the positions shown.

| Position/Description            | Hourly Rate |
|---------------------------------|-------------|
| Principal                       | \$190       |
| Sr Environmental Planner        | \$125       |
| Sr Civil/Environmental Engineer | \$125       |
| Landscape Architect             | \$100       |
| Designer                        | \$70        |
| GIS Analyst                     | \$70        |

RFP# DPW19-011

## Proposal Sample Scope of Work

This response describes the methodology and actions taken to address the sample scope of work provided on page 10 of RFP# DPW19-011. A kick-off meeting or call would be held at the project initiation. The LID Center's GIS Analyst would compile aerial imagery, elevation data, property data, and all known utility information from GIS shapefiles available from Prince George's County Department of the Environment enterprise geodatabase. The Senior Engineer and Senior Planner, if necessary, would then meet with City of Hyattsville Public Works Staff, either on-site or at the Department of Public Works, to discuss the potential challenges and opportunities and any other relevant details to the project. The Senior Engineer would conduct a site visit to further assess the field conditions. An LID Center Designer will accompany the Senior Engineer to perform a survey if small-scale survey work is required. In more complex situations or field conditions, the LID Center may require the use of a subconsultant surveyor or utility locating service to map the area; however, that was not determined to be necessary in the RFP example. Any additional information from the homeowner will be requested from the City, if necessary, to further understand homeowner concerns. The Senior Engineer and Designer would then create up to three (3) potential alternatives and draft concept drawings in AutoCAD to be printed on large size (24"x36") plan sheets. The principal would lead the design process and conduct a final review before completion. A brief write-up and appendices would be provided to explain the options, provide a preliminary opinion of costs, identify potential permit conditions, and summarize project benefits to the property owner and the community.

## Sample Scope of Work Proposal Rate Sheet

In compliance with your Invitation to Proposal, we would propose to furnish all materials, labor, equipment and services, necessary to complete the work as outlined in the Scope, per the pricing stated below:

| Item | Approx. Quantity | Unit | Position                        | Hourly Rate    | Proposal Amount |
|------|------------------|------|---------------------------------|----------------|-----------------|
| 1    | 2                | Hour | Principal                       | \$190          | \$380           |
| 2    | 5                | Hour | Sr Environmental Planner        | \$125          | \$625           |
| 3    | 20               | Hour | Sr Civil/Environmental Engineer | \$125          | \$2,500         |
| 4    | 16               | Hour | Designer                        | \$70           | \$1,120         |
| 5    | 4                | Hour | GIS Analyst                     | \$70           | \$280           |
|      |                  |      |                                 | Total Proposal | \$4,905         |

The quantities on this Proposal form are an estimate. Proposals will be for an hourly rate. Contractor will be paid for only work that is inspected and accepted by the City.

RFP# DPW19-011

## Proposal Form Price Authorization

By signing this Proposal form, such action certifies that the Contractor has personal knowledge of the following:

That said Contractor has examined the RFP and specifications, carefully prepared the Proposal form, and has checked the same in detail before submitting said Proposal; and that said Contractor, or the agents, officers, or employees thereof, have not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive Proposing in connection with this Proposal.

That all said work will be performed at the Contractor's own proper cost and expense. The Contractor will furnish all necessary materials, labor, tools, machinery, apparatus and other means of construction in the manner provided in the applicable specifications, and at the time stated in the contract.

The undersigned, being a reputable Contractor and having submitted the necessary pre-qualification forms, hereby submits in good faith and in full accordance with all specifications, attached or integral, his/her Proposal:

|                             |                                                                                             |
|-----------------------------|---------------------------------------------------------------------------------------------|
| Name of Contractor          | <u>Low Impact Development Center, Inc.</u>                                                  |
| Authorized Signature        | <u></u> |
| Name and Title of Signatory | <u>Neil Weinstein, Executive Director</u>                                                   |
| Date                        | <u>September 4, 2019</u>                                                                    |

Type of Organization (circle One): Corporation Partnership Proprietorship

501C-3

SEAL:  
(If corporation)



RFP# DPW19-011

## Exhibit 1: Certificate of Insurance

| ACORD                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                  | CERTIFICATE OF LIABILITY INSURANCE |                                                                                                               | DATE (MM/DD/YYYY)<br>09/04/2019                                                                                                                                                                                                          |                         |                         |                                                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|------------------------------------|---------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|-------------------------|-------------------------------------------------------|
| THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.                                                                                   |                                                                                  |                                    |                                                                                                               |                                                                                                                                                                                                                                          |                         |                         |                                                       |
| IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).                                                                                                                                               |                                                                                  |                                    |                                                                                                               |                                                                                                                                                                                                                                          |                         |                         |                                                       |
| PRODUCER<br>DIVERSIFIED INS INDUSTRIES/PHS<br>30721568<br>The Hartford Business Service Center<br>3600 Wiseman Blvd<br>San Antonio, TX 78265                                                                                                                                                                                                                                                                                                                                              |                                                                                  |                                    | CONTACT<br>NAME<br>PHONE (888) 467-8730 FAX (888) 443-6112<br>[A/C, No, Ext]: [A/C, No]:<br>E-MAIL<br>ADDRESS |                                                                                                                                                                                                                                          |                         |                         |                                                       |
| INSURED<br>LOW IMPACT DEVELOPMENT CENTER, INC.<br>5000 SUNNYSIDE AVE STE 100<br>BELTSVILLE MD 20705-2327                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                  |                                    | INSURER(S) AFFORDING COVERAGE NAIC#                                                                           |                                                                                                                                                                                                                                          |                         |                         |                                                       |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                  |                                    | INSURER A: Hartford Casualty Insurance Company 29424                                                          |                                                                                                                                                                                                                                          |                         |                         |                                                       |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                  |                                    | INSURER B: Hartford Fire and Its P&C Affiliates 00914                                                         |                                                                                                                                                                                                                                          |                         |                         |                                                       |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                  |                                    | INSURER C:                                                                                                    |                                                                                                                                                                                                                                          |                         |                         |                                                       |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                  |                                    | INSURER D:                                                                                                    |                                                                                                                                                                                                                                          |                         |                         |                                                       |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                  |                                    | INSURER E:                                                                                                    |                                                                                                                                                                                                                                          |                         |                         |                                                       |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                  |                                    | INSURER F:                                                                                                    |                                                                                                                                                                                                                                          |                         |                         |                                                       |
| COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                  |                                    |                                                                                                               |                                                                                                                                                                                                                                          |                         |                         |                                                       |
| THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. |                                                                                  |                                    |                                                                                                               |                                                                                                                                                                                                                                          |                         |                         |                                                       |
| INSR LTR                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | TYPE OF INSURANCE                                                                | ADDL INSR                          | SUBR WVD                                                                                                      | POLICY NUMBER                                                                                                                                                                                                                            | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS                                                |
| A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | COMMERCIAL GENERAL LIABILITY                                                     |                                    |                                                                                                               | 30 SBA LX2200                                                                                                                                                                                                                            | 09/22/2018              | 09/22/2019              | EACH OCCURRENCE \$2,000,000                           |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR                            |                                    |                                                                                                               |                                                                                                                                                                                                                                          |                         |                         | DAMAGE TO RENTED PREMISES (Ea occurrence) \$300,000   |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | General Liability                                                                |                                    |                                                                                                               |                                                                                                                                                                                                                                          |                         |                         | MED EXP (Any one person) \$10,000                     |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | GEN'L AGGREGATE LIMIT APPLIES PER:                                               |                                    |                                                                                                               |                                                                                                                                                                                                                                          |                         |                         | PERSONAL & ADV INJURY \$2,000,000                     |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC |                                    |                                                                                                               |                                                                                                                                                                                                                                          |                         |                         | GENERAL AGGREGATE \$4,000,000                         |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | OTHER                                                                            |                                    |                                                                                                               |                                                                                                                                                                                                                                          |                         |                         | PRODUCTS - COM/PROP AGG \$4,000,000                   |
| A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | AUTOMOBILE LIABILITY                                                             |                                    |                                                                                                               | 30 SBA LX2200                                                                                                                                                                                                                            | 09/22/2018              | 09/22/2019              | COMBINED SINGLE LIMIT (Ea accident) \$2,000,000       |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | ANY AUTO                                                                         |                                    |                                                                                                               |                                                                                                                                                                                                                                          |                         |                         | BODILY INJURY (Per person)                            |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | ALL OWNED AUTOS                                                                  |                                    |                                                                                                               |                                                                                                                                                                                                                                          |                         |                         | BODILY INJURY (Per accident)                          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | HIRE AUTOS                                                                       |                                    |                                                                                                               |                                                                                                                                                                                                                                          |                         |                         | PROPERTY DAMAGE (Per accident)                        |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | SCHEDULED AUTOS                                                                  |                                    |                                                                                                               |                                                                                                                                                                                                                                          |                         |                         |                                                       |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | UMBRELLA LIAB EXCESS LIAB                                                        |                                    |                                                                                                               |                                                                                                                                                                                                                                          |                         |                         | EACH OCCURRENCE                                       |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | DED RETENTION \$                                                                 |                                    |                                                                                                               |                                                                                                                                                                                                                                          |                         |                         | AGGREGATE                                             |
| B                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY                                    |                                    |                                                                                                               | 30 WEC CQ9266                                                                                                                                                                                                                            | 09/22/2018              | 09/22/2019              | PER STATUTE <input checked="" type="checkbox"/> OTHER |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)      |                                    |                                                                                                               |                                                                                                                                                                                                                                          |                         |                         | E.L. EACH ACCIDENT \$1,000,000                        |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | If yes, describe under DESCRIPTION OF OPERATIONS below                           |                                    |                                                                                                               |                                                                                                                                                                                                                                          |                         |                         | E.L. DISEASE - EA EMPLOYEE \$1,000,000                |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                  |                                    |                                                                                                               |                                                                                                                                                                                                                                          |                         |                         | E.L. DISEASE - POLICY LIMIT \$1,000,000               |
| A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | EMPLOYMENT PRACTICES LIABILITY                                                   |                                    |                                                                                                               | 30 SBA LX2200                                                                                                                                                                                                                            | 09/22/2018              | 09/22/2019              | Each Claim Limit \$5,000<br>Aggregate Limit \$5,000   |
| DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)<br>Those usual to the Insured's Operations. Notice of Cancellation will be provided in accordance with Form SS1223, attached to this policy.                                                                                                                                                                                                         |                                                                                  |                                    |                                                                                                               |                                                                                                                                                                                                                                          |                         |                         |                                                       |
| CERTIFICATE HOLDER<br>City Administrator<br>4310 GALLATIN ST<br>HYATTSVILLE MD 20781                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                  |                                    |                                                                                                               | CANCELLATION<br>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.<br>AUTHORIZED REPRESENTATIVE<br><i>Susan L. Castaneda</i> |                         |                         |                                                       |

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ACORD 25 (2016/03)

