



CITY COUNCIL AGENDA
Municipal Building

This meeting will be held in-person and virtual.

**25 Crescent Road
Greenbelt, MD 20770**

OR

**Virtual Participation
Zoom Webinar Attendees:**

**During "Petitions and Requests," please submit your request in writing via email to
questions@greenbeltmd.gov**

**<https://us02web.zoom.us/j/83712235896?pwd=QjFEb0t5ZGJ0bFg2aDVFM1BIVWxIZz09>
Dial-in: 301 715 8592
Webinar ID: 837 1223 5896
Passcode: 928308**

**Tuesday, April 11, 2023
7:30 PM**

I. ORGANIZATION (15 minutes 7:30 - 7:45 pm)

1. Call to Order
2. Roll Call
3. Meditation and Pledge of Allegiance to the Flag
4. Petitions and Requests

5. Consent Agenda - Approval of Staff Recommendations (Items on the Consent Agenda [marked by *] will be approved as recommended by Council and staff, subject to removal from the Consent Agenda by Council.)
6. Approval of Agenda and Additions

II. COMMUNICATIONS (45 minutes 7:45 - 8:30 pm)

7. Presentations

7a. Telecommunications Week Proclamation

Suggested Action:

Since 1991, the second week of April has been designated as National Public Safety Telecommunicators Week to recognize the importance of the role of communication personnel in police and safety departments. Chief Bowers will be present to receive the proclamation on behalf of the Communication Unit.

[Proclamation Telecommunications Week 2023.pdf](#)

7b. Autism Awareness Month Proclamation

Suggested Action:

Mayor Jordan will present a proclamation declaring the Month of April as Autism Awareness Month.

[Autism Awareness Day.pdf](#)

7c. Earth Day Proclamation

Suggested Action:

This year marks the 53rd Anniversary of Earth Day. Kevin Carpenter-Driscoll, the City's Environmental Coordinator, will be present to accept the proclamation and give an overview of this year's Earth Day plans.

[EarthDayProc2023.pdf](#)

[Earth Day 2023 Agenda Council.pdf](#)

***8. * Minutes**

Suggested Action:

* Regular Meeting, May 13, 2019

* Work Session, August 1, 2022

* Work Session, August 3, 2022

* Work Session, August 22, 2022

[RM190513.pdf](#)
[WS220801.pdf](#)
[WS220803.pdf](#)
[WS220822.pdf](#)

9. Administrative Reports

Suggested Action:

Reference: This link will display the weekly report for the City Manager and City Departments

https://www.greenbeltmd.gov/government/city-administration/city-manager-s-office/weekly-reports/-folder-1475#docan2352_4054_3510

*10. Committee Reports

III. LEGISLATION (60 minutes 8:30 - 9:30 pm)

11. City Manager Residency Charter Amendment
- 2nd Reading and Adoption

Suggested Action:

Reference: Resolution

Charter Resolution 2023-01 - Amendment to Gendered Language

At the Regular Meeting on January 23, 2022, the City Council reviewed the Charter Section 35 – City Manager – (Appointment; qualifications; term of office; removal) to consider amending the residency requirement for the City Manager. In addition, the City Solicitor, Jason DeLoach, gave the City Council an overview of the process of amending the City Charter.

The City Council also reviewed the response from MML Research Specialist Jim Peck on 28 municipalities' charter requirements for municipal managers. It was suggested that charter language similar to cities College Park and Glenarden, contain "The City Manager need not be a resident of the City of State at the time of appointment but may reside outside the City limits while in office only with the approval of the Mayor and Council" and to direct the City Solicitor to draft legislation to amend Charter Section 35 – City Manager – Appointment.

The City Council held two public hearings on March 23 and April 1.

Ms. Weaver introduced this charter amendment resolution for the first reading at the February 13 meeting. It is recommended that the charter amendment resolution be introduced for second reading and moved for adoption tonight.

[CHARTER RESOLUTION - City Manager Residency.pdf](#)

[Charter Resolution 2023-01 - Amendment to Gendered Language.pdf](#)

IV. OTHER BUSINESS (90 minutes 9:30 - 11:00 pm)

12. Business Infrastructure Fund Grant Program (ARPA)

Suggested Action:

Reference: Memorandum - D. Sandlin - 04.05.23

Business Capital Infrastructure Grant Program

On August 8, 2022, the City Council approved the allocation of American Rescue Plan Act (ARPA) funds to be used towards the development of a program to help local small businesses and property owners impacted by the COVID pandemic. The Business Capital Infrastructure Grant Program is intended to support business recovery efforts related to business interruption and continuity of operations.

The purpose of the grant is to support businesses with building renovations or improvements and purchasing the replacement or expansion of operational equipment to ensure economic recovery, resiliency, and sustainability. Qualified businesses will be eligible to receive up to \$50,000. Recipients of the Business Improvement Recovery Fund Round III (BIRF) are not eligible for this program.

Staff recommends allocating \$500,000 of the \$1.5 million approved by the Council to help businesses with their efforts to recover from the impacts and disruptions caused by the COVID-19 Pandemic.

[City Council Memo_Business Capital Infrastructure Grant Program_4_6_23.pdf](#)

[Business Infrastructure Fund Program Draft Summary_Final_4_6_23.pdf](#)

13. Workforce Development Scholarship Program (ARPA)

Suggested Action:

Reference: Workforce Development Scholarship Program Requirements and Guidelines

The City of Greenbelt recognizes the importance of workforce education to our community and supports Greenbelt residents interested in pursuing a new career or enhancing their current career path. The purpose of the Workforce Development Scholarship Program is to help Greenbelt residents and those enrolled in the Greenbelt GED, ESOL or Workforce Development Program cover the cost of workforce training, including higher education and continuing education opportunities.

[Greenbelt workforce Development Scholarship Program FINAL.pdf](#)

14. Award of Request for Proposal - Architectural Design Services for the Municipal Building

Suggested Action:

Reference: Memorandum - T. George - 04.06.23

Request for Proposal - Architecture Service

Proposal for Architectural Services

On January 13, 2023, the City released a Request for Proposals (RFP) inviting qualified design teams to submit a proposal to provide programming, planning, and architectural design options, with approximate cost estimates, for new space development options for the City's Municipal Building. The RFP was advertised in the newspaper, the City's website and eMaryland Marketplace.

A total of nine (9) RFPs were received from qualified candidates ranging in price from \$15K and \$625K. The Interim City Manager and the Director of Planning and Community Development reviewed all proposals based on the following: 1) Quality of public engagement plan; 2) Experience with Similar projects, 3) Experience with qualifications of staff; 4) Technical competence in the type of work required; 5) Work program; 6) Demonstrated understanding of the scope of the work and 7) Fee proposal. Based on staff's review four firms were short-listed and invited to participate in interviews, held virtually, where firms walked staff through their proposals. Following the virtual interviews staff scored the four firms based on the criteria above.

While Staff believes all four firms are qualified to provide the services requested, staff believes the proposal submitted by AVANTurs represents the best value for the City. AVANTurs scored highest on the technical evaluations with a strong public engagement plan, impressive experience and qualifications, detailed work program and demonstrated understanding of the project scope. While AVANTurs fee

proposal was slightly higher than Frederick Ward Associates' revised cost estimate provided during the virtual presentations, when comparing scope of work staff believes they are comparable. AVANTurs is a woman owned small business operating in Maryland and its design team includes two Maryland minority-owned businesses, including a small disadvantaged minority-owned business headquartered in Prince George's County.

Based on the discussion above, it is staff recommendation that Council accepts the proposal of AVANTurs to provide architectural professional services to provide programming, planning, and architectural design options, with approximate cost estimates, for new space development options for the City's Municipal Building at a cost not to exceed \$69,200.00, plus reimbursables.

[Recommendation Memo v2 TG.pdf](#)

[Greenbelt Architect RFP.pdf](#)

[Final Proposal Avantis 20230210 Signed.pdf](#)

15. Board of Elections Report #2023-02 (Proposed Code Amendments: Early Voting)
Suggested Action:

Reference: BOE Report #2023-02 (Proposed Code Amendments: Early Voting)

On March 28, 2023, the City Council accepted the Board of Elections Report # 2023-02 by consent agenda. Ms. Davis suggested adding this item to the agenda for Council discussion and action.

The Board of Elections has proposed code amendments to decrease the early voting timeframe.

Council approval is sought.

[BOE Report 2023-02_Proposed Code Amendments_Early Voting.pdf](#)

16. State and County Legislation
17. Council Activities
18. Council Reports
- *19. Meetings
[meetings.pdf](#)
- *20. Stakeholders
[Stakeholder Schedule.pdf](#)

*21. Appointment to Advisory Board

Suggested Action:

Reference: Application and Code of Conduct

The City Council interviewed Thomas Doggett for the Forest Preserve Advisory Board (FPAB) on April 3, 2023.

Approval of this item on the consent agenda will indicate Council's intent to appoint Mr. Doggett to the Forest Preserve Advisory Board.

*22. Resignation from Advisory Group

Suggested Action:

Reference: Letter - K. Murphy - 03.15.23

Kevin Murphy have submitted his resignation from the Employee Relations Board (ERB).

Approval of this item on the consent agenda will indicate the Council's intent to accept his resignation with regret.

City Council Agenda Item Report

Meeting Date: April 11, 2023

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: Proclamation

Agenda Section: COMMUNICATIONS (45 minutes 7:45 - 8:30 pm)

Subject:

Telecommunications Week Proclamation

Suggested Action:

Since 1991, the second week of April has been designated as National Public Safety Telecommunicators Week to recognize the importance of the role of communication personnel in police and safety departments. Chief Bowers will be present to receive the proclamation on behalf of the Communication Unit.

Attachments:

[Proclamation Telecommunications Week 2023.pdf](#)

PROCLAMATION

WHEREAS, in 1994 the Congress and the President of the United States established the second week of April as **NATIONAL PUBLIC-SAFETY TELECOMMUNICATORS WEEK** to recognize the importance of the role of communication personnel in police and safety departments.; and

WHEREAS, these “unseen first responders” are invaluable in emergency situations and deserve special recognition for providing outstanding service to the officers in the Department and the citizens in the community; and

WHEREAS, the officers of the Greenbelt Police Department must rely on the Communications Specialists to provide timely and proper information and to give immediate and appropriate responses to the residents in the community; and

WHEREAS, the Communications Specialists in the Police Department’s Communications Unit must be ever alert and reliable to provide accurate information and dependable, efficient, and speedy support to the officers of the Department, as well as a calm presence in emergency situations and sensitive manner to the needs of residents in distress; and

NOW THEREFORE, BE IT RESOLVED that I, Emmett V. Jordan, by the authority vested in me by the residents and City Council of Greenbelt, declare the week of April 9th through the 15th, 2023 to be **NATIONAL PUBLIC-SAFETY TELECOMMUNICATORS WEEK** in the City of Greenbelt and do hereby issue this proclamation in honor of

THE COMMUNICATIONS SPECIALISTS OF THE GREENBELT POLICE DEPARTMENT

to express the appreciation of the officers of the Greenbelt Police Department, the City Council, and the residents of the community to **Communications Supervisor ALICIA WILLIAMS, and to Communications Specialists JESSICA HOULE, SARAH GIGNAC, SAMANTHA KEIFLINE, SHARNISE HAWKINS-GRAHAM, and EMILY SALAZAR** for their dependable and exceptional service during the past year.

IN WITNESS WHEREOF, I have hereunto
set my hand and caused the Seal of the City of
Greenbelt, Maryland, to be affixed this 11th day of
April, 2023.

EMMETT V. JORDAN, MAYOR

City Council Agenda Item Report

Meeting Date: April 11, 2023

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: Proclamation

Agenda Section: COMMUNICATIONS (45 minutes 7:45 - 8:30 pm)

Subject:

Autism Awareness Month Proclamation

Suggested Action:

Mayor Jordan will present a proclamation declaring the Month of April as Autism Awareness Month.

Attachments:

[Autism Awareness Day.pdf](#)

PROCLAMATION

WHEREAS, Autism, the fastest-growing developmental disability in the United States, affecting more than three million people, is an urgent public health crisis that demands a national response; and

WHEREAS, Autism, or Autism Spectrum Disorder (ASD), refers to a broad range of conditions characterized by challenges with social skills, repetitive behaviors, speech and nonverbal communication; and

WHEREAS, Autism affects an estimated 1 in 36 children in the United States today, according to the Centers for Disease Control; and

WHEREAS, in recognition of the growing needs of the worldwide Autistic Community and to raise awareness about Autism Spectrum Disorders and the need to provide services to individuals and families who are affected, the United Nations has sanctioned April as World Autism Awareness Month; and

WHEREAS, the City of Greenbelt is honored to take part in the annual observance of Autism Awareness Month in the hope that it will lead to a better understanding of the disorder; and

NOW, THEREFORE, I, Emmett V. Jordan, by the authority vested in me by the residents and City Council of Greenbelt, do hereby proclaim the month of April as

AUTISM AWARENESS MONTH

in Greenbelt to raise public awareness of Autism and the myriad of issues surrounding Autism and increase knowledge of the programs that have been and are being developed to support individuals with Autism and their families.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Greenbelt, Maryland, to be affixed this 11th day of April 2023.

Emmett V. Jordan, Mayor

ATTEST:

Bonita Anderson, City Clerk

City Council Agenda Item Report

Meeting Date: April 11, 2023

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: COMMUNICATIONS

Agenda Section: COMMUNICATIONS (45 minutes 7:45 - 8:30 pm)

Subject:

Earth Day Proclamation

Suggested Action:

This year marks the 53rd Anniversary of Earth Day. Kevin Carpenter-Driscoll, the City's Environmental Coordinator, will be present to accept the proclamation and give an overview of this year's Earth Day plans.

Attachments:

[EarthDayProc2023.pdf](#)

[Earth Day 2023 Agenda Council.pdf](#)

PROCLAMATION

WHEREAS, Earth Day was first celebrated on April 22, 1970, with the goal of inspiring environmental awareness and encouraging the conservation, protection, and appreciation of our nation's natural resources; and

WHEREAS, it is the responsibility of each of us to safeguard the environment by recognizing that all human life depends upon the Earth and upon one another for our mutual existence, well-being, and development; and

WHEREAS, Greenbelt supports the Climate Change Initiative goals of the Metropolitan Washington Council of Governments and the State of Maryland's Greenhouse Gas Reduction initiative; and

WHEREAS, Greenbelt takes many steps to protect and enhance our natural surroundings through a variety of positive actions, including community cleanup events, planting projects, refuse and recycling initiatives, and educational forums and workshops; and

WHEREAS, Greenbelt is recognized as a Tree City USA by the National Arbor Day Foundation, a Bee City USA by the Xerces Society, a Maryland Smart Energy Community, a Sustainable Maryland Certified Community, and an Environmental Protection Agency Green Power Partner, and has pledged to continue increasing its recycling rate, expanding its fleet of alternative fuel vehicles, promoting green building and complete street techniques, increasing energy efficiency, improving air quality, and preserving its open spaces; and

WHEREAS, the City established the Greenbelt Advisory Committee on Environmental Sustainability and a Green Team to study, investigate and advise Council on environmental issues impacting Greenbelt; and

WHEREAS, Greenbelt proudly recognizes all who participate in Earth Day for their proactive dedication to shaping a better future.

NOW THEREFORE, I, Emmett V. Jordan, by the authority vested in me by the citizens and City Council of Greenbelt, do hereby issue this proclamation in honor of the

53rd ANNIVERSARY OF EARTH DAY

and urge all our residents to celebrate Earth Day by supporting and joining in efforts to protect our environment and to preserve the beauty, wonder, and diversity of our Earth's lands, skies, and waters.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Greenbelt, Maryland, to be affixed this 22nd day of April 2023.

EMMETT V. JORDAN, Mayor

ATTEST: Bonita Anderson, City Clerk



Volunteer Event Schedule

Earth Day Celebration

April 22, 2023 from 10 am – 1 pm

Location:

Dora Kennedy French Immersion School

Saturday, April 22nd

Registration 9:45 am – 10:05 am	➤ Volunteer registration paperwork
Orientation 10:05 am – 10:25 am	➤ Introduce staff from Greenbelt Public Works and describe the scope and importance of the day's work (Kevin) ➤ Earth Day Proclamation (Mayor Jordan)
Service 10:25 am – 12:45 am	➤ Volunteers will work with PW staff to install and mulch new trees along the front entrance. ➤ If time allows, volunteers will work to remove invasive species from select areas of the property
Clean Up 12:45 pm – 1:00 pm	➤ Return gloves and equipment to Public Works truck (All) ➤ Thanks for service, final wrap up, and group picture (Kevin)

Follow Up: Write a News Review article describing the event turnout (# of volunteers, what was planted, quotes, pictures, etc.).

Contacts:

Kevin Carpenter-Driscoll
Chondria Andrews

kdriscoll@greenbeltmd.gov (240) 542 -2168
candrews@greenbeltmd.gov

City Council Agenda Item Report

Meeting Date: April 11, 2023

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: Meeting Minutes

Agenda Section: COMMUNICATIONS (45 minutes 7:45 - 8:30 pm)

Subject:

* Minutes

Suggested Action:

- * Regular Meeting, May 13, 2019
- * Work Session, August 1, 2022
- * Work Session, August 3, 2022
- * Work Session, August 22, 2022

Attachments:

[RM190513.pdf](#)

[WS220801.pdf](#)

[WS220803.pdf](#)

[WS220822.pdf](#)

REGULAR MEETING OF THE GREENBELT CITY COUNCIL held Monday, May 13, 2019.

Mayor Jordon called the meeting to order at 8:09 pm.

ROLL CALL was answered by Councilmembers Colin A. Byrd, Judith F. Davis, Leta Mach, Rodney M. Roberts, Edward V. J. Putens, and Mayor Emmett V. Jordan.

ALSO PRESENT were Nicole Ard, City Manager; Todd Pounds, City Solicitor; David E. Moran, Assistant City Manager; and Bonita Anderson, City Clerk.

Mayor Jordan asked for a moment of silence in honor of Gail Sue Phillips, John Guernsey, Danny Abebe, Coleen Chernikoff, John W. "Jack" Maffay, and former resident Dorothy Kirk Noel.

Miss Averie Johnson, MML's "If I Were Mayor" District 9 Winner, then led the pledge of allegiance to the flag.

CONSENT AGENDA: It was moved by Ms. Davis and seconded by Mr. Putens that the consent agenda be approved with an amendment. The motion passed 7-0.

Council thereby took the following actions:

Committee Reports:

Forest Preserve Advisory Board (FPAB) Report #2019-01 (Comments on and edits to the 2017 Sustainable Land Care Policy): Council accepted this report.

Arts Advisory Board (AAB) Report #19-5 (FY20 Budget Request for AAB - Sponsored Arts Networking Events): Council accepted this report.

Reappointments to Advisory Boards/Committees: Council appointed the following individuals to new terms on City Advisory Boards and Committees:

Henry Haslinger	Senior Citizens Advisory Committee
Lester Whitmer	Parks and Recreation Advisory Board
Joseph Hamlin	Greenbelt Advisory Committee on Environmental Sustainability
Ronald Lonicki	Arts Advisory Board
Glenn Griffiths	Arts Advisory Board
Sudhanshu Sinha	Advisory Committee on Education
Owen Kelley	Forest Preserve Advisory Board
Martha Galvin	Senior Citizens Advisory Committee
Findley Holland	Youth Advisory Committee

APPROVAL OF AGENDA: Ms. Davis added "Recognition Group Approval/Acceptance." Mr. Putens moved that the agenda be approved as amended. Ms. Mach seconded. The motion passed 7-0.

PRESENTATIONS:

Maryland Municipal League's "If I Were Mayor" District 9 Winner: Miss Averie Johnson read her essay. Mayor Jordan presented Miss Johnson with a certificate.

Kids to Parks Day Proclamation: Mayor Jordan issued a proclamation recognizing the ninth "Kids to Parks Day" to be held on May 18, 2019. Recreation Coordinator Frank Jones and Superintendent of the Greenbelt National Park and the Baltimore-Washington Parkway Matthew D. Carroll received the proclamation and updated the events planned for Kids to Parks Day in the City.

Bike to Work Day: Mayor Jordan presented a proclamation designating May 17 as Bike-to-Work Day. The City Council designated May as Bicycle Month. Recreation Supervisor Anne Oudemans and Laurie Lemieux of Proteus Bicycles in College Park, Maryland, attended the meeting to receive the proclamation to mark the event along with other cyclists.

Memorial Day Poppy Presentation: Mayor Jordan announced that the American Legion Post 136 would commemorate Memorial Day on May 27 to remember those who have died in combat while serving in the armed forces. Members of the American Legion Post 136 Auxiliary explained the history of the Memorial Day poppy symbol and presented poppies to Council and the audience. May 24 will mark the 100th anniversary of the program.

Legislative Wrap-Up: State Senator Paul Pinsky and Delegates Anne Healey and Alonzo Washington were present to provide an overview of the recently completed 2019 General Assembly session. Delegate Tawanna Gaines was unable to attend.

Delegate Healey noted that this session was hectic. She indicated that the bills to raise the minimum wage, ban Styrofoam, and protect oyster sanctuaries were discussed. Delegate Healey noted the success of the two bills she sponsored: State Highway Administration to provide technical support to municipalities for traffic-calming devices and the Senate version of the bill to undertake a Forest Conservation Technical Study to gather data to aid efforts to halt the loss of Maryland forests.

Delegate Washington noted that he and Senator Pinsky served on the Kirwan Commission and that the initial funding would bring \$55 million back to Prince George's County Public Schools. In addition, he noted that funding would support Pre-Kindergarten, Special Education, and teacher salary increases. Delegate Washington also pointed out that the additional funding for areas of further need included services at Title 1 schools, a new community school coordinator, and increased staffing to address students' mental and physical health at Springhill Lake Elementary.

Delegate Washington mentioned more than \$300,000 in support for solar panels for the Co-op Supermarket and \$7.8 million returned in Highway User Revenues.

Senator Pinsky summarized several statewide bills that included a green energy jobs bill supported by a goal that fifty percent of the State's energy must be from clean sources by 2030. He highlighted the need for Maryland to join other states in making serious moves to control climate change.

PETITIONS AND REQUESTS: There were none.

MINUTES OF COUNCIL MEETINGS

ADMINISTRATIVE REPORTS: Ms. Ard announced hiring new summer workers in the Recreation Department and congratulated command staff and officers on their reassignments. Mayor Jordan inquired if the City's Board of Elections had researched staging a pop-up election site at the Greenbelt Metro Station. He also asked about an email regarding the possibility of tree removal near the Municipal Building. Mr. Sterling responded that over the past four years, Public Works had been maintaining a large oak tree between the Community Center and the Youth Center and are now recommending removing the tree.

LEGISLATION: None

General Orders on Fixed Assets/Weapons Disposal: Mayor Jordan read the agenda comments.

Chief Bowers provided a summary overview of the written policy for destroying weapons. Mr. Roberts expressed opposition to the General Orders and that it should be a Council policy.

Mr. Byrd moved that the City Council support the Standard Operating Procedure (SOP) ADMIN 09-Fixed Assets-5th Edition General Orders and that Council direct staff to draft a Council resolution on the disposal of fixed assets. Ms. Mach seconded.

Mayor Jordan moved to separate Mr. Byrd's motion. Mr. Putens seconded. The motion passed unanimously.

Mayor Jordan moved that City Council support the Standard Operating Procedure (SOP) ADMIN 09-Fixed Assets-5th Edition General Orders. Ms. Mach seconded. The motion passed 6-1. (Mr. Roberts)

Mr. Byrd moved that Council direct staff to draft a Council resolution on the disposal of police weapons or locate the existing policy. Ms. Mach seconded. The motion passed 7-0.

AARP Age-Friendly Community Designation: Mayor Jordan read the agenda comments. Council Member Byrd requested that this item be added to the agenda. He asked for the City Council to direct City staff to move toward pursuing this designation. Mr. Byrd moved that the City Council support the AARP Age-Friendly Community Designation for the City. Mr. Roberts

seconded. Ms. Davis noted that Christal Batey, the GAIL Program Community Resource Advocate, provided the Council with a detailed memo on the cost associated and the number of staff hours that would be needed to accomplish the designation for the City. Ms. Pope requested that this information be shared on the City's website. Betty Timer, a Greenbelt resident, commented in favor of the designation.

Ms. Mach called the question. Ms. Davis seconded. The motion (Call the Question) passed 5-2. (Mr. Byrd and Mr. Roberts)

Mr. Byrd moved that the City Council support the AARP Age-Friendly Community Designation for the City. Mr. Roberts seconded. The motion failed 3-4. (Mr. Byrd, Ms. Pope, Mr. Roberts, and Mr. Putens)

Mr. Putens moved that City Council refer the AARP Age-Friendly Community Designation to the Senior Citizens Advisory Committee for review. Ms. Pope seconded. The motion passed 6-1. (Mr. Roberts)

National Film Registry nomination for You Nazty Spy: Mayor Jordan read the agenda comments. Mr. Byrd moved that the City Council recommend the film "You Nazty Spy" be added to the National Film Registry of the Library of Congress by sending a letter to the Librarian of Congress Carla Hayden. Mr. Roberts seconded. Mr. James Thompson summarized to the Council his recommendation to have the film be added to the National Film Registry. Dr. McGrath noted that the film is being considered for the National Film Registry. Mr. Byrd withdrew his motion and moved that Council postpone this item until Council had seen the movie. Mr. Putens seconded. The motion passed 7-0.

Greenbelt Co-Op: Rays on the Roof: Mayor Jordan read the agenda comments. Ms. Mach moved that the City Council provide \$1,000 for two panels at the Co-Op for the Rays on the Roof campaign. Ms. Pope seconded. Ms. Davis provided an amendment that the City Council pledge \$1,000 now and add to the next fiscal year 2020 budget for expenditure. A member of the Greenbelt Co-Op indicated that the request for the pledge is closed. They've collected \$313,000 and received \$30,000 in donations. She noted that additional funding is needed to match the bond initiative, which has been approved. The entire campaign was \$350,000. Ms. Mach restated the motion that the City Council provide \$1,000 for two panels at the Co-Op for the Rays on the Roof campaign. The motion passed 7-0.

Old Greenbelt Theater Lease Agreement: Mayor Jordan read the agenda comments. Joe McNeal, the Recreation Co-Director, provided the Council background on the space leased to the Old Greenbelt Theater occupants during the renovation. Mr. Roberts inquired about the progress of the Maker Space project. Dr. McGrath noted that it's progressing and that they are on track to open the day the Old Greenbelt Theater closes.

Ms. Mach moved that the City Council approve the Old Greenbelt Theater lease agreement. Mr. Putens seconded. The motion passed 7-0.

Washington Suburban Sanitary Commission and Greenbelt Homes, Inc. Resolution: Mayor Jordan read the agenda comments. Mayor Jordan noted that this item was added for Council discussion and awareness to the Council and the public on the ongoing challenge since 2007 to resolve the issue between GHI and Washington Suburban Sanitary Commission regarding the replacement of water lines and meter relocations. Mr. Roberts noted that something needs to be done about this situation and that he learned that the existing galvanized pipes are a health issue. He also stated that the City needs to file legal action against WSSC to uphold the agreement. Mayor Jordan indicated that he requested that GHI send a letter to the City Council requesting a discussion on this matter which was done by Steve Skolnik, President of GHI. Molly Lester noted that she submitted a letter to the Council on this matter and requested a clear understanding of why GHI is seeking the City's support. City Solicitor Todd Pounds noted that the matter is currently in negotiations with WSSC and GHI. Mr. Sterling pointed out that WSSC and GHI met in October 2018 to resolve this issue. He agreed with Mr. Roberts that at some point, the galvanized pipes will need to be replaced. When there's a leak that WSSC finds with galvanized piping, WSSC has been replacing that piping in its entirety. Ms. Davis suggested that the City Council and GHI send a joint letter requesting a meeting.

COUNCIL ACTIVITIES:

North County Advisory Neighborhood Community Meeting, Greenbelt Public Library – Ms. Davis
35th Annual Research Practicum Symposium and Lunch, Eleanor Roosevelt High School – Ms. Davis and Ms. Mach
Friends of Greenbelt Museum Lecture about Behnke's – Ms. Davis
Berwyn Heights Day Pancake Breakfast – Ms. Davis
Writer's Workshop, Windsor Green – Ms. Davis
Pension Plan Advisory Committee. COG, conference call – Ms. Davis
Commission for Women confirmation by the County Council and swearing-in – Ms. Davis
Board of Directors Meeting, COG – Ms. Davis
GHI Annual Meeting – Ms. Davis, Mr. Byrd and Mr. Putens
CARES, Children's Mental Health Matters Mental Health Awareness Week event, Greenbelt Children's Center – Ms. Davis
Art Works for Wellness Expo, Beltway Plaza – Mayor Jordan and Ms. Davis
Green Man Festival – Mayor Jordan, Ms. Davis, Mr. Byrd, Ms. Pope, and Mr. Putens
Farmers Market Opening – Mayor Jordan and Ms. Davis

MEETINGS:

Closed Session: Ms. Davis moved that Council schedule an Executive Session on Monday, May 20, 2019, in the Library of the Municipal Building, immediately following the conclusion of the 7:30 pm Green Ridge House Budget Work Session.

Council will hold this closed meeting in accordance with the General Provisions Articles 3-305(b)(1) of the Annotated Code of the Public General Laws of Maryland to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation,

removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals.

Mr. Putens seconded.

ROLL CALL:	Ms. Davis	- yes
	Mr. Jordan	- yes
	Ms. Mach	- yes
	Ms. Pope	- yes
	Mr. Putens	- yes
	Mr. Roberts	- yes
	Mayor Byrd	- yes

(Mr. Byrd left the meeting at 12:09 am)

Council reviewed the meeting schedule, and during their review, they decided to move the closed session meeting to another date. Ms. Davis modified her closed session motion to change the date.

Ms. Davis moved that Council schedule an Executive Session on Wednesday, May 22, 2019, at 8:00 pm in the Library of the Municipal Building, Green Ridge House Budget Work Session.

Council will hold this closed meeting in accordance with the General Provisions Articles 3-305(b)(1) of the Annotated Code of the Public General Laws of Maryland to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals.

Mr. Putens seconded.

ROLL CALL:	Ms. Davis	- yes
	Mr. Jordan	- yes
	Ms. Mach	- yes
	Ms. Pope	- yes
	Mr. Putens	- yes
	Mr. Roberts	- yes
	Mayor Byrd	- absent

Council continued to review the meeting schedule.

ADJOURNMENT: A motion to adjourn the meeting was made by Ms. Mach and seconded by Mr. Putens. The motion carried 6-0. The Mayor adjourned the regular meeting on Monday, May 13, 2019, at 12:19 am on Tuesday, May 14, 2019.

Respectfully submitted,

Bonita Anderson
City Clerk

"I hereby certify that the above and foregoing is a true and correct report of the regular meeting of the City Council of Greenbelt, Maryland, held May 13, 2019.

Emmett V. Jordan
Mayor

WORK SESSION OF THE GREENBELT CITY COUNCIL held Monday, August 1, 2022, to meet with Verde at Greenbelt Station and Greenbelt Station Community HOA (stakeholder).

Mayor Jordan started the meeting at 7:30 pm. The meeting was held virtually via Zoom in the Council Chambers of the Municipal Building, 25 Crescent Road.

PRESENT WERE: Councilmembers Colin A. Byrd (virtual), Judith F. Davis, Ric Gordon, Rodney M. Roberts, Kristen L. K. Weaver, and Mayor Emmett V. Jordan. Councilmember Silke I. Pope was absent due to travel.

STAFF PRESENT WERE: Tim George, Interim City Manager; Terry Hruby, Director of Planning and Community Development; Chief Rick Bowers, Greenbelt Police Department; and Shaniya Lashley-Mullen, Assistant to the City Clerk.

ALSO PRESENT WERE: Tina Kumar, Property Manager; Valencia Perry, Assistant Property Manager, Verde at Greenbelt Station; Leslie Benitez, Community Manager Greenbelt Station Master Association; Danielle McKinney and Mike Sunderman, Greenbelt Station Board Members; and others.

Ms. Perry updated Verde at Greenbelt Station, noting that there are 302 units, which are currently 97% occupied. She stated that visitor parking is on the garage's lower level, outside the leasing office, and on Greenbelt Station Parkway. In addition, Ms. Perry advised that there is a Club Room, Fitness Center, two outdoor courtyards, a grill station, and a pool.

There was a discussion regarding the parking issues at Verde at Greenbelt Station. Ms. Kumar explained that "No Parking" signs have been placed on Rock Quarry. The apartment complex tows illegally parked vehicles. She stated that there are two electric charging stations in the garage and would follow up with Council they add other stations if it is found they are needed. Based on a question asked by Mr. Roberts, Ms. Kumar answered that there are 601 parking spaces, and all residents don't own vehicles. Therefore, there is a surplus of parking spaces.

Based on a question asked by the Mayor, Chief Bowers answered that the Police Department has a good working relationship with both Verde at Greenbelt Station and the Greenbelt Station Community HOA and hasn't seen any graffiti on the Metro property. Chief Bowers provided safety tips, including not leaving valuables in the vehicles and parking in a well-lit area. In addition, the officers offer premise checks on bikes and foot patrols in the neighborhood.

In response to Ms. Davis's question, Ms. Kumar answered that some residents received rental assistance from the City. In addition, Ms. Kumar noted that the management was working with the residents regarding evictions.

Ms. Hruby provided an update on the Indian Creek Trail, which included Woodlawn repairing a broken storm drain pipe. She noted that land adjacent to the trail had yet to be turned over to the City due to additional stabilization related to turf establishment. A 15-foot mow zone adjacent to the trail has been designated to assist the Public Works Department. Ms. Hruby advised that the City has no plans to light the Indian Creek Trail. The WMATA Trail will be lit.

Ms. Benitez explained that the Greenbelt Station Community comprises four associations, the Greenbelt Station Master Association and three Condominium Associations (the Point, Vista,

and Courts). Woodlawn is no longer an extended member of the association. She noted that the Greenbelt Station Master Association meets every other month.

Ms. McKinney updated the Neighborhood Design Center, facilitating monthly meetings with homeowners and residents regarding how various spaces within the community could be utilized. The residents have collected and prioritized the ideas, which included shade, recreation space, garden facilities, and a dog park. In August, the Neighborhood Design Center will have a community meeting to review the primary areas, vote, and reprioritize the activities. The Master Plan would then be presented to the Council and other neighborhood members.

Mayor Jordan stated that he observed only a few dog waste stations and trashcans throughout the community. Ms. McKinney noted that the stations and trashcans are strategically placed in some central areas. Ms. Benitez explained that Greenbelt Station is looking into adding a dog waste station.

There was discussion regarding an additional dog park at Greenbelt Station.

Based on a question asked by Ms. Davis, Mayor Pro Tem Weaver answered that she is the Chair of the Activity Committee for Greenbelt Station and has been trying to coordinate better with Verde at Greenbelt Station regarding hosting joint events. Ms. Benitez added that the Greenbelt Station Master Board tasked the Grounds Committee member to work with the Neighborhood Design Center and provide updates to the Greenbelt Station Master Board.