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RFP# DPW19-011

## Company Background

|                                                                                                   |                                                                                                                                              |
|---------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| Company Name                                                                                      | Low Impact Development Center, Inc.                                                                                                          |
| Main Office Location                                                                              | 5000 Sunnyside Ave, Suite 100<br>Beltsville, MD 20705                                                                                        |
| Year Founded                                                                                      | 1998                                                                                                                                         |
| Project Manager Name                                                                              | Neil Weinstein                                                                                                                               |
| Project Manager Phone Number                                                                      | (301) 327-3195                                                                                                                               |
| Project Manager Emails                                                                            | nweinstein@lidcenter.org                                                                                                                     |
| Has the company ever operated under another name? If yes, what name?                              | No; N/A                                                                                                                                      |
| Do you have the equipment and staff available to start within 10 days of notice to proceed?       | Yes                                                                                                                                          |
| If no to the previous question, how long would it take to have the equipment and staff available? | N/A                                                                                                                                          |
| Has the company ever done work with the City of Hyattsville? If yes, when and what type of work.  | Yes.<br>2019 - Present: 42 <sup>nd</sup> Place BMP Design-Permit project<br>2018 - Present: Lower Ward 1 Resilient Stormwater Planning Study |



RFP# DPW19-011

## Reference 1

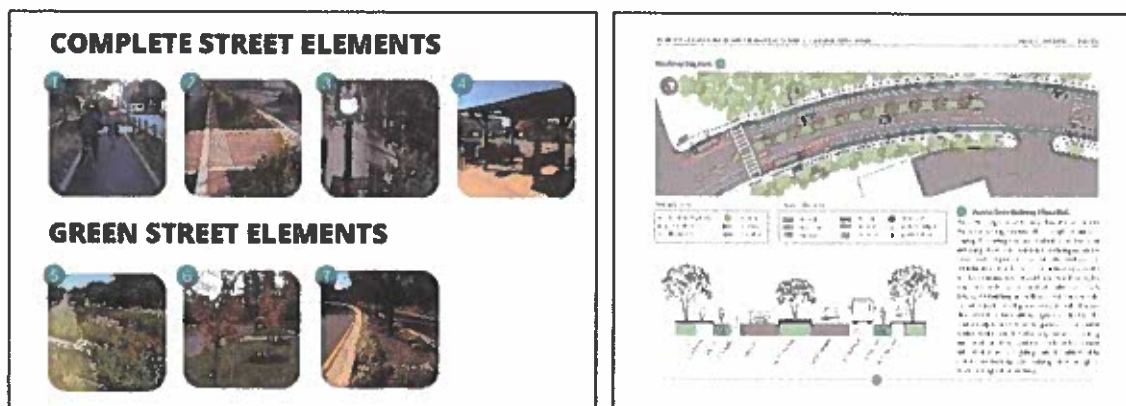


|                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name of Project     | Boyd Park Stormwater Retrofit                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Owner of Project    | Town of Cheverly, MD                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Address of Project  | 1801 64th Ave, Cheverly, MD 20785                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Contact Person      | Steve Brayman, Director of Public Works                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Phone Number        | (301) 773-2666                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Email address       | sbrayman@cheverly-md.gov                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Description of Work | The LID Center was contracted to investigate, design, permit, and oversee construction for two micro-bioretentation facilities in the Town of Cheverly's Boyd Park. The two facilities treat approximately one acre of impervious area and have provided two beautiful gardens for the park. The project was also included a tree survey and forestation plan that included additional tree plantings and the removal of several dead and dying trees from the property. |
| Comments            | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |



RFP# DPW19-011

## Reference 2



|                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name of Project     | Cherrywood Lane Green and Complete Street                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Owner of Project    | City of Greenbelt, MD                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Address of Project  | 1801 64th Ave, Cheverly, MD 20785                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Contact Person      | Terri Hruby, Director of Planning & Community Development                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Phone Number        | (301) 345-5417                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Email address       | thruby@greenbeltmd.gov                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Description of Work | <p>The LID Center prepared a preliminary concept design report and concept plan in 2015 for Greenbelt, MD. The concept design was prepared under the guidance of the Greenbelt Department of Planning and Community Development. The design transforms a 1.5 mile street into one that better serves multiple modes of transportation, minimizes paved surfaces, and optimizes stormwater management. The report provides guidance on how to integrate complete and green street elements into the right-of-way and breaks down the roadway into three reconstruction phases. Input was gathered through multiple meetings with Planning and Public Works Department staff, the Advisory Planning Board, and Green ACES. The concept design and report was funded by the Chesapeake Bay Trust Green Street, Green Towns, Green Jobs grant program. The City has since begun surveying and final plans for Phase 1.</p> |
| Comments            | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

RFP# DPW19-011

## Reference 3



|                     |                                                                                                                                                                                                                                                                                                                                                  |
|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name of Project     | Greenbelt Community Center Bioswale                                                                                                                                                                                                                                                                                                              |
| Owner of Project    | City of Greenbelt, MD                                                                                                                                                                                                                                                                                                                            |
| Address of Project  | 99 Centerway, Greenbelt, MD 20770                                                                                                                                                                                                                                                                                                                |
| Contact Person      | Jason Martin, Environmental Coordinator                                                                                                                                                                                                                                                                                                          |
| Phone Number        | (240) 542-2168                                                                                                                                                                                                                                                                                                                                   |
| Email address       | <a href="mailto:jmartin@greenbeltmd.gov">jmartin@greenbeltmd.gov</a>                                                                                                                                                                                                                                                                             |
| Description of Work | The LID Center prepared landscaping plans to address sediment and drainage issues at a City of Greenbelt parking lot. The site was regraded and landscaped to convert the area into a functioning bioswale. The project was constructed in 2019. It was funded by a National Fish and Wildlife Foundation Chesapeake Bay Stewardship Fund grant. |
| Comments            | N/A                                                                                                                                                                                                                                                                                                                                              |

RFP# DPW19-011

## Addendum 1 Acknowledgement Page

END OF ADDENDUM #1

  
Hal W. Metzler, Jr. El  
City of Hyattsville, Project Manager

**I acknowledge receipt of addendum #1 for this RFP and have enclosed it as part of the bid package.**

Company Low Impact Development Center, Inc

Signature



Date September 4, 2019

Neil Weinstein Executive Director



CITY OF HYATTSVILLE, MARYLAND

RFP #DPW19-011

**On Call Environmental and Stormwater Engineering and Design**

September 5, 2019



JENNIFER RAUHOFER, PE, President | (410) 785-0875 | [JR@mdswm.com](mailto:JR@mdswm.com)

# 1 - TECHNICAL INFORMATION

## FIRM OVERVIEW

Stormwater Maintenance, LLC, d/b/a SMC, is an engineering, survey, construction, and maintenance firm focused on stormwater, stream restoration, and drainage systems.

SMC's engineering group provides design, consulting, and inspection services, primarily on speciality stormwater and stream restoration projects. The inspection team provides post-construction inspections of existing stormwater infrastructure. The construction division performs construction, repair, and maintenance of all types of manmade stormwater and natural stream and wetland systems. SMC is an industry leader in the practice of engineering, maintaining, repairing, restoring, and retrofitting existing infrastructure.

We work with all types of stormwater infrastructure including natural streams, manmade drainage systems, high-hazard dams, large traditional facilities, underground structures, and contemporary micro-scale and vegetative-based techniques.

## WBE CERTIFIED

SMC is a Women-owned Business Enterprise (WBE/ DBE), certified with the following municipalities:

- **US Employer ID Number (#20-1203017)**
- **Maryland Employer ID Number (#03422625)**
- **Women's Business Enterprise National Council (#2005122077)**
- **Maryland Dept. of Transportation (#12-334)**
- **Prince George's County, MD (#14-9768)**
- **County Located Business (#CLBC-16-033)**
- **District of Columbia (#16-09-21-N)**
- **Virginia SwAM and DBE (#701301)**
- **City of Philadelphia (#108)**

## POINT OF CONTACT

**Project Principal:** JENNIFER RAUHOFFER, PE

**Phone:** (410) 785-0875

**Email:** JR@mdswm.com

**Project Office:** 9311 Old Marlboro Pike,  
Suite C  
Upper Marlboro, MD 20772

**Headquarters:** 10944 Beaver Dam Road,  
Suite C  
Hunt Valley, MD 21030

## MARYLAND PRESENCE

SMC offices are located in the Baltimore and DC areas. Our core markets are in Maryland, Delaware, Pennsylvania, the District of Columbia, and Virginia.

## SERVICES

- Water Resources Engineering
- Local, State, & Federal Permitting
- Existing Facility Inspection
- Surveying
- Structural Engineering
- NPDES Permitting
- Wetland Delineation and Permitting
- Industrial and MS4 Restoration Design
- Retrofit Design / Construction
- Stream Restoration Design / Construction
- Major Repair Construction
- Environmental Landscaping
- Routine / Non-Routine Maintenance
- Pond and Lake Aquatics Management
- Pipeline Cleaning and CCTV Inspections
- Dam Inspections / Maintenance



## **EXPERIENCE OVERVIEW**

While SMC has not worked with the City of Hyattsville previously, we have extensive experience in providing environmental and stormwater engineering and design services. Furthermore, we have significant experience throughout Prince George's County as a key member of the Prince George's Clean Water Partnership. The following chart lists highlighted projects SMC has completed within the last five years with services similar to those being requested by the City of Hyattsville. Stormwater management requirements and best management practices were considered and incorporated for the duration of these projects as SMC designed and built each of these stormwater management sites.

| CLIENT                                                                        | PROJECT MANAGER CONTACT                                                             | SERVICE                                                         | COMPLETED  |
|-------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-----------------------------------------------------------------|------------|
| <b>Biohabitats, Inc.</b><br>2081 Clipper Park Road<br>Baltimore, MD 21211     | <b>Jennifer Missett</b><br>(410) 554-0156<br>JMissett@biohabitats.com               | Howard County Stormwater Study and Watershed Management On-Call | March 2016 |
| <b>Baltimore City</b><br>3001 Druid Park Drive<br>Baltimore, MD 21215         | <b>Nathaniel Krause, PE</b><br>(410) 396-0732<br>Nathaniel.Krause@baltimorecity.gov | Stormwater Study and Engineering Design On-Call                 | April 2018 |
| <b>Biohabitats, Inc.</b><br>2081 Clipper Park Road<br>Baltimore, MD 21211     | <b>Jennifer Missett</b><br>(410) 554-0156<br>JMissett@biohabitats.com               | Montgomery County MS4 - Rock Creek Watershed Assessment         | July 2017  |
| <b>WSP USA, Inc.</b><br>1 East Pratt Street, 3rd Floor<br>Baltimore, MD 21202 | <b>Kelly Lennon</b><br>(410) 727-5050<br>William.Robinson@gaithersburgmd.gov        | State Highway Administration TMDL Open-End                      | Ongoing    |

As SMC is a unique firm that specializes in stormwater, we work for a wide range of clients in addition to municipal clients such as the City of Hyattsville. Through our extensive reputation in the private landowner and commercial sectors, SMC regularly is engaged in consulting that evaluates and solves issues with drainage and stormwater facilities. This ranges from advising homeowners on drainage problems (such as in the Sample Proposal for this RFP) to resolving chronic issues with stormwater facilities and site grading on large industrial and commercial sites. Because of this experience, we have a keen understanding of when a resolution requires - and does NOT require - more detailed engineering.

It is important to note that SMC also provides construction and maintenance - with in-house resources - to implement the solutions designed by our engineers, if needed. Not only do our engineers have construction and maintenance professionals to consult about the viability of solutions, but practical, cost effective, and logistically reasonable implementation of the solutions are considered mandatory. This sets us apart quite a bit from other consultants. This is an ongoing speciality of SMC, since our inception in 2002, that benefits our clients as we have seen and resolved many drainage, stormwater, and water resources issues with practical solutions.

### **WBE SUBCONTRACTOR: BRADLEY SITE DESIGN**

SMC welcomes Bradley Site Design (BSD) to the team to fulfill the Landscape Architecture component of the project. BSD is a Landscape Architecture and Urban Design firm, founded in 1994, dedicated to the creation of sustainable and inspiring sites. **BSD recently successfully completed the Magruder Park Master Plan project and the Hyattsville Branch Library project for the City of Hyattsville and their team is largely familiar with the sites and associated regulations of the area.**

BSD combines strong technical expertise and cutting-edge sustainable site design methods with a graceful aesthetic and a collaborative style. Their approach results in exciting, environmentally sound, and socially responsible designs. The firm is a **certified woman-owned business**. Small business certifications include Prince Georges County MBE/DBE, Maryland MDOT MBE/DBE and Washington DC CBE. Bradley is **CLARB certified and professionally registered in Maryland, Virginia, Kentucky and Washington, DC**. Their staff includes AICP certified planners and LEED Accredited Professionals with extensive experience in the preparation of site materials for LEED, Enterprise Green Communities, SITES, SEED and

other certification processes. They were the first landscape architecture firm to receive the Washington DC Mayor's Environmental Excellence Award, won two of the seven DC Water Green Infrastructure Challenge Awards, and most recently received ASLA's Social Impact Award. BSD's comprehensive approach to site design encompasses all aspects of sustainability - environmental, social, and financial. BSD provides services for a wide range of project types, including Community Design and Redevelopment, Public Space, Educational, and Mixed-Use.

## **PROJECT UNDERSTANDING**

SMC understands that, should we be awarded the City of Hyattsville On Call Environmental and Stormwater Engineering and Design project, we would be responsible for performing environmental and stormwater engineering and design on a project by project basis, as needed by the Department of Public Works. Given the wide range of potential assignments, SMC understands that a diverse range of technical services may be required under this RFP. SMC has the experience and specific expertise to assist the City in many different ways. These may include the following:

### **Construction Management**

SMC plays an important role in the Prince Georges County Clean Water Partnership as both a General Contractor for construction and the Prime Maintenance General Contractor. We have three Project Managers and support inspectors that manage subcontractors on projects throughout Prince Georges County, ensuring work is completed in accordance with plans, specifications, and schedules. These resources will be made available as needed to oversee and manage implementation of improvement projects for the City as needed.

### **Water Quality Retrofits**

SMC performs design and construction of water quality retrofits to improve the quality of stormwater runoff. These are often either to meet MDE MS-4 restoration requirements or to help facilitate grant funding from funders such as the Chesapeake Bay Trust or the MD DNR Trust Fund. These projects sometimes include outreach and public relations components and are often implemented in conjunction with municipalities or non-profit organizations.

### **Water Quantity Retrofits**

SMC's deep understanding of water resources engineering, flood control, and quantity stormwater management offers a resource to analyze and design projects that attenuate flows and reduce flooding. Our experience in detention design started over 30 years ago when that was the sole form of stormwater management.

### **High Hazard Dams**

SMC is currently the engineer-in-charge for approximately ten significant or high hazard dams that are regulated by the MDE Dam Safety Division. We perform breach analysis, emergency action plans, required annual inspections, and repair designs. This experience is also valuable when considering the downstream or permitting impacts of smaller embankments.

### **Channel and Stream Design**

With decades of stream restoration and channel improvement design and construction experience, SMC's professionals are well suited to assist the City with stream restoration, channel improvement, or outfall remediation projects.

### **Storm Drain Analysis and Design**

As many drainage issues can be due to undersized or clogged storm drains, SMC's professionals are adept at analyzing issues and determining the appropriate level of engineering study required. In many cases, storm drain problems can be improved with maintenance in lieu of perfect solutions that require expensive study and upgrade of pipe systems. Included in the Hourly Rate Sheet are CCTV services (performed in-house) to identify clogs or maintenance issues. If hydraulic analysis and design are required, SMC's engineers are well suited with extensive experience in hydrology and hydraulics.

### **Stormwater Facility Inspection**

Often ignored by traditional engineering firms, real-world field inspection and observation of on-the-ground conditions is at the core of how SMC approaches projects. We are not traditional "paper engineers" that rely on expensive surveys

and rarely look at the conditions in the field - an approach that can often result in mis-guide designs and issues at the time of construction. Included on the Hourly Rate Sheet are inspectors and confined space entry team. Accordingly, it is extremely rare that we encounter stormwater related infrastructure that can not be inspected to determine condition and any actions that may be required.

### **Stormwater Facility and Infrastructure Repair Design**

Once field conditions are determined as discussed above, SMC's engineers are highly experienced at determining repairs or maintenance that may be required and to prepare designs that address the remediation. We are experienced with repair techniques that include many different pipe lining techniques, replacement, and creative retrofit options such as spillways, and other techniques to work around aged infrastructure in cost effective ways.

### **Flood Studies and Flood Mitigation**

SMC's engineers have extensive experience modeling hydrology and hydraulics for flood plain determination. We have a reputation as experts in this field and often assist other engineering firms with highly complex floodplain models. We understand the limitations of modifications to floodplains and have experience in designing mitigation for floodplain impacts. Our engineers have prepared approaches, modeled, and obtained permits for the impact of up to 30 acres of floodplain in the past.

### **Forensic Investigation**

SMC's inspectors and engineers routinely investigate failed stormwater facilities to determine problems and to establish the most successful methods of remediation. We have been called into many cases of bioretention, sand filters, and permeable pavement system failures and are experts in dealing with these situations in cost effective and practical ways.

### **Small Scale Drainage Problems**

The Sample Scope of Work Proposal is an excellent example of the type of work SMC performs on a routine basis. Over time, we have found that our on-line presence and reputation has attracted many assignments on individual flooding and drainage issues identical to the example. Accordingly, we understand these types of projects can turn into very expensive endeavors if not handled in a practical way that - in some cases - may deviate from how other traditional engineers would approach it. We trust that the City will find our sample task order proposal to illustrate this depth of experience and practical approach.

### **Other Services**

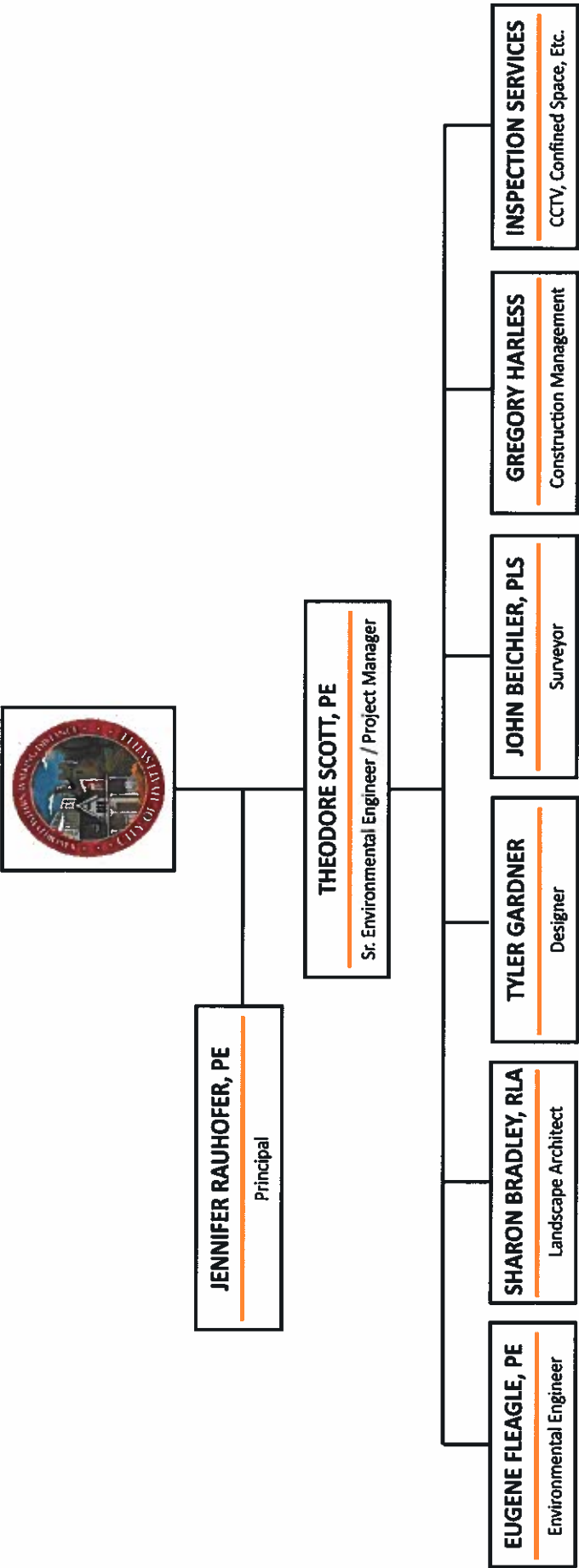
Since 2002, SMC has organically grown to include specialized services that relate to the core water resources work that we do. For example, we provide in-house land surveying services as we often require surveying for design, and also for construction stakeout. This is included in the hourly rate sheet. As mentioned, we also provide full construction and maintenance services. While these services inform our engineering decisions, they can also benefit our clients by having quick availability. These are not shown on the hourly rate sheet as they appear to be beyond the requested scope of work. However, depending upon the contract vehicle limitations, services SMC provides not listed in the RFP response can be made available. For example, should we find that a storm drain require jetting and cleaning to resolve a flooding problem, SMC could mobilize one of our four vac trucks to address the situation quickly. Even if these services are not used on these assignments, the decisions our engineers make are informed by the fact that their in-house colleagues perform the services every day and are available for advice and direction.

In summary, we believe that SMC is very well suited to implement the assignments that may occur under this RFP. In fact, the type of services that the City requires are an exact match for what we do. And this work is all that we do. The only type of engineering that we choose to engage in is related to stormwater and streams, and solely on retrofitting, repairing, and restoring existing infrastructure. Although most of our professionals have the capability and experience, we do not engage in land development, site design, highway design, or any other type of new land improvement design. We are focused on what we do best. Simply put, we are experts in stormwater related existing infrastructure. We would be honored to put that expertise to work for the City of Hyattsville.



**PROJECT MANAGEMENT**

The proposed Project Team is familiar with projects of this nature as they have worked together installing numerous BMPs and are specialized in stormwater management services, and has a successful working relationship with a number of City Governments.



# JENNIFER RAUHOFFER, PE

## Principal

As President of SMC, Ms. Rauhofer oversees all operations of the firm including administrative, financial, technical, and field operations. She is a Water Resources Engineer with 16 years of progressive experience in environmental restoration and design. She has managed numerous projects involving river and stream restoration using natural channel design; hydrogeomorphological stream assessments; fluvial geomorphology; stormwater pollution control measure design; innovative non-point source stormwater pollution control measure design; and conducted H&H studies using TR-55, TR-20, HEC-HMS, HEC-RAS, HEC-GeoRAS and HY-8 models. Ms. Rauhofer also prepares reports, detailed cost estimates and contractual documents, including processing all relevant permits; has experience using GIS and database management systems; and develops and implements public information and educational programs.