Mayor Jordan read a question from Alex in the "Question and Answer" feature on Zoom, asking if the new Beltway Plaza Apartment plans, including a dog park, are still in the works. Mayor Jordan answered that it had been approved, but the dog park will not be open to the public.

Based on an online question from Fan Wu, Mayor Pro Tem Weaver answered that the trash can rule wasn't enforced in the first couple of years. Ms. Benitez added that the Board Members created a Trash Committee and had increased trash pick up to twice a week and recycling once a week.

Bill Orleans, a Greenbelt resident, inquired about the eviction process at Verde at Greenbelt Station. Ms. Hruby answered that the City had yet to receive any notification recently on any evictions. She would send out reminders to property managers regarding the eviction notification process to the City.

Ms. Hruby provided an update on the one-way street conversion. The process would be completed by the end of August. She noted that bollards and right-turn signs must be installed, and the street must be restriped. Ms. Benitez pointed out that communication to the homeowners will be sent with diagrams of the roadway changes. Moving forward, Ms. Benitez asked how parking will be enforced on City roads. Chief Bowers explained parking enforcement on City roads, which includes ticketing and the removal of vehicles.

There was discussion regarding the City's Code referencing vehicles being stationary for 30 days. The Council stated that the policy would be revisited. Chief Bowers advised calling the non-emergency number regarding parking violations, which include expired registration.

Based on a question by Ms. Davis, Ms. Benitez explained that the HOA tasked the Parking Committee to revise the current parking policy due to the parking expansion on North and South Center Drive.

Ms. Hruby provided Council with an update on the WMATA Trail, which included Woodlawn working with WMATA, utilizing designers and completing the Environmental Protection Agency (EPA) process. In addition, a pre-construction meeting was held with Prince George's County to process the permit for the boardwalk.

There was additional discussion regarding the WMATA Trail. Based on a question asked by Alex, Ms. Hruby answered that the City would like to negotiate with the general contractor if the trail would start from the Greenbelt Metro or the Greenbelt Station Community. Once construction begins, Ms. Hruby estimates the trail should be completed between eight months to a year.

There was discussion regarding public transportation. Mayor Jordan mentioned that Council had a conversation with the County regarding reinstating the 15X Bus and that the route would be revisited in September. In addition, he stated that at the next meeting with the University of Maryland representative, he would request that the University of Maryland bus shuttle be moved into the community.

Mayor Jordan inquired if Greenbelt Station had faced challenges regarding rentals and the percentage of rented units versus owner-occupied. Ms. Benitez replied that the Board needed that information. However, the Board had been working with the City regarding permits and licenses.

There was discussion regarding tree pruning. Mr. George explained that the pruning of trees was on schedule. However, Public Works does respond to requests and concerns regarding the pruning of trees.

Ms. McKinney stated that the WMATA Trail is the biggest concern for residents and was glad that the Police have increased patrols in the community. She thanked the City for working with the Neighborhood Design Center to get a plan for Central Park.

There was discussion regarding City Clean-up events along Indian Creek Trail. Mayor Pro Tem Weaver noted that there is much trash around the bench near the boardwalk and no trashcans along the trail. Based on a question asked by Ms. McKinney, Mayor Jordan answered that that raised area along the Indian Creek Trail is in the Town of Berwyn Heights. That particular area would be attended to by the Town of Berwyn Heights and Public Works.

Based on Ms. Bessmer's question, Mayor Pro Tem Weaver answered that a second dog park within the City is not planned at this particular time. Instead, the funds allocated for the second dog park is being used to increase the amenities at the current dog park. Ms. Davis added there was a great deal of resident opposition to potential sites for the second dog park location.

There was discussion regarding the Scrapyard. Mr. George explained that the City Solicitor contacted the Scrapyard's attorney, and the property isn't for sale.

Mayor Jordan addressed a question posted in the "Question and Answer" feature on Zoom regarding the FBI Headquarters relocating to Greenbelt, noting that that is still a possibility. Ms. Davis added that Senator Cardin advised that it was a high priority for all the Federal Delegation. A decision should be made in a month or two.

About the Scrapyard discussion, Mr. Gordon inquired if the topic could be asked at the upcoming Four Cities Meeting with the Town of Berwyn Heights. Mr. Byrd stated that he supported Mr. Gordon's request.

Informational Items:

Mr. Roberts left the meeting at 9:41 pm.

Ms. Davis provided a report on the Municipal Webinar held by Senator Cardin that she and Mayor Pro Tem Weaver attended.

There was discussion regarding the Four Cities Agenda. Ms. Davis requested that the environmental concerns of the Scrapyard be added to the Four Cities agenda.

The meeting ended at 9:47 pm.

Respectfully submitted,

*Shaniya Lashley-Mullen
Assistant to the City Clerk*

WORK SESSION OF THE GREENBELT CITY COUNCIL held Wednesday, August 3, 2022, to meet with the Greenbelt Homes, Incorporated (GHI) Board of Directors (stakeholder).

Mayor Jordan started the meeting at 7:32 pm. The meeting was held virtually via Zoom in the Council Chambers of the Municipal Building, 25 Crescent Road.

PRESENT WERE: Councilmembers Colin A. Byrd (virtual), Judith F. Davis, Ric Gordon, Rodney M. Roberts (8:16 pm), Kristen L. K. Weaver, and Mayor Emmett V. Jordan. Councilmember Silke I. Pope was absent due to travel.

STAFF PRESENT WERE: Tim George, Interim City Manager; Terry Hruby, Director of Planning and Community Development; Willis Shafer, Director of Public Works; and Shaniya Lashley-Mullen, Assistant to the City Clerk.

ALSO PRESENT WERE: Stefan Brodd, Denna Lambert, Debbie McKinley, Jason Luly, Ed James, Erin Bilyeu, Heather Mortimer, Chuck Hess, James Whipple, Bill Jones, Greenbelt Homes, Inc. Board Members; Eldon Ralph, GHI General Manager, and others.

Mr. Brodd stated that GHI was built by the Federal government in the late 1930s and had 1,600 homes. GHI was formed into a cooperative in the early 1950s when members purchased the property. He advised that all the Board and Committee meetings are held via Zoom.

Maintenance and Repair of Stormwater Main Pipes in the GHI Community

Mr. Brodd stated that the Federal Government transferred the existing stormwater system to the City of Greenbelt. He noted that GHI is concerned about the age of the pipes and suggested that a Memorandum of Understanding (MOU) be established between GHI and the City regarding repairs to the main stormwater pipes on GHI's property.

Mr. George explained that the City has two conveyance documents contradicting each other and requested that the City Solicitor review the documents before the City takes full financial responsibility for the repairs. Ms. Hruby added that the staff needed additional time to review the various deeds regarding the stormwater system. She noted that the City entered a storm drain Conveyance Acceptance Program with the County in the 1990s. Prince George's County and their CIP had dedicated \$60,000 to the City of Greenbelt projects to address easement and transfer of various lines of storm drains.

Ms. Davis inquired whether the City needed outside legal counsel to review the documents. She added that the City must work with the County once counsel reviews the documents.

Mr. Brodd expressed the urgency of this matter and suggested the City use the American Rescue Plan Act (ARPA) Fund to address the concern. In addition, he noted the ongoing problems in GHI with sinkholes and flooding issues. Mayor Jordan stated that additional Federal funding with the Infrastructure Bill might help.

Status of Negotiations with WSSC re: Replacement of Water Supply Pipes for GHI's Masonry Homes

Mr. Brodd explained that this issue has been going on since 2008 when WSSC had informed GHI that the water supply pipes would be replaced. However, there has been a stalemate with WSSC concerns about the ownership of the system. He advised that GHI had re-engaged in negotiations with WSSC, and GHI had established a task force.

Mayor Jordan advised that Council is very supportive and stands behind the drafted three-party MOU. He stated, with the Council's consent, to use his name to set up a meeting with WSSC.

Mr. James proposed that the City Council and GHI inform WSSC that GHI would like to participate in the Advance Metering Infrastructure (AMI) initiative.

Ms. Lester stated that the pipes were transferred to the City in 1953 and the City was responsible for the lines. She suggested that the City commit to a timeframe for taking responsibility for the pipes and resolving this issue in 90 days. Mayor Jordan advised that the City will address the problems but is not inclined to agree to the 90-day timeframe. Instead, staff and legal counsel will review the situation and resolve the questions with Prince George's County, which manages the stormwater management for the rest of the residential part of the City.

Drainage Problem Affecting Courts at 33 Ridge Road & 56 Crescent Road and 1 Court Gardenway

Mr. Brodd explained the flooding issues that occur in the tunnel under Crescent Road and in residents' homes. He proposed a joint effort between the City and GHI to affect a solution with an engineering firm to find a resolution. Mr. Ralph added that GHI had been in discussions with an engineering firm to obtain a proposal on the cost estimate to design a solution.

Mayor Jordan stated that City staff committed to supporting GHI in its efforts to obtain grant funding. Mr. George added that staff would like additional information regarding the project and would assist GHI with funding grants and other funding sources.

Mr. Eldon noted that this stormwater issue is tied to the first issue, the maintenance and repair of stormwater pipes in the GHI Community. He advised remedying the situation by interfacing with the existing system and by possibly adding lines.

There was a discussion regarding flooding. Mr. James explained that 56-D Crescent Road residents had been flooded twice. First, the City replaced a sidewalk behind his home that tilts into his yard. Second, GHI's speedbump in the sidewalk diverted water from two other courts into his yard and replaced a backyard storm drain with a smaller one. Mayor Jordan requested a staff follow-up with Mr. James.

Ms. McKinley explained that the flooding issues in GHI had been reviewed by the GHI Stormwater subcommittee and believed that the problems should be approached holistically and that one minor change could affect the upstream and downstream stormwater flow.

Mayor Jordan stated he was interested in the Federal Infrastructure Act Funding for stormwater management.

Mr. Roberts expressed his concerns regarding some residents in GHI covering drainage swales with a hard surface in their yards. Ms. Bilyeu stated that the Stormwater Task Force

subcommittee passed stormwater rules and policies regarding no pavement in the yard. Mayor Jordan requested that the task force share the stormwater rules and procedures with the Greenbelt Advisory Committee on Environmental Sustainability (Green ACES).

Mayor Pro Tem Weaver read a comment from the "Question and Answer" feature from Molly Lester, stating that the original roads in Greenbelt did not have curbs or gutters but rather soft shoulders with gravel. The City widened Ridge and other roads, contributing to the drainage issue.

Update re: Installation of Light Fixtures in the City Park between 11 and 13 Courts of Ridge Road

Mr. Shafer explained that, currently, there is no power on that side of the road. Therefore, there would need to be a power drop and a meter-set conduit under the roadway and at the site. He noted that there would be a significant infrastructure cost for three to four poles to be installed.

There was a discussion regarding alternative power sources.

Mayor Pro Tem Weaver read a comment from the "Question and Answer" feature from Peter May, stating all future lighting should be international Dark Sky Compliant. We are a NASA Goddard neighborhood. We should comply with our installation and upgrades.

Ms. Davis requested to have a light fixture work session and invited GHI.

Measures to Improve Cell Phone Service, Especially during Emergencies

Mr. Brodd explained that there are several dead spots in GHI where it is challenging to receive cellphone service. He asked the City to consider surveying where the dead spots are and act to alleviate the problem.

There was a discussion regarding small cell towers. Mr. George informed Council that there would be a small cell work session on August 22.

Mr. Hess explained that he lost FiOS and his cell phone services during the storm a couple of weeks ago and had no access to the 911 Call Center.

Mr. Roberts inquired if certain cell phone providers have more of a problem than others and could the City get the carriers to solve the issues.

Mayor Pro Tem Weaver read a comment from the "Question and Answer" feature from Betsy Marks, 52 Ridge Road Unit D, stating she agrees with Mr. Hess that without WIFI, she wouldn't have any cell service. However, the problem is with a need for more cell towers.

Mayor Pro Tem Weaver suggested having students at the University of Maryland conduct a citizen science project by mapping the dead spots using various cell phone providers.

Ms. Marks expressed her frustration over the days she didn't have cell phone service. She stated that there is only one cell tower near the gas station on Southway, and the City would have had

better cell service if the City had allowed the cell tower to be built at the high school. Ms. Davis stated there was a cell tower on the Water Tower and another in Phase III Greenbriar.

Maintenance of Trees

Mr. Shafer stated that Brian Townsend, Deputy Director of Public Works, assesses trees yearly. A tree is evaluated and pruned if it is identified as hazardous. Mayor Jordan stated with the recent storms the City's tree canopy is fragile. Mr. George said that the City has a 62% tree canopy. If a resident sees an unhealthy or hazardous tree, contact the City as soon as possible.

Mr. Ralph explained that GHI would inspect all the trees in their community.

Mr. James suggested that Public Works and GHI share information on trees removed from the boundary line, including what type of tree and what type of disease. In addition, he requested that staff attend to tree roots and the soil around a tree.

Mayor Jordan read a comment from the "Question and Answer" feature from Peter May stating that as the GHI Green Infrastructure and Stormwater Program manager, I would be happy to coordinate with the City on plans to preserve and enhance our tree cover. They are the original natural green Infrastructure and stormwater management tools. I have much experience regarding trees and their requirements, especially disease. A lot can be done passively and actively to support our trees with our current park/lawn mowing/soils to keep our trees. Dying trees that threaten homes is a problem, healthy trees should be supported, and we should be proactive and not reactive. We should be planting appropriate trees on southern-facing dwellings and those that are future resistant to heat and disease.

Based on a question asked by Mayor Jordan, Mr. Ralph explained that GHI is still cleaning up the community after the storm. The cleanup operations started the day after the storm with three crews and will continue for a few weeks. Mr. Shafer answered that there is yard waste collection on Friday and has one team picking up piles of debris in the City. Mayor Jordan informed residents that they should contact the City if there is a dangerous branch.

Ms. Davis suggested that Mr. George send information to GHI regarding the next Advisory Committee of Trees meeting. In addition, she requested that information regarding the spotted lanternfly danger be added to the City's website.

Mayor Jordan stated that the lights at 19 Court Hillside at the bottom of Research Road are out. Mr. Ralph said that he would follow up with maintenance tomorrow.

Informational Items:

Mayor Jordan informed Council that he had received notification from Motiva that the Ribbon Cutting Ceremony was on September 13.

Ms. Davis informed Council that she had received a Police Survey in the mail.

Ms. Davis provided a report on the Maryland Municipal League Summer Conference Opening Session and gave Council a quiz on Municipal Government.

There was a discussion regarding the upcoming Four Cities Meeting.

Mayor Jordan stated he received a letter regarding the Nursing Home site. Ms. Hraby noted that she didn't receive the letter and requested a copy.

The meeting ended at 9:35 pm.

Respectfully submitted,

*Shaniya Lashley-Mullen
Assistant to the City Clerk*

WORK SESSION OF THE GREENBELT CITY COUNCIL held Monday, August 22, 2022, to discuss Small Cells.

Mayor Jordan started the meeting at 7:30 p.m. The meeting was held virtually via Zoom in the Council Chambers of the Municipal Building, 25 Crescent Road.

PRESENT WERE: Councilmembers Colin A. Byrd (virtual), Ric Gordon, Silke I. Pope (virtual), Rodney M. Roberts (7:37 pm), Kristen L. K. Weaver, and Mayor Emmett V. Jordan. Councilmember Judith F. Davis was absent due to travel.

STAFF PRESENT WERE: Tim George, Interim City Manager; Terry Hruby, Director of Planning and Community Development; and Shaniya Lashley-Mullen, Assistant to the City Clerk.

ALSO PRESENT WERE: Gerry Lederer, Best Best & Krieger Law Firm; Shawn Thompson and James Crane, CTC Technology & Energy; Bill Orleans; and others.

Mayor Jordan explained that staff has been working on small cell towers. Tonight's discussion is regarding installing small cell tower antennas in the public right-of-way and public property.

Ms. Hruby provided the project's background, including staff contracting with CTC Technology & Energy and Best Best & Krieger Law Firm. She stated that the FCC adopted a declaratory ruling that allowed small governments to install small cell antennas in the right-of-way in 2018. The City adopted an ordinance regulating small cell antennas in the City's right-of-way, and the County will regulate all the antennas outside the right-of-way. Ms. Hruby noted that, to date, the City has no applications.

Mr. Crane provided a PowerPoint presentation, which included the technology, application process, and the projected sites in the County where to install the small cell antennas.

Based on a question by Mayor Jordan, Mr. Thompson explained that an application could not be denied based on radio frequency exposure if the small cell tower complies with the federal limits. Mr. Lederer added that the locality has the authority to enforce the FCC standard. Mr. Crane noted that the County's Tower Committee reviews applications handled through the Prince George's County Department of Permitting, Inspections, and Enforcement. The Committee Chair advised that the Tower Committee has to review any applications within the State's right-of-way.

Mr. Roberts asked how the small cell towers hold up during a storm. Mr. Crane answered that there is no backup power built within the antennas of the small cell towers, but all companies have a public safety communication division. When there is a significant event, the field units would respond to boost coverage.

There was discussion regarding exposure to radio frequencies. Based on a question asked by Mayor Pro Tem Weaver, Mr. Thompson answered that in Prince George's County, there are no requirements to check the radio frequencies of the small cell towers after it was installed. However, Mr. Lederer noted that communities requested annual checks of the small cell tower radio frequencies after installing it.

Based on a question asked by Mayor Jordan, Mr. Crane noted that there are a lot of monopole

extensions, where the pole is 100 feet with an additional 15-20 feet. He advised that the monopoles are private property unrelated to the small cell.

There was discussion regarding the small cell tower companies working with the utility companies to install their equipment on the poles. Mr. Crane explained that the small cell tower companies would have to work with the utility company to install their equipment.

Regarding the discussion regarding the exposure of radio frequencies, Ms. Pope asked what the applicable safety standards were and how many times the applicable safety standards were being measured. Mr. Crane deferred to the City for the post-inspections of the small cell towers. Ms. Hruby added that there is nothing in the City's ordinance regarding post measurements. She stated that she had not seen any ordinance with that language but would research to see if the City's ordinance could be amended to address post-inspections.

There was discussion regarding small cell towers at schools. Mr. Crane explained that the County was worried about the towers being installed at schools; the setback distance is 250 feet. He noted that he would follow up with Council regarding how many schools will be sites for small cell towers.

Mr. Crane explained the application process, which included reviewing the support structure, the engineering, the radio frequency, zoning compliance, and the impact on the community.

Based on a question asked by Mayor Jordan, Mr. Crane answered that the Maryland National Capital Park and Planning Commission has a representative on the County Committee. He explained the County Code, which states that any small wireless facilities (SWF) on private property must follow the County's design manual.

Mr. Roberts inquired if there was a limited amount of carriers that could be on a pole within the 150 feet radii and if that would change the dynamic of the radiation. Mr. Crane stated that nothing in the County Code addresses that issue. Mr. Thompson added that the carriers are responsible for keeping the commutative levels lower than the limit. Mr. Lederer stated that that had been taken into consideration with the FCC Standards.

There was discussion regarding the City's Small Cell Ordinance. Ms. Hruby stated that the City of College Park just amended its ordinance to adopt the Prince George's County's Design Guidelines by reference. She explained that staff would review and examine the ordinance to see if there needed to be any modifications made.

Based on a question asked by Mayor Pro Tem Weaver, Mr. Lederer answered that the Small Cell Ordinance limited how much of their expenses associated with permitting and occupation of government property local governments could recover.

There was a discussion regarding the application. Ms. Hruby stated that the application is on the City's website, and no submissions have yet to been made.

There was discussion regarding 5G interfering with airplanes and helicopters.

Informational Items:

Mayor Jordan inquired about the status of the draft letter for the Relocation of the FBI Headquarters. He noted that the Four Cities had written a letter, too. Mr. George answered that he would follow up with staff.

There was a discussion regarding the parking situation for next week's work sessions due to the Labor Day Festival. Mr. George stated that parking would be limited and restricted due to the carnival. He recommended that the meetings be held virtually via Zoom or in the Springhill Lake Recreation Center. Based on a question by Mayor Jordan, Mr. George answered that he would follow up with staff regarding access to the Aquatic and Fitness Center and the Community Center.

The meeting ended at 9:13 pm.

Respectfully submitted,

*Shaniya Lashley-Mullen
Assistant to the City Clerk*

City Council Agenda Item Report

Meeting Date: April 11, 2023

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: LEGISLATION

Agenda Section: LEGISLATION (60 minutes 8:30 - 9:30 pm)

Subject:

City Manager Residency Charter Amendment
- 2nd Reading and Adoption

Suggested Action:

Reference: Resolution

Charter Resolution 2023-01 - Amendment to Gendered Language

At the Regular Meeting on January 23, 2022, the City Council reviewed the Charter Section 35 – City Manager – (Appointment; qualifications; term of office; removal) to consider amending the residency requirement for the City Manager. In addition, the City Solicitor, Jason DeLoach, gave the City Council an overview of the process of amending the City Charter.

The City Council also reviewed the response from MML Research Specialist Jim Peck on 28 municipalities' charter requirements for municipal managers. It was suggested that charter language similar to cities College Park and Glenarden, contain "The City Manager need not be a resident of the City of State at the time of appointment but may reside outside the City limits while in office only with the approval of the Mayor and Council" and to direct the City Solicitor to draft legislation to amend Charter Section 35 – City Manager – Appointment.

The City Council held two public hearings on March 23 and April 1.

Ms. Weaver introduced this charter amendment resolution for the first reading at the February 13 meeting. It is recommended that the charter amendment resolution be introduced for second reading and moved for adoption tonight.

Attachments:

[CHARTER RESOLUTION - City Manager Residency.pdf](#)

[Charter Resolution 2023-01 - Amendment to Gendered Language.pdf](#)

Introduced: Ms. Weaver
1st Reading: February 13, 2023
Passed:
Posted:
Effective:

**CHARTER AMENDMENT RESOLUTION NUMBER.: 2023-1
RESOLUTION NUMBER 2105**

**CHARTER RESOLUTION OF THE COUNCIL OF THE CITY OF GREENBELT, TO
AMEND §35, CITY MANAGER-APPOINTMENT; QUALIFICATIONS; TERM OF
OFFICE; REMOVAL; ACTING CITY MANAGER, TO PROVIDE THE COUNCIL THE
DISCRETION TO PERMIT A CITY MANAGER TO LIVE OUTSIDE THE CITY OF
GREENBELT, AND UPDATE GENDER REFERENCES TO THE CITY MANAGER**

A Charter Resolution of the Council of the City of Greenbelt adopted pursuant to the authority of Article XI-E of the Constitution of Maryland and §4-301 *et-seq.*, Local Government Article, Annotated Code of Maryland as amended.

WHEREAS, §35, “City manager--Appointment; qualifications; term of office; removal; acting city manager” currently requires the City Manager be a resident of Greenbelt while fulfilling the role of City Manager; to provide the council the discretion to permit a city manager to live outside the City of Greenbelt; and,

WHEREAS, the Council believe that in the event of a vacancy in the City Manager position, it can select from a wider pool of qualified candidates to serve as City Manager by eliminating the residency requirement; and.

WHEREAS, the Council have determined that it is in the public interest to permit a City Manager to reside outside of the city limits of Greenbelt while in that position.

CAPS :Indicate matter added to existing law.
[Brackets] :Indicate matter deleted from law.
Asterisks *** :Indicate matter remaining unchanged in existing law but not set forth in Resolution.
CAPS :Indicate matter added in amendment.
[Brackets] :Indicate matter deleted from law.

Section 1. NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Greenbelt that §35 “City Manager--appointment; qualifications; term of office; removal; acting city manager,” to provide the Council the discretion to permit a city manager to live outside the City of Greenbelt, be repealed, re-enacted and amended to read as follows:

§35 City manager-appointment; qualifications; term of office; removal; acting city manager, TO PROVIDE THE COUNCIL THE DISCRETION TO PERMIT A CITY MANAGER TO LIVE OUTSIDE THE CITY OF GREENBELT.

(a) *Appointment; qualifications.* The Council shall appoint an officer whose title shall be city manager and who shall be the chief executive officer and the head of the administrative branch of the city government. The city manager shall be chosen by the council solely on the basis of his executive and administrative qualifications with special reference to his OR HER actual experience in, or his OR HER knowledge of, accepted practice in respect to the duties of his OR HER office as hereinafter outlined. At the time of his OR HER appointment he OR SHE need not be a resident of the city or state, **[but during his tenure of office he shall reside within the city]** AND MAY RESIDE OUTSIDE THE CITY WHILE IN OFFICE ONLY WITH THE APPROVAL OF THE COUNCIL. No person elected to membership on the council shall, subsequent to such election, be eligible for appointment as city manager until one (1) year has elapsed following the expiration of the term for which he OR SHE was elected. The council may permit the city manager to accept other employment not inconsistent with his OR HER duties, and to receive compensation for such employment, provided that before granting such permission the council shall be informed of the nature, extent and compensation of such employment.

(b) *Tenure.* The city manager shall be appointed for an indefinite term but the council may remove the manager from office in accordance with the following procedures:

- (1) The council shall adopt by affirmative vote of a majority of all its members a preliminary resolution which must state the reasons for removal and may suspend the manager from duty for a period not to exceed forty-five (45) days.

CAPS :Indicate matter added to existing law.

[Brackets] :Indicate matter deleted from law.

Asterisks *** :Indicate matter remaining unchanged in existing law but not set forth in Resolution.

CAPS :Indicate matter added in amendment.

~~[Brackets]~~ :Indicate matter deleted from law.

A copy of the resolution shall be delivered promptly to the manager.

- (2) Within five (5) days after a copy of the resolution is delivered to the manager, he OR SHE may file with the council a written request for a private or a public hearing. This hearing shall be held at a council meeting not earlier than fifteen (15) days nor later than thirty (30) days after the request is filed. The manager may file with the council a written reply not later than five (5) days after the hearing.
- (3) The council may adopt a final resolution of removal, which may be made effective immediately, by affirmative vote of a majority of all its members at any time after five days from the date when a copy of the preliminary resolution was delivered to the manager, if he OR SHE has not requested a private or a public hearing or at any time after a hearing if he OR SHE has requested one. The manager shall continue to receive his OR HER salary until the effective date of a final resolution of removal. The action of the council in suspending or removing the manager shall not be subject to review by any court or agency.

(c) *Acting city manager.* The manager may recommend and the council may designate a qualified city administrative officer as acting city manager to exercise the power and perform the duties of the manager during any temporary absence or disability of the manager. The council may revoke such designation at any time and appoint another officer of the city as acting city manager.

Section 2. **BE IT FURTHER RESOLVED** by the Council of the City of Greenbelt that this charter resolution was introduced on the 13th day of February 2023, and was considered for adoption after a public hearing. It is adopted this ____, day of ____, 2023, after at least 21 days of prior public notice and shall become effective upon the fiftieth (50th) day after its passage by the city unless petition to referendum in accordance with § 4-304 of the Local Government Article, Annotated Code of Maryland within forty (40) days following its adoption. A complete and exact copy of this charter resolution shall be posted in the City offices located at

CAPS :Indicate matter added to existing law.
[Brackets] :Indicate matter deleted from law.
Asterisks *** :Indicate matter remaining unchanged in existing law but not set forth in Resolution.
CAPS :Indicate matter added in amendment.
[Brackets] :Indicate matter deleted from law.

25 Crescent Road, Greenbelt, Maryland 20770 for forty (40) days following its adoption by the Council and a fair summary of the charter resolution shall be published in the newspaper having general circulation in the city not less than four (4) times at weekly intervals, also within the forty (40) day period following its adoption by the City.

Section 3. **BE IT FURTHER RESOLVED** that within 10 days after the charter resolution hereby enacted becomes effective, either as herein provided or following referendum, the city manager for the City of Greenbelt shall send separately, by mail, bearing a postmark from the United States postal service, to the Department of Legislative Services, one copy of the following information concerning the charter resolution: (i) The complete text of this resolution; (ii) the date of referendum election, if any, held with respect thereto; (iii) the number of votes cast for and against this resolution by the Council of the City of Greenbelt or in the referendum; and (iv) the effective date of the charter resolution.

Section 4. **BE IT FURTHER RESOLVED** that the city manager of the City of Greenbelt be, and hereby is, specifically enjoined and instructed to carry out the provisions of Sections 2 and 3 as evidence of compliance herewith; and said city manager shall cause to be affixed to the minutes of this meeting (i) an appropriate certificate of publication of the newspaper in which the fair summary of the charter resolution shall have been published; and (ii) shall further cause to be completed and executed the municipal charter or annexation resolution registration form.

CAPS :Indicate matter added to existing law.
[Brackets] :Indicate matter deleted from law.
Asterisks *** :Indicate matter remaining unchanged in existing law but not set forth in Resolution.
CAPS :Indicate matter added in amendment.
[Brackets] :Indicate matter deleted from law.

Section 5. **BE IT FURTHER RESOLVED** that if any provision of this charter resolution or the application thereof to any person or circumstance is held invalid for any reason, such invalidity shall not effect the other provisions or any other application of this charter resolution which can be given effect without the invalid provisions or application, and to this end, all the provisions of this resolution and of the charter are hereby declared to be severable.

INTRODUCED, by the Council of the City of Greenbelt, at a regular meeting on the 13th day of February 2023.

ADOPTED, by the Council of the City of Greenbelt at a regular meeting on the _____ day of March 2023.

EFFECTIVE, the ____ day of _____, 2023.

By: _____
Emmett V. Jordan, Mayor

ATTEST:

Bonita Anderson, City Clerk

CAPS :Indicate matter added to existing law.
[Brackets] :Indicate matter deleted from law.
Asterisks *** :Indicate matter remaining unchanged in existing law but not set forth in Resolution.
CAPS :Indicate matter added in amendment.
[Brackets] :Indicate matter deleted from law.

Suggested changes to the language of Charter Amendment Resolution Number 2023-1 to be proposed as an amendment by Mayor Pro Tem Kristen Weaver and Councilman Ric Gordon, to make the language truly gender neutral. Text in brackets with strikethrough and underlined CAPS indicate new changes (removals or additions respectively) compared to the document introduced for first reading on February 13, 2023. Text in brackets and regular CAPS are the changes previously proposed.

§35 City manager-appointment; qualifications; term of office; removal; acting city manager, TO PROVIDE THE COUNCIL THE DISCRETION TO PERMIT A CITY MANAGER TO LIVE OUTSIDE THE CITY OF GREENBELT.

- (a) *Appointment; qualifications.* The Council shall appoint an officer whose title shall be city manager and who shall be the chief executive officer and the head of the administrative branch of the city government. The city manager shall be chosen by the council solely on the basis of ~~[his]~~ executive and administrative qualifications with special reference to ~~[his OR HER]~~ actual experience in, or ~~[his OR HER]~~ knowledge of, accepted practice in respect to the duties of ~~[his OR HER]~~ THE CITY MANAGER'S office as hereinafter outlined. At the time of ~~[his OR HER]~~ appointment THE CITY MANAGER ~~[he OR SHE]~~ need not be a resident of the city or state, [but during his tenure of office he shall reside within the city] AND MAY RESIDE OUTSIDE THE CITY WHILE IN OFFICE ONLY WITH THE APPROVAL OF THE COUNCIL. No person elected to membership on the council shall, subsequent to such election, be eligible for appointment as city manager until one (1) year has elapsed following the expiration of the term for which ~~[he OR SHE]~~ THE PERSON was elected. The council may permit the city manager to accept other employment not inconsistent with ~~[his OR HER]~~ THE MANAGER'S duties, and to receive compensation for such employment, provided that before granting such permission the council shall be informed of the nature, extent and compensation of such employment.
- (b) *Tenure.* The city manager shall be appointed for an indefinite term but the council may remove the manager from office in accordance with the following procedures:
- 1) The council shall adopt by affirmative vote of a majority of all its members a preliminary resolution which must state the reasons for removal and may suspend the manager from duty for a period not to exceed forty-five (45) days. A copy of the resolution shall be delivered promptly to the manager.
 - 2) Within five (5) days after a copy of the resolution is delivered to the manager, ~~[he OR SHE]~~ THE MANAGER may file with the council a written request for a private or a public hearing. This hearing shall be held at a council meeting not earlier than fifteen (15) days nor later than thirty (30) days after the request is filed. The manager may file with the council a written reply not later than five (5) days after the hearing.
 - 3) The council may adopt a final resolution of removal, which may be made effective immediately, by affirmative vote of a majority of all its members at any time after five days from the date when a copy of the preliminary resolution was delivered to the

manager, if ~~[he OR SHE]~~ THE MANAGER has not requested a private or a public hearing or at any time after a hearing if ~~[he OR SHE]~~ THE MANAGER has requested one. The manager shall continue to receive ~~[his OR HER]~~ THE MANAGER's salary until the effective date of a final resolution of removal. The action of the council in suspending or removing the manager shall not be subject to review by any court or agency.

- (c) *Acting city manager.* The manager may recommend and the council may designate a qualified city administrative officer as acting city manager to exercise the power and perform the duties of the manager during any temporary absence or disability of the manager. The council may revoke such designation at any time and appoint another officer of the city as acting city manager.

City Council Agenda Item Report

Meeting Date: April 11, 2023

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS (90 minutes 9:30 - 11:00 pm)

Subject:

Business Infrastructure Fund Grant Program (ARPA)

Suggested Action:

Reference: Memorandum - D. Sandlin - 04.05.23

Business Capital Infrastructure Grant Program

On August 8, 2022, the City Council approved the allocation of American Rescue Plan Act (ARPA) funds to be used towards the development of a program to help local small businesses and property owners impacted by the COVID pandemic. The Business Capital Infrastructure Grant Program is intended to support business recovery efforts related to business interruption and continuity of operations.

The purpose of the grant is to support businesses with building renovations or improvements and purchasing the replacement or expansion of operational equipment to ensure economic recovery, resiliency, and sustainability. Qualified businesses will be eligible to receive up to \$50,000. Recipients of the Business Improvement Recovery Fund Round III (BIRF) are not eligible for this program.

Staff recommends allocating \$500,000 of the \$1.5 million approved by the Council to help businesses with their efforts to recover from the impacts and disruptions caused by the COVID-19 Pandemic.

Attachments:

[City Council Memo_Business Capital Infrastructure Grant Program_4_6_23.pdf](#)

[Business Infrastructure Fund Program Draft Summary_Final_4_6_23.pdf](#)

**CITY OF GREENBELT, MARYLAND
MEMORANDUM**

TO: City Council
FROM: Debi Sandlin, Interim Assistant City Manager
THROUGH: Tim George, Interim City Manager
CC: Kevin Simpson, Economic Development Manager
DATE: April 5, 2023
RE: Business Capital Infrastructure Grant Program

On August 8, 2022, the City Council approved the allocation of American Rescue Plan Act (ARPA) funds to be used towards the development of a program to help local small businesses and property owners impacted by the COVID pandemic. The Business Capital Infrastructure Grant Program is intended to support business recovery efforts related to business interruption and continuity of operations.

The purpose of the grant is to support businesses with building renovations or improvements and purchasing the replacement or expansion of operational equipment to ensure economic recovery, resiliency, and sustainability. Qualified businesses will be eligible to receive up to \$50,000. Recipients of the Business Improvement Recovery Fund Round III (BIRF) are not eligible for this program.

Eligible use for the grant includes:

- Exterior/Interior components and fixtures
- Façade improvements
- Facility/technological upgrades
- Equipment
- Interior alteration/expansion
- Architectural, Engineering, Planning, or Permitting Fees

Staff recommends allocating \$500,000 of the \$1.5 million approved by the Council to help businesses with their efforts to recover from the impacts and disruptions caused by the COVID-19 Pandemic.

For further details, please see the attached Business Capital Infrastructure Grant guidelines and application.



Business Capital Infrastructure Grant Program



City of Greenbelt Economic
Development

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Press and hold the "CTRL" key and select the desired topic.



City of Greenbelt, Maryland

Economic Development Department

Business Capital Infrastructure Grant Program

Grant Summary:

- 1. Overview:** The Greenbelt Business Capital Infrastructure (GBCI) Grant program offers financial assistance to local small businesses and property owners impacted by the COVID-19 pandemic. This grant supports business recovery efforts related to business interruption, improvements and continuity. Applicants must meet eligibility guidelines and provide evidence of financial impact due to the COVID-19 pandemic.
- 2. Purpose:** This grant program is designed to support building renovations / improvements and operational equipment for businesses to ensure economic recovery, resiliency, and sustainability due to impacts of COVID-19.
- 3. Funding Source:** This fund is from the Small Business Assistance Grant Project, as provided by the American Rescue Plan Act (ARPA). The GBCI fund total is \$500,000.
- 4. Award Amount:** Maximum award amount is \$50,000. No match is required.

Grant Administration:

- 1. Application Period:** Sixty days (60) from the launch date (April 2023)
- 2. Application Submission & Process:**
 - A) Completed applications and required supporting documents must be submitted online through www.greenbeltmd.gov (*please see "Required Documentation" section*)
 - B) To ensure a fair and equitable process, an independent committee will review the applications and make recommendations for funding. City staff will verify whether applicants are in good standing.

C) Awardees will receive an award letter and a grant agreement. The City will disburse the grant contingent upon agreement signed by awardee. Awardees receiving funding are required to:

- Pay employees the [Minimum Wage](#) or a [Living Wage](#) as defined by the Maryland Department of Labor.

D) Awardees are encouraged to prioritize hiring Greenbelt residents/contractors and/or MBE/SBE/veteran-owned; deliver and /or designate special hours for the purchase of food and services to Greenbelt seniors or other economically vulnerable populations.

Grant Guidelines:

- 1. Evaluation Criteria:** All applicants will be evaluated based on the attached grading rubric
- 2. Eligibility:** Awardees must be a business or cooperative physically located within a commercial or office zones in the City of Greenbelt, and follow all Federal, State, County and City laws, codes, rules and regulations at the time of application.

To identify the zone for your property:

- Visit <https://www.pgatlas.com/>;
- Go to layers, and select zoning; and
- Type in your address
- Your property will be highlighted on the map with a zoning code (for assistance, please see contact)
- Awardees must have a current City business license, must have been in operation during the pandemic (Mar 2020-Mar 2022) and be fully operational prior to the disbursement of grant funds.
- Awardees of this program cannot receive funding from other City grant programs from the Economic Development Department within this fiscal year (FY 23 July 1, 2022 – June 30, 2023).
- All grant-funded projects must comply with City, County, and State codes and regulations and awardees must obtain permit(s) for certain work as required by City and County Code.
- Maintain an active registration with the System for Award Management ("SAM") (<https://www.sam.gov>) anytime federal funds will be used to make payment. The City of Greenbelt is required to submit this information to the respective federal agency as part of the Federal mandatory reporting process

- Awardee must complete project within 12 months of the notification of grant funds

3. Eligible Uses: Examples of eligible expenses include, but not limited to:

- Exterior / Interior Components and Fixtures
- Façade Improvements
- Facility / Technological Upgrades
- Equipment
- Interior Alteration / Expansion
- Architectural, Engineering, Planning, or Permitting Fees

4. Ineligible Uses:

- Business Operating Expenses (*Please attachment*)
- Building Foundations
- Landscaping / Hardscaping
- Debt / Loan Repayments

5. Required Documentation: Applicants are required to provide the following:

- Completed grant application
- Quote and /or Contract / Statement of Proposed Work
- Business is in Good Standing documentation from the Maryland Department of Assessments and Taxation (SDAT)
- 2019 and 2021 or 2022 Business Tax Returns
- 2019 and 2021 or 2022 Personal Tax Returns (If filing a Schedule C)
- 2019 and 2021 or 2022- Income Statements
- Proof of employment (if you have full and part-time W2 employees)
- **Unique Entity ID from sam.gov**

6. Performance Review/Claw-back Provision: Applicants must file a final report verifying that the work proposed has been completed, as detailed in the grant application, and funds expended. Any remaining funds will need to be returned to the City. Any funds expended that are not covered by the approved application will need to be reimbursed to the City. The final report should include:

- Copy of the original project plan, scope and purpose
- Receipts/paid invoices for all expenses and contractors
- Before and after pictures of the project

City Council Agenda Item Report

Meeting Date: April 11, 2023

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS (90 minutes 9:30 - 11:00 pm)

Subject:

Workforce Development Scholarship Program (ARPA)

Suggested Action:

Reference: Workforce Development Scholarship Program Requirements and Guidelines

The City of Greenbelt recognizes the importance of workforce education to our community and supports Greenbelt residents interested in pursuing a new career or enhancing their current career path. The purpose of the Workforce Development Scholarship Program is to help Greenbelt residents and those enrolled in the Greenbelt GED, ESOL or Workforce Development Program cover the cost of workforce training, including higher education and continuing education opportunities.

Attachments:

[Greenbelt workforce Development Scholarship Program FINAL.pdf](#)

CITY OF GREENBELT
Workforce Development Scholarship Program

The City of Greenbelt recognizes the importance of workforce education to our community and supports Greenbelt residents interested in pursuing a new career or enhancing their current career path. The purpose of the Workforce Development Scholarship Program is to help Greenbelt residents and those enrolled in the Greenbelt GED, ESOL or Workforce Development Program cover the cost of workforce training, including higher education and continuing education opportunities. *The Greenbelt Workforce Development Scholarship Program will award \$10,000 to eligible residents.*

Applicants must:

- 1) Be 18 years of age or older
- 2) Currently reside within the City limits for at least 6 months or longer since March of 2020
OR
- 3) be enrolled in the Greenbelt GED, ESOL or Workforce Development Program for 6 months or longer.

The application period opens May 1, 2023 and will continue until all scholarship funds are expended.

The scholarship of \$10,000 will be paid directly to the educational institution Funds will not be paid directly to the applicant.

WHO CAN APPLY

The scholarship is for Greenbelt residents and those enrolled in the Greenbelt GED, ESOL or Workforce Development Program who are 18 years of age or older and are looking to enroll, have enrolled in or have been accepted into a college, university, vocational training program, or workforce development program. Residents must currently reside within the City limits of Greenbelt and have resided for at least 6 months or longer since March of 2020 or be enrolled in the Greenbelt GED, ESOL or Workforce Development Program for 6 months or longer.

By the time the scholarship is awarded, the applicant must be admitted or accepted to a college, university, vocational training program, or workforce development program.

ELIGIBILITY REQUIREMENTS

- Must be a City of Greenbelt resident.
- Applicant is 18 years of age or older
- Applicant is planning to pursue a workforce development educational program and has proof of enrollment and/or acceptance to a workforce development educational program.
- Needs to have an email address to apply. If you do not have an email address, you will need to create one before applying.
- If the applicant is a student enrolled in a two-year or four-year college /university or vocational training program, the applicant must provide an official educational institution transcript to validate current enrollment.
- Must meet income eligibility requirements.

FINANCIAL AWARDS CAN BE APPLIED TOWARDS 2023/2024

- Tuition Cost or an allowable expense under the program or institution's guidelines such as:
 - Lab, or Class Fees
 - Other Costs Directly Related to Education/Training

APPLICANTS ARE REQUIRED TO SUBMIT THE FOLLOWING DOCUMENTS WITH THEIR APPLICATION

- Signed Application Form.
- Acceptance letter or notification of enrollment for education or workforce development program.
- Income eligibility: A copy of resident's 2022 tax return or a copy of a 2022 W2 or two most recent pay stubs (self/parents/guardians pay stubs).
- Proof of residency, can include a copy of most recent utility bill, telephone bill, or signed lease.
- Essay (maximum 500 words). Please choose **ONE** of the below essay topics:
 - How do you think this scholarship will help you towards accomplishing your career goals?
 - If you receive the scholarship, how will you use your education/training to help others achieve their career goals?
 - What are your academic/professional goals and how do you plan to achieve them?

INCOME GUIDELINES

Income Guidelines based on FY 2021 HAF Income Limits for Washington-Arlington-Alexandria, DC-VA-MD HUD Metro FMR Area:

Greater of 100% Income AMI or 100% U.S. Median Income	1-Person	2-Person	3-person	4 -person	5 -person	6 - person	7- person	8 - person
	\$90,300	\$103,200	\$116,100	\$129,000	\$139,000	\$149, 650	\$160,000	\$170,300

Chart from State Homeowner's Assistance Fund Proposal – DHCD

Applications and questions must be submitted to cares@greenbeltmd.gov

City Council Agenda Item Report

Meeting Date: April 11, 2023

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS (90 minutes 9:30 - 11:00 pm)

Subject:

Award of Request for Proposal - Architectural Design Services for the Municipal Building

Suggested Action:

Reference: Memorandum - T. George - 04.06.23

Request for Proposal - Architecture Service

Proposal for Architectural Services

On January 13, 2023, the City released a Request for Proposals (RFP) inviting qualified design teams to submit a proposal to provide programming, planning, and architectural design options, with approximate cost estimates, for new space development options for the City's Municipal Building. The RFP was advertised in the newspaper, the City's website and eMaryland Marketplace.

A total of nine (9) RFPs were received from qualified candidates ranging in price from \$15K and \$625K. The Interim City Manager and the Director of Planning and Community Development reviewed all proposals based on the following: 1) Quality of public engagement plan; 2) Experience with Similar projects, 3) Experience with qualifications of staff; 4) Technical competence in the type of work required; 5) Work program; 6) Demonstrated understanding of the scope of the work and 7) Fee proposal. Based on staff's review four firms were short-listed and invited to participate in interviews, held virtually, where firms walked staff through their proposals. Following the virtual interviews staff scored the four firms based on the criteria above.

While Staff believes all four firms are qualified to provide the services requested, staff believes the proposal submitted by AVANTurs represents the best value for the City. AVANTurs scored highest on the technical evaluations with a strong public engagement plan, impressive experience and qualifications, detailed work program and demonstrated understanding of the project scope. While AVANTurs fee proposal was slightly higher than Frederick Ward

Associates' revised cost estimate provided during the virtual presentations, when comparing scope of work staff believes they are comparable. AVANTurs is a woman owned small business operating in Maryland and its design team includes two Maryland minority-owned businesses, including a small disadvantaged minority-owned business headquartered in Prince George's County.

Based on the discussion above, it is staff recommendation that Council accepts the proposal of AVANTurs to provide architectural professional services to provide programming, planning, and architectural design options, with approximate cost estimates, for new space development options for the City's Municipal Building at a cost not to exceed \$69,200.00, plus reimbursables.

Attachments:

[Recommendation Memo v2 TG.pdf](#)

[Greenbelt Architect RFP.pdf](#)

[Final Proposal Avantus 20230210 Signed.pdf](#)

CITY OF GREENBELT, MARYLAND

OFFICE OF THE CITY MANAGER

25 CRESCENT ROAD, GREENBELT, MD. 20770



MEMORANDUM

To: City Council

From: Tim George, Interim City Manager

Terri Hruby, Director of Planning and Community Development

Date: April 6, 2023

RE: Recommendation for Design Team for the Municipal Building Project

The City's American Rescue Plan Act Spending Plan includes \$325,000 to implement the recommendations of the Space Study. On January 13, 2023, the City released a Request for Proposals (RFP) inviting qualified design teams to submit a proposal to provide programming, planning, and architectural design options, with approximate cost estimates, for new space development options for the City's Municipal Building. The RFP was advertised in the newspaper, the City's website, and eMaryland Marketplace. An optional pre-proposal meeting was held on January 23, 2023, in the City's Municipal Building.

The RFP explained the City's need for 5,000 to 10,000 SF of additional space in the Municipal Building to serve current and future employee and programmatic needs. RFPs were to address three options, at a minimum, including: 1) the expansion to our current Municipal Buildings, 2) the construction of another full addition, or 3) the demolition of some/all of the current buildings and the construction of a new City Hall on site.

A total of nine (9) RFPs were received from qualified candidates ranging in price from \$15K to \$625K. The Interim City Manager and the Director of Planning and Community Development carefully reviewed all proposals based on the following: 1) Quality of public engagement plan; 2) Experience with similar projects, 3) Experience with qualifications of staff; 4) Technical competence in the type of work required; 5) Work program; 6) Demonstrated understanding of the scope of the work and 7) Fee proposal. Based on staff's review, four firms were short-listed and invited to participate in interviews, held virtually, where firms walked staff through their proposals. Following the virtual meetings staff scored the four firms based on the criteria above. Firms short-listed included, AVANTurs, Frederick Ward Associates, Morgan Glick McBeath & Associations (MGMA) and JMT Architecture. Following the virtual meetings, staff scored the four firms based on the criteria stated above.

CITY OF GREENBELT, MARYLAND

OFFICE OF THE CITY MANAGER

25 CRESCENT ROAD, GREENBELT, MD. 20770



Firm	Technical Scoring (Average)	Price
AVANTurs	94.0	\$74,200
Frederick Ward Associates	91.5	\$69,500
JMT Architecture	86.0	\$115,240
Morgan Glick McBeath & Associates	90.5	\$110,080

While Staff believes all four firms are qualified to provide the services requested, staff believes the proposal submitted by AVANTurs represents the best value for the City. AVANTurs scored highest on the technical evaluations with a strong public engagement plan, impressive experience and qualifications, detailed work program and demonstrated an understanding of the project scope. While AVANTurs fee proposal was slightly higher than Frederick Ward Associates' revised cost estimate provided during the virtual presentations, when comparing the scope of work staff believes they are comparable. AVANTurs is a woman-owned small business operating in Maryland and its design team includes two Maryland minority-owned businesses, including a small disadvantaged minority-owned business headquartered in Prince George's County.

Based on the discussion above, it is staff recommendation that Council accepts the proposal of AVANTurs to provide architectural professional services to provide programming, planning, and architectural design options, with approximate cost estimates, for new space development options for the City's Municipal Building at a cost not to exceed \$69,200.00, plus reimbursable expenses.



REQUEST FOR PROPOSAL

Design Services

For:

City of Greenbelt

RFP Posted: January 13, 2023

Submissions Due: February 10, 2023

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- 1. Invitation**
- 2. Project Overview**
- 3. Project Schedule**
- 4. Requested Scope of Services**
- 5. Proposal Requirements**
- 6. Evaluation of Proposals**

EXHIBITS:

- A. Space Study Floor Plans**

1. INVITATION

On behalf of the City of Greenbelt, we are pleased to invite you to submit a proposal for a design team to provide programming, planning, and architectural design options, with approximate cost estimates, for new space development options for the City's Municipal Building. The City of Greenbelt, Maryland solicits qualifications of individual architects and architectural firms who seek consideration as the advisor to the City on matters related to space needs assessment, facilities planning, and relocation of City staff and services. Greenbelt seeks to consider new construction and/or renovation options to meet the City's existing and future space needs. There is an immediate need for multiple departments to obtain more space or more productive use of their current space.

Greenbelt is a chartered municipal government located within the Baltimore-Washington region in Prince George's County, Maryland. Greenbelt is nationally recognized as one of the historic planned communities of President Roosevelt's New Deal era. In 2017, Greenbelt celebrated the 80th anniversary of the community's incorporation and community spirit of cooperation and inclusion. An active citizenry of over 24,000 residents is served by the Council-Manager form of government. Seven Councilmembers appoint a City Manager who oversees over 225 city employees who provide a variety of services including city police; social services (individual and family counseling, emergency relief, independent senior living support (geriatric case management, home visits by student nurses), GED and English as a Second Language Tutoring, training for parents and children); recreation including two community centers, an aquatic and fitness center, an arts program, as well as numerous parks, trails, a forest preserve, and Greenbelt Lake; public works; planning; code enforcement, animal control; and an affordable housing apartment building. Greenbelt has earned Sustainable Maryland designation and has dedicated staff to environmental stewardship. The City coordinates with the Maryland National Capital Park and Planning Commission (M-NCPPC) as the City does not have zoning authority. For more information about the City, including department profiles, please visit greenbeltmd.gov.

The City anticipates the formal establishment of an agreement to provide architectural services. The City of Greenbelt management seeks to make a selection directly from this RFP. Time is of the essence. The City received a significant allocation of ARPA funds and would like to use some of these funds for this study as well as future phases of the project. Note that all ARPA funds must be encumbered by Dec 31, 2024.

2. PROJECT OVERVIEW

The City of Greenbelt is in need of additional space for employee and programmatic growth in our Municipal Building. This need spans multiple departments (Admin, IT, CARES, HR) and includes office space, conference rooms, and clinical space. Our current "city hall", comprised of approximately 12,000 SF, is at full capacity.

The City of Greenbelt main Administrative offices, located at 25 Crescent Rd, Greenbelt, are currently housed in two connected buildings by lobby areas on the 1st and 2nd floor with a single elevator and stairwell. As noted, the total finished floor area is approximately 12,000 SF with

4,100 SF in building 1, 8,000 SF in building 2, and 800 SF of connecting lobby space. There is also approximately 1,000 SF of unfinished space in building 1. The two buildings are two-story structures with a basement under the smaller of the two wings. (see attached exhibits).

The City needs approximately 5,000SF-10,000SF of additional space for our current expansion needs as well as future growth. The City is considering different options to add new space to our main campus. The options include, but are not limited to: 1) the expansion to our current Municipal Buildings, 2) the construction of another full addition, or 3) the demolition of some/all of the current buildings and the construction of a new City Hall on site.

The vision for City of Greenbelt City Hall expansion is a Class-A office building that is designed to meet the needs of its specialized public service functions. These include:

- Building lobby with service windows and information counter
- City Council chambers with private conference room, state-of-the-art audio-visual equipment, cable television recording studio, dais for seven members, staff area and public seating
- City Department offices (Administration, Finance, HR, IT, CARES,
- Public meeting and conference rooms
- Storage areas.
- Break room/kitchen
- Employee lounge

The design and materials for the building should reflect the civic architecture that enhances the City's image and creates a prominent public building in our historic central Greenbelt location.

The selected design team should be prepared to attend weekly virtual project meetings for the duration of the project, and other meetings as required.

3. PROJECT SCHEDULE

RFP Issued:	January 13, 2023
Optional Pre-bid/Site Visit:	January 23, 2023
Q&A Answers Posted	January 27, 2023
RFP Submission Deadline	February 10, 2023
Staff review and ranking	February 13, 2023
Interviews, if necessary (week of)	February 20, 2023
Consultant selection	February 24, 2023
Council Approval	February 27, 2023

4. REQUESTED SCOPE OF SERVICES

The Design Team will perform the following services:

4.1 Programming

- a. Meet with the Project team to discuss the project, goals and expectations.
- b. Review the results of the recently completed space planning Space Study and existing floor plans
- c. Meet with City departments as necessary to review/refine the preliminary space needs assessment and finalize departmental space needs.

4.2 Planning and Conceptual Design

- a. Prepare conceptual design options for the three options provided above.
- b. In concert with a civil engineer, (as necessary), prepare conceptual site plan options for review.
- c. Provide cost estimates for each of the three options
- d. Provide a pros & cons analysis of each option and a recommended option to follow

4.3 Design & Costing

- a. Schematic Design, including both plans and narrative scopes.
- b. Design Development - Generation of floor plans, building elevations, etc.
- c. LEED Checklist and minimum Silver level LEED certification.
- d. Fixed fee cost estimate for the basic scope of work and hourly rates for additional work or meetings outside of the proposed scope.

5. PROPOSAL REQUIREMENTS

The requirements of this Proposal are as follows:

5.1 Executive Summary

- a. Provide your understanding of the project scope and important aspects of this project.
- b. Identify the proposed Project Manager and key project team members
- c. Summarize the proposed scope of work, project cost and timeline

5.2 Firm/Team Qualifications:

- a. Describe specific project experience related to projects of similar size, scope, type, and project team.
- b. Provide a brief summary of your team's experience on similar projects, in particular within Prince George's County or Maryland, within the last seven years.

- c. Provide three references for relevant projects including company name, address, contact name, telephone number, description of project and project photos, drawings or renderings.

5.3 Proposed Project Team:

- a. Provide a staffing plan identifying all key principals and staff from all firms on your team whom you intend to assign to this project and include their profiles indicating relevant experience.
- b. Confirm the availability of the project team to start immediately and identify major projects that your proposed project team is expected to be involved in through the duration of the project. Note that any future change in key personnel will require approval in advance by the City's Project Manager.
- c. Provide a schedule of hourly rates for the proposed personnel, which will remain intact for the duration of the project.

5.4 Project Approach:

- a. Describe how your team would approach completing the tasks and goals identified in this RFP based on your firm's expertise and experience with similar projects.
- b. Describe your approach to identification and management of risks influencing on-time/on-budget completion.
- c. Specify the number of included meetings (in person and virtual), community meetings and Council work sessions/presentations

5.5 General Conditions and Fees:

- a. Provide your fee proposal for the required services as a not to exceed fee.
- b. Provide hourly billing rates to be used for both based fee invoicing and additional services should they be approved.
- c. Include a list of reimbursable expenses and an estimate of the total amount anticipated.
- d. Include a cost per additional meeting, if required, beyond those included above.

6. EVALUATION OF PROPOSALS

Evaluation of proposals will be based on criteria at the Owner's sole discretion, but will broadly be based on overall best value with respect to the following criteria.

Overall Experience of the Firm/Team	10%
Experience and Qualifications of the Project Team	25%
Project Approach and Schedule	35%
Project Cost	20%
References	10%

Interview Format: The City's Project Manager may determine a short list of teams for interviews, upon review of the Proposals submitted.

A selection is expected to be made by February 24, 2023, and the City's Project Manager will begin facilitating the execution of a mutually acceptable contract between the City and the Design Team. The selected team and contract will be presented to City Council at the February 27 Regular Meeting for approval.

PROPOSAL SUBMISSION:

PROPOSALS MUST BE RECEIVED ON OR BEFORE 4 PM ON February 10. Please provide an electronic and original hard copy to:

Tim George, Interim City Manager
25 Crescent Rd
Greenbelt, MD 20770
tgeorge@greenbeltmd.gov

All requests for clarifications or additional information related to this Request for Proposal (RFP) must be submitted in writing (via email) by January 26 and directed to Tim George, Interim City Manager, at tgeorge@greenbeltmd.gov. All answers will be provided in writing and posted on the City's website on or before January 27.

By submitting a proposal, the Design Team agrees and warrants that it fully understands the project requirements. The Client reserves the right to amend or cancel the RFP at any time at its sole discretion before the execution of a contract with the selected Architect. In the event the RFP is withdrawn or canceled, the Client shall not be liable to any proposer for the costs incurred in connection with the RFP or the preparation of the proposer's response.

Disclaimer:

The RFP, including the documents incorporated and/or referenced in the RFP, have been prepared to solicit proposals, and are not contract offers. The only document that will be binding on the Owner is the contract, if any, duly executed by the Owner and the selected Design Team. No proposal shall be construed as creating any contractual relationship between the Owner and any party responding to this RFP.

Nothing contained in this RFP in writing or implied by the selection process shall create any obligation on the part of the Owner and/or the Owner's Project Manager to select any firm for the services described herein. The Owner reserves the right at their sole discretion to select any firm or team, to decide not to select a firm or team, or proceed with the project, or to otherwise modify their approach to the assignment.



GREENBELTMD



PROPOSAL FOR ARCHITECTURAL SERVICES City of Greenbelt Municipal Building

FEBRUARY 10, 2023



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SECTION 1. EXECUTIVE SUMMARY

The AVANTurs team is pleased to submit the attached proposal and qualification package in response to the City of Greenbelt’s request for architectural services. We have assembled a team of highly qualified architects, engineers and other required professionals to provide programming, planning, architectural design, site planning, and budgetary cost estimate for the expansion of the City’s Municipal Building (the CMB).

I. Project Understanding, Objective and Approach

The RFP clearly stated the City’s objective for this solicitation, which is to utilize the ARPA allocated funds and study the new construction and/or renovation design options to meet the immediate and future need for multiple departments to obtain more space or more productive use of their current space. The design concept and budgetary cost estimate generated from this study will be presented to the Greenbelt City Council for decision on how to proceed to the next phase. The funding for design phases must be encumbered by December 31, 2024.

To best meet the City’s project objective, the AVANTurs team will recommend approaching the architectural concept study with integrated civil, structural and building systems considerations. Without the input from each of the engineering disciplines we would assume all the engineering design criteria and cost will support the architectural conceptual design in the design development stage. Our past experiences have proved the various benefits of the integrated design approach starting from the conceptual phase. The integrated project approach is extremely important when time is of the essence.

II. Integrated Project Team

We understand that the City is expecting an initial high level conceptual study and associated budgetary cost estimate for the best expansion and/or replacement approach of the CMB. The architects and planners at AVANTurs LLC have designed millions of square feet of government, institutional and commercial office buildings and will aim to provide innovative and highly efficient architectural solutions for the City. Our project team will be led by Project Manager Ms. Wen Xiao (see resume attached) who is specialized in leading multidisciplinary design team of public projects, meeting the project stake holder’s goal for scope, schedule and budget. The architectural design will be led by Mr. Wen Wang (see resume attached) who has served as the architectural principal of projects of various sizes and types in the DMV area for over 20 years. M.A.+ Associates, our cost estimate consultant with proven expertise in estimating construction cost of relevant projects is located in Prince Georges County. Ms. Xiao and Mr. Michael Withers (see resume attached) have collaborated on projects for over 20 years, including major projects such as the Maryland Public Health Laboratory in Baltimore.

While we are ready to lead the design effort of the CMB, our long term collaborative engineering consultants can play integral roles in the study. Greenman-Pedersen Inc. (GPI), the MEP and structural

engineering consultant, and Delon Hampton Associates, Chartered (DHA), the civil and structural engineering consultant can provide engineering input and scope narratives for the proposed architectural concepts. Both firms have been successfully collaborating with AVANTurs for the past ten years and, most of all, have been working with the City of Greenbelt and the Prince Georges County.

III. Scope of Services

The following scope of services is based on our teams understanding of the project overview, schedule and scope requirements from the RFP dated on January 13, 2023, the discussions at the pre-proposal meeting and the site visit on January 23, 2023, and the Questions and Answers provided by the City. The existing CMB is approximately 12,000 SF, including two wings constructed at different decades and connected by the lobby area. The scope of this study is characterized as Phase One, which will only include the following:

1. Program Verification – (1 week from the programming meeting, not including the period of review by the City)
 - a. Meet with City’s representatives to review the base line program of requirement (POR)
 - b. Submit the updated the POR for the City’s confirmation as the basis of conceptual design
2. Site Analysis and Planning – (1-2 weeks from City’s confirmation of the updated POR)
 - a. Collecting site information to create a civil site plan, including locating critical site utilities and buildable areas, possibility of roadway/site walk alterations, and relocation of existing building equipment on areas the future expansion or building replacement
 - b. Develop new site plans with three conceptual options:
 - i. Expand existing footprints with two-story sections totaling 8,000 SF
 - ii. Add a 8,000 SF two-story wing to the existing building
 - iii. Demolish the existing building and replace with a new 20,000 SF building
3. Architectural Concept Studies (3 weeks from City’s confirmation of the updated POR, not including the period of review by the City)
 - a. Research and document the existing architectural vocabulary and historic influence at and surrounding the civil plaza and city center
 - b. Envision how new architectural characteristics will complement and enhance the City’s architectural image
 - c. Volumetric study of the additions and new CMB
 - d. Produce elevations and 3D views (not rendered) to represent the design concepts
 - e. Discuss the architectural concepts with pros and cons with the City’s representative and narrow down to one preferred concept
 - f. Revise the preferred architectural concepts as necessary and prepare the final presentation to the City Council members
4. Budgetary Cost Estimate (3-4 weeks from the City’s design concept review)
 - a. Obtain civil, structural and MEP engineering input for each of the three architectural concepts (if authorized by the City) and make necessary adjustments
 - b. Provide elevations, 3D renderings and all engineering scope narratives to the cost estimator for all three concepts

- c. Review primary cost estimates with the City’s representatives
 - d. Finalize the Budgetary Cost Estimates for presentation to the City Council members
- 5. Final Presentation
 - a. Present the proposed conceptual site plans, 3D renderings, elevations and the Budgetary Cost Estimates to the City Council members
- 6. Meetings (attended by up to three AVANTurs team members)
 - a. Project Kick-off / Program Verification (can be combined as one meeting or two separate meetings, in person)
 - b. Site Plan and Architectural Concept Review (in person)
 - c. Preliminary Estimate Review (virtually)
 - d. Presentation to the City Council members (in person)
 - e. Other weekly virtual meetings as required by the City’s project team
- 7. One Site Visits by up to four AVANTurs team members (architect, civil, structural and MEP engineering representatives)

IV. Compensation

The AVANTurs team proposed the follow fees for performing the Scope of Services outlined in Section III:

<u>Base Scope of Architectural Services</u>	\$27,900
<u>Cost Estimate Services</u>	\$ 3,000
<u>Reimbursable Expenses:</u>	
3D Professional Rendering	\$4,000 (Two rendered views included)
Printing and Shipping Allowance:	\$1,000
Additional In-person Meetings	Hourly
Additional Virtual Meetings	Hourly
<u>For Engineering Support (if authorized):</u>	
Civil – prepare existing conditions site plan and scope narratives of the proposed concepts for cost estimates	Hourly not to exceed \$9,500
Structural – Evaluate existing building structural system for the addition option, and prepare structural narratives of the new wing or new construction options for cost estimates	Hourly not to exceed \$6,000
MEP - Evaluate existing building systems for the addition option, and prepare MEP design narratives of the new wing or new construction for cost estimates	Hourly not to exceed \$22,800

AVANTurs Team Hourly Rates:

Architectural and Interior Design (AVANTurs)

Project Manager	\$165.00
Lead/Senior Architect	\$150.00
Architect	\$125.00
Architectural Designer	\$95.00

Cost Estimator (M.A.+A)

Senior Cost Estimator	\$115.51
Cost Estimator	\$102.71

Civil Engineering (DHA)

Principal	\$216.08
Project Manager	\$143.00
Senior Engineer	\$208.64
Engineer	\$123.91
Engineer in Training (EIT)	\$93.96

Structural and MEP Engineering (GPI)

Principal/Sr. VP	\$225.00
Project Manager	\$190.00
Senior Engineer	\$160.00
Engineer/Senior Designer	\$135.00
Designer/Senior CAD Operator	\$115.00
CAD Operator/Drafter	\$95.00

Although we understand the City does not believe the engineering subconsultants' services are necessary for the first phase, we highly recommend incorporating civil, structural and MEP engineering input in the development of the architectural and site planning options, especially engineering design narratives in the budgetary cost estimate. Therefore, we have included the fees proposed by GPI and DHA as additional services. We are open to working with the City's designated civil, structural, MEP engineers as directed.

AVANTurs LLC is the prime consultant and the point of contact for the team. The following person is authorized to negotiate the contract with the Government in connection with this solicitation and sign the proposal on behalf of the Offeror.

Signature: _____

Wen Xiao, RA, LEED AP
Principal, AVANTurs LLC
10411 Motor City Dr. Suite 750
Bethesda, MD 20817

xiaowen@avanturs.com | 301.222.0727 (office) | 301.520.3108 (mobile) | 240.395.2347 (fax)

SECTION 2. FIRM PROFILE

AVANTurs LLC, a vibrant small business located in Bethesda Maryland, provides a wide range of services to help clients achieve **innovative** and **sustainable** built environments. We work closely with the people involved in each project to create **high-quality** spaces, buildings and communities which provide efficient, adaptive, sustainable and inspiring (EASI) work and living environment. Since 2012, we have been **Supporting Better Environment and Health through Design**.

We Listen.....

Our team of professionals has extensive experience working on **function-driven projects**. We pay special attention to the unique challenge and opportunity of each project. Working closely with the project stake holders we focus on achieving the project goals set by the clients with the most progressive design and technology.

We Add Value.....

Our proven expertise in resolving complicated design issues for small and large projects enable us to go above and beyond simply providing the obvious solutions to complete the scope of services. Our team of highly qualified professionals is committed to deliver performance enhancing **value added design** and **innovative solutions** within budget.

On Time, On Budget.....

Is how we deliver each one of our projects. Our team has a track record of successful results that meet or exceed clients' expectations for scope, schedule, budget and quality of services.

- **Architects**
- **Interior Designers**
- **Planners**
- **Construction & Project Managers**

Business Certifications

Duns #: 057564896
CAGE Code: 6XP62
SAM – Registered
Licensed Architect –
DC, MD, VA
SBA – WOSB, SDB
Maryland DOT Certified -
MBE/DBE/SBE/ACDBE
Montgomery County – LSBRP

NAICS Codes

541310, 541320, 541330
541410, 541430, 541611

Project Management

- Capital improvement scope of work development
- Schedule and budget management
- Quality assurance plan
- Effective communication plan
- On-site support & move management

Urban, Community & Campus Planning

- Sustainable master planning
- Development feasibility study
- Zoning analysis
- Institutional campus planning
- Development and construction permitting services

Architectural/Engineering Design

- New Construction
- Renovation and Upgrade
- Existing facility assessment
- Energy efficient upgrade
- Integrated architectural design
- Interior design
- Facility & space planning
- Laboratory planning
- LEED certification services

Technical Consulting

- Integrated MEP Engineering
- Code analysis and compliance
- ADA / accessibility upgrade
- Peer review of design and construction documents
- Value engineering solutions

Past & Current IDIQ Contracts

- Court Services and Offender Supervision Agency (CSOSA Federal) Architectural and Engineering Support Services
- Maryland National Park and Planning Commission (MNCPPC) Multi-Disciplinary, Multi-Year, Architectural, Engineering and Related Services
- Montgomery County, Department of Housing and Community Affairs, Multi-disciplinary Architectural, Landscape Architectural and Engineering Services



Point of Contact: Wen Xiao, Principal | xiaowen@avanturs.com | 301.520.3108 (direct)
10411 Motor City Dr., Suite 750, Bethesda, MD 20817 | www.avanturs.com | 301.222.0727

Government Project Experience

Ms. Wen Xiao, RA, NCARB, LEED AP, Principal and Founder of AVANTurs LLC, has over 30 years of experience programming, planning, designing and managing a wide variety of government projects, including her work prior to AVANTurs at HDR, Inc., SmithGroup JJR and RTKL Associates.