### PROJECT EXPERIENCE

**Howard County Stormwater and Watershed Management On-Call;** Clarksville, MD Principal. Provided watershed assessment and conceptual designs for stormwater retrofits to help the County meet their MS4 permit requirement. Tasks included field assessment for viability and feasibility of sites that included BMP conversions, new BMP installation, and outfall stabilization. Conceptual designs were developed for the highest priority sites. Oversaw all contractual aspects of the project.

**Baltimore City On-Call Stormwater Study and Engineering Design;** Baltimore, MD Principal. Provided wetland and waters of the US delineations and technical review for wetland delineation, forest stand delineation, environmental permitting, and stream/wetland restoration designs. Oversaw all contractual aspects of the project.

**State Highway Administration Open-End TMDL;** Cecil County, MD Principal. Provided Illicite Discharge Detection and Elimination services. Oversaw all contractual aspects of the project.

**Montgomery County MS4-Rock Creek Watershed Assessment;** Rockville, MD Principal. Completed an on-site assessment of 10+ miles of streams and 35 site locations for possible restoration, retrofit or new BMPs within the Rock Creek watershed, and prioritized based on total benefit and feasibility. Oversaw all contractual aspects of the project.

**Broadneck Park;** Annapolis, MD

Principal. Completed the retrofit of an existing dry stormwater pond into an extended shallow detention pond for water quality credit. Oversaw all contractual aspects of the project.

### EDUCATION

**Master of Science,  
Agricultural  
and Biological  
Engineering,**  
Pennsylvania State  
University, 1998

**Bachelor of Science,  
Agricultural  
Engineering,**  
Pennsylvania State  
University, 1996.

### LICENSES/ CERTIFICATIONS

**Professional Engineer,**  
MD (#28383),  
GA (#PE029013),  
DE (#13408),  
DC (#PE901099),  
VA (#041694),  
NY (#86515-1),  
CT (#0028362),  
PA (#PE079537),  
NJ (#24GE05025700)

**OSHA Confined Space  
Certification**

# THEODORE SCOTT, PE

## Senior Environmental Engineer / Project Manager

Mr. Scott is a Professional Civil Engineer, has more than 30 years of experience in site and stormwater management design, maintenance, construction, and repairs. He is the founder and Executive Vice President of Stormwater Maintenance, LLC (dba SMC) and is known as an industry leader on stormwater issues as related to existing infrastructure. Mr. Scott's experience includes the design of hundreds of stormwater facilities of all types and oversight of the operations and maintenance of thousands of stormwater facilities throughout the Mid-Atlantic. He manages the technical aspects and helps to oversee operations of the firm with an emphasis on applying practicality to complex issues.

### PROJECT EXPERIENCE

**Howard County Stormwater and Watershed Management On-Call;** Clarksville, MD  
Lead Engineer. Provided watershed assessment and conceptual designs for stormwater retrofits to help the County meet their MS4 permit requirement. Tasks included field assessment for viability and feasibility of sites that included BMP conversions, new BMP installation, and outfall stabilization. Conceptual designs were developed for the highest priority sites. Oversaw quality control of the project.

**Baltimore City On-Call Stormwater Study and Engineering Design;** Baltimore, MD  
Lead Engineer. Provided wetland and waters of the US delineations and technical review for wetland delineation, forest stand delineation, environmental permitting, and stream/wetland restoration designs. Oversaw quality control of the project.

**State Highway Administration Open-End TMDL;** Cecil County, MD  
Lead Engineer. Provided Illicite Discharge Detection and Elimination services. Oversaw quality control of the project.

**Montgomery County MS4-Rock Creek Watershed Assessment;** Rockville, MD  
Lead Engineer. Completed an on-site assessment of 10+ miles of streams and 35 site locations for possible restoration, retrofit or new BMPs within the Rock Creek watershed, and prioritized based on total benefit and feasibility. Oversaw quality control of the project.

**Broadneck Park;** Annapolis, MD  
Lead Engineer. Completed the retrofit of an existing dry stormwater pond into an extended shallow detention pond for water quality credit. Oversaw quality control of the project.

**Dannon Garth Pond Renovation;** Howard County, MD  
Lead Engineer. Completed the structural design of a concrete weir wall and pedestrian bridge to renovate a failing pond. Oversaw quality control of the project.

### LICENSES/ CERTIFICATIONS

**Professional Engineer,**  
MD (#32602)

**LEED Accredited  
Professional**

**Maryland  
Department of the  
Environment Erosion  
and Sediment Control  
Certification**

**Master Stormwater  
Practitioner,**  
Chesapeake Bay  
Stormwater Training  
Partnership

**OSHA First Responder  
Hazmat Operations  
Certification**

**OSHA Confined Space  
Certification**

## EUGENE FLEAGLE, PE

### Environmental Engineer

Mr. Fleagle is a versatile employee of SMC as he is involved in stormwater design, project management, quality control, and technical and field operations. He is a Water Resources/Structural Engineer with 17 years of experience in H&H engineering, stormwater management design, E&SC, and structural design support to solve unique analytical problems used in design and construction applications. He has managed bank rehabilitation, bridge design, stormwater management, and H&H projects using TR-55/HEC-RAS models; and is experienced in construction inspection, shop drawing review, report preparation, cost estimating, contract preparation, and obtaining required permits. Mr. Fleagle is experienced with GIS, VBA, and database management systems.

#### PROJECT EXPERIENCE

**Howard County Stormwater Study & Watershed Management On-Call;** Clarksville, MD  
Water Resources Engineer. Completed on-site assessment of 21 BMP conversions, 28 sites for new BMPs, and 35 locations for outfall stabilization within the Southern Middle Patuxent watershed, and developed concept plans for 11 sites.

**Baltimore City On-Call Stormwater Study and Engineering Design;** Baltimore, MD  
Sr. Water Resources Engineer. Reviewed design plans, bonding estimates and all as-builts for stormwater facility construction for compliance with the Plans Review and Inspection section of the City stormwater and erosion control standards. Completed outfall stabilization design of 3 outfalls for Moores Run (2 plunge pools and a step pool).

**Montgomery County MS4-Rock Creek Watershed Assessment;** Rockville, MD  
Sr. Water Resources Engineer. Completed an on-site assessment of 10+ miles of streams and 35 site locations for possible restoration, retrofit or new BMPs within the Rock Creek watershed, and prioritized based on total benefit and feasibility.

**State Highway Administration Open-End TMDL;** Cecil County, MD  
Sr. Water Resources Engineer. Oversaw and performed QA/QC for the detection of Illicit Discharge Detection and Elimination for 41 outfalls within the County.

**Broadneck Park;** Annapolis, MD  
Sr. Engineer. Completed the retrofit of an existing dry stormwater pond into an extended shallow detention pond for water quality credit. Oversaw H&H computations and erosion and sediment control plans and details.

**Bowline Court Stormwater Investigation;** Anne Arundel County, MD  
Sr. Water Resources Engineer. Completed a drainage investigation for a residential property experiencing ponding near the house and flooding in the basement. Provided a recommendation report with 3 alternatives including a schematic plan listing advantages and disadvantages of each alternative.

#### EDUCATION

**Graduate Certificate, Geotechnical Engineering,** University of Wisconsin Platteville, 2019

**Bachelor of Science, Civil Engineering,** Pennsylvania State University, 2000.

#### CERTIFICATIONS/ LICENSES

**Professional Engineer,** Maryland (#44289)

**Confined Space Certification**

# SHARON BRADLEY, RLA, ASLA

## Landscape Architect

Founder of Bradley Site Design, Inc., Ms. Bradley has been designing prominent public spaces and institutions of cultural and historic significance in the DC Metro Area for 35 years. She is committed to creating sustainable landscapes that seamlessly mesh sound engineering with inspiring designs to give character and vitality to urban spaces. Actively involved in every phase of BSD projects, she has developed a unique business model that addresses social, economic, and environmental issues for a more comprehensive approach to design. Sharon founded Bradley Site Design in 1994 to focus on projects that have a positive impact on communities of all types. She and her Team have garnered numerous design awards, recently winning Potomac Chapter ASLA's Social Impact Award and the AIA National Library Building Award.

### PROJECT EXPERIENCE

#### **Magruder Park Master Plan;** Hyattsville, MD

Design Principal. Developed a comprehensive Master Plan for a 32-acre park. The project involved close coordination with The City as well as numerous community groups. In partnership with The Neighborhood Design Center, BSD conducted extensive analysis and outreach, and produced documents directly reflecting stakeholder input. The park concept includes circulation and parking solutions that separate vehicular and pedestrian movement, a new entrance that provides a greater sense of arrival, and a wide variety of recreational and environmental amenities and spaces. Sustainable stormwater management solutions were explored and strategies developed.

#### **Hyattsville Branch Library;** Hyattsville, MD

Design Principal. In close collaboration with residents, County agencies, and stakeholders, BSD created an inviting community hub in Hyattsville. The iconic Flying Saucer structure was preserved and repositioned in the site as a whimsical focal point at the end of the new building's central spine. It sits among masses of native grasses providing a dramatic destination for reading and small-group gathering. The Team created strong indoor-outdoor relationships and educational experiences throughout.

#### **The Clean Water Partnership;** Prince Georges County, MD

Design Principal, Inaugural Partner. This unique Public-Private Partnership between the Corvias Group and Prince Georges County aims to improve stormwater infrastructure throughout the county by treating thousands of acres of impervious surface. The CWP team is designing and installing innovative low-impact-development measures at schools, churches and housing communities. BSD's role in the program is to coordinate with civil engineers to locate new bioretention areas at all school facilities and create attractive, educational, native planting plans for them. BSD helped develop outreach programs to educate and engage students and school staff. The construction of each facility ends with a planting event with the students, along with watershed stewardship demonstrations and instruction.

### EDUCATION

**Bachelor of Science Degree, Landscape Architecture,** Pennsylvania State University, 1984.

### CERTIFICATIONS/ LICENSES

**Registered Landscape Architect,** Maryland, Virginia, National Council of Landscape Architectural Registration Boards





# TYLER GARDNER

## Designer

Over the last three years, Mr. Gardner has filled the role of Project Engineer at SMC, involved in stormwater management design, stream restoration design, and industrial NPDES plans, monitoring, and sampling. He performs H&H studies using Tr-55 and HEC-RAS models, and specializes in stormwater management design, E&SC, and obtaining permits in various jurisdictions throughout Maryland. Mr. Gardner is experienced in using GIS, CAD, and database management systems.

### PROJECT EXPERIENCE

**Baltimore City On-Call Stormwater Study & Engineering Design;** Baltimore, MD  
Junior Water Resources Engineer. Assisted in the completion of the geomorphologic site assessment and sediment transport analysis for both Maidens Choice Run and Dead Run, providing AutoCAD/Civil 3D drafting support, and headwall repair and outfall stabilization designs for Moores Run.

**Howard County Stormwater & Watershed Management On-Call;** Clarksville, MD  
Drafter. Provided AutoCAD and GIS drafting support for initial concept phase to determine site selection for Design-Build services.