U.S. DEPARTMENT OF DEFENSE

National Cancer Institute
at the National Institutes of Health



U.S. Food and Drug Administration
Protecting and Promoting Your Health



National Institutes of Health
Turning Discovery Into Health



U.S. General Services Administration



Court Services and Offender Supervision Agency (CSOSA)

- Headquarters Relocations and Field Office Consolidation
- Building Safety Enhancement /COVID-19

Department of Defense

- Ft. Belvoir Building 216 ADA Compliance Upgrade

Department of Health and Human Services

- National Cancer Institute (NCI) Advanced Technology Research Facility (ATRF) at Riverside Research Park
- FDA Consolidation Program on the White Oak Campus
- TV Production Studio for FDA/CDRH
- National Institute of Health Children's Development Center

Department of State

- US Embassy, Jakarta, Indonesia
- US Embassy, Vientian, Laos

Department of Justice

- Ariel Rios Federal Building Modernization for Department of Justice

US Courts

- United States District Courthouse for the District of Columbia

Department of Treasury

- Internal Revenue Service National Procurement Office;
- Chandler Field Office; Boston JFK Building Space Consolidation Feasibility Study

National Archive and Records Administration

- National Archives and Records Administration – COOP Facility

Social Security Administration

- Social Security Administration IDIQ Contract

GSA

- General Services Administration Advanced Acquisition Program

State Agencies

- New Maryland Public Health Laboratory
- North Carolina State Laboratory – Public Health and the Office of Chief Medical Examiner
- West Virginia Public Health laboratory



<http://ncifrederick.cancer.gov/About/Attr/Default.aspx>



Point of Contact: Wen Xiao, Principal | xiaowen@avanturs.com | 301.520.3108 (direct)
10411 Motor City Dr., Suite 750, Bethesda, MD 20817 | www.avanturs.com | 301.222.0727



Court Services and Offender Supervision Agency (CSOSA) Headquarter Relocation and Field Office Consolidation and Relocation, Washington DC

The AVANTurs team of architects and interior designers supported CSOSA for its agency wide relocation program under an IDIQ contract. Following the programing and design phases, our team provided on-site consulting and construction management support until the completion of the relocation project in September 2019. The project included multiple phases of space consolidation and relocation due to the expiring leases of the current locations.

Our scope of services began with updating the existing office standards, followed by test fitting 120,000 SF of HQ and field office spaces using the updated office standards. The test fit effort included field survey to assess the existing facility conditions, planning the space utilization and circulation to create conceptual floor plans, preparation of the report with schemes of phased construction and relocation of each department in the occupied buildings. The project has several phases:

- 1) Relocate the headquarters of CSOSA to 800 N. Capital Street and vacate 633 Indiana Ave. NW, DC
- 2) Relocate the field office from 300 Indiana Ave. NW and other locations in the city to 601 & 633 Indiana Ave. NW, DC

Due to leasing and budget situation, the design work of all phases had to take place simultaneously and be completed within a very tight schedule. Our team met the tough schedule challenge by running two concurrent task groups, one working on the space program verification and the HQ building test fit; the other developed the new CSOSA office standards and test fit of the consolidated field office. The project manager led the program verification and space planning of the HQ building while overseeing the other group's work, which was performed by the interior design sub-consultant. Each of the four components of the task order was carefully scheduled and orchestrated, with two parallel and two in sequence. The tasks were performed seamlessly as a result. All Design Intent deliverables were completed on time and managed to catch up to the work schedule of the landlord's architect.

During the construction phase, our team worked as CSOSA's representative, reviewed furniture shop drawings and bill of materials, attend meetings with furniture vendors and contractors, provided on-site support to the CSOSA's facilities staff with review of the construction documents, construction administration, move management, responding to facility request help desk items, and performing surveys and documenting the existing conditions for the budget development of facility upgrade projects.



Design: 2018

Construction: 2018-2019

Construction Cost: 2.1 Million for Headquarters, not available for Field Offices

Contract Method: Prime Consultant, IDIQ Task Order

Project Gross Square Footage:
62,987 SF Headquarters, **800 N. Capitol St.**
58,000 SF **601 & 633 Indiana Ave. DC NW**

Project Setting:
GSA leased building; complete demo and fit out, phased relocation

Names of Key Personnel:
Wen Xiao, Project Manager
Sibel Ozkan, Sr. Architect
Eric Sun, Sr. Architect
Mohammad Kamal, Sr. Architect
Kawfo Djan, CM / Move Manager

Reference / Client Contact:
Susan Nelson, COR
CSOSA
Susan.Nelson@csosa.gov 202.220.5733





Court Services and Offender Supervision Agency (CSOSA) Building Safety Enhancement COVID-19, Washington DC

The COVID-19 Pandemic has accentuated the need for the CSOSA agents to routinely interview their visiting clients in dedicated rooms, away from the staff area. This project created such interview room areas by renovating a suite at each of the two locations and replacing existing open and enclosed offices. Although the interview rooms shared the same requirements for STC 50 partitions at both locations, each building has its distinct existing conditions which requires unique solutions in terms of **acoustic control**, visibility from the hall into the interview rooms and **access to daylight**. To meet the compressed design schedule, our team of architects and engineers designed both locations concurrently, while generated details, specifications and finishes that can be shared by both locations as much as possible. Accent felt panel compositions was specified for each of the interview rooms to **reduce sound transmission while appealing as decorative wall arts**.

In each of the interview rooms at 3850 South Capitol St. SE, a custom millwork station with a full length clear vision panel divided the room into separate agent and client sides. The design created a nice and clean center piece for the room by utilizing stock materials, achieving **functional and aesthetic design objectives** in a most **cost effective** way. This design can also be applied to other CSOSA field offices.

The interior design scope at 910 Rhode Island Ave. NE also include **consolidating the existing open workstation area** to accommodate the relocated staff from the new interview room area. Through careful planning with the **smaller workstations, decentralizing the support functions** and **compact power supply management** the same open workstation area will be occupied by nearly **50% more workstations** as required by the task order program.

Design: 2021

Construction: 2022

Construction Cost: \$800,000 Approximately

Contract Method: Prime Consultant, IDIQ Task Order

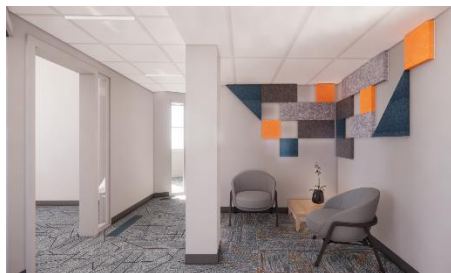
Project Gross Square Footage:
6,000 SF Affected Area

Project Setting:
GSA leased building; partial demo and fit out

Scope of Services:
Conceptual design revision, 100% construction documents, permitting services and construction administration

Names of Key Personnel:
Wen Xiao, Project Manager
Sibel Ozkan, Sr. Architect
Kawfo Djan, Cost Estimator

Reference / Client Contact:
Susan Nelson, COR
CSOSA
Susan.Nelson@csosa.gov 202.220.5733





Renovation of Building 216, Fort Belvoir, VA

This highly secured administrative building is a symbolic historic resource on the Fort Belvoir military base which is in the Historic Core of the Virginia Landmarks Register Historic District. Building 216 is axially located on the south edge of the Parade Field which is the central open space on the Base.

Built in 1932, originally as a 35-bed post hospital, B216 has since been adaptively reused as an administrative office building. In 2011 during Base Realignment and Closure Action work in Fort Belvoir, B216 went through a complete exterior rehabilitation. A full interior renovation and modernization followed and was completed in 2012. It is currently housing the office of the Assistant Secretary of the Army Financial Management and Comptroller Operations. However, all renovation efforts have left the 3-story building without a functional vertical transportation except an outdoor hydraulic lift to the basement level. Furthermore, the colonial revival style front façade with the two-story large portico facing the Parade Field also presented significant challenges to making the main building entry ABA compliant.

With an incoming Assistant Secretary who is a double amputee, the building must undergo another renovation to make it fully accessible and barrier free. As part of the fast-tracked design/build contract awarded to Structural Engineering Group (the Prime), AVANTurs LLC provided architectural and engineering design services including existing condition assessments, schematic design through construction documents and construction administration of a new handicap accessible entry sequence and elevator replacement.

The cost effective design solution proposed was to connect the parking lot and the rear entrance of the building by a 70' long accessible ramp. The new switch back ramp has to be directly adjacent to the rear façade of the historic building. It will require the excavation of a large area behind the building and the demolition of the existing wheelchair lift. The location, scale and massing of the new ramp minimized the obstruction and interference with the building façade and basement windows along the ramp. The design also caused minimum visual and physical impact to the ground surrounding the historic building.

The new ramp leads to the original entry door at the basement level. The original scope included the replacement of the historic entry door with a new door in order to comply with ABA requirements. Our architects came up with a retrofitting hardware solution to preserve the historic element and building integrity. B216 is a highly secured facility with restricted access. All visitors must be escorted by staff while inside the facility. The new electric hardware has to be tied into the existing building security system which is completely not accessible by our design engineers.

Design: January – July 2013

Construction: July 2013 – February 2014

Construction Cost: \$450,000 including design

Contract Method: Design Build

Project Gross Square Footage:
5,000 SF affected interior area; Site area and building exterior

Project Setting:
Campus, constrained site, occupied building with restricted access, highly secured

Scope of Services:
Renovation of occupied office building; ABA compliance upgrade; Historic Preservation

Names of Key personnel:
Wen Xiao, AIA, LEED AP, Project Manager
Jorge Rodriguez, AIA, LEED AP, Project Architect

Project Owner:
Department of Public Works
Ft. Belvoir, VA

Reference / Client Contact:
Structural Engineering Group (Prime)
Todd Dinkins, tdinkins@seg-inc.com
(703) 574-3377



Under the design/build budget constraint, AVANTurs LLC and its MEP sub-consultants carefully investigated the existing site and building systems to determine the most effective solutions which cause the least impact to the historic nature of the landmark building, as well as the daily operation of the military occupants.

Retrofitting a new hydraulic elevator in the existing shaft also created engineering challenges, which requires AVANTurs LLC proactively coordinates the modification design related the elevator replacement with its engineering consultants. Mechanical, electrical, and fire alarm design of the related upgrades to the existing building systems successfully accommodated the new elevator and the new handicap entry sequence.

As part of the scope of service, a **Historic Area Work Permit Submission** was prepared for review by the reviewers of Fort Belvoir Department of Public Works and State Historic Preservation Office. The report included the following contents:

- Historic background and significance of Building 216
- Building location on the Historic District Map
- Description of the proposed renovation work
- List of the applicable Preservation Guidelines and Standards
- Plans, elevations and sections of the proposed renovation
- Materials Boards of proposed new materials



Firm Profile:



M.A. + ASSOCIATES OVERVIEW

M.A. + Associates (MA+A) is a small disadvantaged minority owned (SDMBE) business that was founded in 2000 to provide a broad range of consulting services to government agencies, commercial businesses, architectural/engineering firms, and developers. With a small experienced staff, MA+ A represents an impressive track record of experience and credentials.

We are headquartered in Laurel, Maryland. Our technical staff includes Certified Cost Engineers/Estimators (CCE), Professional Engineers (PE) and Construction Managers, Management Consultants and Administrative Support Personnel. All personnel have extensive experience in their area of concentration.

Certifications: MDOT 16-499 DBE

COST ENGINEERING/COST CONTROL

MA+A understands that cost estimating and cost management are fundamental to the effective management and ultimate success of any project. The cost estimate is an essential tool needed to track and monitor the project from its programming phase through bid documents. MA+A utilizes validated historical costs adjusted to current and future escalation trends at the programming stage to formulate and validate early project budgets and programmatic costs. MA + A has completed more than 400 Cost Estimates within the state of Maryland recent years. In addition, MA + A has provided services under several Master/Indefinite Delivery Contracts for many state, municipal and federal agencies.

The following table is a partial listing of relevant of projects and tasks orders completed under Master Services/Indefinite Delivery Contracts:

Client	Project	Task	Project Value
Baltimore City Public Schools	Medfield Heights Elementary School Feasibility Study, Baltimore, MD	Cost Estimating	\$25,000,000
MD Dept of General Services (DGS)	Baltimore City Dept. of Corrections Complex Demolition, Baltimore, MD	Cost Estimating/VE	\$32,000,000
MD Dept of General Services (DGS)	CSMS Army National Guard Bureau Maintenance Facility, Havre De Grace, MD	Cost Estimating – Change Orders/VE	\$24,000,000
MD Dept of General Services (DGS)	TAMMP Facility Renovation/Addition, Morgan State Univ., Baltimore, MD	Cost Estimating/Programming/Planning Support	\$3,200,000
MD Dept of General Services (DGS)	Salisbury Animal Health Laboratory, Salisbury, MD.	Cost Estimating/Value Engineering	\$14,500,000
MD Dept of General Services (DGS)	Prince Georges County Forensic Laboratory, Palmer Park, MD	Cost Estimating/Value Engineering	\$28,200,000
University of MD System	Sherman Hall Renovation, UMBC, Catonsville, MD	Cost Estimating/Value Engineering	\$58,000,000
University of MD System	Univ. of Maryland Biomedical Science & Engineering Building, Rockville, MD	Cost Estimating/Value Engineering	\$112,000,000
University of MD System	Education Health Science Facility, Frostburg, MD	Cost Estimating/Value Engineering	\$68,000,000

Building Information Modeling (BIM) and On-Screen Take off has been an intricate part of our cost control process. We utilize these tools to quickly and accurately generate quantity takeoffs to ensure the accuracy of our cost estimates. MA+A has provided cost engineering/cost estimating support for more than 350 projects for the Federal Government in recent years. Over that time, we have gained valuable experience that allowed us to provide independent cost estimates that are within 5% of the responsive low bidder on a consistent basis.

As we approach the design phases of the project, MA+A uses a structured approach that incorporates several levels of quality control reviews, markets surveys, client interaction and constant cost monitoring to move a project from its' inception to a reliable estimated cost at the construction document and bid document level. MA+A has found this approach to be very successful and provides the client with a level of comfort as the design evolves through its' various stages.

MA+A's approach to cost control has evolved to keep pace with a fluctuating and volatile construction economy. We have strayed away from milestone estimating, that looks at costs at certain critical stages of a project, SD, DD and CD completion. We now provide the customer with constant cost monitoring. We provide feedback on a consistent and continuous basis as the project evolves. MA+A is available to discuss all decisions that impact the project's cost and provide the client and the designer with immediate feedback that guide design decisions.

In addition, MA+A is constantly making price calls to the market place, validating economic trends and tracking escalation for the project's target area. Early and continuous involvement in the project provides the client with the required valid cost information to make the needed decisions and keep the process moving in a positive direction.

On a typical construction project, we also prepare the cost estimates for alternative design solutions, conceptual, design-phases, competitive bids, and crew analysis. MA+A uses cost control to assure management that all alternatives have been explored before a project overrun is accepted. This can be realized through daily monitoring of expenditures and the constant evaluation of work remaining. Our cost control capabilities include establishment of Code of Account, schedule of values, progress payments, change orders, claim management, and estimate to complete. In addition, we perform cost engineering and economic analysis for construction and operation projects.

QUALITY CONTROL

On all completed projects, MA+A is proud to have provided our clients with the highest quality services while maintaining cost control and meeting the most rigorous schedules. Our management approach, coupled with our Quality Control/Quality Assurance Plan, has allowed us to efficiently complete projects on time, under budget, and in conformance with all contract requirements, often exceeding client's expectations. At a minimum, similar quality of services and professional commitment will be offered to every project we are awarded. We believe that our experience gained through the completion of similar projects will ensure an even higher quality services on future projects.

PERSONNEL QUALIFICATIONS

The staff of MA+A includes more than 8 full-time and 16 part-time management, technical and administrative personnel. Our staff is also supported by several specialized consultants with specific technical expertise that allow MA+A to provide a superior level of quality service. Our staff members have on average 20 years-experience. MA+A promotes technical training and continued education to keep the staff abreast of the latest relevant technical innovations, advancements in technology, and project management. As a result, the technical staff is highly trained and experienced. Our technical staff includes professionals certified by the Association for the Advancement of Cost Engineers (AACE), Society of American Value Engineers (SAVE), Boards of Professional Engineers, the American Arbitration Association, and other recognized professional associations.

The following is a recent “Estimate V. Bid” table:

Project	Estimated Cost	Bid Cost	Variance
Rodwell Elementary/Middle School Replacement, Baltimore, MD	\$ 35,579,512	\$ 37,800,000	6%
Univ. of Maryland Biomedical Science & Engineering Building, Rockville, MD	\$ 109,013,666	\$ 110,567,678	2%
NAVFAC – Undersea Rescue Facility Headquarters, San Diego, CA	\$ 36,062,349	\$ 37,500,000	3%
NAVFAV - F-35 Flight Simulator Facility, San Diego, CA	\$ 33,629,549	\$ 32,500,600	4.3%
NAVFAC – New Dining Facility and Storage Facility, Admin. Bldg. and Library Renov. San Diego, CA	\$ 30,404,269	29,856,000	2.2%
New Carrollton Library Renovation, New Carrollton, MD	\$ 2,980,667	\$ 3,050,000	3%
USACE Ft. Bliss Medical Center, El Paso, TX	\$ 980,567,888	\$ 967,800,000	2.5%
USACE Ft. Belvoir Army Hospital, Ft. Belvoir, VA	\$ 740,890,100	\$ 765,000,000	4.1%
USACE Customs & Border Protection Training Center, Harpers Ferry, WV	\$32,319.973	\$33,000,000	.03%
USACE. Army Reserve Center Renovation, Mesa, AZ	\$ 4,793,567	\$ 4,673,000	2.1%

COMPANY PROFILE:

Delon Hampton & Associates, Chartered (DHA), is a minority-owned professional consulting engineering firm headquartered in Washington, DC for nearly 50 years. We specialize in program and construction management, as well as, civil and structural engineering services. Our market sectors include land development/buildings, water and wastewater, transportation, transit, and aviation. We are a Minority Business Enterprise (MBE), Disadvantaged Business Enterprise (DBE), Small Business Enterprise (SBE) certified through the Maryland Department of Transportation's (MDOT) Office of Minority Business Enterprise (OMBE). We are also a Minority Business Enterprise (MBE) certified by the Capital Region Minority Supplier Development Council and through the Supplier Diversity Program in Prince George's County.

Prince George's County Experience

We have designed and provided site/civil engineering design and structural engineering design, as well as construction management services on numerous projects in Prince George's County for many Federal, state, and local agencies as well as for private clients. DHA is familiar with construction and environmental permitting processes and can assist City of Greenbelt in identifying, applying for, and expediting the permits required for the development of infrastructure. We have managed on-call construction management, inspection, testing, and engineering services for street, roadway, and bridge construction for the Prince George's County DPW&T. We have also performed civil and structural engineering services for the Prince George's County Sports and Learning Complex in Landover, Maryland. This \$30 million complex features 100,000 SF Field House, 30,000 SF, three-level Fitness Center, 30,000 SF Gymnastics Center and several other facilities. We provided civil engineering services for the Prince George's County Correctional Center, and a site engineering feasibility study for a proposed 34-acre site for a new complex for the Metropolitan Baptist Church. Under our General Engineering Consultant contract with WMATA, DHA performed all the programming layout and industrial engineering for the Greenbelt Service and Inspection Facility (Section Design E-116).

Department of Permitting, Inspection and Enforcement Experience

We have experience in having plans approved by different agencies within the Prince George's County; most of these agencies are signatories to building permits that will be processed through the Department of Permitting, Inspection and Enforcement (DPIE). We have gone through the Maryland Park and Planning Commission (MNCPPC) development planning process starting from concept design to final site plan approval. We understand the requirements of Prince George's County DPW&T, as it relates to work in public space and within right of ways. We also have significant experience having plans processed and approved through the Prince George's County Soil Conservation District.

Marlow Heights Community Center

(Marlow Heights, MD)

Project Description/Scope:

Delon Hampton & Associates, Chartered (DHA) is providing civil engineering services by way of schematic design, design development, construction documents, permit review and bidding, construction and post-construction/close-out phase services.



The community center is located on a 6.21-acre site that includes two buildings with a total of 12,500 SF that are connected by a canopy, with parking, picnic areas, two tennis courts, a playground area, a large storage shed, and a variety of mature trees. A feasibility study recommends the existing community building be demolished and replaced with a new facility. The new proposed community center will be a minimum of 22,000 SF with a larger gymnasium and additional program space to meet the needs of the community. Site improvements will include a community center building, 120 parking spaces, sidewalk, new utility connections, and stormwater management facilities.

Owner:

- ▶ Maryland-National Capital Park and Planning Commission / Department of Parks and Planning

Reference:

Mr. Joseph J. Celentano, AIA, LEED AP; Principal
VMDO Architects
2000 Pennsylvania Avenue, NW, Suite 7000
Washington, DC 20006
Tele: (202) 843-2081
Cellular: (202) 439-4000
Email: celentano@vmdo.com

Role:

- ▶ Subconsultant

Services Provided:

- ▶ Civil engineering design

Project Completion:

- ▶ 2021 (Design)
- ▶ 2023 (Construction)

Project Size:

- ▶ 22,000 SF

Construction Cost:

- ▶ \$12.6 million (\$121,100 (DHA's Fee))

Oxon Hill Volunteer Fire & EMS Station

(Oxon Hill, MD)

Project Description/Scope:

Delon Hampton & Associates, Chartered, is providing civil engineering services for this project.

The project consists of replacing the



existing station with a new four-bay, 20,000 SF Fire/EMS station, which will house two engines, an ambulance, an aerial truck, and a Battalion Chief. The station will include a station alerting system designed to reduce response times, an exercise room, separate male and female sleeping/locker rooms, office space and a training room.

As part of the A/E team, we will design the storm, water, sewer, gas, and approach to the site to accommodate the 30,000 SF Police Station and 80-car parking for future use. The property is approximately 12.12 acres. Site improvements include a fire station building, fire truck access route, parking lot, sidewalks, stormwater management facilities, and utility connections. The site will require land development, utility connections, stormwater management, sediment control plans, and permits from Maryland-National Capital Park and Planning Commission (M-NCPPC), the Prince George's County Department of Permits, Inspections and Enforcement (DPIE), the Soil Conservation District (SCD) and the Washington Suburban Sanitary Commission (WSSC). The design work will be limited to the fire station site; however, the stormwater drainage system, water and sewer system will be designed to accommodate the Police Department, which could co-locate with the Fire Department in the future.

Owner:

- ▶ Oxon Hill Volunteer Fire & Rescue Company

Reference:

Mr. Gregory Gilbert,
AIA, LEED, GA; Vice
President
Bignell Watkins Hasser
Architects, PC (BWHA))
1 Park Pl #250
Annapolis, MD 21401
Tele: (410) 224-2727
Email:
ggilbert@bigwaha.com

Role:

- ▶ Subconsultant

Services Provided:

- ▶ Civil engineering design

Project Completion:

- ▶ 2022 (Design)
- ▶ 2024 (Construction)

Project Size:

- ▶ 20,000 SF

Cost:

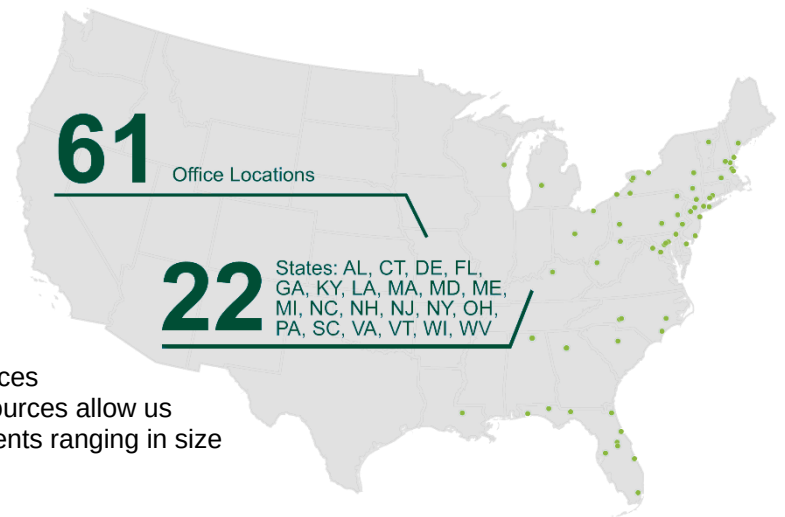
- ▶ \$9.855 million (\$185,150 (DHA's Fee))

Corporate Profile

GPI (Greenman-Pedersen, Inc.) was established in 1966 in Babylon, NY. The vision of two Long Island engineers has grown into a firm consistently ranked in Engineering News Record's Top Design Firms. GPI has also been named a Consulting-Specifying Engineer MEP Giant.

With over 50 years in business, GPI has earned our reputation as a leading engineering company. GPI employs more than 1,700 professionals in over 60 offices located throughout the country. Our wide-ranging resources allow us to handle projects for both private and government clients ranging in size and complexity.

GPI's Metro DC Operation, which includes our **Rockville, MD**, **Olney, MD**, and **Springfield, VA**, offices, has been providing mechanical, electrical, plumbing, and structural engineering services in Maryland, Virginia, and Washington, DC for over 45 years. With a combined staff of over 70, our offices provide creative and sustainable design for the renovation and new construction of buildings. Our clients include private companies, government agencies, educational facilities, healthcare facilities, and mission critical facilities.



Services Provided

- Mechanical
- Electrical
- Plumbing
- Fire Protection
- Structural
- Civil
- Building Evaluations
- New Construction
- Renovations/Repositioning
- Infrastructure Upgrades
- Design/Build
- Sustainable Design/LEED/Green Globes/WELL/EarthCraft
- Facilities/Asset Management
- Value Engineering
- Energy Audits/Energy Modeling
- ENERGY STAR Certification
- Peer Review
- Commissioning
- 3D Laser Scanning Capabilities
- BIM/Revit Capabilities
- COVID Mitigation

GPI is one of a kind because we have the resources of a large national firm but retain the entrepreneurial spirit of a local firm.

Our strong corporate backbone and resources of a national firm is what differentiates working with GPI's local offices from working with other local engineering firms. We provide the detailed and personalized service of a small firm that has accessibility of all 1,700 employees in our GPI family.

Our mantra is **Get Us In Early**. There are substantial benefits of involving your engineering team early in any project. From the moment a client decides to initiate a project, we can provide valuable insight to assist in financial savings. Understanding a client's priorities early on allows us to be a more effective part of your design team.

We look forward to joining your team and are excited to bring our innovative ideas to the table for your projects.

CONNECT WITH US



Facebook – search GPI Metro DC



LinkedIn – search GPI / Greenman-Pedersen, Inc.



YouTube Channel – search Greenman-Pedersen, Inc.

Awards

Engineering News Record Top Design Firm
(since 1976)

Consulting-Specifying Engineer MEP Giant
(since 2012)

Washington Business Journal Top 25 Engineering Companies (since 2010)

Marriott International Headquarter
2022 ENR MidAtlantic Best Regional Project

Daughters of the American Revolution Constitution Hall
2022 AIA NOVA Award of Honor in Historic Preservation

The Hillel at George Washington University
2022 NAIOP DC|MD Award of Merit
2021 ENR MidAtlantic Award

Chemonics Headquarters
2022 ABC Excellence in Construction

Morning Consult
2022 IIDA Corporate Award

American Physical Therapy Association Headquarters
2021 NAIOP NOVA Award of Excellence
2021 ENR MidAtlantic Award

The Foundry
2021 ENR MidAtlantic Award

Flint Hill School – Peterson Middle School
2021 AIA NOVA Award of Merit

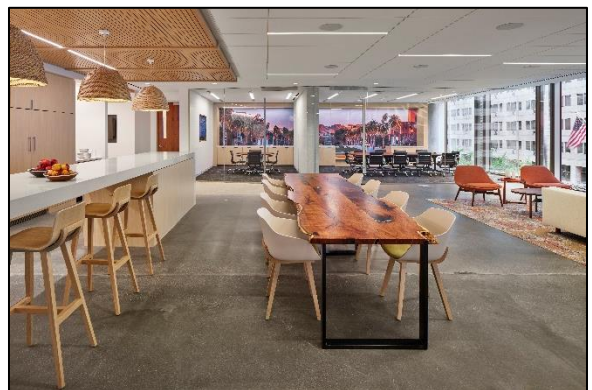
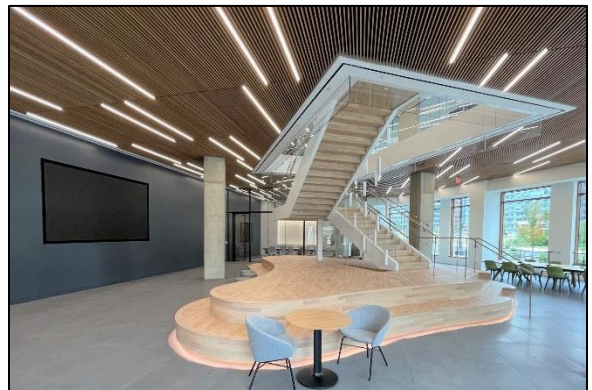
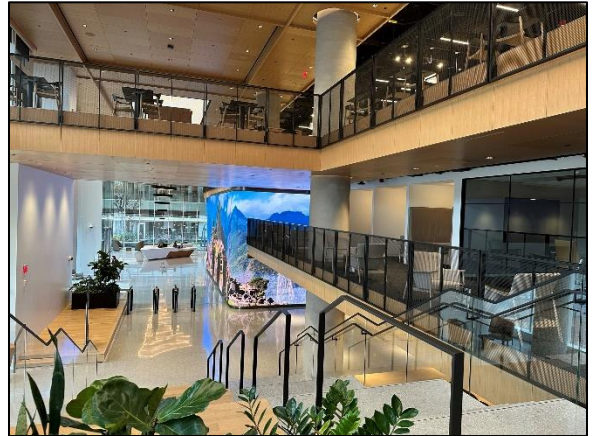
Franklin Square Repositioning
2021 AIA NOVA Award of Merit

University of Arizona Government Affairs Office
2021 NAIOP DC|MD Award of Excellence
2021 IIDA Pinnacle Award
2021 IIDA Corporate Award

The Lane: A Social Club
2021 IIDA Retail Award 2020 NAIOP DC|MD Award of Excellence

Recording Industry Association of America HQ
2021 IIDA Corporate Award
2020 NAIOP DC|MD Award of Excellence

AvalonBay Headquarters
2020 NAIOP NOVA Award of Excellence



Relevant Experience

Prince George's County Task Order Contract

GPI has been providing services as Prime for Prince George's County, MD under an Indefinite Delivery Contract for Architectural and Engineering Services since 2005. GPI has completed approximately 70 task orders. GPI Project Managers for these projects vary by project but have included Lew Brode, PE, LEED AP, David Thibodeau, PE, LEED AP, and Pierre Sabourin, PE. Projects have ranged in fee from \$800 to \$160,000.

Prince George's County Third Party Permit Review Program

GPI (formerly Holbert Apple Associates) has lead teams of 3rd Party Permit Reviewers in the review (and provided the structural engineering review) of over 200 permit review projects in Prince George's County, Maryland. Projects range from tenant fit-out renovations to large new residential projects in excess of 500,000 sq ft to unique facilities such as the Capital Wheel at National Harbor and amusement rides at Six Flags. Our teams have a history of successfully completing multiple concurrent permit peer reviews. Principals and most experienced staff have been extensively involved with DPIE's Peer and 3rd Party Permit Review Programs since the Fall of 2013.

Prince George's County Circuit Court Mechanical Upgrades

Upper Marlboro, MD

GPI provided engineering design services for the replacement and upgrade of the mechanical equipment at the Prince George's County Circuit Court. The scope of work included replacement of three existing 450-ton water cooled centrifugal chiller with similar type and capacity. Two chillers were required to operate simultaneously to support the building on a peak design day. Therefore, construction was phased to replace one chiller at a time so the plant remained online and functional at all times. GPI replaced the three-existing primary chilled water pumps, and existing secondary pumps, with a new variable primary flow pumping systems. Design included replacement of main breakers for pumps and chillers in the Motor Control Center in the Penthouse and replacement of the VFD on pumps.



Contact: Tom Barton (retired)

GPI Design Fee: \$107,000

Construction Cost: unknown

McLean Community Center

McLean, VA

GPI provided engineering consulting services for mechanical, electrical, plumbing, and structural design of the 35,000 sq ft renovation and 8,000 sq ft addition for the McLean Community Center. Improvements to the renovated space include additional restrooms, new security systems, and facility upgrades to the power distribution and fire alarm systems. The existing fire alarm system had several deficiencies so extensive replacement of devices was required. The existing building also had two electrical services, resulting in the utility transformer being replaced and the two services re-fed. The expansion added meeting rooms, activity rooms, a large multipurpose/event room, and common space. The community center also received improved storm water management and lighting along the exterior walkways and parking lots.



Completion Date: 2019

GPI Design Fee: \$169,842

Construction Cost: 5.5 Million

GPI Team: DDB, RMD, RKS, AAS, TAM, NDD

Fairfax County Department of Vehicle Services West Ox Maintenance Facility

Fairfax, VA

GPI provided engineering design for the mechanical, electrical, and plumbing systems for the renovation and expansion of the Fairfax West Ox Vehicle Maintenance Facility. The existing facility was built in 1974 and services Fairfax County Public School buses, Fire Department apparatus, and other county-owned trucks, tractors, and passenger vehicles. GPI provided design for conversion of the existing tire storage bay to a repair bay. The gas fired radiant heaters in the repair bay use landfill gas recovered from the County's nearby waste transfer station instead of natural gas. LED highbay luminaries were installed. Other renovations included a new entrance canopy and vestibule, new showers and finishes in the locker and toilet rooms, new trench drains in every repair bay, new vehicle lifts, and exhaust hose reels. Due to its importance in day to day operations of the city, the project was designed to allow the building to remain open during construction and able to operate 24 hours a day.



- 2019 Fairfax County Capital Facilities' Building Design and Construction Division Award of Excellence

Contact: Greg Shipley AIA, LEED BD+C, Stantec

Phone: 703.485.8547

Email: greg.shipley@stantec.com

Completion Date: August 2019

Construction Cost: 4.5 Million

Team: DBB, RMD, RKS, BKM, AAS, NNT, TAM, GLB, PPS



SECTION 3. PROPOSED PROJECT TEAM

We have assembled a team for the Greenbelt City Municipal Building (CMB) project that has the experience required to successfully meet your program requirements, including scope, schedule and budget. From project kick-off to completion, our principal and project manager, Wen Xiao, your assigned project contact, and the rest of your assigned architectural and engineering design team will collaborate closely to establish project goals and work plan, review project progress, coordinate with each of the architectural and engineering disciplines to ensure that our work are in line with your expectations.

Our team is committed to practice proactive communication and immediate review and coordination during the design phase which minimizes the modifications during final review by each discipline and the clients. We are committed to our quality control procedures, which have been refined over time by frequent review and incorporation of lessons learned.

AVANTurs llc has been teaming with M.A.+A, DHA and GPI in the past ten years on several major projects. Our established long term collaboration and trust have successfully supported our integrated design approach in serving our clients' project needs.

The following key personnel have been selected for the CMB project by each of the firms in our team. They will be made available upon project initiation and throughout the entire project duration. Their hourly rates have been provide in Section 1 of this proposal.

Architecture Design and Planning

Project Manager	Wen Xiao, RA, NCARB, LEED AP
Lead Architect	Wen Wang, RA, NCARB, LEED AP
Senior Architect	Sibel Ozkan, RA, LEED AP

Cost Estimate

Sr. Cost Estimator	Michael Withers
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Civil Engineering

Project Manager	BaoZhu Wei, PE
Site/Civil Engineer	Curtis Day, PE

Structural Engineering

Sr. Structural Engineer	Nate Salnick, SE, PE
LEED Green Associate	
Structural Engineer	Ervin Rogers, PE



MEP Engineering

Project Manager	Michael Rakes, PE
	LEED AP Well AP
	HBDP, BEAP, BEMP
Sr. Mechanical Engineer	Doug Brenner, PE
Sr. Electrical Engineer	Pierre Sabourin, PE
Sr. Plumbing Engineer	Chuck Potter, DPD, GPD

WEN XIAO, RA, LEED AP
Project Manager



Education:

Master of Architecture
University of Maryland
College Park
Bachelor of Architecture
Tainjin University, China

Professional

Registrations:

Licensed Architect:
DC ARC6235
MD 17208
VA 016452

Certification &

Affiliations:

National Council of
Architectural Registration
Board Certified (NCARB)
LEED Accredited Professional
since 2002 (LEED AP)

SCORE:

Certified Mentor for Small
Businesses and Nonprofit
Organizations

Ms. Xiao, the founding principal of AVANTurs llc, has over 30 years of diversified experience planning, designing and managing over 2 million square feet of projects in the government, institutional, corporate, science & technology and mixed-use development sectors in the US and international market. She has been leading project teams of 5 to 50 professionals and helping clients achieving their project objectives for more than 20 years.

As a Project Leader, Ms. Xiao focuses on developing and maintaining a sustainable relationship with her clients through assuring that the clients' project expectations are met or exceeded. Her understanding of sound work planning and processes enables her to successfully orchestrate interdisciplinary teams towards the common project goal. Benefiting from the hands-on experiences as a project architect and planner, and in construction administration of challenging large projects, she motivates the project team to achieve innovative and value-added design solutions which enhance the clients' project objectives. She has also been personally involved in developing program of requirements and scope of work for institutional and government clients since 1994.

Ms. Xiao is committed to working with clients to achieve sustainable built environment through implementing sound and cost effective green strategies during the design process. She has led multiple projects with goals to achieve either LEED or Green Globe Certifications. Ms. Xiao has been passionate about improving the built environment and the quality of life of the occupants through design and technology applications.

Relevant Project Experience

Kimberly Place Condominiums Site Drainage Improvement, Montgomery Count, MD

Project manager and contact person of two task orders, the Drainage Study and Design Implementations, under the IDIQ contract issued by Department of Housing and Community Affairs (DHCA) of Montgomery County government. Working side by side with the civil engineering consultant to investigate the inadequate surface and ground water drainage that has been damaging the building foundations at this 12-acer, 174 unit townhouse community. Provided the investigation report and preliminary cost estimate to DHCA to establish the budget for implementing the recommendation for drainage improvement. Managed the work of producing construction document and permit. The second task order also includes providing on-site construction manager during the installation of the drainage infrastructures. Also manage the work of community wide tree survey and obtaining Forest Conservation Plan Exemption by the landscape architecture consultant.

Court Services and Offender Supervision Agency (CSOSA) Headquarter Relocation and Field Office Consolidation and Relocation, Washington DC

Lead AVANTurs team of architects and interior designers to support CSOSA for their agency wide relocation program under the IDIQ contract. Services included verifying space program, development of office standards, test fit 120,000 SF of HQ and field office spaces with the approved program and updated office standards. The project met the tough schedule challenge by running two concurrent task groups, one working on the program verification and HQ building test fit; the other developed new office standards and test fit of the consolidated filed office building. Ms. Xiao lead the program verification and design of the HQ building while overseeing the other group's work which was performed by an interior design subconsultant. Ms. Xiao skillfully planed and orchestrated the four most urgent tasks, 2 parallel and 2 in sequence. As a result, all deliverables were completed on time and the project managed to catch up to the schedule of the landlord's architects. During the construction phase, she managed the work of three on-site staff, each performing design, construction management and move coordination, supporting the client's facilities team.





Ft. Belvoir Building 216 Accessibility Upgrade, Ft. Belvoir, Virginia

Building 216 is the main administrative building on base. Located in the Historic Core of the Virginia Landmarks Register Historic District the building requires a major accessible entry sequence upgrade. Working with the design/build renovation contractor, Ms Xiao lead a team of architects and engineers and provided Existing Condition Assessments, Schematic Design through Construction Document of a new accessible entry sequence design. The design included a new 70' long ramp directly adjacent to the historic building footing; retrofit new ADA compliant hardware and security system on the historic entry door; elevator replacement and building electrical system upgrade. As the contract and project manager, Ms. Xiao attended all site visits and meetings with the D/B contractor and the government clients; managed the design process and deliverables to ensure they are on time and on budget; managed the contract and subcontracts including scope/fee negotiations, and invoice/payments; conducted A/E coordination and quality control reviews of all deliverable documents. Ms. Xiao also co-authored the Historic Preservation Report for review by the USACE and State Historic Preservation Office; prepared project specifications using USACE's SpecsIntact software; suggested cost saving retrofit solutions which preserved the historic building integrity; managed shop drawing review and RFI responses.



Towers Crescent Building B & C, Tysons Corner, Virginia

Project Architect, RTKL Associates.

Design architect of the 350,000SF mixed-use office buildings in a town center setting with retail space on ground floors and a complex 3-level underground garage.



Maryland Public Health Laboratory at John Hopkins Science and Technology Park, Baltimore, MD

Project Principal/Manager, HDR, Inc.
Independently assess the Program of Requirements provided by Maryland Department of Health and Mental Hygiene to provide recommendations on the Final Project Program and preliminary cost estimate. The Final Report is the base for project program and budget approval by the Department of Budget Management for State funding.

Program Verification, lab planning and Schematic Design of the 225,000 SF facility for the relocation of the State lab.



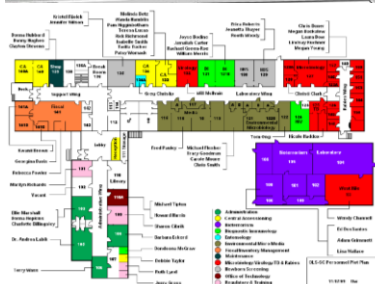
FDA Consolidation, White Oak, Maryland

Programming, facility planning and special studies for United States Food and Drug Administration's new consolidated campus. Responsible for the staff interview, data collection of all divisions; developed space standards and program of requirements according to GSA standards for the office and administrative buildings on the new White Oak campus.



National Cancer Institute Advanced Technology Research Facility (ATRF) at Riverside Research Park, Frederick, MD

- Managed the master planning and Development Phasing Plan of the 177-acre biomedical research and development park in Frederick, Maryland. The anchor building is the ATRF relocated from Fort Detrick military base. Planning adopted sustainable concepts such as stormwater retention and management pond with outdoor theater; an exercise / educational trails around the site incorporating the historic farm house and indigenous plants as ground cover in lieu of lawn in future development area.
- Lead the team of more than 30 professionals and 10 subconsultants to perform the design and construction administration of the 330,000 SF core and shell of ATRF building complex; and the programming, design and construction administration of the interior fit-out of the 100,000 GSF Administrative Wing and Atrium. Program space includes office suites for more than 10 divisions housing government employees and contractors, major shared amenity spaces such as a 200-seat Auditorium, a 9-rooms Conference/Training Center, a Think Tank, a 5000 SF Datacenter, a fitness center and a food service area. The project received Golden Globe Certification.



West Virginia Public Health laboratory, Charleston, WV

Project Principal/Manager, HDR, Inc.

CIP Feasibility Study of the 73,000 SF post WWI building which housed the WV State Laboratory. Lead the team to perform comprehensive facility assessment and to develop Program of Requirements. The final deliverables provided various options of master plan and cost model for the consolidation and modernization of the State lab facilities.



North Carolina State Laboratory – Public Health and the Office of Chief Medical Examiner, Raleigh, NC

Project Principal/Manager, HDR, Inc.

The 220,000 SF building complex consists of a Public Health Lab wing and a wing for the State Medical Examiner's Office. Building program includes large areas of open labs on each floor, high containment labs, toxicology labs and forensic autopsy suites. Lead the team to perform programming, planning, design and construction administration of all laboratory spaces.

WEN WANG, RA, LEED AP
Design Principal/Lead Architect



Education:

Master of Historic
Preservation
University of Florida

Master of Architecture
Tongji University, China

Bachelor of Architecture
Zhejiang University, China

**Professional
Registrations:**

Licensed Architect:
DC ARC100921

**Certification &
Affiliations:**

National Council of
Architectural Registration
Board Certified (NCARB)
LEED Accredited Professional
since 2006 (LEED AP)



Wen Wang brings to AVANTurs over 20 years of experience in architectural design and planning of a wide range of building types with a focus on mixed-use and multi-family residential, commercial real estate, corporate workplace. Wen has extensive knowledge and a successful track record of exceeding client expectations by creating maximum value for each project. His background and rich experience allow Wen to tackle each project with a unique and comprehensive approach, integrating base building, interior space as well as landscape into a holistic design solution. Through effectively searching for the most creative yet practical design solutions that are appropriate for the site and budget, Wen led many award-winning designs re-shaping the urban living environment as well as business culture for significant international clients. Wen's design leadership and dedication wins him trust from clients for long term collaboration.

Relevant Project Experience

Maryland National Capital Park and Planning Commission (MNCPPC), Montgomery County, MD (First Prize)

Lead designer, SmithGroup

The MNCPPC planned for a new headquarters building located on the same site of their existing HQ in downtown Silver Spring. The master plan features the new HQ tower adjacent to the existing public parking garage, while the remaining site was turned from surface parking lot to a diverse mixed use residential community. The new HQ building consists of the public services on the ground floor, a multifunctional auditorium on the second floor, with the remaining building houses office space for the various branches of the organization. The slim typical floor footprint features a unique and efficient floor composition, with the linear service core (stairs, elevators, mechanical room etc.) stacked along the north façade against the existing garage, and an airy open floor for flexible and efficient workspace layout. The sleek and timeless design creates an iconic tower on the gateway to downtown Silver Spring.

901 K Street Office Building, Washington DC

Lead designer, SmithGroup

901 K Street is the product of a highly unique architectural opportunity: an historic DC church and its need for revitalization and a multi-functional, sustainable modern office building occupying a gateway triangular site. The design takes advantage of the uniquely shaped infill site by responding to the character of each street both in massing and choice of materials. The frontispiece of the project is the historic church facing Mt. Vernon Square. Behind the church, a three story, low iron glass atrium was introduced to create the connection and visual "void" between the historic building and the new office building and serve as the new main accessible entry to the church and its community fellowship hall. The new 11 story building is stepped up with a series of planes and volumes to respond the scale shift and the geometry of the diagonal Massachusetts Avenue to the north and the orthogonal K Street on the south. The building responds to each street in a different way. Along Massachusetts Avenue, a curved terracotta rain screen façade, one of the first such uses of this cladding system in DC, relates to the height and coloration of the adjacent hotel and the sculptural, masonry language of the institutionally rich Massachusetts Avenue heading toward Embassy Row. To the south along K Street, a sleek aluminum and glass curtain wall façade with horizontal shading devices to protect against the southern exposure, is more in keeping with the commercial context of K Street. The base of the building includes a horizontal terracotta façade to link the glass tower to the white marble church base.



Sharo Rees-Stealy Medical Office Building, San Diego, CA

Lead designer, SmithGroup

The design is for a new 60,000 SF addition to the existing 68,000 SF Sharp Rees Stealy Medical Facility, on a 4.6-acre site. We envision a facility to address not only today's needs, but also for the future challenge we are facing, given the impact of the pandemic as well as the fast-evolving technologies. Utilizing this opportunity of a new addition, we aim to take full advantage of the site and help maximize its potential value. Our design will turn the site into a cohesive campus, with a welcoming arrival sequence and a clear entry experience. A straight forward expression of the efficient layout of the program, this clean and elegant design ties the new addition with the existing MOB seamlessly in scale, materials and expression, yet with its own unique identity clearly spelled out. Together, a timeless sense of place is created.



Cantata Apartments, Washington, DC

Principal in Charge, Lead designer, SmithGroup

Planned for sites that were previously owned by the city of Washington, DC, the upcoming Cantata will not only deliver 273 new market rate apartments to the heart of the city, but it will also act as a gateway from Capitol Hill into the residential Northwest Washington Corridor. The nine-story Cantata Apartments building represents not just a more contemporary design language, but one that speaks to its surroundings through smart design, planning, and programming. It will not only help to push DC's residential aesthetic in a newer direction but will also become a future icon as an important gateway linking prominent DC communities together. The building, currently under construction, is a concrete structure totaling nine floors approximately 90 feet in height plus a penthouse level, it will be approximately 296,000 gross square feet above grade and approximately 55,000 square feet below grade which houses two levels of parking.



Well Living Lab, Beijing, China

Lead designer, SmithGroup

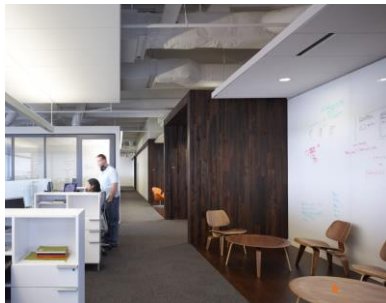
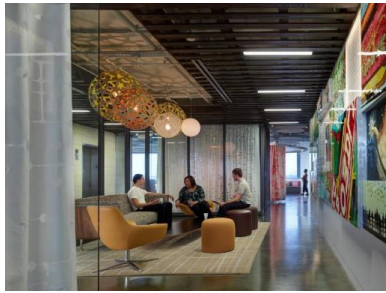
Equipped with insight and expertise of U.S. laboratory and facing up to the challenges in respect of climate, environmental, and cultural background in China, the 30,000 SF WELL Living Lab (China) aims to become the first multi-disciplinary scientific research center in Asia. It will integrate building science, behavioral science, and health science to quantify and improve the effects of interior environment on human health, comfort level and behavior performance. WELL Living Lab (China) is planned to become a laboratory with the presently most advanced facilities and equipment, which will provide controllable indoor environment and architectural space simulating the real world, for the research participated in by human subjects. The simulation dwelling and simulation office experimental areas plan to be equipped with various environment sensors and human body sensors, which are used to monitor multiple variables and body indicators of the subjects in the experiments. All types of flexible and reconfigurable building systems will be installed in the experimental areas, for the purpose of facilitating researchers to explore the effects of different types of building systems on the performance and users of buildings.



Advisory Board Company - Crimson, Austin, TX

Lead designer, project architect, SmithGroup

The firm's Austin office had grown dramatically in recent years necessitating a move to a much larger space designed specifically to meet their needs. The new 47,000 SF space is located on two floors of a 3-story commercial office building located in the north side of



Austin with additional space available for further expansion. As the design team developed the program with ABC, it became clear that the firm culture was defined by teams each developing software products. The teams are highly collaborative during the product development and even after the product launch. Therefore, the collaborative team spaces were designed to be the core of the design with support and amenity spaces closely arranged around each team space. As a growing-up startup, the group wanted a relaxed environment related to their culture and location, so a rich palate of dark wood, local limestone, concrete, white glass, and color accents was established. Throughout the space linear, orthogonal forms are softened with rounded, organic forms. The organizing concept of the design is an east-west wood ribbon that extends through the center of each floor with team spaces and various amenities plugging in to the north and south. The 'ribbon' is composed of stained reclaimed Texas longleaf pine and is constructed as floor, wall, or ceiling depending on location. The ribbon connects the core stairs, elevators, toilet rooms and utilities, as well as shared team meeting spaces and works to orient the user in the space. A large 'family room' and other lounges provide alternative spaces for employees to meet and to relax. An elliptical retractable curtain encloses a ping pong table when closed, but when open reveals glass white boards that are a presentation surface for large meetings. Other spaces can be modified depending on use such as the glass interview rooms which contain a luminous Eames print curtain that can be opened or closed as needed for privacy. One lounge space features a large dimensional painting by a local artist. On the ground floor, a reception area and member meeting space complete the program.



Title:

Sr. Cost Estimator

Education:

- Univ. MD. Baltimore County/B.S. Courses/ 1983/ Political Science
- MD. Drafting Institute/B.S. Courses/ 1986/ Architectural Design & Engineering

Certifications/Training:

1996/ MCACES Training Certification
1996/ SUCCESS Cost Management System Certification Training
Association for the Advancement of Cost Engineering – Former Regional Director

Years of Work Experience:

31 Years – Former Companies
23 Years – M.A. + Associates, LLC

□ **Michael A. Withers**
Sr. Cost Estimator

Mr. Withers is a Senior Cost Engineer/Cost Estimator/Program Manager with more than twenty-five years of construction management, cost control, cost engineering, project controls, Feasibility Study, budgeting, financing and claims analysis/avoidance experience. **Relevant experience includes the following:**

Baltimore City Department of Corrections Multiple Building Demolition, Baltimore, MD.

Sr. Cost Estimator: Sr. Cost Estimator: Provided design phase cost estimating for the selective demolition of multiple buildings located on the campus of the exiting Baltimore City Department of Corrections Facility. The project includes more than 1,000,000 GSF of building demolition, structural shoring, protecting-in-place, hauling of debris, selective demolition of historical structures, renovation of existing facilities, Estimated Construction Cost: \$33M

Biomedical Sciences Engineering Facility (BSE) Universities at Shady Grove Campus (UMD), Rockville, MD

Sr. Cost Estimator: Responsible for providing detailed cost estimating the new Biomedical Sciences Engineering building located on the Universities of Shady Grove Campus in Rockville, Maryland. The project includes the construction of a 247,000 GSF state-of-the-art laboratory/research facility. The project is slated for LEED Gold Certification. Estimated Construction Cost: \$115M

New Education Health Sciences Center (EHSC), Frostburg University, Frostburg, MD

Sr. Cost Estimator M.A. + Associates, LLC provided design phase cost estimating for a new Education Health Sciences Facility on the campus of Frostburg University, Frostburg, Maryland. The new 3-story, 101,769 GSF facility that includes extensive site demolition and new construction on an in-fill site. This project is slated for LEED Platinum Certification. Est Const. Cost: \$66.6M.

CSMS Maintenance Facility, Maryland Army National Guard, Harve DE Grace, MD.

Sr. Cost Estimator: Currently providing design phase cost estimating for the construction of a new 50,000 GSF Vehicle Maintenance Facility. The project includes two separate adjacent sites that can accommodate both heavy and light duty vehicles. Estimated Construction Cost: \$21.5M

Medfield Elementary School Feasibility Study, Baltimore, MD.

Sr. Cost Estimator: Responsible for providing cost estimating support for a Feasibility Study for an addition/renovation to the existing Medfield Elementary School. The project included extensive selective interior demolition, new architectural finishes, structural upgrades, new electrical systems, repairs to the exterior envelope, new doors and windows, site demolition and site improvements. Estimated Construction Cost: \$9.8M

Qualifications:

Baozhu has extensive experience in the design, development, and management of engineering projects, including water and wastewater engineering, and seismic engineering, highway planning and design, rail transit system, geotechnical engineering, airport design, land development, and site investigation. Baozhu's technical expertise includes site grading, stormwater management, utility design, various permit compliance, sediment and erosion control, hydraulic and hydrologic modeling studies, traffic control, advanced planning report (APR), highway geometric design, site liquefaction, commercial, industrial, and subdivision site layout design, and seismic risk analyses. He has extensive familiarity with utility infrastructures, stormwater management, sewer facilities, and construction permit applications.

Education:

- ▶ Master of Science | Civil Engineering | 1995 | University of Memphis
- ▶ Master of Science | Seismology | 1986 | Institute of Geophysics (China)
- ▶ Bachelor of Science | Physics | 1982 | Suzhou University (China)

License/Registrations/

Certifications:

- ▶ Professional Engineer: Maryland: #26234 | District of Columbia: #900317 | VA: #036352

Years' Experience:

- ▶ With Current Firm: 20
- ▶ Total: 36

Baozhu Wei, PE

Senior Civil Project Manager

- ▶ **Site Engineering Feasibility Study | Metropolitan Baptist Church (Largo, MD)**
As civil project manager, Baozhu provided a site engineering feasibility study of this proposed 34-acre site for the new church complex. He researched existing property information to determine the location of any easements, reservations, denial of access lines, or other similar encumbrances that could affect the development of the properties. Baozhu developed general layout plans, with several options for the development of the church complex.
- ▶ **Kimberly Place Drainage Study | Montgomery County Department of Housing and Community Development (MDHCD) IDIQ (Montgomery County, MD)**
As project manager, Baozhu led the drainage investigation to include both surface and ground water conditions in order to identify a solution that can be implemented to mitigate water intrusion into basements of multiple townhouses.
- ▶ **Rockville Evangelical Mission Church (Montgomery County, MD)**
As project manager, Baozhu was responsible for site design including the site layout, stormwater management, erosion and sediment control, water and sewer, and all related site permits through MNCPPC, MCDPS, MCDOT, and WSSC, etc., for the new construction of a church on a five-acre lot.
- ▶ **Cannon Road - Green Street Project | Department of Environmental Protection (Montgomery County, MD)**
As senior civil engineer, Baozhu was responsible for providing design services for 58 ESD facilities including a permit plan submission and a final plan submission.
- ▶ **Renovation of Patricia R. Harris Elementary School | District of Columbia Office of Property Management (Washington, DC)**
As senior civil engineer, Baozhu conducted civil engineering design services for the renovation of an existing school facility into an office facility to serve the District's Fire and Emergency Medical Services Department and the District's Department of Corrections. Services included site demolition, site improvement plans, utility design, grading, stormwater management, and erosion and sediment control plans.
- ▶ **Saint Elizabeth's Framework Plan | District of Columbia Water and Sewer Authority (Washington, DC)**
As the senior civil engineer, Baozhu performed design and regulatory review of the framework plan for the redevelopment of more than 150-acres at the historic Saint Elizabeth's Hospital campus, which included stormwater drainage design, LID/GI Design, sanitary sewer, water, erosion, and sediment control design.
- ▶ **Fire Training Academy | District of Columbia Fire and Emergency Medical Services Department (Washington, DC)**
As senior civil engineer, Baozhu performed civil engineering services for a new 150,000 SF training academy including stormwater management, site and sediment and erosion control plans. The academy includes a new fire station, auditorium, gymnasium, classroom building, and administrative space.

Qualifications:

Curtis has performed detailed civil engineering designs and calculations and developed engineering scope of work for project designs and field operations. He prepares detailed water and sewer main design plans and analyzes survey data and existing condition plans to determine existing underground utility locations. Curtis also prepares plan views and profiles for water and sewer mains; cost estimates and calculates permit/bond fees; and prepares as-built plans and submit mylars for final approval. Curtis prepares detailed Stormwater Management Design Plans using Environmental Site Design (ESD) to the Maximum Extent Possible (MEP).

Education:

- ▶ Bachelor of Applied Science | Civil Engineering | 2015 | University of the District of Columbia

Licenses | Registrations |

Certifications:

- ▶ Professional Engineer: District of Columbia #PE921329 (8/31/2022)
- ▶ CDL Class B Tanker & Hazmat Endorsement

Professional Affiliations:

- ▶ National Society of Black Engineers

Years of Experience:

- ▶ With DHA: 2
- ▶ Total: 7

Curtis Day, PE

Site/Civil Engineering Design

Project Experience:

▶ **Woodyard Station (Clinton, MD)**

Civil/site engineer who performed site evaluations and design services for a 22-acre mixed-use development. The site has 122 townhomes and multi-story apartment buildings. The civil design services were provided for the new public and private roadway design, stormwater management, and erosion and sediment control. He was also responsible for providing utility design and permitting support as well.

▶ **Vista Gardens West (Lanham, MD)**

Civil/site engineer who performed site evaluations and design services for a 32-acre mixed-use development. The site has 50 townhomes and 4 commercial site pads. The civil design services were provided for the new public and private roadway design, stormwater management, and erosion and sediment control. He was also responsible for providing utility design and permitting support as well.

▶ **Chase – Mandowmin Mall (Baltimore, MD)**

Civil/site engineer who performed site evaluations and design services for a 2.5-acre site development project. The site was designed for a new Chase commercial bank branch on an existing parcel adjacent to the Mondawmin Mall. The civil design services were provided for stormwater management, and erosion and sediment control. He was also responsible for providing utility design and permitting support, and Coordination with MTA was due to a sub-surface easement located on the property.

▶ **Old Randle Childhood Education Center (Washington, DC)**

Civil/site engineer who performed site evaluations and design services for a historic school building renovation. The site is on a campus with an adjacent school building. The civil design services were provided for stormwater management, and erosion and sediment control. He was also responsible for providing utility design and permitting support.

Qualifications:

Ervin is the structural group manager leading a growing department with experience in the design and analysis of new and existing buildings and infrastructure structures. He has a strong background in designing structural elements of existing and new residential, commercial, and institutional buildings. He also has a strong background in the design of structural elements required for tenant fit-out projects. Ervin has also provided construction administration services for institutional, residential, and commercial buildings. He is experienced with Revit; BIM360; AutoCAD; SpSlab (Concrete Design); RISA (Frame Design); RAM Structural System (Structural Analysis and Design); SpCol (Concrete Column Design); Ram Concept (Concrete Design); Adapt (Post-tensioned Concrete Design) software applications.

Education:

- ▶ Master of Engineering | 2006 | University of Maryland College Park
- ▶ Bachelor of Science | Civil Engineering | 1999 | University of Maryland College Park

Licenses |

Registrations |

Certifications:

- ▶ Professional Engineer (Civil (Structural focus)): Maryland: #59057 | Virginia: #0402043087 | Georgia: #PE048577

Years of Experience:

- ▶ With DHA: 4
- ▶ Total: 22

Ervin Rogers, PE

Structural Engineering Design

- ▶ **Prince George's County Sports and Learning Complex (Lanham, MD)**
Ervin served as structural engineer for this 237,000 SF design/build sports complex that included an Olympic quality indoor track, state-of-the-art fitness center, aquatic and gymnastics facilities. The structural design accommodated a 260' clean span in the field house through the use of long span steel trusses. The complex features a multi-story atrium that linked the various building components.
- ▶ **Prince George's County Correctional Facility Phase I & II (Upper Marlboro, MD)**
Ervin served as structural engineer for this project, which involved the expansion of a correctional facility, including a staff dining area and an administrative wing. The dining area expansion consisted of a one (1)-story, 1,500 SF, cast-in-place, with 16-inch circular columns, and conventional floor at grade. The Administrative Wing is a one-story, 13,640 SF steel framed building with exterior masonry walls. The roof structure is composed of a 1 ½-inch metal deck, supported on steel open web joists. The entire building is supported by steel interior columns and reinforced concrete masonry walls around the perimeter.
- ▶ **Chemistry Teaching Building | University of Maryland College Park (College Park, MD)**
As structural engineer, Ervin provided various structural engineering and primary engineering administrator services for the construction administration for this new five (5)-story, 67,000 SF campus building, including a 51,100 SF teaching facility addition. Stand-alone buildings for a Nuclear Magnetic Resonance Facility and a SCUB (Satellite Central Utilities Building) Facility were also provided on adjacent sites. Additional responsibilities included the design of the concrete footings, cassettes, grade beams, one-way slabs, beams, walls, and provided numerous concrete details, calculated lateral loading and designed masonry walls.
- ▶ **Gallery Place Mixed-use Development (Washington, DC)**
As structural engineer, Ervin provided various structural engineering and primary engineering administrator services for construction administration for this 1.3 million SF, multi-use urban facility, located on a constrained urban site, bounded by 7th Street to the west, H Street to the north, the Capital One arena to the south, and an existing alleyway to the east. The facility is composed of six parts: retail, cinema, residential, parking garage, atrium office floors and an office tower building. The retail and cinema levels are multi-story steel braced frames with supplemental moment frames. These floors are composite slabs and composite steel beams. The nine (9)-story residential levels of Gallery Place are post-tensioned flat slabs with concrete columns, which is supported on and by the steel braced building. The parking garage below the street level is a regularly reinforced flat slab supported by concrete building columns and concrete walls. The main building is supported on a 3'-6" thick cast in place mat.
- ▶ **Maritime Plaza II (Washington, DC)**
Ervin served as structural engineer for this four (4)-story, 180,000 SF commercial building on a 12-acre Brownfield site was one of the first multi-use developments planned along the Anacostia Waterfront and was a pivotal piece to the revitalization of this industrially blighted "backyard" of the Nation's Capital. The site was the former home to the East Station coal-fired, gas manufacturing plant. The plant was demolished in 1985. Maritime Plaza pioneered the use of Deep Dynamic Compaction



Lew Brode, PE, LEED AP

Principal

Lew Brode is Principal and Executive Vice President of GPI's Rockville and Springfield offices. Lew has 25 years of experience in the industry and extensive experience in commercial interiors, college and university, and mission critical markets. He provides strong leadership to the Rockville and Springfield branches and plays an active role as Principal-In-Charge throughout the course of projects. As Principal, Lew will be the client advocate involved at conceptual planning and critical project milestones. He will also be involved in contractual issues and oversee staff scheduling to meet project deadlines.

Education BS, Mechanical Engineering, University of Maryland
Master of Science, Business, Johns Hopkins University

Licenses Professional Engineer: DC, MD, VA, LEED AP



Michael Rakes, PE, LEED AP, WELL AP, HBDP, BEAP, BEMP

Project Manager/Senior Mechanical Engineer

Michael Rakes is a Project Manager/Senior Mechanical Engineer who has over 19 years of industry experience in project management and design of building systems. The sectors in Michael's diverse portfolio include institutional, commercial, mission critical, industrial, and building energy assessments. He manages design of sustainable and energy efficient systems, within budget, to meet the program requirements of each project.

Education BS, Mechanical Engineering, University of Kentucky

Licenses Professional Engineer: DC, MD, NY, VA
LEED AP Accredited Professional
ASHRAE High-Performance Building Design Professional
ASHRAE Building Energy Assessment Professional



Doug Brenner, PE

Senior Mechanical Engineer

Doug Brenner is a senior mechanical engineer with experience in a variety of building types, including schools, offices, mixed-use, public safety, operations & maintenance, and senior living. His responsibilities include conceptualization, system selection, design, and detailing of HVAC systems. He is familiar with Trane Trace 700 software for both HVAC load calculations and whole-building energy modeling. Doug is also proficient in producing construction drawings using both AutoCAD and Autodesk Revit building information modeling (BIM) software. He also has significant experience working on DoD projects and is well versed in UFCs and SpecsIntact.

Education BS, Mechanical Engineering, Virginia Tech

Licenses Professional Engineer: VA



Jamal Anwar, PE, LEED AP BD+C

Senior Mechanical Engineer

Jamal Anwar is a Senior Mechanical Engineer with over 25 years of experience in design of building mechanical systems. His work includes projects in government facilities, commercial office buildings, mission critical, and educational facilities. In addition, Jamal is a leader in GPI's LEED and Commissioning Program. As Senior Mechanical Engineer on the project, Jamal will be responsible for coordinating with the mechanical design team and working with our quality control engineer through project completion.

Education MS, Mechanical Engineering, University of Maryland

Licenses Professional Engineer: DC, MD, VA



Pierre Sabourin, PE

Senior Electrical Engineer

Pierre Sabourin is a Senior Electrical Engineer and leader of the Quality Control program for the Rockville office. He frequently acts as Project Manager, overseeing design, project delivery, and coordination of the project team. With over 50 years in the field, his vast engineering experience includes studies, planning, concept design, preparation of construction documents, value engineering, and construction administration services. As Senior Electrical Engineer, he is actively involved in all phases of design and performs technical reviews and quality control of projects to ensure high product quality and customer satisfaction.

Education BS, Electrical Engineering, Catholic University of America

Licenses Professional Engineer: DC, MD, VA, PA



Nikki Tran

Senior Electrical Engineer

Nikki Tran is a senior electrical engineer with extensive design experience in power distribution, lighting, and communications for buildings. Her experience ranges from renovation of existing to the design of new local and federal government projects, fire, rescue, and public safety facilities, health care facilities, assisted living and institutional facilities, educational facilities, and mixed use commercial and residential facilities. Her electrical design responsibilities include the definition of design standards, the selection of components and equipment, specification and system descriptions, calculations, and the preparation of construction documentation.

Education BS, Electrical Engineering, George Mason University



Chuck Potter, CPD, GPD

Senior Plumbing Engineer

Chuck Potter is a Senior Plumbing Engineer/Project Manager with over 25 years of experience including HVAC and plumbing design, field surveying, and construction administration. His projects range from the design of new buildings to the renovation of large and small areas within existing facilities. Chuck has vast experience in the design of high-tech commercial office buildings, mixed-use facilities, healthcare, and education facilities, including LEED projects. As Senior Plumbing Engineer on a project, Chuck will be responsible for the plumbing design of the project, coordination with the design team, and aid in quality control through project completion.

Education AAS, Technical/Professional Studies, Chesapeake College
AAS, Management of Construction, Montgomery College

Licenses Certified Plumbing Design, Green Plumbing Design



Nate Salnick, SE, PE, LEED Green Associate

Senior Structural Engineer

Nate Salnick has worked on a diverse range of project sizes, building uses, and structural framing systems, ranging from the renovation of historic structures to new mid-rise buildings. Nate leads GPI's Olney office's efforts in the area of environmentally sustainable design and LEED requirements. Nate is active in many industry organizations and currently serves as a Board Member of the Structural Engineers Association of Metropolitan Washington DC, as well as on the SEER (Structural Engineering Emergency Response) Committee.

Education MS, Structural Engineering, The Pennsylvania State University
B.Arch, Structural Engineering, The Pennsylvania State University

Licenses Professional Engineer: DC, MD, VA, AL, IA, IL, ND, NV,
PA, OR, UT, VT, WA



David Thibodeau, PE, LEED AP

Mechanical Department Head/Quality Control Manager

David Thibodeau is a Senior Vice President and Mechanical Department Head of GPI's Rockville office. As Quality Control Manager, David is actively involved in all phases of design and performs technical reviews and quality control of projects to ensure high product quality and customer satisfaction. David has almost 20 years of experience which includes design of commercial and government projects including those with LEED ratings. He also has extensive knowledge of energy modeling and system optimization.