**Montgomery County MS4-Rock Creek Watershed Assessment;** Rockville, MD  
Jr. Water Resources Engineer. Completed an on-site assessment of 10+ miles of streams and 35 site locations for possible restoration, retrofit, or new BMPs within the watershed, and prioritization based on total benefit and feasibility.

**Broadneck Park;** Annapolis, MD  
Project Engineer. Completed the retrofit of an existing dry stormwater pond into an extended shallow detention pond for water quality credit. Performed permitting, H&H and design computations, E&SC plans and details.

**Craddock Estates Home Owners Association;** Garrison, MD  
Project Engineer. Prepared H&H computations to obtain County approval for a CIP pipe line repair through the Redline Revision Process for an embankment pond.

**Mason-Dixon Sand and Gravel Mines;** Cecil County, MD  
Project Engineer. Developed mining plans and modifications adherent to MD Dept of the Environment Mining, current E&SC standards and Soil Conservation District guidelines. Performed H&H and design computations, E&SC plans and details.

**Asbury Broadneck United Methodist Church;** Annapolis, MD  
Project Engineer. Restored an ephemeral stream to prevent a historical cemetery from flooding and to obtain water quality credit. Performed H&H and design computations, E&SC plans and details.

### EDUCATION

**Bachelor of Science,  
Biological Engineering  
- Natural Resources  
Engineering,**  
Pennsylvania State  
University, 2015.

### LICENSES/ CERTIFICATIONS

**Engineer-in-Training**  
**Confined Space  
Certification**  
**First Aid/CPR/AED  
Certification**

# JOHN BEICHLER, PLS

## Surveyor

Mr. Beichler has more than 15 years of experience in land surveying, specifically boundary, topography, record plats, legal descriptions, ALTA-ACSM surveys, construction layout, as-builts, elevation certificates, and location drawings. He has researched, performed, processed, reviewed and overseen many land surveys throughout Maryland. As a professional land surveyor at SMC, John applies his exceptional knowledge to challenging survey and stormwater assignments that includes direct client contact and support, estimating, stormwater inspections, proposal generation, and coordination of the work execution.

### PROJECT EXPERIENCE

**Howard County Stormwater & Watershed Management On-Call;** Clarksville, MD

Surveyor. Topography, construction stakeout and as-builts of 3 stormwater facilities. Performed computations for survey layout of sediment controls and field layout.

**Dead Run Tributary;** Baltimore County, MD

Surveyor. Drafting for stream restoration.

**Marley Creek Ruth Eason School - Gannett Fleming;** Anne Arundel County, MD

Surveyor. Topographic and boundary survey of existing stream channel. Lead in collecting field data, processing information, and communicating with the client.

**Ft. Meade - Corvias;** Ft. Meade, MD

Surveyor. Topographic survey of existing stormwater management pond. Lead in collecting field data, processing information, and communicating with the client.

**Maryland Food Center - Maryland Food Center Authority;** Jessup, MD

Surveyor. Topographic stormwater management pond survey and analysis. Lead in collecting field data, processing information, and calculating volumes to compare with original design plans.

**York Building Products Sand and Gravel Mine;** Cecil County, MD

Surveyor. Construction stakeout for sediment and erosion control. Performed computations for survey layout of sediment controls and field layout.

### EDUCATION

**Associates Degree,  
Technical Professional,  
2009**

### CERTIFICATIONS/ LICENSES

**Professional Land  
Surveyor, Maryland  
(#21707)**

## GREGORY HARLESS

### Construction Management

For the past eight years at SMC, Mr. Harless has performed inspections of all types of stormwater facilities including assessment and documentation of observed conditions and making maintenance or repair recommendations. He has routinely performed confined space entries and assessments of a wide variety of underground stormwater structures and operated robotic camera equipment for pipeline inspections. He has personally inspected and prepared reports for hundreds of stormwater management facilities throughout the Mid-Atlantic. Mr. Harless is currently the project coordinator for the Prince George's County Clean Water Partnership. In this role, he is responsible for responding to client inquiries, coordinating schedules and contracts for subcontractors, and ensuring all work is performed on schedule. Mr. Harless also leads our closed circuit television (CCTV) inspection work - performing the inspections and preparing the documentation and reports.

#### PROJECT EXPERIENCE

**Howard County Stormwater & Watershed Management On-Call;** Clarksville, MD  
Project Coordinator/Lead Inspector. Triennial inspection and assessment of stormwater facilities throughout the County. Stormwater inspection services included visual inspection of above/below ground BMPs, photo documentation, field report preparation and corresponding Inspection Repair and Maintenance Work Order preparation.

**Prince George's County Public Private Partnership (P3);** Prince George's County, MD  
Project Manager O&M lead, Construction General Contractor, and Design Advisory Committee Member of a groundbreaking 30-year program that will be restoring over 2500 acres of impervious area over the next three years. This effort will likely change the way urban watersheds are restored in many areas of the US by streamlining the design, permitting, and construction processes and significantly reducing the costs of impervious area treatment with LID practices.

**Montgomery County MS4-Rock Creek Watershed Assessment;** Rockville, MD  
Project Coordinator/Sr. Inspector. Technical inspection of 12,000 County stormwater facilities triennially and engineering services in support of the Inspection Program component of the Stormwater Facility Maintenance Program. Work included development of an inspection training program, Quality Assurance/Quality Control Plan, and inspection checklists. Visual inspections of all above and below ground BMPs, photo documentation, preparation of Field Reports, preparation of a corresponding Inspection Repair and Maintenance Work Order, as applicable. Reports are generated and submitted through the Infor database system. The contract includes the inspection of six high hazard dams with monthly monitoring of observation wells at two locations. Additionally, Closed Circuit Television (CCTV) inspections are performed on pipes 36" and smaller where visual inspections are not possible.

#### EDUCATION

**Bachelor of Science,  
Earth Science  
and Geography,**  
Frostburg State  
University, 2010.

#### CERTIFICATIONS/ LICENSES

**Pipeline Assessment  
Certification**



RFP# DPW19-011

### **PROPOSAL DOCUMENTS**

In order to qualify for this Project, Contractors must submit all information requested in the following pages.

### **CONTRACTOR INFORMATION**

Proposals must adhere to the format of these Proposal forms and content of this RFP. Proposals will not be evaluated unless all parts of the Proposal form are submitted in a complete package. The information set forth is the minimum required in order to qualify for consideration.

|                  |                                          |
|------------------|------------------------------------------|
| Firm Name        | <u>Stormwater Maintenance, LLC</u>       |
| Address          | <u>10944 Beaver Dam Road, Suite C</u>    |
| City, State, Zip | <u>Hunt Valley, MD 21030</u>             |
| Contact Person   | <u>Jennifer Rauhofer, PE / President</u> |
| Phone Number     | <u>(410) 785-0875</u>                    |
| Email Address    | <u>JR@mdswm.com</u>                      |

RFP# DPW19-011

**HOURLY RATE SHEET**

In compliance with your Invitation to Proposal, we propose the following fully loaded hourly rates for the positions shown. (Please show all potential positions available for this proposal. A separate rate sheet can be substituted for this page.)

| Position / Description           |                           | Hourly Rate |
|----------------------------------|---------------------------|-------------|
| <b>Principal</b>                 | Jennifer Rauhofer, PE     | \$250.00    |
| <b>Sr Environmental Engineer</b> | Theodore Scott, PE        | \$200.00    |
| <b>Environmental Engineer</b>    | Eugene Fleagle, PE        | \$175.00    |
| <b>Landscape Architect</b>       | Sharon Bradley, RLA, ASLA | \$125.00    |
| <b>Designer</b>                  | Tyler Gardner             | \$125.00    |
| Survey Crew (field)              | John Beichler             | \$175.00    |
| Survey Computations (office)     | John Beichler             | \$125.00    |
| Construction Management          | Greg Harless              | \$150.00    |
| Confined Space Inspection Team   | Varies                    | \$225.00    |
| CCTV Inspection Team             | Varies                    | \$300.00    |
| Inspector                        | Varies                    | \$85.00     |
|                                  |                           |             |



10944 Beaver Dam Road, Suite C, Hunt Valley, Maryland 21030  
9311 Old Marlboro Pike, Unit C, Upper Marlboro, Maryland 20772  
P 410.785.0875 | F 443.269.0216 | mdsww.com | info@mdsww.com

The City of Hyattsville  
RFP #DPW19-011

On Call Environmental and Stormwater Engineering and Design  
**Sample Proposal for Engineering Services**

Task Order: 001  
Task Order Name: 37th Street Drainage Issue  
Location: 6015 37th Street, Hyattsville, MD

Stormwater Maintenance, LLC (dba SMC) is pleased to submit this task order proposal for engineering services on the above referenced site.

It is our understanding the subject site is experiencing flooding in the basement adjacent to the driveway near where the City replaced the sidewalk and driveway apron intended to direct the sheet flow into the street.

This proposal is based on our communication with the City, a cursory field visit, and our understanding of the work at this time.

In our considerable experience with these types of situations, it is possible that an obvious solution may be quickly identified at the time of the field inspection. Should that occur, the work described after Item 4 below will not be needed or performed. The City would only be invoiced for the time actually devoted to the work.

**SCOPE OF SERVICES AND WORK PLAN**

Based on the above and subject to agreement with the City, SMC proposes to perform the following work one time:

1. Perform a desktop review as follows:
  - a. Review any historic documentation provided by the City.
  - b. Supplement documentation with publicly available GIS or drawing information including topography, soils, storm drain, and utility locations as available.
  - c. Research topography, soils, and local geology to determine if high groundwater may be a contributing factor. This work will include researching historic topographic and aerial photography records to determine if pre-development conditions (such as streams in the area) may have contributed
  - d. Contact the City and WSSC (if needed) to attempt to determine if leakage from potable water supply or house connections have been an issue in the area.
2. Dispatch a Senior Engineer and Inspector to the site to meet with the City and resident to gain an understanding of the issues.
3. Inspect the site as follows as applicable:
  - a. Visually inspect the surface features in the area where runoff may flow against the wall.
  - b. Visually review existing drainage paths and contributing surface drainage to the wall with issues.
  - c. Visually inspect the basement wall for evidence of seepage and wall stability. Inspect sump pump and drainage tile if accessible.

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- d. If warranted, perform a cursory surface infiltration test with an infiltrometer to gain a general idea of soil permeability.
- e. If grades appear to be flat, perform a non-datum cursory survey with a lock level to determine direction of flow and slope of the ground surface.
- f. Based on the above inspection and while at the site, brainstorm possible remedies to alleviate the issue at the site. If possible and appropriate, discuss privately with the City representative while at the site.

If the cause and solution appear obvious, it will be discussed at the field. Should this occur and at the direction of the City, the below work will not be performed nor invoiced. Total invoicing would be approximately \$1,800.00 if no further work is required after the field meeting.

- 4. Develop up to three solution concepts as follows:
  - a. Based on the inspection and discussions with the City representative, develop up to three alternative concepts for resolving the situation.
  - b. Prepare a draft schematic plan for each concept, as applicable.
  - c. Perform a conceptual cost estimate to implement each alternative.
- 5. Prepare a brief report with photographic documentation and recommendations including pros and cons of each option. The report would include next steps, such as final design or permitting, if needed, and will be delivered via email.
- 6. Meet one time with the City to discuss results.
- 7. Telephone and email communication as needed.