Education BS, Mechanical Engineering, Virginia Tech

Licenses AL, DC, MD, MI, PA, SC, VA



SECTION 4. ARCHITECTURAL DESIGN APPROACH

The City of Greenbelt calls for an improved Municipal Building that reflects its civic architecture character and enhances the City's image. We share the City's vision of creating a prominent public building in this historic Greenbelt town center. We will apply a comprehensive approach to help the City bring this vision to reality, an approach that integrates interior space, architecture and urban context that is unique to this site, to enhance the SENSE OF PLACE for Greenbelt.

Three Layers of Design Consideration

- **Space Needs:** Enlarge the municipal space to meet immediate as well as future needs and increase space efficiency for the city staff.
- **Architectural Characters:** complement the adjacent New Deal era buildings at the civic center, meanwhile introducing new architectural vocabulary that represents the present and the future of the City.
- **Urban Context:** seize the opportunity to enhance the original master plan concept and improve the quality of the outdoor public space in the community.

Space Needs

We understand that the goal of this first phase study is to provide conceptual level massing and exterior architectural design options for the City to evaluate the potential impact this project will bring to the historic Greenbelt town center; make recommendations to the City Council for the most effective solution to the City Hall expansion project. Based upon this first phase study, the City will be able to make a decision on how to proceed with a more detailed program layout and architectural design in the following phases.

Since one of the basic goals of this study is to address the shortage of office space for the Municipal Building's programs and departments, our design team will review the recently completed Space Planning Study by FWA and the existing floor plans, and work with the City representatives to quickly confirm its general space needs for all the departments and programs. With the confirmed program of requirement, we will do a quick study of the building massing concepts to ensure the sizes of the floor plats are adequate for future design phases.

Architectural characters

The City's historic center area has a rich and charming architectural fabric evolved from the birth of Greenbelt. A civic center has been formed by the Public Library and the Community Center. The existing Municipal Building with brick façade, comprising two wings, were supposedly constructed in the 1950's and 1960's to join the other two buildings on the civic plaza. The elegant Community Center features historic art deco elements dated from the 1930's. The Library building from the 1960's has a simple modern brick facade under a bold roof overhang on all four sides.

Whether renovating and/or expanding the existing Municipal Building, or replacing it with a new building, our design goal will be the same: to preserve and enhance the unique architectural fabric of the City center area. The new building should complement those existing buildings in materials and scale, meanwhile it should clearly reflect the technology and aesthetics of the present and the future.

Urban Context

We strongly believe a building should not be viewed and studied without thoughtful consideration of its context, especially the Greenbelt Municipal Building in such a prominent location. As one of the only three "green towns"

built under the New Deal Program, and a National Historic Landmark, the Greenbelt Historic District is a significant example in America's urban planning history. Its innovative plan was based on a garden city principle, which features parks and playgrounds connected to the residential blocks via underpasses.

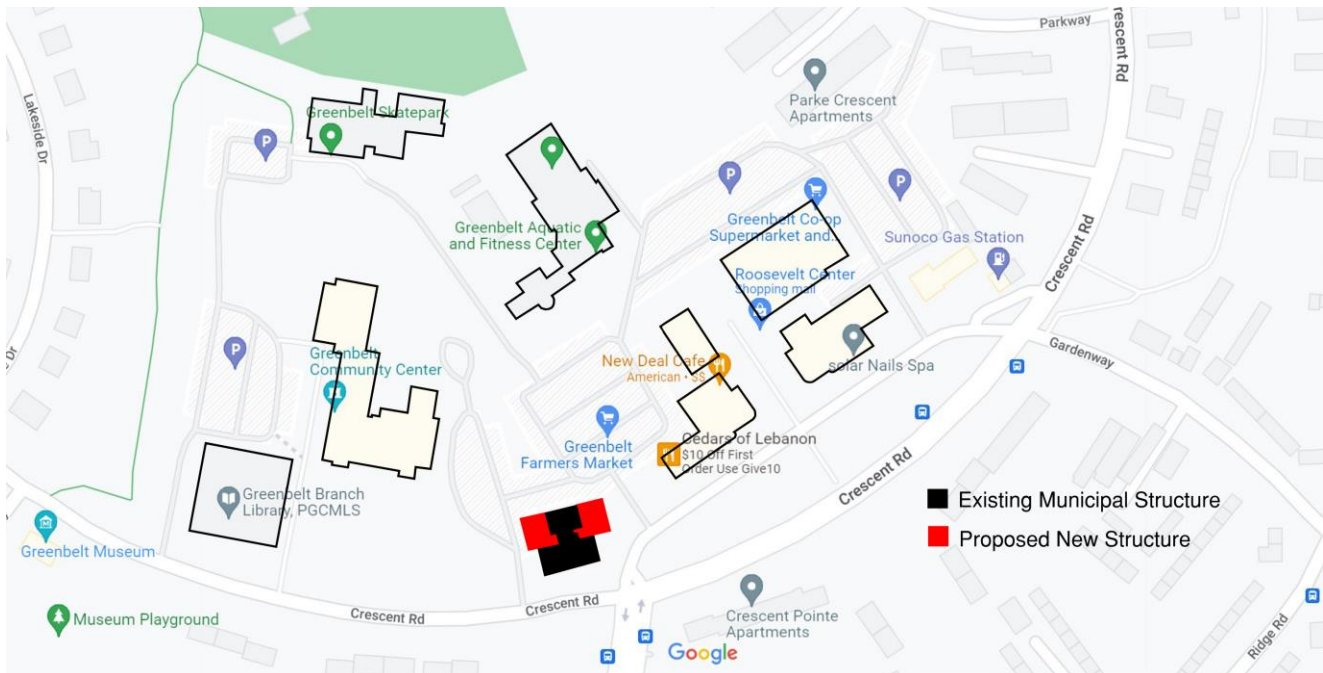
We see this project as a great opportunity to not only address the needs of the Greenbelt municipal staff, but more importantly, a chance to improve the public green space of the Greenbelt town center, which will benefit the greater community. Walkability, accessibility, and safety are keys to the quality of urban living. During the site planning effort, we will study the existing circulation pattern of the town center, separate the pedestrian paths from the vehicular roads and create a more efficient and logical circulation network.

The current Municipal Building is isolated from the rest of the public and commercial buildings by vehicular drive aisles and parking lots on all four sides. This condition poses problems which can be resolved to benefit the community with increased pedestrian safety, significantly enhanced aesthetics of the building and direct connection to the green space to the west.

This is a great opportunity to create a well-defined and pedestrian friendly Civic Green at the heart of the City of Greenbelt, along Crescent Road, surrounded by the Community Center, the Library and the Municipal Building. This green space will complement and balance with the existing pedestrian plaza at the retail complex to the east. With some minor adjustment of the drive aisle configuration, a more clearly defined vehicular network can serve each building within the Greenbelt town center complex efficiently and effectively, while at the same time creating a safer and less interrupted pedestrian path around the improved Civic Green.

Three Preliminary Options

- Option A: Expand the existing building footprint by adding 2-story volumes to the northeast and northwest corner. The total amount of additional area will be tentatively 8,000 SF in 3 stories including basement. The north wing of the existing building will be renovated, and a portion of the city staff will need a swing space during construction. The existing vehicular road configuration remains unchanged.



- Option B: Building a relatively free-standing new volume to the west, connected to the existing building by circulation volume. The total amount of additional area will be tentatively 8,000 SF in 2 stories with an optional basement. The existing space will remain undisturbed and occupied throughout the construction. The driveway to the west will be eliminated.



- Option C: Replacing the existing building with a 20,000 SF new building, in 2 stories plus partial basement to the north. The city staff will need a swing space during construction. The driveway to the west will be eliminated.



City Council Agenda Item Report

Meeting Date: April 11, 2023

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: Board and Committee Reports

Agenda Section: OTHER BUSINESS (90 minutes 9:30 - 11:00 pm)

Subject:

Board of Elections Report #2023-02 (Proposed Code Amendments: Early Voting)

Suggested Action:

Reference: BOE Report #2023-02 (Proposed Code Amendments: Early Voting)

On March 28, 2023, the City Council accepted the Board of Elections Report # 2023-02 by consent agenda. Ms. Davis suggested adding this item to the agenda for Council discussion and action.

The Board of Elections has proposed code amendments to decrease the early voting timeframe.

Council approval is sought.

Attachments:

[BOE Report 2023-02_Proposed Code Amendments_Early Voting.pdf](#)

MEMORANDUM

DATE: March 16, 2023
TO: City Council, City of Greenbelt
FROM: Board of Elections *SMG/BA*
RE: Proposed Code Amendments:
Early Voting

The Board of Elections submits for Council review proposed Code amendments concerning early voting.

As the Board has advised and Council members have noted, Greenbelt in election years offers early voting during almost all of October, though voters use the procedure far less often than other methods. Most voters in 2021 voted on election day, and almost as many used the mail-in procedure, despite practical problems. Early voting came in a distant third. The Board and Clerk's Office saw only a few voters, and sometimes none, on early voting days in the last election.

Because the Board is encouraging voting on election day or by mail-in, with improved mail-in procedures and paper (not machine) ballots, and because we believe voters will find mail-in voting a good substitute for early voting, we recommend that early voting take place in Greenbelt East, Central, and West on the weekend, Saturday and Sunday, before election day. (Another option would be to authorize early voting on Friday and Saturday). This we think will allow sufficient early voting times while providing full and efficient coverage at all three locations.

Enclosure: First Enclosed Draft 16 March 2023

BOE3075CouncilMemoEarlyVotingDraft

CODE AMENDMENTS:
EARLY VOTING

Sec. 8-13. Early voting.

(a) Residents of the city who are qualified voters [registered with the Prince George's County Board of Elections] have the right to vote by early voting in municipal elections, as provided in this section.

(b) [For purposes of this Code, an "early voting ballot" is a ballot not used in a polling place on election day nor for "absentee voting," and "election day" means the day of a municipal election.

(c)] Voting by early voting in municipal elections shall be as follows:

(1) Early voting will [begin on the third Saturday prior to the election and end on the first Friday prior to the election on the following schedule: Third Saturday (9:00 a.m. to 1:00 p.m.) and third Sunday (11 a.m. to 2:00 p.m.) prior to the election in Greenbelt East; second Saturday (9:00 a.m. to 1:00 p.m.) and second Sunday (11 a.m. to 2:00 p.m.) prior to the election in Greenbelt West; and Mondays, Wednesdays, Thursdays and Fridays (9:00 a.m. to 5:00 p.m.) and Tuesdays (9:00 a.m. to 8:00 p.m.) in the municipal building throughout this period] *take place on the last Saturday and Sunday prior to election day, from 10:00 a.m. to 2:00 p.m. Early voting ballots may be cast in Greenbelt West (Spring Hill Lake Rec Center), Greenbelt Central (Community Center), or Greenbelt East (Schrom Hills Park Rec Center), or such other locations in Greenbelt East, Central, and West the board of elections may designate. A voter may use any polling place, without regard to residence.*

(Ord. No. 1302, 8-10-09)

KEY:

[Brackets] indicate deletions from existing law.

Italics indicate additions to existing law.

BOE3075EarlyVotingDraft

City Council Agenda Item Report

Meeting Date: April 11, 2023

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS (90 minutes 9:30 - 11:00 pm)

Subject:

State and County Legislation

Suggested Action:

Attachments:

City Council Agenda Item Report

Meeting Date: April 11, 2023

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: MEETINGS

Agenda Section: OTHER BUSINESS (90 minutes 9:30 - 11:00 pm)

Subject:

Meetings

Suggested Action:

Attachments:

[meetings.pdf](#)

CITY OF GREENBELT, MARYLAND
25 Crescent Road, Greenbelt, MD 20770-1891



4/11/2023 4:15 PM

City Council Meetings & Work Sessions
April – May

Regular Meeting	Tues.	04/11	7:30 pm
Work Session – NASA Goddard/ Greenbelt Fire Department	Wed.	04/12	7:30 pm
Special Meeting – Closed Session (Personnel Matters)	Mon.	04/17	6:45 pm
Work Session – 7010 Greenbelt Road	Mon.	04/17	7:30 pm
Budget Work Session – Public Works/Capital Projects	Wed.	04/19	7:30 pm
Regular Meeting/1 st Public Hearing	Mon.	04/24	7:30 pm
Budget Work Session – Recreation/Museum	Wed.	04/26	7:30 pm
Four Cities Meeting (Greenbelt)	Thurs.	04/27	7:30 pm
Budget Work Session – Public Safety	Mon.	05/01	7:30 pm
Work Session – ACE Student Award Ceremony	Wed.	05/03	7:30 pm
Regular Meeting	Mon.	05/08	7:30 pm
Budget Work Session – Green Ridge House	Wed.	05/10	7:30 pm
Budget Work Session – Planning	Mon.	05/15	7:30 pm
Budget Work Session – Recognition Groups	Wed.	05/17	7:00 pm
Regular Meeting – 2 nd Public Hearing/Constant Yield Tax Rate	Mon.	05/22	7:30 pm
Budget Work Session – Final Budget Review	Wed.	05/24	7:30 pm
No Meeting – City Holiday – Memorial Day	Mon.	05/29	
Work Session – County Council Representatives (tentative)	Wed.	05/31	7:30 pm

This schedule is subject to change. For confirmation, call 301-474-8000. Regular and Special meetings and Work Sessions are open to the public. If special accommodations are required for any disabled person, please call 301-474-8000 or 301-474-3870 no later than 10 a.m. on the meeting day. Deaf individuals are advised to use Video Relay Services (VRS) at 711 or e-mail banderson@greenbeltmd.gov to reach the City Clerk. Unless otherwise noted, meetings will be held in the Council Chambers in the Municipal Building (MB) at 25 Crescent Road and virtually by Zoom. Zoom meeting information for public participation is posted on the City's website at www.greenbeltmd.gov on the meeting calendar.

Bonita Anderson, City Clerk

A NATIONAL HISTORIC LANDMARK

(301) 474-8000

fax (301) 441-8248
www.greenbeltmd.gov

MD RELAY 711

CITY OF GREENBELT, MARYLAND
25 Crescent Road, Greenbelt, MD 20770-1891



4/11/2023 4:15 PM

Ready to be scheduled:

Closed Session (*Cable Ordinance*)
Parke Crescent Apartment Complex
Virtual Meetings Accessibility for Blind and
Visually Impaired
Walk-way Light Fixture
Prince George's County Council
Space Study
City Contracting Policy
Greenbelt East HOAs/COAs
Hotels

For later scheduling:

Zoning Enforcement
Parkway Apartment Owners/GHI (*parking*)
Northway Fields Master Plan
City Manager Updates (Jan, Pre-budget; July &
Sept/Oct)
Meeting with County on Transportation Plan
Department of Permitting, Inspections &
Enforcement (DPIE)
Museum Plan
Bernard Penney (*Memorial Donation in honor of
Leonie Penney*)
Potential Bond Referendum/Capital Financing
Cemetery Plans
MARC Train Service/ MDOT
Arts & Entertainment District
Street Lights (Pepco)

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MD RELAY 711

Annual															
Advisory Group Chairs	7/22														
Franklin Park at Greenbelt Station Mgmt.	12/21	12/22													
Greenbelt Center HOAs	3/23														
Greenbelt East HOAs and COAs/Greenbelt East Advisory Coalition	4/22														
Greenbelt Homes, Inc.	8/22														
Greenbelt Station HOA/Verde Apts.	8/22														
School Board Member	9/21	2/23													
State Highway Administration	11/20	11/22													
Biennial															
Beltsville Ag. Research Center	8/18	11/22													
Beltway Plaza	9/22														
NASA/GSFC	3/22														
Greenbelt Business Alliance	10/22														
Greenbelt Park NPS	1/22	3/23													
Greenway Shopping Center	12/20	2/23													
Religious/Spiritual Organizations	6/22														
Twice a Year															
County Council Person and At Large Members															
Meetings as Needed															
Apartments	4/21														
Comcast/Verizon	3/21														
Greenbelt Office Parks															
Greenbelt Watershed Groups	10/19														
Hotels															
PEPCO/WSSC	2/22														
Prince George's Economic Development Corp.	11/21														
Prince George's Planning Board	10/19														
Roosevelt Center Owner	8/20														
University of Maryland	4/15														
WMATA/PGDPW&T (Semi-Annual)	5/22														
Newly Elected/Appointed Officials (Presentation of a Council Regular Meeting)															
County Executive															
School Board CEO															
State's Attorney	1/23														

City Council Agenda Item Report

Meeting Date: April 11, 2023

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS (90 minutes 9:30 - 11:00 pm)

Subject:

Appointment to Advisory Board

Suggested Action:

Reference: Application and Code of Conduct

The City Council interviewed Thomas Doggett for the Forest Preserve Advisory Board (FPAB) on April 3, 2023.

Approval of this item on the consent agenda will indicate Council's intent to appoint Mr. Doggett to the Forest Preserve Advisory Board.

Attachments:

City Council Agenda Item Report

Meeting Date: April 11, 2023

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS (90 minutes 9:30 - 11:00 pm)

Subject:

Resignation from Advisory Group

Suggested Action:

Reference: Letter - K. Murphy - 03.15.23

Kevin Murphy have submitted his resignation from the Employee Relations Board (ERB).

Approval of this item on the consent agenda will indicate the Council's intent to accept his resignation with regret.

Attachments:



GREENBELTMD



PROPOSAL FOR ARCHITECTURAL SERVICES City of Greenbelt Municipal Building

FEBRUARY 10, 2023



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Section 3.	Proposed Project Team	23
Section 4.	Project Design Approach	37



SECTION 1. EXECUTIVE SUMMARY

The AVANTurs team is pleased to submit the attached proposal and qualification package in response to the City of Greenbelt’s request for architectural services. We have assembled a team of highly qualified architects, engineers and other required professionals to provide programming, planning, architectural design, site planning, and budgetary cost estimate for the expansion of the City’s Municipal Building (the CMB).

I. Project Understanding, Objective and Approach

The RFP clearly stated the City’s objective for this solicitation, which is to utilize the ARPA allocated funds and study the new construction and/or renovation design options to meet the immediate and future need for multiple departments to obtain more space or more productive use of their current space. The design concept and budgetary cost estimate generated from this study will be presented to the Greenbelt City Council for decision on how to proceed to the next phase. The funding for design phases must be encumbered by December 31, 2024.

To best meet the City’s project objective, the AVANTurs team will recommend approaching the architectural concept study with integrated civil, structural and building systems considerations. Without the input from each of the engineering disciplines we would assume all the engineering design criteria and cost will support the architectural conceptual design in the design development stage. Our past experiences have proved the various benefits of the integrated design approach starting from the conceptual phase. The integrated project approach is extremely important when time is of the essence.

II. Integrated Project Team

We understand that the City is expecting an initial high level conceptual study and associated budgetary cost estimate for the best expansion and/or replacement approach of the CMB. The architects and planners at AVANTurs LLC have designed millions of square feet of government, institutional and commercial office buildings and will aim to provide innovative and highly efficient architectural solutions for the City. Our project team will be led by Project Manager Ms. Wen Xiao (see resume attached) who is specialized in leading multidisciplinary design team of public projects, meeting the project stake holder’s goal for scope, schedule and budget. The architectural design will be led by Mr. Wen Wang (see resume attached) who has served as the architectural principal of projects of various sizes and types in the DMV area for over 20 years. M.A.+ Associates, our cost estimate consultant with proven expertise in estimating construction cost of relevant projects is located in Prince Georges County. Ms. Xiao and Mr. Michael Withers (see resume attached) have collaborated on projects for over 20 years, including major projects such as the Maryland Public Health Laboratory in Baltimore.

While we are ready to lead the design effort of the CMB, our long term collaborative engineering consultants can play integral roles in the study. Greenman-Pedersen Inc. (GPI), the MEP and structural

engineering consultant, and Delon Hampton Associates, Chartered (DHA), the civil and structural engineering consultant can provide engineering input and scope narratives for the proposed architectural concepts. Both firms have been successfully collaborating with AVANTurs for the past ten years and, most of all, have been working with the City of Greenbelt and the Prince Georges County.

III. Scope of Services

The following scope of services is based on our teams understanding of the project overview, schedule and scope requirements from the RFP dated on January 13, 2023, the discussions at the pre-proposal meeting and the site visit on January 23, 2023, and the Questions and Answers provided by the City. The existing CMB is approximately 12,000 SF, including two wings constructed at different decades and connected by the lobby area. The scope of this study is characterized as Phase One, which will only include the following:

1. Program Verification – (1 week from the programming meeting, not including the period of review by the City)
 - a. Meet with City’s representatives to review the base line program of requirement (POR)
 - b. Submit the updated the POR for the City’s confirmation as the basis of conceptual design
2. Site Analysis and Planning – (1-2 weeks from City’s confirmation of the updated POR)
 - a. Collecting site information to create a civil site plan, including locating critical site utilities and buildable areas, possibility of roadway/site walk alterations, and relocation of existing building equipment on areas the future expansion or building replacement
 - b. Develop new site plans with three conceptual options:
 - i. Expand existing footprints with two-story sections totaling 8,000 SF
 - ii. Add a 8,000 SF two-story wing to the existing building
 - iii. Demolish the existing building and replace with a new 20,000 SF building
3. Architectural Concept Studies (3 weeks from City’s confirmation of the updated POR, not including the period of review by the City)
 - a. Research and document the existing architectural vocabulary and historic influence at and surrounding the civil plaza and city center
 - b. Envision how new architectural characteristics will complement and enhance the City’s architectural image
 - c. Volumetric study of the additions and new CMB
 - d. Produce elevations and 3D views (not rendered) to represent the design concepts
 - e. Discuss the architectural concepts with pros and cons with the City’s representative and narrow down to one preferred concept
 - f. Revise the preferred architectural concepts as necessary and prepare the final presentation to the City Council members
4. Budgetary Cost Estimate (3-4 weeks from the City’s design concept review)
 - a. Obtain civil, structural and MEP engineering input for each of the three architectural concepts (if authorized by the City) and make necessary adjustments
 - b. Provide elevations, 3D renderings and all engineering scope narratives to the cost estimator for all three concepts

- c. Review primary cost estimates with the City’s representatives
 - d. Finalize the Budgetary Cost Estimates for presentation to the City Council members
- 5. Final Presentation
 - a. Present the proposed conceptual site plans, 3D renderings, elevations and the Budgetary Cost Estimates to the City Council members
- 6. Meetings (attended by up to three AVANTurs team members)
 - a. Project Kick-off / Program Verification (can be combined as one meeting or two separate meetings, in person)
 - b. Site Plan and Architectural Concept Review (in person)
 - c. Preliminary Estimate Review (virtually)
 - d. Presentation to the City Council members (in person)
 - e. Other weekly virtual meetings as required by the City’s project team
- 7. One Site Visits by up to four AVANTurs team members (architect, civil, structural and MEP engineering representatives)

IV. Compensation

The AVANTurs team proposed the follow fees for performing the Scope of Services outlined in Section III:

<u>Base Scope of Architectural Services</u>	\$27,900
<u>Cost Estimate Services</u>	\$ 3,000
<u>Reimbursable Expenses:</u>	
3D Professional Rendering	\$4,000 (Two rendered views included)
Printing and Shipping Allowance:	\$1,000
Additional In-person Meetings	Hourly
Additional Virtual Meetings	Hourly
<u>For Engineering Support (if authorized):</u>	
Civil – prepare existing conditions site plan and scope narratives of the proposed concepts for cost estimates	Hourly not to exceed \$9,500
Structural – Evaluate existing building structural system for the addition option, and prepare structural narratives of the new wing or new construction options for cost estimates	Hourly not to exceed \$6,000
MEP - Evaluate existing building systems for the addition option, and prepare MEP design narratives of the new wing or new construction for cost estimates	Hourly not to exceed \$22,800

AVANTurs Team Hourly Rates:

Architectural and Interior Design (AVANTurs)	
Project Manager	\$165.00
Lead/Senior Architect	\$150.00
Architect	\$125.00
Architectural Designer	\$95.00
Cost Estimator (M.A.+A)	
Senior Cost Estimator	\$115.51
Cost Estimator	\$102.71
Civil Engineering (DHA)	
Principal	\$216.08
Project Manager	\$143.00
Senior Engineer	\$208.64
Engineer	\$123.91
Engineer in Training (EIT)	\$93.96
Structural and MEP Engineering (GPI)	
Principal/Sr. VP	\$225.00
Project Manager	\$190.00
Senior Engineer	\$160.00
Engineer/Senior Designer	\$135.00
Designer/Senior CAD Operator	\$115.00
CAD Operator/Drafter	\$95.00

Although we understand the City does not believe the engineering subconsultants' services are necessary for the first phase, we highly recommend incorporating civil, structural and MEP engineering input in the development of the architectural and site planning options, especially engineering design narratives in the budgetary cost estimate. Therefore, we have included the fees proposed by GPI and DHA as additional services. We are open to working with the City's designated civil, structural, MEP engineers as directed.

AVANTurs LLC is the prime consultant and the point of contact for the team. The following person is authorized to negotiate the contract with the Government in connection with this solicitation and sign the proposal on behalf of the Offeror.

Signature: _____

Wen Xiao, RA, LEED AP
Principal, AVANTurs LLC
10411 Motor City Dr. Suite 750
Bethesda, MD 20817

xiaowen@avanturs.com | 301.222.0727 (office) | 301.520.3108 (mobile) | 240.395.2347 (fax)



SECTION 2. FIRM PROFILE

AVANTurs LLC, a vibrant small business located in Bethesda Maryland, provides a wide range of services to help clients achieve **innovative** and **sustainable** built environments. We work closely with the people involved in each project to create **high-quality** spaces, buildings and communities which provide efficient, adaptive, sustainable and inspiring (EASI) work and living environment. Since 2012, we have been **Supporting Better Environment and Health through Design**.

We Listen.....

Our team of professionals has extensive experience working on **function-driven projects**. We pay special attention to the unique challenge and opportunity of each project. Working closely with the project stake holders we focus on achieving the project goals set by the clients with the most progressive design and technology.

We Add Value.....

Our proven expertise in resolving complicated design issues for small and large projects enable us to go above and beyond simply providing the obvious solutions to complete the scope of services. Our team of highly qualified professionals is committed to deliver performance enhancing **value added design** and **innovative solutions** within budget.

On Time, On Budget.....

Is how we deliver each one of our projects. Our team has a track record of successful results that meet or exceed clients' expectations for scope, schedule, budget and quality of services.

- **Architects**
- **Interior Designers**
- **Planners**
- **Construction & Project Managers**

Business Certifications

Duns #: 057564896
CAGE Code: 6XP62
SAM – Registered
Licensed Architect –
DC, MD, VA
SBA – WOSB, SDB
Maryland DOT Certified -
MBE/DBE/SBE/ACDBE
Montgomery County – LSBRP

NAICS Codes

541310, 541320, 541330
541410, 541430, 541611

Project Management

- Capital improvement scope of work development
- Schedule and budget management
- Quality assurance plan
- Effective communication plan
- On-site support & move management

Urban, Community & Campus Planning

- Sustainable master planning
- Development feasibility study
- Zoning analysis
- Institutional campus planning
- Development and construction permitting services

Architectural/Engineering Design

- New Construction
- Renovation and Upgrade
- Existing facility assessment
- Energy efficient upgrade
- Integrated architectural design
- Interior design
- Facility & space planning
- Laboratory planning
- LEED certification services

Technical Consulting

- Integrated MEP Engineering
- Code analysis and compliance
- ADA / accessibility upgrade
- Peer review of design and construction documents
- Value engineering solutions

Past & Current IDIQ Contracts

- Court Services and Offender Supervision Agency (CSOSA Federal) Architectural and Engineering Support Services
- Maryland National Park and Planning Commission (MNCPPC) Multi-Disciplinary, Multi-Year, Architectural, Engineering and Related Services
- Montgomery County, Department of Housing and Community Affairs, Multi-disciplinary Architectural, Landscape Architectural and Engineering Services



Point of Contact: Wen Xiao, Principal | xiaowen@avanturs.com | 301.520.3108 (direct)
10411 Motor City Dr., Suite 750, Bethesda, MD 20817 | www.avanturs.com | 301.222.0727

Government Project Experience

Ms. Wen Xiao, RA, NCARB, LEED AP, Principal and Founder of AVANTurs LLC, has over 30 years of experience programming, planning, designing and managing a wide variety of government projects, including her work prior to AVANTurs at HDR, Inc., SmithGroup JJR and RTKL Associates.



U.S. DEPARTMENT OF DEFENSE

National Cancer Institute
at the National Institutes of Health



U.S. Food and Drug Administration
Protecting and Promoting Your Health



National Institutes of Health
Turning Discovery Into Health



U.S. General Services Administration



Court Services and Offender Supervision Agency (CSOSA)

- Headquarters Relocations and Field Office Consolidation
- Building Safety Enhancement /COVID-19

Department of Defense

- Ft. Belvoir Building 216 ADA Compliance Upgrade

Department of Health and Human Services

- National Cancer Institute (NCI) Advanced Technology Research Facility (ATRF) at Riverside Research Park
- FDA Consolidation Program on the White Oak Campus
- TV Production Studio for FDA/CDRH
- National Institute of Health Children's Development Center

Department of State

- US Embassy, Jakarta, Indonesia
- US Embassy, Vientian, Laos

Department of Justice

- Ariel Rios Federal Building Modernization for Department of Justice

US Courts

- United States District Courthouse for the District of Columbia

Department of Treasury

- Internal Revenue Service National Procurement Office;
- Chandler Field Office; Boston JFK Building Space Consolidation Feasibility Study

National Archive and Records Administration

- National Archives and Records Administration – COOP Facility

Social Security Administration

- Social Security Administration IDIQ Contract

GSA

- General Services Administration Advanced Acquisition Program

State Agencies

- New Maryland Public Health Laboratory
- North Carolina State Laboratory – Public Health and the Office of Chief Medical Examiner
- West Virginia Public Health laboratory



<http://ncifrederick.cancer.gov/About/Attr/Default.aspx>



Point of Contact: Wen Xiao, Principal | xiaowen@avanturs.com | 301.520.3108 (direct)
10411 Motor City Dr., Suite 750, Bethesda, MD 20817 | www.avanturs.com | 301.222.0727



Court Services and Offender Supervision Agency (CSOSA) Headquarter Relocation and Field Office Consolidation and Relocation, Washington DC

The AVANTurs team of architects and interior designers supported CSOSA for its agency wide relocation program under an IDIQ contract. Following the programing and design phases, our team provided on-site consulting and construction management support until the completion of the relocation project in September 2019. The project included multiple phases of space consolidation and relocation due to the expiring leases of the current locations.

Our scope of services began with updating the existing office standards, followed by test fitting 120,000 SF of HQ and field office spaces using the updated office standards. The test fit effort included field survey to assess the existing facility conditions, planning the space utilization and circulation to create conceptual floor plans, preparation of the report with schemes of phased construction and relocation of each department in the occupied buildings. The project has several phases:

- 1) Relocate the headquarters of CSOSA to 800 N. Capital Street and vacate 633 Indiana Ave. NW, DC
- 2) Relocate the field office from 300 Indiana Ave. NW and other locations in the city to 601 & 633 Indiana Ave. NW, DC

Due to leasing and budget situation, the design work of all phases had to take place simultaneously and be completed within a very tight schedule. Our team met the tough schedule challenge by running two concurrent task groups, one working on the space program verification and the HQ building test fit; the other developed the new CSOSA office standards and test fit of the consolidated field office. The project manager led the program verification and space planning of the HQ building while overseeing the other group's work, which was performed by the interior design sub-consultant. Each of the four components of the task order was carefully scheduled and orchestrated, with two parallel and two in sequence. The tasks were performed seamlessly as a result. All Design Intent deliverables were completed on time and managed to catch up to the work schedule of the landlord's architect.

During the construction phase, our team worked as CSOSA's representative, reviewed furniture shop drawings and bill of materials, attend meetings with furniture vendors and contractors, provided on-site support to the CSOSA's facilities staff with review of the construction documents, construction administration, move management, responding to facility request help desk items, and performing surveys and documenting the existing conditions for the budget development of facility upgrade projects.



Design: 2018

Construction: 2018-2019

Construction Cost: 2.1 Million for Headquarters, not available for Field Offices

Contract Method: Prime Consultant, IDIQ Task Order

Project Gross Square Footage:
62,987 SF Headquarters, **800 N. Capitol St.**
58,000 SF **601 & 633 Indiana Ave. DC NW**

Project Setting:
GSA leased building; complete demo and fit out, phased relocation

Names of Key Personnel:
Wen Xiao, Project Manager
Sibel Ozkan, Sr. Architect
Eric Sun, Sr. Architect
Mohammad Kamal, Sr. Architect
Kawfo Djan, CM / Move Manager

Reference / Client Contact:
Susan Nelson, COR
CSOSA
Susan.Nelson@csosa.gov 202.220.5733





Court Services and Offender Supervision Agency (CSOSA) Building Safety Enhancement COVID-19, Washington DC

The COVID-19 Pandemic has accentuated the need for the CSOSA agents to routinely interview their visiting clients in dedicated rooms, away from the staff area. This project created such interview room areas by renovating a suite at each of the two locations and replacing existing open and enclosed offices. Although the interview rooms shared the same requirements for STC 50 partitions at both locations, each building has its distinct existing conditions which requires unique solutions in terms of **acoustic control**, visibility from the hall into the interview rooms and **access to daylight**. To meet the compressed design schedule, our team of architects and engineers designed both locations concurrently, while generated details, specifications and finishes that can be shared by both locations as much as possible. Accent felt panel compositions was specified for each of the interview rooms to **reduce sound transmission while appealing as decorative wall arts**.

In each of the interview rooms at 3850 South Capitol St. SE, a custom millwork station with a full length clear vision panel divided the room into separate agent and client sides. The design created a nice and clean center piece for the room by utilizing stock materials, achieving **functional and aesthetic design objectives** in a most **cost effective** way. This design can also be applied to other CSOSA field offices.

The interior design scope at 910 Rhode Island Ave. NE also include **consolidating the existing open workstation area** to accommodate the relocated staff from the new interview room area. Through careful planning with the **smaller workstations, decentralizing the support functions** and **compact power supply management** the same open workstation area will be occupied by nearly **50% more workstations** as required by the task order program.

Design: 2021

Construction: 2022

Construction Cost: \$800,000 Approximately

Contract Method: Prime Consultant, IDIQ Task Order

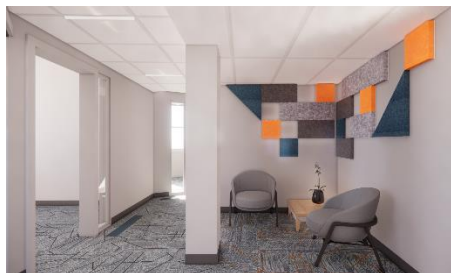
Project Gross Square Footage:
6,000 SF Affected Area

Project Setting:
GSA leased building; partial demo and fit out

Scope of Services:
Conceptual design revision, 100% construction documents, permitting services and construction administration

Names of Key Personnel:
Wen Xiao, Project Manager
Sibel Ozkan, Sr. Architect
Kawfo Djan, Cost Estimator

Reference / Client Contact:
Susan Nelson, COR
CSOSA
Susan.Nelson@csosa.gov 202.220.5733





Renovation of Building 216, Fort Belvoir, VA

This highly secured administrative building is a symbolic historic resource on the Fort Belvoir military base which is in the Historic Core of the Virginia Landmarks Register Historic District. Building 216 is axially located on the south edge of the Parade Field which is the central open space on the Base.

Built in 1932, originally as a 35-bed post hospital, B216 has since been adaptively reused as an administrative office building. In 2011 during Base Realignment and Closure Action work in Fort Belvoir, B216 went through a complete exterior rehabilitation. A full interior renovation and modernization followed and was completed in 2012. It is currently housing the office of the Assistant Secretary of the Army Financial Management and Comptroller Operations. However, all renovation efforts have left the 3-story building without a functional vertical transportation except an outdoor hydraulic lift to the basement level. Furthermore, the colonial revival style front façade with the two-story large portico facing the Parade Field also presented significant challenges to making the main building entry ABA compliant.

With an incoming Assistant Secretary who is a double amputee, the building must undergo another renovation to make it fully accessible and barrier free. As part of the fast-tracked design/build contract awarded to Structural Engineering Group (the Prime), AVANTurs LLC provided architectural and engineering design services including existing condition assessments, schematic design through construction documents and construction administration of a new handicap accessible entry sequence and elevator replacement.

The cost effective design solution proposed was to connect the parking lot and the rear entrance of the building by a 70' long accessible ramp. The new switch back ramp has to be directly adjacent to the rear façade of the historic building. It will require the excavation of a large area behind the building and the demolition of the existing wheelchair lift. The location, scale and massing of the new ramp minimized the obstruction and interference with the building façade and basement windows along the ramp. The design also caused minimum visual and physical impact to the ground surrounding the historic building.

The new ramp leads to the original entry door at the basement level. The original scope included the replacement of the historic entry door with a new door in order to comply with ABA requirements. Our architects came up with a retrofitting hardware solution to preserve the historic element and building integrity. B216 is a highly secured facility with restricted access. All visitors must be escorted by staff while inside the facility. The new electric hardware has to be tied into the existing building security system which is completely not accessible by our design engineers.

Design: January – July 2013

Construction: July 2013 – February 2014

Construction Cost: \$450,000 including design

Contract Method: Design Build

Project Gross Square Footage:
5,000 SF affected interior area; Site area and building exterior

Project Setting:
Campus, constrained site, occupied building with restricted access, highly secured

Scope of Services:
Renovation of occupied office building; ABA compliance upgrade; Historic Preservation

Names of Key personnel:
Wen Xiao, AIA, LEED AP, Project Manager
Jorge Rodriguez, AIA, LEED AP, Project Architect

Project Owner:
Department of Public Works
Ft. Belvoir, VA

Reference / Client Contact:
Structural Engineering Group (Prime)
Todd Dinkins, tdinkins@seg-inc.com
(703) 574-3377



Under the design/build budget constraint, AVANTurs LLC and its MEP sub-consultants carefully investigated the existing site and building systems to determine the most effective solutions which cause the least impact to the historic nature of the landmark building, as well as the daily operation of the military occupants.

Retrofitting a new hydraulic elevator in the existing shaft also created engineering challenges, which requires AVANTurs LLC proactively coordinates the modification design related the elevator replacement with its engineering consultants. Mechanical, electrical, and fire alarm design of the related upgrades to the existing building systems successfully accommodated the new elevator and the new handicap entry sequence.

As part of the scope of service, a **Historic Area Work Permit Submission** was prepared for review by the reviewers of Fort Belvoir Department of Public Works and State Historic Preservation Office. The report included the following contents:

- Historic background and significance of Building 216
- Building location on the Historic District Map
- Description of the proposed renovation work
- List of the applicable Preservation Guidelines and Standards
- Plans, elevations and sections of the proposed renovation
- Materials Boards of proposed new materials



Firm Profile:



M.A. + ASSOCIATES OVERVIEW

M.A. + Associates (MA+A) is a small disadvantaged minority owned (SDMBE) business that was founded in 2000 to provide a broad range of consulting services to government agencies, commercial businesses, architectural/engineering firms, and developers. With a small experienced staff, MA+ A represents an impressive track record of experience and credentials.

We are headquartered in Laurel, Maryland. Our technical staff includes Certified Cost Engineers/Estimators (CCE), Professional Engineers (PE) and Construction Managers, Management Consultants and Administrative Support Personnel. All personnel have extensive experience in their area of concentration.

Certifications: MDOT 16-499 DBE

COST ENGINEERING/COST CONTROL

MA+A understands that cost estimating and cost management are fundamental to the effective management and ultimate success of any project. The cost estimate is an essential tool needed to track and monitor the project from its programming phase through bid documents. MA+A utilizes validated historical costs adjusted to current and future escalation trends at the programming stage to formulate and validate early project budgets and programmatic costs. MA + A has completed more than 400 Cost Estimates within the state of Maryland recent years. In addition, MA + A has provided services under several Master/Indefinite Delivery Contracts for many state, municipal and federal agencies.

The following table is a partial listing of relevant of projects and tasks orders completed under Master Services/Indefinite Delivery Contracts:

Client	Project	Task	Project Value
Baltimore City Public Schools	Medfield Heights Elementary School Feasibility Study, Baltimore, MD	Cost Estimating	\$25,000,000
MD Dept of General Services (DGS)	Baltimore City Dept. of Corrections Complex Demolition, Baltimore, MD	Cost Estimating/VE	\$32,000,000
MD Dept of General Services (DGS)	CSMS Army National Guard Bureau Maintenance Facility, Havre De Grace, MD	Cost Estimating – Change Orders/VE	\$24,000,000
MD Dept of General Services (DGS)	TAMMP Facility Renovation/Addition, Morgan State Univ., Baltimore, MD	Cost Estimating/Programming/Planning Support	\$3,200,000
MD Dept of General Services (DGS)	Salisbury Animal Health Laboratory, Salisbury, MD.	Cost Estimating/Value Engineering	\$14,500,000
MD Dept of General Services (DGS)	Prince Georges County Forensic Laboratory, Palmer Park, MD	Cost Estimating/Value Engineering	\$28,200,000
University of MD System	Sherman Hall Renovation, UMBC, Catonsville, MD	Cost Estimating/Value Engineering	\$58,000,000
University of MD System	Univ. of Maryland Biomedical Science & Engineering Building, Rockville, MD	Cost Estimating/Value Engineering	\$112,000,000
University of MD System	Education Health Science Facility, Frostburg, MD	Cost Estimating/Value Engineering	\$68,000,000

Building Information Modeling (BIM) and On-Screen Take off has been an intricate part of our cost control process. We utilize these tools to quickly and accurately generate quantity takeoffs to ensure the accuracy of our cost estimates. MA+A has provided cost engineering/cost estimating support for more than 350 projects for the Federal Government in recent years. Over that time, we have gained valuable experience that allowed us to provide independent cost estimates that are within 5% of the responsive low bidder on a consistent basis.

As we approach the design phases of the project, MA+A uses a structured approach that incorporates several levels of quality control reviews, markets surveys, client interaction and constant cost monitoring to move a project from its' inception to a reliable estimated cost at the construction document and bid document level. MA+A has found this approach to be very successful and provides the client with a level of comfort as the design evolves through its' various stages.

MA+A's approach to cost control has evolved to keep pace with a fluctuating and volatile construction economy. We have strayed away from milestone estimating, that looks at costs at certain critical stages of a project, SD, DD and CD completion. We now provide the customer with constant cost monitoring. We provide feedback on a consistent and continuous basis as the project evolves. MA+A is available to discuss all decisions that impact the project's cost and provide the client and the designer with immediate feedback that guide design decisions.

In addition, MA+A is constantly making price calls to the market place, validating economic trends and tracking escalation for the project's target area. Early and continuous involvement in the project provides the client with the required valid cost information to make the needed decisions and keep the process moving in a positive direction.

On a typical construction project, we also prepare the cost estimates for alternative design solutions, conceptual, design-phases, competitive bids, and crew analysis. MA+A uses cost control to assure management that all alternatives have been explored before a project overrun is accepted. This can be realized through daily monitoring of expenditures and the constant evaluation of work remaining. Our cost control capabilities include establishment of Code of Account, schedule of values, progress payments, change orders, claim management, and estimate to complete. In addition, we perform cost engineering and economic analysis for construction and operation projects.

QUALITY CONTROL

On all completed projects, MA+A is proud to have provided our clients with the highest quality services while maintaining cost control and meeting the most rigorous schedules. Our management approach, coupled with our Quality Control/Quality Assurance Plan, has allowed us to efficiently complete projects on time, under budget, and in conformance with all contract requirements, often exceeding client's expectations. At a minimum, similar quality of services and professional commitment will be offered to every project we are awarded. We believe that our experience gained through the completion of similar projects will ensure an even higher quality services on future projects.

PERSONNEL QUALIFICATIONS

The staff of MA+A includes more than 8 full-time and 16 part-time management, technical and administrative personnel. Our staff is also supported by several specialized consultants with specific technical expertise that allow MA+A to provide a superior level of quality service. Our staff members have on average 20 years-experience. MA+A promotes technical training and continued education to keep the staff abreast of the latest relevant technical innovations, advancements in technology, and project management. As a result, the technical staff is highly trained and experienced. Our technical staff includes professionals certified by the Association for the Advancement of Cost Engineers (AACE), Society of American Value Engineers (SAVE), Boards of Professional Engineers, the American Arbitration Association, and other recognized professional associations.

The following is a recent “Estimate V. Bid” table:

Project	Estimated Cost	Bid Cost	Variance
Rodwell Elementary/Middle School Replacement, Baltimore, MD	\$ 35,579,512	\$ 37,800,000	6%
Univ. of Maryland Biomedical Science & Engineering Building, Rockville, MD	\$ 109,013,666	\$ 110,567,678	2%
NAVFAC – Undersea Rescue Facility Headquarters, San Diego, CA	\$ 36,062,349	\$ 37,500,000	3%
NAVFAV - F-35 Flight Simulator Facility, San Diego, CA	\$ 33,629,549	\$ 32,500,600	4.3%
NAVFAC – New Dining Facility and Storage Facility, Admin. Bldg. and Library Renov. San Diego, CA	\$ 30,404,269	29,856,000	2.2%
New Carrollton Library Renovation, New Carrollton, MD	\$ 2,980,667	\$ 3,050,000	3%
USACE Ft. Bliss Medical Center, El Paso, TX	\$ 980,567,888	\$ 967,800,000	2.5%
USACE Ft. Belvoir Army Hospital, Ft. Belvoir, VA	\$ 740,890,100	\$ 765,000,000	4.1%
USACE Customs & Border Protection Training Center, Harpers Ferry, WV	\$32,319.973	\$33,000,000	.03%
USACE. Army Reserve Center Renovation, Mesa, AZ	\$ 4,793,567	\$ 4,673,000	2.1%

COMPANY PROFILE:

Delon Hampton & Associates, Chartered (DHA), is a minority-owned professional consulting engineering firm headquartered in Washington, DC for nearly 50 years. We specialize in program and construction management, as well as, civil and structural engineering services. Our market sectors include land development/buildings, water and wastewater, transportation, transit, and aviation. We are a Minority Business Enterprise (MBE), Disadvantaged Business Enterprise (DBE), Small Business Enterprise (SBE) certified through the Maryland Department of Transportation's (MDOT) Office of Minority Business Enterprise (OMBE). We are also a Minority Business Enterprise (MBE) certified by the Capital Region Minority Supplier Development Council and through the Supplier Diversity Program in Prince George's County.

Prince George's County Experience

We have designed and provided site/civil engineering design and structural engineering design, as well as construction management services on numerous projects in Prince George's County for many Federal, state, and local agencies as well as for private clients. DHA is familiar with construction and environmental permitting processes and can assist City of Greenbelt in identifying, applying for, and expediting the permits required for the development of infrastructure. We have managed on-call construction management, inspection, testing, and engineering services for street, roadway, and bridge construction for the Prince George's County DPW&T. We have also performed civil and structural engineering services for the Prince George's County Sports and Learning Complex in Landover, Maryland. This \$30 million complex features 100,000 SF Field House, 30,000 SF, three-level Fitness Center, 30,000 SF Gymnastics Center and several other facilities. We provided civil engineering services for the Prince George's County Correctional Center, and a site engineering feasibility study for a proposed 34-acre site for a new complex for the Metropolitan Baptist Church. Under our General Engineering Consultant contract with WMATA, DHA performed all the programming layout and industrial engineering for the Greenbelt Service and Inspection Facility (Section Design E-116).

Department of Permitting, Inspection and Enforcement Experience

We have experience in having plans approved by different agencies within the Prince George's County; most of these agencies are signatories to building permits that will be processed through the Department of Permitting, Inspection and Enforcement (DPIE). We have gone through the Maryland Park and Planning Commission (MNCPPC) development planning process starting from concept design to final site plan approval. We understand the requirements of Prince George's County DPW&T, as it relates to work in public space and within right of ways. We also have significant experience having plans processed and approved through the Prince George's County Soil Conservation District.

Marlow Heights Community Center

(Marlow Heights, MD)

Project Description/Scope:

Delon Hampton & Associates, Chartered (DHA) is providing civil engineering services by way of schematic design, design development, construction documents, permit review and bidding, construction and post-construction/close-out phase services.



The community center is located on a 6.21-acre site that includes two buildings with a total of 12,500 SF that are connected by a canopy, with parking, picnic areas, two tennis courts, a playground area, a large storage shed, and a variety of mature trees. A feasibility study recommends the existing community building be demolished and replaced with a new facility. The new proposed community center will be a minimum of 22,000 SF with a larger gymnasium and additional program space to meet the needs of the community. Site improvements will include a community center building, 120 parking spaces, sidewalk, new utility connections, and stormwater management facilities.

Owner:

- ▶ Maryland-National Capital Park and Planning Commission / Department of Parks and Planning

Reference:

Mr. Joseph J. Celentano, AIA, LEED AP; Principal
VMDO Architects
2000 Pennsylvania Avenue, NW, Suite 7000
Washington, DC 20006
Tele: (202) 843-2081
Cellular: (202) 439-4000
Email: celentano@vmdo.com

Role:

- ▶ Subconsultant

Services Provided:

- ▶ Civil engineering design

Project Completion:

- ▶ 2021 (Design)
- ▶ 2023 (Construction)

Project Size:

- ▶ 22,000 SF

Construction Cost:

- ▶ \$12.6 million (\$121,100 (DHA's Fee))

Oxon Hill Volunteer Fire & EMS Station

(Oxon Hill, MD)

Project Description/Scope:

Delon Hampton & Associates, Chartered, is providing civil engineering services for this project.

The project consists of replacing the



existing station with a new four-bay, 20,000 SF Fire/EMS station, which will house two engines, an ambulance, an aerial truck, and a Battalion Chief. The station will include a station alerting system designed to reduce response times, an exercise room, separate male and female sleeping/locker rooms, office space and a training room.

As part of the A/E team, we will design the storm, water, sewer, gas, and approach to the site to accommodate the 30,000 SF Police Station and 80-car parking for future use. The property is approximately 12.12 acres. Site improvements include a fire station building, fire truck access route, parking lot, sidewalks, stormwater management facilities, and utility connections. The site will require land development, utility connections, stormwater management, sediment control plans, and permits from Maryland-National Capital Park and Planning Commission (M-NCPPC), the Prince George's County Department of Permits, Inspections and Enforcement (DPIE), the Soil Conservation District (SCD) and the Washington Suburban Sanitary Commission (WSSC). The design work will be limited to the fire station site; however, the stormwater drainage system, water and sewer system will be designed to accommodate the Police Department, which could co-locate with the Fire Department in the future.

Owner:

- ▶ Oxon Hill Volunteer Fire & Rescue Company

Reference:

Mr. Gregory Gilbert,
AIA, LEED, GA; Vice
President
Bignell Watkins Hasser
Architects, PC (BWHA))
1 Park Pl #250
Annapolis, MD 21401
Tele: (410) 224-2727
Email:
ggilbert@bigwaha.com

Role:

- ▶ Subconsultant

Services Provided:

- ▶ Civil engineering design

Project Completion:

- ▶ 2022 (Design)
- ▶ 2024 (Construction)

Project Size:

- ▶ 20,000 SF

Cost:

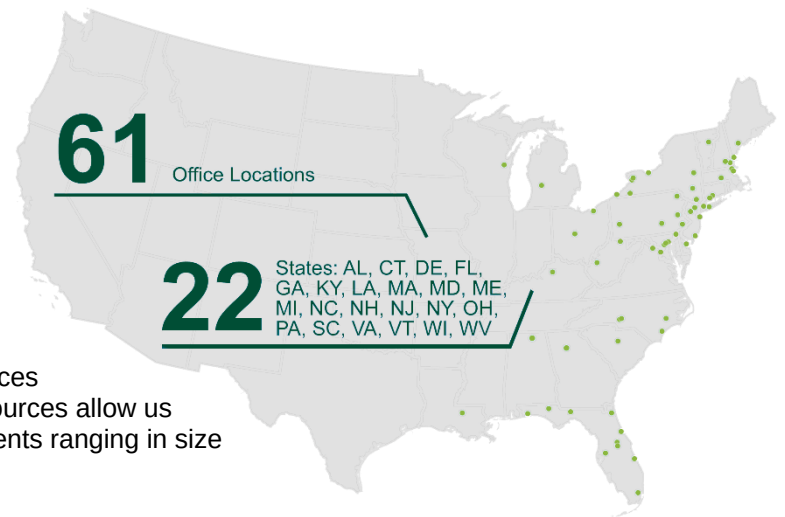
- ▶ \$9.855 million (\$185,150 (DHA's Fee))

Corporate Profile

GPI (Greenman-Pedersen, Inc.) was established in 1966 in Babylon, NY. The vision of two Long Island engineers has grown into a firm consistently ranked in Engineering News Record's Top Design Firms. GPI has also been named a Consulting-Specifying Engineer MEP Giant.

With over 50 years in business, GPI has earned our reputation as a leading engineering company. GPI employs more than 1,700 professionals in over 60 offices located throughout the country. Our wide-ranging resources allow us to handle projects for both private and government clients ranging in size and complexity.

GPI's Metro DC Operation, which includes our **Rockville, MD**, **Olney, MD**, and **Springfield, VA**, offices, has been providing mechanical, electrical, plumbing, and structural engineering services in Maryland, Virginia, and Washington, DC for over 45 years. With a combined staff of over 70, our offices provide creative and sustainable design for the renovation and new construction of buildings. Our clients include private companies, government agencies, educational facilities, healthcare facilities, and mission critical facilities.



Services Provided

- Mechanical
- Electrical
- Plumbing
- Fire Protection
- Structural
- Civil
- Building Evaluations
- New Construction
- Renovations/Repositioning
- Infrastructure Upgrades
- Design/Build
- Sustainable Design/LEED/Green Globes/WELL/EarthCraft
- Facilities/Asset Management
- Value Engineering
- Energy Audits/Energy Modeling
- ENERGY STAR Certification
- Peer Review
- Commissioning
- 3D Laser Scanning Capabilities
- BIM/Revit Capabilities
- COVID Mitigation

GPI is one of a kind because we have the resources of a large national firm but retain the entrepreneurial spirit of a local firm.

Our strong corporate backbone and resources of a national firm is what differentiates working with GPI's local offices from working with other local engineering firms. We provide the detailed and personalized service of a small firm that has accessibility of all 1,700 employees in our GPI family.

Our mantra is **Get Us In Early**. There are substantial benefits of involving your engineering team early in any project. From the moment a client decides to initiate a project, we can provide valuable insight to assist in financial savings. Understanding a client's priorities early on allows us to be a more effective part of your design team.

We look forward to joining your team and are excited to bring our innovative ideas to the table for your projects.

CONNECT WITH US



Facebook – search GPI Metro DC



LinkedIn – search GPI / Greenman-Pedersen, Inc.



YouTube Channel – search Greenman-Pedersen, Inc.

Awards

Engineering News Record Top Design Firm
(since 1976)

Consulting-Specifying Engineer MEP Giant
(since 2012)

**Washington Business Journal Top 25
Engineering Companies** (since 2010)

Marriott International Headquarter
2022 ENR MidAtlantic Best Regional Project

Daughters of the American Revolution Constitution Hall
2022 AIA NOVA Award of Honor in Historic Preservation

The Hillel at George Washington University
2022 NAIOP DC|MD Award of Merit
2021 ENR MidAtlantic Award

Chemonics Headquarters
2022 ABC Excellence in Construction

Morning Consult
2022 IIDA Corporate Award

American Physical Therapy Association Headquarters
2021 NAIOP NOVA Award of Excellence
2021 ENR MidAtlantic Award

The Foundry
2021 ENR MidAtlantic Award

Flint Hill School – Peterson Middle School
2021 AIA NOVA Award of Merit

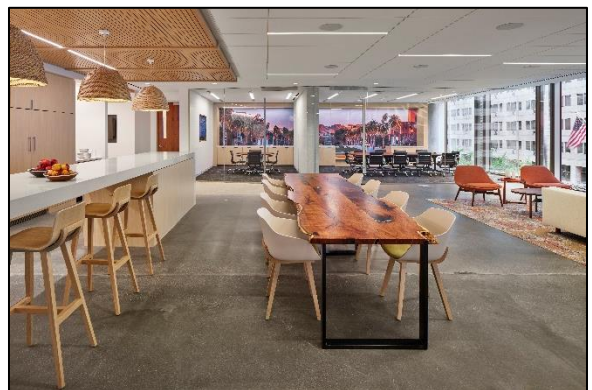
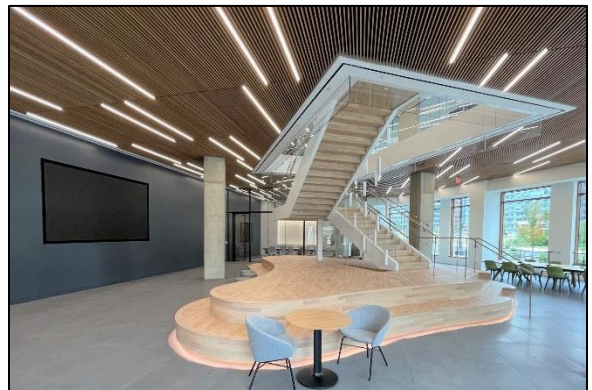
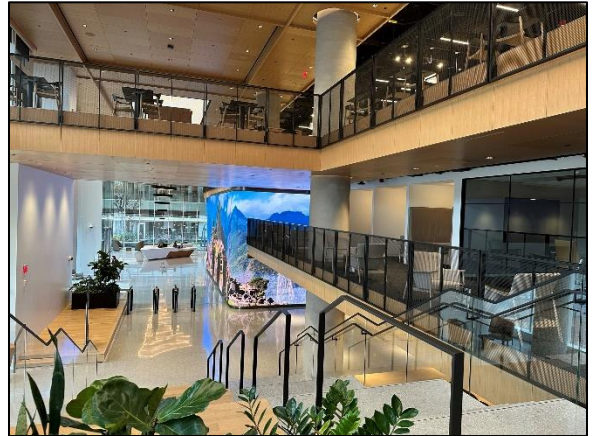
Franklin Square Repositioning
2021 AIA NOVA Award of Merit

University of Arizona Government Affairs Office
2021 NAIOP DC|MD Award of Excellence
2021 IIDA Pinnacle Award
2021 IIDA Corporate Award

The Lane: A Social Club
2021 IIDA Retail Award 2020 NAIOP DC|MD Award of
Excellence

Recording Industry Association of America HQ
2021 IIDA Corporate Award
2020 NAIOP DC|MD Award of Excellence

AvalonBay Headquarters
2020 NAIOP NOVA Award of Excellence



Relevant Experience

Prince George's County Task Order Contract

GPI has been providing services as Prime for Prince George's County, MD under an Indefinite Delivery Contract for Architectural and Engineering Services since 2005. GPI has completed approximately 70 task orders. GPI Project Managers for these projects vary by project but have included Lew Brode, PE, LEED AP, David Thibodeau, PE, LEED AP, and Pierre Sabourin, PE. Projects have ranged in fee from \$800 to \$160,000.

Prince George's County Third Party Permit Review Program

GPI (formerly Holbert Apple Associates) has lead teams of 3rd Party Permit Reviewers in the review (and provided the structural engineering review) of over 200 permit review projects in Prince George's County, Maryland. Projects range from tenant fit-out renovations to large new residential projects in excess of 500,000 sq ft to unique facilities such as the Capital Wheel at National Harbor and amusement rides at Six Flags. Our teams have a history of successfully completing multiple concurrent permit peer reviews. Principals and most experienced staff have been extensively involved with DPIE's Peer and 3rd Party Permit Review Programs since the Fall of 2013.

Prince George's County Circuit Court Mechanical Upgrades

Upper Marlboro, MD

GPI provided engineering design services for the replacement and upgrade of the mechanical equipment at the Prince George's County Circuit Court. The scope of work included replacement of three existing 450-ton water cooled centrifugal chiller with similar type and capacity. Two chillers were required to operate simultaneously to support the building on a peak design day. Therefore, construction was phased to replace one chiller at a time so the plant remained online and functional at all times. GPI replaced the three-existing primary chilled water pumps, and existing secondary pumps, with a new variable primary flow pumping systems. Design included replacement of main breakers for pumps and chillers in the Motor Control Center in the Penthouse and replacement of the VFD on pumps.



Contact: Tom Barton (retired)

GPI Design Fee: \$107,000

Construction Cost: unknown

McLean Community Center

McLean, VA

GPI provided engineering consulting services for mechanical, electrical, plumbing, and structural design of the 35,000 sq ft renovation and 8,000 sq ft addition for the McLean Community Center. Improvements to the renovated space include additional restrooms, new security systems, and facility upgrades to the power distribution and fire alarm systems. The existing fire alarm system had several deficiencies so extensive replacement of devices was required. The existing building also had two electrical services, resulting in the utility transformer being replaced and the two services re-fed. The expansion added meeting rooms, activity rooms, a large multipurpose/event room, and common space. The community center also received improved storm water management and lighting along the exterior walkways and parking lots.



Completion Date: 2019

GPI Design Fee: \$169,842

Construction Cost: 5.5 Million

GPI Team: DDB, RMD, RKS, AAS, TAM, NDD

Fairfax County Department of Vehicle Services West Ox Maintenance Facility

Fairfax, VA

GPI provided engineering design for the mechanical, electrical, and plumbing systems for the renovation and expansion of the Fairfax West Ox Vehicle Maintenance Facility. The existing facility was built in 1974 and services Fairfax County Public School buses, Fire Department apparatus, and other county-owned trucks, tractors, and passenger vehicles. GPI provided design for conversion of the existing tire storage bay to a repair bay. The gas fired radiant heaters in the repair bay use landfill gas recovered from the County's nearby waste transfer station instead of natural gas. LED highbay luminaries were installed. Other renovations included a new entrance canopy and vestibule, new showers and finishes in the locker and toilet rooms, new trench drains in every repair bay, new vehicle lifts, and exhaust hose reels. Due to its importance in day to day operations of the city, the project was designed to allow the building to remain open during construction and able to operate 24 hours a day.



- 2019 Fairfax County Capital Facilities' Building Design and Construction Division Award of Excellence

Contact: Greg Shipley AIA, LEED BD+C, Stantec

Phone: 703.485.8547

Email: greg.shipley@stantec.com

Completion Date: August 2019

Construction Cost: 4.5 Million

Team: DBB, RMD, RKS, BKM, AAS, NNT, TAM, GLB, PPS



SECTION 3. PROPOSED PROJECT TEAM

We have assembled a team for the Greenbelt City Municipal Building (CMB) project that has the experience required to successfully meet your program requirements, including scope, schedule and budget. From project kick-off to completion, our principal and project manager, Wen Xiao, your assigned project contact, and the rest of your assigned architectural and engineering design team will collaborate closely to establish project goals and work plan, review project progress, coordinate with each of the architectural and engineering disciplines to ensure that our work are in line with your expectations.

Our team is committed to practice proactive communication and immediate review and coordination during the design phase which minimizes the modifications during final review by each discipline and the clients. We are committed to our quality control procedures, which have been refined over time by frequent review and incorporation of lessons learned.

AVANTurs llc has been teaming with M.A.+A, DHA and GPI in the past ten years on several major projects. Our established long term collaboration and trust have successfully supported our integrated design approach in serving our clients' project needs.

The following key personnel have been selected for the CMB project by each of the firms in our team. They will be made available upon project initiation and throughout the entire project duration. Their hourly rates have been provide in Section 1 of this proposal.

Architecture Design and Planning

Project Manager	Wen Xiao, RA, NCARB, LEED AP
Lead Architect	Wen Wang, RA, NCARB, LEED AP
Senior Architect	Sibel Ozkan, RA, LEED AP

Cost Estimate

Sr. Cost Estimator	Michael Withers
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Civil Engineering

Project Manager	BaoZhu Wei, PE
Site/Civil Engineer	Curtis Day, PE

Structural Engineering

Sr. Structural Engineer	Nate Salnick, SE, PE
LEED Green Associate	
Structural Engineer	Ervin Rogers, PE



MEP Engineering

Project Manager	Michael Rakes, PE
	LEED AP Well AP
	HBDP, BEAP, BEMP
Sr. Mechanical Engineer	Doug Brenner, PE
Sr. Electrical Engineer	Pierre Sabourin, PE
Sr. Plumbing Engineer	Chuck Potter, DPD, GPD

WEN XIAO, RA, LEED AP

Project Manager



Education:

Master of Architecture
University of Maryland
College Park
Bachelor of Architecture
Tainjin University, China

Professional

Registrations:

Licensed Architect:
DC ARC6235
MD 17208
VA 016452

Certification &

Affiliations:

National Council of
Architectural Registration
Board Certified (NCARB)
LEED Accredited Professional
since 2002 (LEED AP)

SCORE:

Certified Mentor for Small
Businesses and Nonprofit
Organizations

Ms. Xiao, the founding principal of AVANTurs llc, has over 30 years of diversified experience planning, designing and managing over 2 million square feet of projects in the government, institutional, corporate, science & technology and mixed-use development sectors in the US and international market. She has been leading project teams of 5 to 50 professionals and helping clients achieving their project objectives for more than 20 years.

As a Project Leader, Ms. Xiao focuses on developing and maintaining a sustainable relationship with her clients through assuring that the clients' project expectations are met or exceeded. Her understanding of sound work planning and processes enables her to successfully orchestrate interdisciplinary teams towards the common project goal. Benefiting from the hands-on experiences as a project architect and planner, and in construction administration of challenging large projects, she motivates the project team to achieve innovative and value-added design solutions which enhance the clients' project objectives. She has also been personally involved in developing program of requirements and scope of work for institutional and government clients since 1994.

Ms. Xiao is committed to working with clients to achieve sustainable built environment through implementing sound and cost effective green strategies during the design process. She has led multiple projects with goals to achieve either LEED or Green Globe Certifications. Ms. Xiao has been passionate about improving the built environment and the quality of life of the occupants through design and technology applications.

Relevant Project Experience

Kimberly Place Condominiums Site Drainage Improvement, Montgomery Count, MD

Project manager and contact person of two task orders, the Drainage Study and Design Implementations, under the IDIQ contract issued by Department of Housing and Community Affairs (DHCA) of Montgomery County government. Working side by side with the civil engineering consultant to investigate the inadequate surface and ground water drainage that has been damaging the building foundations at this 12-acer, 174 unit townhouse community. Provided the investigation report and preliminary cost estimate to DHCA to establish the budget for implementing the recommendation for drainage improvement. Managed the work of producing construction document and permit. The second task order also includes providing on-site construction manager during the installation of the drainage infrastructures. Also manage the work of community wide tree survey and obtaining Forest Conservation Plan Exemption by the landscape architecture consultant.

Court Services and Offender Supervision Agency (CSOSA) Headquarter Relocation and Field Office Consolidation and Relocation, Washington DC

Lead AVANTurs team of architects and interior designers to support CSOSA for their agency wide relocation program under the IDIQ contract. Services included verifying space program, development of office standards, test fit 120,000 SF of HQ and field office spaces with the approved program and updated office standards. The project met the tough schedule challenge by running two concurrent task groups, one working on the program verification and HQ building test fit; the other developed new office standards and test fit of the consolidated filed office building. Ms. Xiao lead the program verification and design of the HQ building while overseeing the other group's work which was performed by an interior design subconsultant. Ms. Xiao skillfully planed and orchestrated the four most urgent tasks, 2 parallel and 2 in sequence. As a result, all deliverables were completed on time and the project managed to catch up to the schedule of the landlord's architects. During the construction phase, she managed the work of three on-site staff, each performing design, construction management and move coordination, supporting the client's facilities team.



Ft. Belvoir Building 216 Accessibility Upgrade, Ft. Belvoir, Virginia



Building 216 is the main administrative building on base. Located in the Historic Core of the Virginia Landmarks Register Historic District the building requires a major accessible entry sequence upgrade. Working with the design/build renovation contractor, Ms Xiao lead a team of architects and engineers and provided Existing Condition Assessments, Schematic Design through Construction Document of a new accessible entry sequence design. The design included a new 70' long ramp directly adjacent to the historic building footing; retrofit new ADA compliant hardware and security system on the historic entry door; elevator replacement and building electrical system upgrade. As the contract and project manager, Ms. Xiao attended all site visits and meetings with the D/B contractor and the government clients; managed the design process and deliverables to ensure they are on time and on budget; managed the contract and subcontracts including scope/fee negotiations, and invoice/payments; conducted A/E coordination and quality control reviews of all deliverable documents. Ms. Xiao also co-authored the Historic Preservation Report for review by the USACE and State Historic Preservation Office; prepared project specifications using USACE's SpecsIntact software; suggested cost saving retrofit solutions which preserved the historic building integrity; managed shop drawing review and RFI responses.



Towers Crescent Building B & C, Tysons Corner, Virginia

Project Architect, RTKL Associates.

Design architect of the 350,000SF mixed-use office buildings in a town center setting with retail space on ground floors and a complex 3-level underground garage.



Maryland Public Health Laboratory at John Hopkins Science and Technology Park, Baltimore, MD

Project Principal/Manager, HDR, Inc.
Independently assess the Program of Requirements provided by Maryland Department of Health and Mental Hygiene to provide recommendations on the Final Project Program and preliminary cost estimate. The Final Report is the base for project program and budget approval by the Department of Budget Management for State funding.

Program Verification, lab planning and Schematic Design of the 225,000 SF facility for the relocation of the State lab.



FDA Consolidation, White Oak, Maryland

Programming, facility planning and special studies for United States Food and Drug Administration's new consolidated campus. Responsible for the staff interview, data collection of all divisions; developed space standards and program of requirements according to GSA standards for the office and administrative buildings on the new White Oak campus.