The work proposed herein is limited to what is specifically described above and does not include any design efforts, legal research, or opinion. Additional costs may be required to perform any work not specifically described above.

#### **FEES & PAYMENTS**

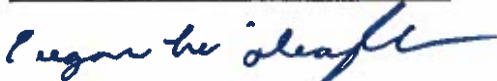
SMC proposes to perform the above services on a time and materials, not-to-exceed basis in accordance with the attached Hourly Rate Sheet. The City will only be invoiced for the time devoted to the project and total invoicing will not exceed to total shown on the Hourly Rate Sheet

If you find the above acceptable, please issue a Task Order in accordance with our On Call Contract.

Thank you for the opportunity to submit our proposal. We are looking forward to working with you on this task order. Contact the top signer below if further information is needed.

Very Truly Yours,

**STORMWATER MAINTENANCE, LLC**



Eugene Lee Fleagle, PE  
Associate



Jennifer Rauhofer, PE  
President

We protect and restore watersheds.  
[www.MdSWM.com](http://www.MdSWM.com)

RFP# DPW19-011

**SAMPLE SCOPE OF WORK PROPOSAL RATE SHEET**

In compliance with your Invitation to Proposal, we propose to furnish all materials, labor, equipment and services, necessary to complete the work as outlined in the Scope, per the pricing stated below:

| Item | Approx. Quantity | Unit | Position                      | Hourly Rate           | Proposal Amount   |
|------|------------------|------|-------------------------------|-----------------------|-------------------|
| 1    | 0.5              | Hour | Principal                     | \$250.00              | \$125.00          |
| 2    | 2.0              | Hour | Senior Environmental Engineer | \$200.00              | \$400.00          |
| 3    | 17.0             | Hour | Environmental Engineer        | \$175.00              | \$2,975.00        |
| 4    | 0.0              | Hour | Landscape Architect           | \$125.00              | \$0.00            |
| 5    | 4.0              | Hour | Designer                      | \$125.00              | \$500.00          |
| 6    | 4.0              | Hour | Senior Inspector              | \$85.00               | \$340.00          |
|      |                  |      |                               |                       |                   |
|      |                  |      |                               |                       |                   |
|      |                  |      |                               |                       |                   |
|      |                  |      |                               | <b>Total Proposal</b> | <b>\$4,340.00</b> |

The quantities on this Proposal form are an estimate. Proposals will be for an hourly rate, Contractor will be paid for only work that is inspected and accepted by the City.

RFP# DPW19-011

**PROPOSAL FORM PRICE AUTHORIZATION**

By signing this Proposal form, such action certifies that the Contractor has personal knowledge of the following:

That said Contractor has examined the RFP and specifications, carefully prepared the Proposal form, and has checked the same in detail before submitting said Proposal; and that said Contractor, or the agents, officers, or employees thereof, have not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive Proposing in connection with this Proposal.

That all said work will be performed at the Contractor's own proper cost and expense. The Contractor will furnish all necessary materials, labor, tools, machinery, apparatus and other means of construction in the manner provided in the applicable specifications, and at the time stated in the contract.

The undersigned, being a reputable Contractor and having submitted the necessary pre-qualification forms, hereby submits in good faith and in full accordance with all specifications, attached or integral, his/her Proposal:

Name of Contractor Stormwater Maintenance, LLC

Authorized Signature



Name and Title of Signatory Jennifer Rauhofer, PE / President

Date September 5, 2019

Type of Organization (circle One):    Corporation          Partnership          Proprietorship

SEAL:  
(If corporation)





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/28/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

| <b>PRODUCER</b><br>HMS Insurance Associates, Inc.<br>20 Wight Ave Suite 300<br>Hunt Valley MD 21030     | <b>CONTACT NAME:</b> Kimberley Novak<br><b>PHONE (A/C, No, Ext):</b> 443-632-3363 <b>FAX (A/C, No):</b> 443-632-3494<br><b>E-MAIL ADDRESS:</b> knovak@hmsia.com                                                                                                                                                                                                                                                                                                                                                                                                                                               |         |        |                                             |       |                                            |       |                                       |       |             |  |             |  |             |  |
|---------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|--------|---------------------------------------------|-------|--------------------------------------------|-------|---------------------------------------|-------|-------------|--|-------------|--|-------------|--|
| <b>INSURED</b><br>Stormwater Maintenance, LLC<br>10944 Beaver Dam Road, Suite C<br>Hunt Valley MD 21030 | <b>INSURER(S) AFFORDING COVERAGE</b><br><table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;">INSURER</th> <th style="width: 20%;">NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : Selective Way Insurance Company</td> <td>26301</td> </tr> <tr> <td>INSURER B : Chesapeake Employers Insurance</td> <td>11039</td> </tr> <tr> <td>INSURER C : Zurich American Insurance</td> <td>16535</td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table> | INSURER | NAIC # | INSURER A : Selective Way Insurance Company | 26301 | INSURER B : Chesapeake Employers Insurance | 11039 | INSURER C : Zurich American Insurance | 16535 | INSURER D : |  | INSURER E : |  | INSURER F : |  |
| INSURER                                                                                                 | NAIC #                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |         |        |                                             |       |                                            |       |                                       |       |             |  |             |  |             |  |
| INSURER A : Selective Way Insurance Company                                                             | 26301                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |         |        |                                             |       |                                            |       |                                       |       |             |  |             |  |             |  |
| INSURER B : Chesapeake Employers Insurance                                                              | 11039                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |         |        |                                             |       |                                            |       |                                       |       |             |  |             |  |             |  |
| INSURER C : Zurich American Insurance                                                                   | 16535                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |         |        |                                             |       |                                            |       |                                       |       |             |  |             |  |             |  |
| INSURER D :                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |         |        |                                             |       |                                            |       |                                       |       |             |  |             |  |             |  |
| INSURER E :                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |         |        |                                             |       |                                            |       |                                       |       |             |  |             |  |             |  |
| INSURER F :                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |         |        |                                             |       |                                            |       |                                       |       |             |  |             |  |             |  |

## COVERAGES

CERTIFICATE NUMBER: 362176223

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR                                        | TYPE OF INSURANCE                                                                                                                                                                                                                                                                                                                                      | ADDITIONAL INSURED              | SUBROGATION | POLICY NUMBER          | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                 |                                |                                           |                    |                              |              |                                |              |                   |                             |                        |              |  |    |
|-------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|-------------|------------------------|-------------------------|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|--------------------------------|-------------------------------------------|--------------------|------------------------------|--------------|--------------------------------|--------------|-------------------|-----------------------------|------------------------|--------------|--|----|
| A                                               | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC<br><input type="checkbox"/> OTHER: |                                 |             | S 1569737              | 6/1/2019                | 6/1/2020                | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>EACH OCCURRENCE</td><td>\$ 1,000,000</td></tr> <tr><td>DAMAGE TO RENTED PREMISES (Ea occurrence)</td><td>\$ 500,000</td></tr> <tr><td>MED EXP (Any one person)</td><td>\$ 15,000</td></tr> <tr><td>PERSONAL &amp; ADV INJURY</td><td>\$ 1,000,000</td></tr> <tr><td>GENERAL AGGREGATE</td><td>\$ 3,000,000</td></tr> <tr><td>PRODUCTS - COMP/OP AGG</td><td>\$ 3,000,000</td></tr> <tr><td></td><td>\$</td></tr> </table> | EACH OCCURRENCE                                 | \$ 1,000,000                   | DAMAGE TO RENTED PREMISES (Ea occurrence) | \$ 500,000         | MED EXP (Any one person)     | \$ 15,000    | PERSONAL & ADV INJURY          | \$ 1,000,000 | GENERAL AGGREGATE | \$ 3,000,000                | PRODUCTS - COMP/OP AGG | \$ 3,000,000 |  | \$ |
| EACH OCCURRENCE                                 | \$ 1,000,000                                                                                                                                                                                                                                                                                                                                           |                                 |             |                        |                         |                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                 |                                |                                           |                    |                              |              |                                |              |                   |                             |                        |              |  |    |
| DAMAGE TO RENTED PREMISES (Ea occurrence)       | \$ 500,000                                                                                                                                                                                                                                                                                                                                             |                                 |             |                        |                         |                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                 |                                |                                           |                    |                              |              |                                |              |                   |                             |                        |              |  |    |
| MED EXP (Any one person)                        | \$ 15,000                                                                                                                                                                                                                                                                                                                                              |                                 |             |                        |                         |                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                 |                                |                                           |                    |                              |              |                                |              |                   |                             |                        |              |  |    |
| PERSONAL & ADV INJURY                           | \$ 1,000,000                                                                                                                                                                                                                                                                                                                                           |                                 |             |                        |                         |                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                 |                                |                                           |                    |                              |              |                                |              |                   |                             |                        |              |  |    |
| GENERAL AGGREGATE                               | \$ 3,000,000                                                                                                                                                                                                                                                                                                                                           |                                 |             |                        |                         |                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                 |                                |                                           |                    |                              |              |                                |              |                   |                             |                        |              |  |    |
| PRODUCTS - COMP/OP AGG                          | \$ 3,000,000                                                                                                                                                                                                                                                                                                                                           |                                 |             |                        |                         |                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                 |                                |                                           |                    |                              |              |                                |              |                   |                             |                        |              |  |    |
|                                                 | \$                                                                                                                                                                                                                                                                                                                                                     |                                 |             |                        |                         |                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                 |                                |                                           |                    |                              |              |                                |              |                   |                             |                        |              |  |    |
| A                                               | AUTOMOBILE LIABILITY<br><input checked="" type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS<br><input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY                                                                            |                                 |             | S 1569737              | 6/1/2019                | 6/1/2020                | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>COMBINED SINGLE LIMIT (Ea accident)</td><td>\$ 1,000,000</td></tr> <tr><td>BODILY INJURY (Per person)</td><td>\$</td></tr> <tr><td>BODILY INJURY (Per accident)</td><td>\$</td></tr> <tr><td>PROPERTY DAMAGE (Per accident)</td><td>\$</td></tr> <tr><td></td><td>\$</td></tr> </table>                                                                                                                                   | COMBINED SINGLE LIMIT (Ea accident)             | \$ 1,000,000                   | BODILY INJURY (Per person)                | \$                 | BODILY INJURY (Per accident) | \$           | PROPERTY DAMAGE (Per accident) | \$           |                   | \$                          |                        |              |  |    |
| COMBINED SINGLE LIMIT (Ea accident)             | \$ 1,000,000                                                                                                                                                                                                                                                                                                                                           |                                 |             |                        |                         |                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                 |                                |                                           |                    |                              |              |                                |              |                   |                             |                        |              |  |    |
| BODILY INJURY (Per person)                      | \$                                                                                                                                                                                                                                                                                                                                                     |                                 |             |                        |                         |                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                 |                                |                                           |                    |                              |              |                                |              |                   |                             |                        |              |  |    |
| BODILY INJURY (Per accident)                    | \$                                                                                                                                                                                                                                                                                                                                                     |                                 |             |                        |                         |                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                 |                                |                                           |                    |                              |              |                                |              |                   |                             |                        |              |  |    |
| PROPERTY DAMAGE (Per accident)                  | \$                                                                                                                                                                                                                                                                                                                                                     |                                 |             |                        |                         |                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                 |                                |                                           |                    |                              |              |                                |              |                   |                             |                        |              |  |    |
|                                                 | \$                                                                                                                                                                                                                                                                                                                                                     |                                 |             |                        |                         |                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                 |                                |                                           |                    |                              |              |                                |              |                   |                             |                        |              |  |    |
| A                                               | <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR<br><input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE<br><input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$                                                                                                         |                                 |             | S 1569737              | 6/1/2019                | 6/1/2020                | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>EACH OCCURRENCE</td><td>\$ 5,000,000</td></tr> <tr><td>AGGREGATE</td><td>\$ 5,000,000</td></tr> <tr><td></td><td>\$</td></tr> </table>                                                                                                                                                                                                                                                                                    | EACH OCCURRENCE                                 | \$ 5,000,000                   | AGGREGATE                                 | \$ 5,000,000       |                              | \$           |                                |              |                   |                             |                        |              |  |    |
| EACH OCCURRENCE                                 | \$ 5,000,000                                                                                                                                                                                                                                                                                                                                           |                                 |             |                        |                         |                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                 |                                |                                           |                    |                              |              |                                |              |                   |                             |                        |              |  |    |
| AGGREGATE                                       | \$ 5,000,000                                                                                                                                                                                                                                                                                                                                           |                                 |             |                        |                         |                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                 |                                |                                           |                    |                              |              |                                |              |                   |                             |                        |              |  |    |
|                                                 | \$                                                                                                                                                                                                                                                                                                                                                     |                                 |             |                        |                         |                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                 |                                |                                           |                    |                              |              |                                |              |                   |                             |                        |              |  |    |
| B<br>C                                          | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY<br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below                                                                                                                                                                 | Y/N<br><input type="checkbox"/> | N/A         | 4306430<br>WC673287207 | 6/1/2019<br>6/1/2019    | 6/1/2020<br>6/1/2020    | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td><input checked="" type="checkbox"/> PER STATUTE</td> <td><input type="checkbox"/> OTHER</td> <td></td> </tr> <tr><td>E.L. EACH ACCIDENT</td><td></td><td>\$ 1,000,000</td></tr> <tr><td>E.L. DISEASE - EA EMPLOYEE</td><td></td><td>\$ 1,000,000</td></tr> <tr><td>E.L. DISEASE - POLICY LIMIT</td><td></td><td>\$ 1,000,000</td></tr> </table>                                                                          | <input checked="" type="checkbox"/> PER STATUTE | <input type="checkbox"/> OTHER |                                           | E.L. EACH ACCIDENT |                              | \$ 1,000,000 | E.L. DISEASE - EA EMPLOYEE     |              | \$ 1,000,000      | E.L. DISEASE - POLICY LIMIT |                        | \$ 1,000,000 |  |    |
| <input checked="" type="checkbox"/> PER STATUTE | <input type="checkbox"/> OTHER                                                                                                                                                                                                                                                                                                                         |                                 |             |                        |                         |                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                 |                                |                                           |                    |                              |              |                                |              |                   |                             |                        |              |  |    |
| E.L. EACH ACCIDENT                              |                                                                                                                                                                                                                                                                                                                                                        | \$ 1,000,000                    |             |                        |                         |                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                 |                                |                                           |                    |                              |              |                                |              |                   |                             |                        |              |  |    |
| E.L. DISEASE - EA EMPLOYEE                      |                                                                                                                                                                                                                                                                                                                                                        | \$ 1,000,000                    |             |                        |                         |                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                 |                                |                                           |                    |                              |              |                                |              |                   |                             |                        |              |  |    |
| E.L. DISEASE - POLICY LIMIT                     |                                                                                                                                                                                                                                                                                                                                                        | \$ 1,000,000                    |             |                        |                         |                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                 |                                |                                           |                    |                              |              |                                |              |                   |                             |                        |              |  |    |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Workers Compensation: 4306430 - MD; WC673287205 - DE,DC,VA,PA