National Cancer Institute Advanced Technology Research Facility (ATRF) at Riverside Research Park, Frederick, MD

- Managed the master planning and Development Phasing Plan of the 177-acre biomedical research and development park in Frederick, Maryland. The anchor building is the ATRF relocated from Fort Detrick military base. Planning adopted sustainable concepts such as stormwater retention and management pond with outdoor theater; an exercise / educational trails around the site incorporating the historic farm house and indigenous plants as ground cover in lieu of lawn in future development area.
- Lead the team of more than 30 professionals and 10 subconsultants to perform the design and construction administration of the 330,000 SF core and shell of ATRF building complex; and the programming, design and construction administration of the interior fit-out of the 100,000 GSF Administrative Wing and Atrium. Program space includes office suites for more than 10 divisions housing government employees and contractors, major shared amenity spaces such as a 200-seat Auditorium, a 9-rooms Conference/Training Center, a Think Tank, a 5000 SF Datacenter, a fitness center and a food service area. The project received Golden Globe Certification.



West Virginia Public Health laboratory, Charleston, WV

Project Principal/Manager, HDR, Inc.

CIP Feasibility Study of the 73,000 SF post WWI building which housed the WV State Laboratory. Lead the team to perform comprehensive facility assessment and to develop Program of Requirements. The final deliverables provided various options of master plan and cost model for the consolidation and modernization of the State lab facilities.



North Carolina State Laboratory – Public Health and the Office of Chief Medical Examiner, Raleigh, NC

Project Principal/Manager, HDR, Inc.

The 220,000 SF building complex consists of a Public Health Lab wing and a wing for the State Medical Examiner's Office. Building program includes large areas of open labs on each floor, high containment labs, toxicology labs and forensic autopsy suites. Lead the team to perform programming, planning, design and construction administration of all laboratory spaces.

WEN WANG, RA, LEED AP
Design Principal/Lead Architect



Education:

Master of Historic
Preservation
University of Florida

Master of Architecture
Tongji University, China

Bachelor of Architecture
Zhejiang University, China

**Professional
Registrations:**

Licensed Architect:
DC ARC100921

**Certification &
Affiliations:**

National Council of
Architectural Registration
Board Certified (NCARB)
LEED Accredited Professional
since 2006 (LEED AP)



Wen Wang brings to AVANTurs over 20 years of experience in architectural design and planning of a wide range of building types with a focus on mixed-use and multi-family residential, commercial real estate, corporate workplace. Wen has extensive knowledge and a successful track record of exceeding client expectations by creating maximum value for each project. His background and rich experience allow Wen to tackle each project with a unique and comprehensive approach, integrating base building, interior space as well as landscape into a holistic design solution. Through effectively searching for the most creative yet practical design solutions that are appropriate for the site and budget, Wen led many award-winning designs re-shaping the urban living environment as well as business culture for significant international clients. Wen's design leadership and dedication wins him trust from clients for long term collaboration.

Relevant Project Experience

Maryland National Capital Park and Planning Commission (MNCPPC), Montgomery County, MD (First Prize)

Lead designer, SmithGroup

The MNCPPC planned for a new headquarters building located on the same site of their existing HQ in downtown Silver Spring. The master plan features the new HQ tower adjacent to the existing public parking garage, while the remaining site was turned from surface parking lot to a diverse mixed use residential community. The new HQ building consists of the public services on the ground floor, a multifunctional auditorium on the second floor, with the remaining building houses office space for the various branches of the organization. The slim typical floor footprint features a unique and efficient floor composition, with the linear service core (stairs, elevators, mechanical room etc.) stacked along the north façade against the existing garage, and an airy open floor for flexible and efficient workspace layout. The sleek and timeless design creates an iconic tower on the gateway to downtown Silver Spring.

901 K Street Office Building, Washington DC

Lead designer, SmithGroup

901 K Street is the product of a highly unique architectural opportunity: an historic DC church and its need for revitalization and a multi-functional, sustainable modern office building occupying a gateway triangular site. The design takes advantage of the uniquely shaped infill site by responding to the character of each street both in massing and choice of materials. The frontispiece of the project is the historic church facing Mt. Vernon Square. Behind the church, a three story, low iron glass atrium was introduced to create the connection and visual "void" between the historic building and the new office building and serve as the new main accessible entry to the church and its community fellowship hall. The new 11 story building is stepped up with a series of planes and volumes to respond the scale shift and the geometry of the diagonal Massachusetts Avenue to the north and the orthogonal K Street on the south. The building responds to each street in a different way. Along Massachusetts Avenue, a curved terracotta rain screen façade, one of the first such uses of this cladding system in DC, relates to the height and coloration of the adjacent hotel and the sculptural, masonry language of the institutionally rich Massachusetts Avenue heading toward Embassy Row. To the south along K Street, a sleek aluminum and glass curtain wall façade with horizontal shading devices to protect against the southern exposure, is more in keeping with the commercial context of K Street. The base of the building includes a horizontal terracotta façade to link the glass tower to the white marble church base.



Sharo Rees-Stealy Medical Office Building, San Diego, CA

Lead designer, SmithGroup

The design is for a new 60,000 SF addition to the existing 68,000 SF Sharp Rees Stealy Medical Facility, on a 4.6-acre site. We envision a facility to address not only today's needs, but also for the future challenge we are facing, given the impact of the pandemic as well as the fast-evolving technologies. Utilizing this opportunity of a new addition, we aim to take full advantage of the site and help maximize its potential value. Our design will turn the site into a cohesive campus, with a welcoming arrival sequence and a clear entry experience. A straight forward expression of the efficient layout of the program, this clean and elegant design ties the new addition with the existing MOB seamlessly in scale, materials and expression, yet with its own unique identity clearly spelled out. Together, a timeless sense of place is created.



Cantata Apartments, Washington, DC

Principal in Charge, Lead designer, SmithGroup

Planned for sites that were previously owned by the city of Washington, DC, the upcoming Cantata will not only deliver 273 new market rate apartments to the heart of the city, but it will also act as a gateway from Capitol Hill into the residential Northwest Washington Corridor. The nine-story Cantata Apartments building represents not just a more contemporary design language, but one that speaks to its surroundings through smart design, planning, and programming. It will not only help to push DC's residential aesthetic in a newer direction but will also become a future icon as an important gateway linking prominent DC communities together. The building, currently under construction, is a concrete structure totaling nine floors approximately 90 feet in height plus a penthouse level, it will be approximately 296,000 gross square feet above grade and approximately 55,000 square feet below grade which houses two levels of parking.



Well Living Lab, Beijing, China

Lead designer, SmithGroup

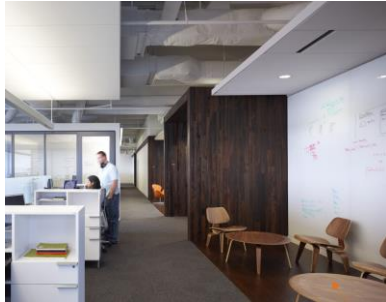
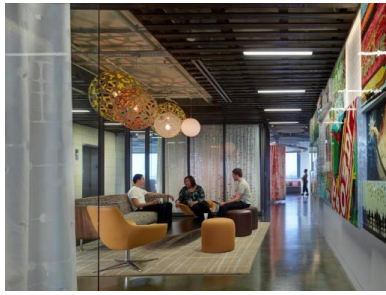
Equipped with insight and expertise of U.S. laboratory and facing up to the challenges in respect of climate, environmental, and cultural background in China, the 30,000 SF WELL Living Lab (China) aims to become the first multi-disciplinary scientific research center in Asia. It will integrate building science, behavioral science, and health science to quantify and improve the effects of interior environment on human health, comfort level and behavior performance. WELL Living Lab (China) is planned to become a laboratory with the presently most advanced facilities and equipment, which will provide controllable indoor environment and architectural space simulating the real world, for the research participated in by human subjects. The simulation dwelling and simulation office experimental areas plan to be equipped with various environment sensors and human body sensors, which are used to monitor multiple variables and body indicators of the subjects in the experiments. All types of flexible and reconfigurable building systems will be installed in the experimental areas, for the purpose of facilitating researchers to explore the effects of different types of building systems on the performance and users of buildings.



Advisory Board Company - Crimson, Austin, TX

Lead designer, project architect, SmithGroup

The firm's Austin office had grown dramatically in recent years necessitating a move to a much larger space designed specifically to meet their needs. The new 47,000 SF space is located on two floors of a 3-story commercial office building located in the north side of



Austin with additional space available for further expansion. As the design team developed the program with ABC, it became clear that the firm culture was defined by teams each developing software products. The teams are highly collaborative during the product development and even after the product launch. Therefore, the collaborative team spaces were designed to be the core of the design with support and amenity spaces closely arranged around each team space. As a growing-up startup, the group wanted a relaxed environment related to their culture and location, so a rich palate of dark wood, local limestone, concrete, white glass, and color accents was established. Throughout the space linear, orthogonal forms are softened with rounded, organic forms. The organizing concept of the design is an east-west wood ribbon that extends through the center of each floor with team spaces and various amenities plugging in to the north and south. The 'ribbon' is composed of stained reclaimed Texas longleaf pine and is constructed as floor, wall, or ceiling depending on location. The ribbon connects the core stairs, elevators, toilet rooms and utilities, as well as shared team meeting spaces and works to orient the user in the space. A large 'family room' and other lounges provide alternative spaces for employees to meet and to relax. An elliptical retractable curtain encloses a ping pong table when closed, but when open reveals glass white boards that are a presentation surface for large meetings. Other spaces can be modified depending on use such as the glass interview rooms which contain a luminous Eames print curtain that can be opened or closed as needed for privacy. One lounge space features a large dimensional painting by a local artist. On the ground floor, a reception area and member meeting space complete the program.



Title:

Sr. Cost Estimator

Education:

- Univ. MD. Baltimore County/B.S. Courses/ 1983/ Political Science
- MD. Drafting Institute/B.S. Courses/ 1986/ Architectural Design & Engineering

Certifications/Training:

1996/ MCACES Training Certification
1996/ SUCCESS Cost Management System Certification Training
Association for the Advancement of Cost Engineering – Former Regional Director

Years of Work Experience:

31 Years – Former Companies
23 Years – M.A. + Associates, LLC

□ **Michael A. Withers**
Sr. Cost Estimator

Mr. Withers is a Senior Cost Engineer/Cost Estimator/Program Manager with more than twenty-five years of construction management, cost control, cost engineering, project controls, Feasibility Study, budgeting, financing and claims analysis/avoidance experience. **Relevant experience includes the following:**

Baltimore City Department of Corrections Multiple Building Demolition, Baltimore, MD.

Sr. Cost Estimator: Sr. Cost Estimator: Provided design phase cost estimating for the selective demolition of multiple buildings located on the campus of the exiting Baltimore City Department of Corrections Facility. The project includes more than 1,000,000 GSF of building demolition, structural shoring, protecting-in-place, hauling of debris, selective demolition of historical structures, renovation of existing facilities, Estimated Construction Cost: \$33M

Biomedical Sciences Engineering Facility (BSE) Universities at Shady Grove Campus (UMD), Rockville, MD

Sr. Cost Estimator: Responsible for providing detailed cost estimating the new Biomedical Sciences Engineering building located on the Universities of Shady Grove Campus in Rockville, Maryland. The project includes the construction of a 247,000 GSF state-of-the-art laboratory/research facility. The project is slated for LEED Gold Certification. Estimated Construction Cost: \$115M

New Education Health Sciences Center (EHSC), Frostburg University, Frostburg, MD

Sr. Cost Estimator M.A. + Associates, LLC provided design phase cost estimating for a new Education Health Sciences Facility on the campus of Frostburg University, Frostburg, Maryland. The new 3-story, 101,769 GSF facility that includes extensive site demolition and new construction on an in-fill site. This project is slated for LEED Platinum Certification. Est Const. Cost: \$66.6M.

CSMS Maintenance Facility, Maryland Army National Guard, Harve DE Grace, MD.

Sr. Cost Estimator: Currently providing design phase cost estimating for the construction of a new 50,000 GSF Vehicle Maintenance Facility. The project includes two separate adjacent sites that can accommodate both heavy and light duty vehicles. Estimated Construction Cost: \$21.5M

Medfield Elementary School Feasibility Study, Baltimore, MD.

Sr. Cost Estimator: Responsible for providing cost estimating support for a Feasibility Study for an addition/renovation to the existing Medfield Elementary School. The project included extensive selective interior demolition, new architectural finishes, structural upgrades, new electrical systems, repairs to the exterior envelope, new doors and windows, site demolition and site improvements. Estimated Construction Cost: \$9.8M

Qualifications:

Baozhu has extensive experience in the design, development, and management of engineering projects, including water and wastewater engineering, and seismic engineering, highway planning and design, rail transit system, geotechnical engineering, airport design, land development, and site investigation. Baozhu's technical expertise includes site grading, stormwater management, utility design, various permit compliance, sediment and erosion control, hydraulic and hydrologic modeling studies, traffic control, advanced planning report (APR), highway geometric design, site liquefaction, commercial, industrial, and subdivision site layout design, and seismic risk analyses. He has extensive familiarity with utility infrastructures, stormwater management, sewer facilities, and construction permit applications.

Education:

- ▶ Master of Science | Civil Engineering | 1995 | University of Memphis
- ▶ Master of Science | Seismology | 1986 | Institute of Geophysics (China)
- ▶ Bachelor of Science | Physics | 1982 | Suzhou University (China)

License/Registrations/

Certifications:

- ▶ Professional Engineer: Maryland: #26234 | District of Columbia: #900317 | VA: #036352

Years' Experience:

- ▶ With Current Firm: 20
- ▶ Total: 36

Baozhu Wei, PE

Senior Civil Project Manager

- ▶ **Site Engineering Feasibility Study | Metropolitan Baptist Church (Largo, MD)**
As civil project manager, Baozhu provided a site engineering feasibility study of this proposed 34-acre site for the new church complex. He researched existing property information to determine the location of any easements, reservations, denial of access lines, or other similar encumbrances that could affect the development of the properties. Baozhu developed general layout plans, with several options for the development of the church complex.
- ▶ **Kimberly Place Drainage Study | Montgomery County Department of Housing and Community Development (MDHCD) IDIQ (Montgomery County, MD)**
As project manager, Baozhu led the drainage investigation to include both surface and ground water conditions in order to identify a solution that can be implemented to mitigate water intrusion into basements of multiple townhouses.
- ▶ **Rockville Evangelical Mission Church (Montgomery County, MD)**
As project manager, Baozhu was responsible for site design including the site layout, stormwater management, erosion and sediment control, water and sewer, and all related site permits through MNCPPC, MCDPS, MCDOT, and WSSC, etc., for the new construction of a church on a five-acre lot.
- ▶ **Cannon Road - Green Street Project | Department of Environmental Protection (Montgomery County, MD)**
As senior civil engineer, Baozhu was responsible for providing design services for 58 ESD facilities including a permit plan submission and a final plan submission.
- ▶ **Renovation of Patricia R. Harris Elementary School | District of Columbia Office of Property Management (Washington, DC)**
As senior civil engineer, Baozhu conducted civil engineering design services for the renovation of an existing school facility into an office facility to serve the District's Fire and Emergency Medical Services Department and the District's Department of Corrections. Services included site demolition, site improvement plans, utility design, grading, stormwater management, and erosion and sediment control plans.
- ▶ **Saint Elizabeth's Framework Plan | District of Columbia Water and Sewer Authority (Washington, DC)**
As the senior civil engineer, Baozhu performed design and regulatory review of the framework plan for the redevelopment of more than 150-acres at the historic Saint Elizabeth's Hospital campus, which included stormwater drainage design, LID/GI Design, sanitary sewer, water, erosion, and sediment control design.
- ▶ **Fire Training Academy | District of Columbia Fire and Emergency Medical Services Department (Washington, DC)**
As senior civil engineer, Baozhu performed civil engineering services for a new 150,000 SF training academy including stormwater management, site and sediment and erosion control plans. The academy includes a new fire station, auditorium, gymnasium, classroom building, and administrative space.

Qualifications:

Curtis has performed detailed civil engineering designs and calculations and developed engineering scope of work for project designs and field operations. He prepares detailed water and sewer main design plans and analyzes survey data and existing condition plans to determine existing underground utility locations. Curtis also prepares plan views and profiles for water and sewer mains; cost estimates and calculates permit/bond fees; and prepares as-built plans and submit mylars for final approval. Curtis prepares detailed Stormwater Management Design Plans using Environmental Site Design (ESD) to the Maximum Extent Possible (MEP).

Education:

- ▶ Bachelor of Applied Science | Civil Engineering | 2015 | University of the District of Columbia

Licenses | Registrations |

Certifications:

- ▶ Professional Engineer: District of Columbia #PE921329 (8/31/2022)
- ▶ CDL Class B Tanker & Hazmat Endorsement

Professional Affiliations:

- ▶ National Society of Black Engineers

Years of Experience:

- ▶ With DHA: 2
- ▶ Total: 7

Curtis Day, PE

Site/Civil Engineering Design

Project Experience:

▶ **Woodyard Station (Clinton, MD)**

Civil/site engineer who performed site evaluations and design services for a 22-acre mixed-use development. The site has 122 townhomes and multi-story apartment buildings. The civil design services were provided for the new public and private roadway design, stormwater management, and erosion and sediment control. He was also responsible for providing utility design and permitting support as well.

▶ **Vista Gardens West (Lanham, MD)**

Civil/site engineer who performed site evaluations and design services for a 32-acre mixed-use development. The site has 50 townhomes and 4 commercial site pads. The civil design services were provided for the new public and private roadway design, stormwater management, and erosion and sediment control. He was also responsible for providing utility design and permitting support as well.

▶ **Chase – Mandowmin Mall (Baltimore, MD)**

Civil/site engineer who performed site evaluations and design services for a 2.5-acre site development project. The site was designed for a new Chase commercial bank branch on an existing parcel adjacent to the Mondawmin Mall. The civil design services were provided for stormwater management, and erosion and sediment control. He was also responsible for providing utility design and permitting support, and Coordination with MTA was due to a sub-surface easement located on the property.

▶ **Old Randle Childhood Education Center (Washington, DC)**

Civil/site engineer who performed site evaluations and design services for a historic school building renovation. The site is on a campus with an adjacent school building. The civil design services were provided for stormwater management, and erosion and sediment control. He was also responsible for providing utility design and permitting support.

Qualifications:

Ervin is the structural group manager leading a growing department with experience in the design and analysis of new and existing buildings and infrastructure structures. He has a strong background in designing structural elements of existing and new residential, commercial, and institutional buildings. He also has a strong background in the design of structural elements required for tenant fit-out projects. Ervin has also provided construction administration services for institutional, residential, and commercial buildings. He is experienced with Revit; BIM360; AutoCAD; SpSlab (Concrete Design); RISA (Frame Design); RAM Structural System (Structural Analysis and Design); SpCol (Concrete Column Design); Ram Concept (Concrete Design); Adapt (Post-tensioned Concrete Design) software applications.

Education:

- ▶ Master of Engineering | 2006 | University of Maryland College Park
- ▶ Bachelor of Science | Civil Engineering | 1999 | University of Maryland College Park

Licenses |

Registrations |

Certifications:

- ▶ Professional Engineer (Civil (Structural focus)): Maryland: #59057 | Virginia: #0402043087 | Georgia: #PE048577

Years of Experience:

- ▶ With DHA: 4
- ▶ Total: 22

Ervin Rogers, PE

Structural Engineering Design

- ▶ **Prince George's County Sports and Learning Complex (Lanham, MD)**
Ervin served as structural engineer for this 237,000 SF design/build sports complex that included an Olympic quality indoor track, state-of-the-art fitness center, aquatic and gymnastics facilities. The structural design accommodated a 260' clean span in the field house through the use of long span steel trusses. The complex features a multi-story atrium that linked the various building components.
- ▶ **Prince George's County Correctional Facility Phase I & II (Upper Marlboro, MD)**
Ervin served as structural engineer for this project, which involved the expansion of a correctional facility, including a staff dining area and an administrative wing. The dining area expansion consisted of a one (1)-story, 1,500 SF, cast-in-place, with 16-inch circular columns, and conventional floor at grade. The Administrative Wing is a one-story, 13,640 SF steel framed building with exterior masonry walls. The roof structure is composed of a 1 ½-inch metal deck, supported on steel open web joists. The entire building is supported by steel interior columns and reinforced concrete masonry walls around the perimeter.
- ▶ **Chemistry Teaching Building | University of Maryland College Park (College Park, MD)**
As structural engineer, Ervin provided various structural engineering and primary engineering administrator services for the construction administration for this new five (5)-story, 67,000 SF campus building, including a 51,100 SF teaching facility addition. Stand-alone buildings for a Nuclear Magnetic Resonance Facility and a SCUB (Satellite Central Utilities Building) Facility were also provided on adjacent sites. Additional responsibilities included the design of the concrete footings, cassettes, grade beams, one-way slabs, beams, walls, and provided numerous concrete details, calculated lateral loading and designed masonry walls.
- ▶ **Gallery Place Mixed-use Development (Washington, DC)**
As structural engineer, Ervin provided various structural engineering and primary engineering administrator services for construction administration for this 1.3 million SF, multi-use urban facility, located on a constrained urban site, bounded by 7th Street to the west, H Street to the north, the Capital One arena to the south, and an existing alleyway to the east. The facility is composed of six parts: retail, cinema, residential, parking garage, atrium office floors and an office tower building. The retail and cinema levels are multi-story steel braced frames with supplemental moment frames. These floors are composite slabs and composite steel beams. The nine (9)-story residential levels of Gallery Place are post-tensioned flat slabs with concrete columns, which is supported on and by the steel braced building. The parking garage below the street level is a regularly reinforced flat slab supported by concrete building columns and concrete walls. The main building is supported on a 3'-6" thick cast in place mat.
- ▶ **Maritime Plaza II (Washington, DC)**
Ervin served as structural engineer for this four (4)-story, 180,000 SF commercial building on a 12-acre Brownfield site was one of the first multi-use developments planned along the Anacostia Waterfront and was a pivotal piece to the revitalization of this industrially blighted "backyard" of the Nation's Capital. The site was the former home to the East Station coal-fired, gas manufacturing plant. The plant was demolished in 1985. Maritime Plaza pioneered the use of Deep Dynamic Compaction



Lew Brode, PE, LEED AP

Principal

Lew Brode is Principal and Executive Vice President of GPI's Rockville and Springfield offices. Lew has 25 years of experience in the industry and extensive experience in commercial interiors, college and university, and mission critical markets. He provides strong leadership to the Rockville and Springfield branches and plays an active role as Principal-In-Charge throughout the course of projects. As Principal, Lew will be the client advocate involved at conceptual planning and critical project milestones. He will also be involved in contractual issues and oversee staff scheduling to meet project deadlines.

Education BS, Mechanical Engineering, University of Maryland
Master of Science, Business, Johns Hopkins University

Licenses Professional Engineer: DC, MD, VA, LEED AP



Michael Rakes, PE, LEED AP, WELL AP, HBDP, BEAP, BEMP

Project Manager/Senior Mechanical Engineer

Michael Rakes is a Project Manager/Senior Mechanical Engineer who has over 19 years of industry experience in project management and design of building systems. The sectors in Michael's diverse portfolio include institutional, commercial, mission critical, industrial, and building energy assessments. He manages design of sustainable and energy efficient systems, within budget, to meet the program requirements of each project.

Education BS, Mechanical Engineering, University of Kentucky

Licenses Professional Engineer: DC, MD, NY, VA
LEED AP Accredited Professional
ASHRAE High-Performance Building Design Professional
ASHRAE Building Energy Assessment Professional



Doug Brenner, PE

Senior Mechanical Engineer

Doug Brenner is a senior mechanical engineer with experience in a variety of building types, including schools, offices, mixed-use, public safety, operations & maintenance, and senior living. His responsibilities include conceptualization, system selection, design, and detailing of HVAC systems. He is familiar with Trane Trace 700 software for both HVAC load calculations and whole-building energy modeling. Doug is also proficient in producing construction drawings using both AutoCAD and Autodesk Revit building information modeling (BIM) software. He also has significant experience working on DoD projects and is well versed in UFCs and SpecsIntact.

Education BS, Mechanical Engineering, Virginia Tech

Licenses Professional Engineer: VA



Jamal Anwar, PE, LEED AP BD+C

Senior Mechanical Engineer

Jamal Anwar is a Senior Mechanical Engineer with over 25 years of experience in design of building mechanical systems. His work includes projects in government facilities, commercial office buildings, mission critical, and educational facilities. In addition, Jamal is a leader in GPI's LEED and Commissioning Program. As Senior Mechanical Engineer on the project, Jamal will be responsible for coordinating with the mechanical design team and working with our quality control engineer through project completion.

Education MS, Mechanical Engineering, University of Maryland

Licenses Professional Engineer: DC, MD, VA



Pierre Sabourin, PE

Senior Electrical Engineer

Pierre Sabourin is a Senior Electrical Engineer and leader of the Quality Control program for the Rockville office. He frequently acts as Project Manager, overseeing design, project delivery, and coordination of the project team. With over 50 years in the field, his vast engineering experience includes studies, planning, concept design, preparation of construction documents, value engineering, and construction administration services. As Senior Electrical Engineer, he is actively involved in all phases of design and performs technical reviews and quality control of projects to ensure high product quality and customer satisfaction.

Education BS, Electrical Engineering, Catholic University of America

Licenses Professional Engineer: DC, MD, VA, PA



Nikki Tran

Senior Electrical Engineer

Nikki Tran is a senior electrical engineer with extensive design experience in power distribution, lighting, and communications for buildings. Her experience ranges from renovation of existing to the design of new local and federal government projects, fire, rescue, and public safety facilities, health care facilities, assisted living and institutional facilities, educational facilities, and mixed use commercial and residential facilities. Her electrical design responsibilities include the definition of design standards, the selection of components and equipment, specification and system descriptions, calculations, and the preparation of construction documentation.

Education BS, Electrical Engineering, George Mason University



Chuck Potter, CPD, GPD

Senior Plumbing Engineer

Chuck Potter is a Senior Plumbing Engineer/Project Manager with over 25 years of experience including HVAC and plumbing design, field surveying, and construction administration. His projects range from the design of new buildings to the renovation of large and small areas within existing facilities. Chuck has vast experience in the design of high-tech commercial office buildings, mixed-use facilities, healthcare, and education facilities, including LEED projects. As Senior Plumbing Engineer on a project, Chuck will be responsible for the plumbing design of the project, coordination with the design team, and aid in quality control through project completion.

Education AAS, Technical/Professional Studies, Chesapeake College
AAS, Management of Construction, Montgomery College

Licenses Certified Plumbing Design, Green Plumbing Design



Nate Salnick, SE, PE, LEED Green Associate

Senior Structural Engineer

Nate Salnick has worked on a diverse range of project sizes, building uses, and structural framing systems, ranging from the renovation of historic structures to new mid-rise buildings. Nate leads GPI's Olney office's efforts in the area of environmentally sustainable design and LEED requirements. Nate is active in many industry organizations and currently serves as a Board Member of the Structural Engineers Association of Metropolitan Washington DC, as well as on the SEER (Structural Engineering Emergency Response) Committee.

Education MS, Structural Engineering, The Pennsylvania State University
B.Arch, Structural Engineering, The Pennsylvania State University

Licenses Professional Engineer: DC, MD, VA, AL, IA, IL, ND, NV,
PA, OR, UT, VT, WA



David Thibodeau, PE, LEED AP

Mechanical Department Head/Quality Control Manager

David Thibodeau is a Senior Vice President and Mechanical Department Head of GPI's Rockville office. As Quality Control Manager, David is actively involved in all phases of design and performs technical reviews and quality control of projects to ensure high product quality and customer satisfaction. David has almost 20 years of experience which includes design of commercial and government projects including those with LEED ratings. He also has extensive knowledge of energy modeling and system optimization.

Education BS, Mechanical Engineering, Virginia Tech

Licenses AL, DC, MD, MI, PA, SC, VA

SECTION 4. ARCHITECTURAL DESIGN APPROACH

The City of Greenbelt calls for an improved Municipal Building that reflects its civic architecture character and enhances the City’s image. We share the City’s vision of creating a prominent public building in this historic Greenbelt town center. We will apply a comprehensive approach to help the City bring this vision to reality, an approach that integrates interior space, architecture and urban context that is unique to this site, to enhance the SENSE OF PLACE for Greenbelt.

Three Layers of Design Consideration

- **Space Needs:** Enlarge the municipal space to meet immediate as well as future needs and increase space efficiency for the city staff.
- **Architectural Characters:** complement the adjacent New Deal era buildings at the civic center, meanwhile introducing new architectural vocabulary that represents the present and the future of the City.
- **Urban Context:** seize the opportunity to enhance the original master plan concept and improve the quality of the outdoor public space in the community.

Space Needs

We understand that the goal of this first phase study is to provide conceptual level massing and exterior architectural design options for the City to evaluate the potential impact this project will bring to the historic Greenbelt town center; make recommendations to the City Council for the most effective solution to the City Hall expansion project. Based upon this first phase study, the City will be able to make a decision on how to proceed with a more detailed program layout and architectural design in the following phases.

Since one of the basic goals of this study is to address the shortage of office space for the Municipal Building’s programs and departments, our design team will review the recently completed Space Planning Study by FWA and the existing floor plans, and work with the City representatives to quickly confirm its general space needs for all the departments and programs. With the confirmed program of requirement, we will do a quick study of the building massing concepts to ensure the sizes of the floor plats are adequate for future design phases.

Architectural characters

The City’s historic center area has a rich and charming architectural fabric evolved from the birth of Greenbelt. A civic center has been formed by the Public Library and the Community Center. The existing Municipal Building with brick façade, comprising two wings, were supposedly constructed in the 1950’s and 1960’s to join the other two buildings on the civic plaza. The elegant Community Center features historic art deco elements dated from the 1930’s. The Library building from the 1960’s has a simple modern brick facade under a bold roof overhang on all four sides.

Whether renovating and/or expanding the existing Municipal Building, or replacing it with a new building, our design goal will be the same: to preserve and enhance the unique architectural fabric of the City center area. The new building should complement those existing buildings in materials and scale, meanwhile it should clearly reflect the technology and aesthetics of the present and the future.

Urban Context

We strongly believe a building should not be viewed and studied without thoughtful consideration of its context, especially the Greenbelt Municipal Building in such a prominent location. As one of the only three “green towns”

built under the New Deal Program, and a National Historic Landmark, the Greenbelt Historic District is a significant example in America's urban planning history. Its innovative plan was based on a garden city principle, which features parks and playgrounds connected to the residential blocks via underpasses.

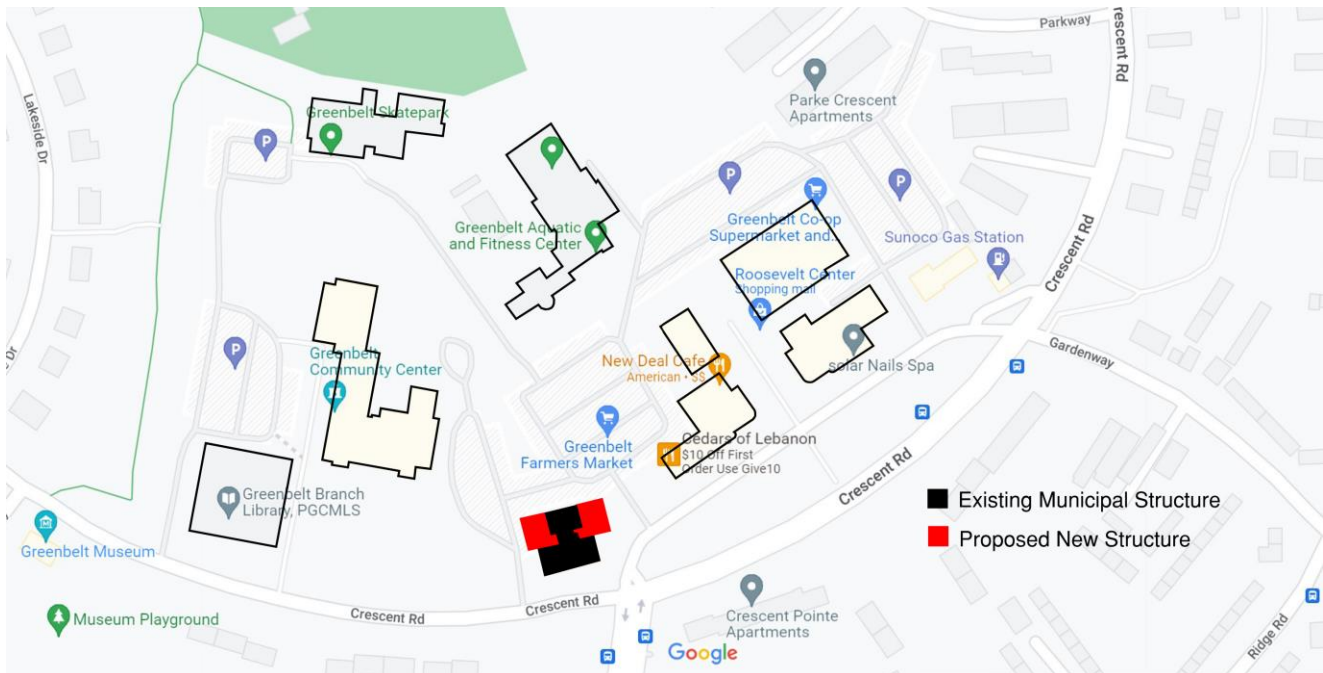
We see this project as a great opportunity to not only address the needs of the Greenbelt municipal staff, but more importantly, a chance to improve the public green space of the Greenbelt town center, which will benefit the greater community. Walkability, accessibility, and safety are keys to the quality of urban living. During the site planning effort, we will study the existing circulation pattern of the town center, separate the pedestrian paths from the vehicular roads and create a more efficient and logical circulation network.

The current Municipal Building is isolated from the rest of the public and commercial buildings by vehicular drive aisles and parking lots on all four sides. This condition poses problems which can be resolved to benefit the community with increased pedestrian safety, significantly enhanced aesthetics of the building and direct connection to the green space to the west.

This is a great opportunity to create a well-defined and pedestrian friendly Civic Green at the heart of the City of Greenbelt, along Crescent Road, surrounded by the Community Center, the Library and the Municipal Building. This green space will complement and balance with the existing pedestrian plaza at the retail complex to the east. With some minor adjustment of the drive aisle configuration, a more clearly defined vehicular network can serve each building within the Greenbelt town center complex efficiently and effectively, while at the same time creating a safer and less interrupted pedestrian path around the improved Civic Green.

Three Preliminary Options

- Option A: Expand the existing building footprint by adding 2-story volumes to the northeast and northwest corner. The total amount of additional area will be tentatively 8,000 SF in 3 stories including basement. The north wing of the existing building will be renovated, and a portion of the city staff will need a swing space during construction. The existing vehicular road configuration remains unchanged.



- Option B: Building a relatively free-standing new volume to the west, connected to the existing building by circulation volume. The total amount of additional area will be tentatively 8,000 SF in 2 stories with an optional basement. The existing space will remain undisturbed and occupied throughout the construction. The driveway to the west will be eliminated.



- Option C: Replacing the existing building with a 20,000 SF new building, in 2 stories plus partial basement to the north. The city staff will need a swing space during construction. The driveway to the west will be eliminated.