Insurance verification

## CERTIFICATE HOLDER

## CANCELLATION

City of Hyattsville  
4310 Gallatin Street  
Hyattsville MD 20781

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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RFP# DPW19-011

**COMPANY BACKGROUND**

Company Name Stormwater Maintenance, LLC  
 Main Office Location 10944 Beaver Dam Road, Suite C  
Hunt Valley, MD 21030  
 Year Founded 2004  
 Project Manager Name Theodore Scott, PE  
 Project Manager Phone (410) 785-0875  
 Project Manager Email TS@mdswm.com  
 Years of Experience 30

Has the company ever  
 operated under another name?  
 If yes, what name?

NO

Do you have the equipment  
 and staff available to start  
 within 10 days of notice to  
 proceed?

YES

If no to the previous question,  
 how long would it take to  
 have the equipment and staff  
 available?

Has the company ever done  
 work with the City of  
 Hyattsville? If yes, when and  
 what type of work.

NO

RFP# DPW19-011

**REFERENCES**

Complete and submit the following for three (3) projects of similar nature as the project specified. Make copies and/or attach additional pages as needed.

|                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name of Project     | <u>Baltimore City On-Call Stormwater Study and Engineering Design</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Owner of Project    | <u>City of Baltimore, MD</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Address of Project  | <u>Varies</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Contact Person      | <u>Nathaniel Krause, PE - Chief, Engineer II</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Phone Number        | <u>(410) 396-0732</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Email address       | <u>Nathaniel.Krause@baltimorecity.gov</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Description of work | <u>SMC provided wetland and waters of the US delineations and technical review for wetland delineation, forest stand delineation, environmental permitting, geomorphologic site assessment, sediment transport analysis, stream / wetland restoration designs, and outfall stabilization designs. Additional technical services provided included AutoCAD/Civil 3D suport and formal review of design plans, bonding estimates, and all as-builts for construction of stormwater facilities for compliance to City stormwater and erosion and sediment control standards in the Plans Review and Inspection Section.</u> |
| Comments            | <div style="border: 1px solid black; height: 150px; width: 100%;"></div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

RFP# DPW19-011

**REFERENCES**

Complete and submit the following for three (3) projects of similar nature as the project specified. Make copies and/or attach additional pages as needed.

|                     |                                                                                                                                                                                                                                                                                                                                                                                                               |
|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name of Project     | Howard County Stormwater and Watershed Management On-Call                                                                                                                                                                                                                                                                                                                                                     |
| Owner of Project    | Howard County, MD                                                                                                                                                                                                                                                                                                                                                                                             |
| Address of Project  | Southern Middle Patuxent Watershed                                                                                                                                                                                                                                                                                                                                                                            |
| Contact Person      | Jennifer Missett - Biohabitats                                                                                                                                                                                                                                                                                                                                                                                |
| Phone Number        | (410) 554-0156                                                                                                                                                                                                                                                                                                                                                                                                |
| Email address       | JMissett@biohabitats.com                                                                                                                                                                                                                                                                                                                                                                                      |
| Description of work | SMC was a subcontractor to Biohabitats, Inc. SMC provided watershed assessment and conceptual designs for stormwater retrofits to help the County meet their MS4 permit requirement. Tasks included field assessment for viability and feasibility of sites that included BMP conversions, new BMP installation, and outfall stabilization. Conceptual designs were developed for the highest priority sites. |
| Comments            |                                                                                                                                                                                                                                                                                                                                                                                                               |

RFP# DPW19-011

## REFERENCES

Complete and submit the following for three (3) projects of similar nature as the project specified. Make copies and/or attach additional pages as needed.

|                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name of Project     | <u>State Highway Administration Open-End TMDL</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Owner of Project    | <u>State Highway Administration</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Address of Project  | <u>Cecil, Washington, and Frederick Counties, MD</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Contact Person      | <u>Kelly Lennon - WSP USA Inc.</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Phone Number        | <u>(410) 727-5050</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Email address       | <u>Kelly.Lennon@wsp.com</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Description of work | <p>SMC was a subcontractor to WSP USA Inc. on this on-call contract. SMC provided Illicite Discharge Detection and Elimination services in Cecil County, Maryland. SHA is required to inspect/screen for illicit discharge from storm drain outfalls as part of their MDE NPDES MD4 annual reports. Work included performing pre-inspection mission planning tasks for field work, performing IDDE inspection, and entering field results into SHA's NPDES database. Day to day inspection field work included planning travel days, tracking weather for dry time, coordinating a Letter of Intent with SHA, and printing field forms. Field verification included IDDE screening/sampling as outlined in SHA's NPDES pRogram Standard Procedures Manual. If flow was observed, the field team used chemical sampling kits to identify the concentrations of Chlorine, Copper, Detergents, and Phenols. Post field processing included entering the field results into a geodatabase and uploading photos. A Professional Engineer provided quality control on all data prior to submittal.</p> |
| Comments            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

**ADDENDUM NO. 1**  
**TO THE REQUEST FOR PROPOSALS (RFP)**  
**FOR ON-CALL ENVIRONMENTAL AND STORMWATER ENGINEERING AND**  
**DESIGN**  
**FOR THE CITY OF HYATTSVILLE, MARYLAND**  
**RFP #DPW19-011**

Friday, August 23, 2019

The City of Hyattsville, Maryland, hereafter the "City", is issuing this Addendum #1 on August 23, 2019 to amend and clarify information and specifications included in RFP #DPW19-011, On-Call Environmental and Stormwater Engineering and Design. **Addendum #1 includes the sign in sheets and questions received between the pre-proposal meeting and the issuing of this addendum.** There are no other changes to the RFP. There is no change to the submission date or time. This addendum is incorporated into RFP #DPW19-011 and any associated contract documents as if fully set out in the original RFP. **Proposer must acknowledge the receipt of Addendum #1 by signing this addendum where indicated and including this addendum as part of your bid package.**

**Questions and Answers**

Q1. What is the expected life span of the contract?

A1. The contract will be for 1 year with two 1 year extensions.

Q2. Would the 2 selected firms need to bid against one another once a project task is announced?

A2. That is not the intention of the solicitation. The intention is that tasks will be assigned based on time and availability of staff, with consideration given to costs, experience, and funds available under the NTE contract issued.

Q3. What was the City's policy on permitting services that was mentioned during the meeting?

A3. The selected firm would be expected to advise the City when County, State or Federal permitting on a task assigned. If the selected firm has permitting services available the City would ask that permitting be included in the project estimate.

END OF ADDENDUM #1



Hal W. Metzler, Jr. EI  
City of Hyattsville, Project Manager

I acknowledge receipt of addendum #1 for this RFP and have enclosed it as part of the bid package.

Company

Stormwater Maintenance, LLC

Signature



Date

9/5/19

**RFP DPW19-011 Sign in - August 22, 2019**

[illegible]



# RFP DPW19-011 Sign in - August 22, 2019

| Name                    | Company                  | PHONE        | EMAIL                            |
|-------------------------|--------------------------|--------------|----------------------------------|
| Mary Searing            | Bradis+Assoc. Inc        | 410 884 3607 | msearing@bradis.com              |
| Anthony Patrick Pennoni | Pennoni Assoc. Inc       | 443-449-2538 | apattick@pennoni.com             |
| Chris Lay               | CPT                      | 301-434-7000 | clay@CPTA.COM                    |
| JAMES FETCHU            | CPT                      | 301-434-7000 | JFETCHU@CPTA.COM                 |
| Laura Siemers-Kennedy   | Barton & Loguidice       | 443-949-0106 | lskennedy@bartonandloguidice.com |
| Ken Dunn                | Courtesy                 | 301-434-7555 | Kdunn@soltsaco.com               |
| David Miller            | LICC                     | 240-947-8465 | dmiller@LICCenter.org            |
| Emma Hale               | Sabra & Associates, Inc. | 443-741-3677 | ehale@sabra-associates.com       |
| Choi DeLampis           | Sabra & Associates       | 443-741-3747 | cdelampis@sabra-associates.com   |
| Travis Cooke            | RES                      | 336-255-8452 | tcooke@res.us                    |
|                         |                          |              |                                  |
|                         |                          |              |                                  |
|                         |                          |              |                                  |
|                         |                          |              |                                  |

**ADDENDUM NO. 2**  
**TO THE REQUEST FOR PROPOSALS (RFP)**  
**FOR ON-CALL ENVIRONMENTAL AND STORMWATER ENGINEERING AND**  
**DESIGN**  
**FOR THE CITY OF HYATTSVILLE, MARYLAND**  
**RFP #DPW19-011**

Friday, August 30, 2019

The City of Hyattsville, Maryland, hereafter the "City", is issuing this Addendum #2 on August 30, 2019 to amend and clarify information and specifications included in RFP #DPW19-011, On-Call Environmental and Stormwater Engineering and Design. **Addendum #2 includes questions received by the deadline and answers.** There are no other changes to the RFP. There is no change to the submission date or time. This addendum is incorporated into RFP #DPW19-011 and any associated contract documents as if fully set out in the original RFP. **Proposer must acknowledge the receipt of Addendum #2 by signing this addendum where indicated and including this addendum as part of your bid package.**

*Questions and Answers*

Q1. On page 15 of the RFP, "References," it states "Make copies and/or attach additional pages as needed." Is it acceptable to attach project description sheets with the requested information in place of the forms or must the information be typed into the forms?

A1. If all the required information is provided, you may use project description sheets.

Q2. Are resumes required?

A2. No

Q3. Will survey and utility location work be provided by the City for the tasks?

A3. If these are services your firm provides as part of your proposal they may be assigned as part of the task. If these are services not included in your proposal the City will contract for these services separately.

Q4. Does this contract have incumbents?

A4. No

Q5. Is there a total contract value?

A5. The total contract value has not yet been determined but is anticipated to be \$60,000 or less for the first year for all firm(s) selected.

Q6. What is the duration of the on-call contract?

A6. One year, with 2 one-year options.

Q7. Can you confirm that the selected contractors will not be performing construction or construction management duties?

A7. If this is a service your firm provides you are welcome to include it as part of your proposal. If your firm does not provide this service, it will not be a part of your contract if selected.

Q8. Should proposals include copies of professional licenses and registrations?

A8. It is not required.

Q9. Is there a page limit for the proposal?

A9. No there is not a page limit. The quality and quantity of the material and pages in the proposal can be taken into consideration by the selection committee.

Q10. Are we limited to showing three projects with references?

A10. Please see Q9.

Q11. Following up to the questions I sent last week, our team has one additional inquiry pertaining to both Request for Proposals. For both the On-Call Environmental and Stormwater Engineering and Design and the On-Call Transportation Engineering and Design RFPs, listed on page 4 of the RFP it states that the company's history of working with the City of Hyattsville will be a factor in the

evaluation of the proposal. If a company has not worked with the City of Hyattsville in the past, will it be considered a disadvantage to the company?

A11. No, a lack of previous history with the City will not be a disadvantage for any proposer. The City will retain the right to reject any and all proposals.

Q12. Is this RFP in response to a past On-Call contract that has or is expiring? If so, who are the incumbents?

A12. No

Q13. Examples of projects in the Scope of Proposal section include *evaluating proposals from others and providing expert analysis to City Staff*. Can the City please provide more information in terms of what is expected from Contractor for these types of assignments?

A13. From time to time the City will receive plans and proposals for projects developed by County or State agencies/departments, or Private Developers. Depending on the nature of the plans, the contractor may be asked to review them to determine if they will have an impact on City plans/projects or we may need an opinion from a certain specialty which we do not have available amongst in house staff. For example, reviewing a developer's traffic plans to determine whether the conclusions are consistent with local practice and standards, and whether they may have an impact on current or future City plans.

Q14. Can the City please provide an indication of the approximate range of dollar value for projects anticipated to be assigned under this On Call contract How many projects could be expected during the initial year of the contract?

A14. Typical tasks are anticipated to be valued between \$5000 and \$15,000 per task. A final Not to Exceed value has not yet been determined. Depending on the cost per task, it is anticipated there will be between 4 and 12 tasks issued to the selected firm(s) in the first year.

Q15. If at this time the Contractor proposes no changes to the language in the Agreement in Appendix (A) of the RFP, is the Contractor required to submit a copy of the (unsigned) agreement with their proposal or is it included within the RFP for a reference only?

A15. No

Q16. Can the City please confirm whether the format included on Page 15 of the RFP is required for providing the three (3) project references or, if the information (i.e. Name of Project, Owner of Project, etc.) included above the "Description of Work" follows the format shown on Page 15, can the Proposer deviate from the format for the 'Description of Work' and 'Comments'?

A16. If the requested information is provided, a proposer can use a different format.

Q17. The RFP includes in Appendix A, a Sample Contract Form. Will the City allow for changes and negotiations to the Sample Contract Form if selected for contract award?

A17. The City will generally consider minor changes as allowed by the City Attorney. Please provide a mark up and explanation of proposed changes, with your proposal for initial legal review during the selection process.

Q18. For the sample scope of work, the text says the following: "A few years ago the City replaced the sidewalk and driveway apron in the area to direct the sheet flow into the street." I wanted a bit of clarification here; was that the corrective action taken to fix the problem, or was that an action that was taken that did not address and fix the homeowner's problem?

A18. That was work attempted to address the issue when brought up in the past. This work was done without the benefit of an evaluation, and seemed to take care of the problem at the time. Recently, the resident came back again to the City with the same complaint. This time the City decided to try to study where the water was actually coming from and going before determining if it was a City issue or a private property issue.

Q19. Are we allowed to add a second example scope of work to elaborate on our ability to help the city with stormwater problems?

A19. See question 9 above.

Q20. Are we supposed to fill out the sample contract in our big submission?

A20. No. Please see question 17 above for additional info.

Q21. Do we need to enclose our price sheet separately from the bid package?

A21. No

END OF ADDENDUM #2



Hal W. Metzler, Jr. EI

City of Hyattsville, Project Manager

I acknowledge receipt of addendum #2 for this RFP and have enclosed it as part of the bid package.

Company

Stormwater Maintenance, LLC

Signature



Date

9/10/2019



## Hyattsville City Council Agenda Item Report

Meeting Date: November 18, 2019  
Submitted by: Laura Reams  
Submitting Department: City Clerk  
Item Type: Community Notices  
Agenda Section:

### **SUBJECT**

Main City Calendar: November 19 - December 2, 2019

### **HCC-147-FY20**

### **Recommendation:**

### **Sponsor(s):**

At the Request of the City Administrator

### **Co-Sponsor(s):**

N/A

### **ATTACHMENTS**

[Main City Calendar\\_ Nov 19-Dec 2 2019.pdf](#)

### **Summary Background:**

N/A

### **Next Steps:**

N/A

### **Fiscal Impact:**

None

### **City Administrator Comments:**

N/A

### **Community Engagement:**

N/A

### **Strategic Goals:**

Goal 1 – Ensure Transparent and Accessible Governance

### **Legal Review Required?**

N/A

## Main City Calendar: November 19 – December 2, 2019

### Weekly Program Offerings

#### **Ageless Grace Senior Exercise Classes**

Wednesdays and Fridays, 10:00 AM – 11AM, City Municipal Building (1<sup>st</sup> Floor Multipurpose Room)

#### **Teen Center**

Center Hours: Monday-Thursday 3:30 PM - 7:00 PM, Fridays 3:30 PM - 10 PM (3911 Hamilton Street)

#### **Community Yoga**

Sundays, 5:00 PM - 6:00 PM, City Municipal Building (2<sup>nd</sup> Floor Prangley Room)

### City Calendar: Nov 19 – December 2, 2019

#### **Residential Parking Zone Proposal Hearing for 5700 Blocks of 37th and 38th Avenue**

November 19, 2019, 6:30 PM, City Municipal Building (3<sup>rd</sup> Floor Council Chambers)

If you are unable to attend the hearing, written testimony can be submitted to [parking@hyattsville.org](mailto:parking@hyattsville.org).

#### **Movin' with the Mayor: Yoga Edition**

November 20, 2019, 6:00 PM - 7:00 PM, City Municipal Building (1<sup>st</sup> Floor Multipurpose Room)

Mayor Hollingsworth invites you to six weeks of deep stretching and relaxation! Sessions will take place every Wednesday starting on November 6 (except Thanksgiving week) and finishing up on December 18, 6 – 7 p.m., at the City Municipal Building. All ages and exercise levels are welcome, but please bring your own mat and reusable water bottle. To RSVP, email [epreston@hyattsville.org](mailto:epreston@hyattsville.org) or call (301) 985-5006 by November 5.

#### **Code Compliance Advisory Committee Meeting**

November 20, 2019, 7:00 PM, City Municipal Building (1<sup>st</sup> Floor Multipurpose Room)

#### **Complete Count Census Committee Meeting**

November 20, 2019, 7:00 PM, City Municipal Building (2<sup>nd</sup> Floor Prangley Room)

#### **Seniors on the Go!**

November 21, 2019, 8:00 AM - 8:00 PM

The Miracle of Christmas Sight and Sound - Field Trip, Lancaster, PA. For further information please contact (301) 985-5058.

#### **Education Advisory Committee Meeting**

November 21, 2019, 6:30 PM, City Municipal Building (2<sup>nd</sup> Floor Prangley Room)

#### **Health, Wellness, and Recreation Advisory Committee (HWRAC) Meeting**

November 21, 2019, 7:00 PM, City Municipal Building (1<sup>st</sup> Floor Multipurpose Room)

#### **Claus Applause Award Nominations Open**

November 22, 2019, 12:00 PM

Starting at noon on Monday, November 22, you can nominate your home, a neighbor's home, or that great house a few blocks over for the 2019 Claus Applause Awards. Visit [www.hyattsville.org/applause](http://www.hyattsville.org/applause) and complete the online nomination form. If you have any questions, email [ceverhart@hyattsville.org](mailto:ceverhart@hyattsville.org) or call (301) 985-5021.



## Main City Calendar: November 19 – December 2, 2019

### **Local Grocery Trips**

November 25, 2019, 9:00 AM - 11:00 AM, Bus pick-up at Friendship Arms and Community Residents' Homes as requested.

### **CITY OFFICES CLOSED: Thanksgiving**

November 28 - 29, 2019

There will be no yard waste pick up on Monday, November 25. Trash will be collected that week on the day before your usual trash pick-up day, unless your trash is usually picked-up on Friday, in which case your trash will be picked up on Wednesday, November 27. Please call (301) 985-5000 with any questions.

### **City Council Meeting**

December 2, 2019, 8:00 PM, City Municipal Building (3<sup>rd</sup> Floor Council Chambers)