



CITY COUNCIL AGENDA

**Municipal Building
Monday, January 14, 2019
8:00 PM**

I. ORGANIZATION

1. Call to Order
2. Roll Call
3. Meditation and Pledge of Allegiance to the Flag
4. Consent Agenda
Suggested Action: (Items on the Consent Agenda [marked by *] will be approved as recommended by staff, subject to removal from the Consent Agenda by Council.)
5. Approval of Agenda and Additions

II. COMMUNICATIONS

6. Presentations
 - 6a. Martin Luther King, Jr. Day of Service Proclamation
Suggested Action: In remembrance of the Dr. Martin Luther King Jr. The City of Greenbelt will issue a proclamation in recognition of a Day of Service. Jason Martin, the City's Environmental Coordinator, will be present to give an overview of this year's Day of Service events and activities.
[Day of Service Proclamation.pdf](#)
 - 6b. Eleanor and Franklin Roosevelt Democratic Club Presentation
Suggested Action: Mr. Austin Henry, the Treasurer of the Eleanor and Franklin Roosevelt Democratic Club, will present the Emergency Fund Donation to the City Council.
7. Petitions and Requests

8. Minutes

[Work Session, August 6, 2018](#)

[Work Session, September 12, 2018](#)

[Work Session, September 17, 2018](#)

[Work Session, September 26, 2018](#)

[Work Session, October 29, 2018](#)

[Work Session, October 31, 2018](#)

8a. Statement for the Record

Suggested Action:

Executive Session of December 10, 2018: The following motion is needed:

In accordance with the General Provisions Article, Section 3-306(c)(2) of the Annotated Code of Public General Laws of Maryland, I move that the minutes of tonight's meeting reflect that Council met in executive session on Monday, December 10, 2018, at 7:05 p.m. in the Library of the Municipal Building. Council held this closed meeting in accordance with the General Provisions Article, §3-305(b)(1) of the Annotated Code of Public General Laws of Maryland, to discuss the City Manager performance evaluation.

Vote to close session:

	Yes	No	Abstain	Absent
Ms. Davis	X			
Mr. Byrd	X			
Ms. Mach	X			
Ms. Pope	X			
Mr. Putens				
Mr. Roberts				
Mayor Jordan	X			

Mr. Putens arrived at 7:42 pm and Mr. Roberts arrived at 7:56 pm.

Council took no actions during this session.

8b. Statement for the Record

Suggested Action:

Executive Session of January 2, 2019: The following motion is needed:

In accordance with the General Provisions Article, Section 3-306(c)(2) of the Annotated Code of Public General Laws of Maryland, I move that the minutes of tonight's meeting reflect that Council met in executive session on Wednesday, January 2, 2019, at 8:44 p.m. in the Library of the Municipal Building. Council held this closed meeting in accordance with the General Provisions Article, §3-305(b)(1) and (7) of the Annotated Code of Public General Laws of Maryland, to discuss personnel matters in the Public Works, Police, Recreation & Planning and Community Development Department(s); and to consult with counsel to obtain legal advice on a legal matters with Long, VKM, To God be the Glory/Booker/Ager/Wells/Proctor Bankruptcy, Carson Bankruptcy, Booker Bankruptcy; pending litigation - MAGLEV.

Vote to close session:

	Yes	No	Abstain	Absent
Ms. Davis	X			
Mr. Byrd	X			
Ms. Mach	X			
Ms. Pope	X			
Mr. Putens	X			
Mr. Roberts	X			
Mayor Jordan	X			

The following staff members were in attendance: Nicole Ard, City Manager; Todd Pounds, City Solicitor and Bonita Anderson, Clerk.

Council took no actions during this session.

9. Administrative Reports

*10. Committee Reports
Suggested Action:

- ACE Report 2019-01 (2019 Grant Proposals): It is recommended that Council accept this report and consider at the next meeting.

- ACE Report 2019-02 (2018 Grant Program – Final Report): It is recommended that Council accept this report.

[ACE Report 2019-01 \(2019 Grant Proposals\)](#)

[ACE Report 2019-02 \(2018 Grant Program – Final Report\)](#)

III. LEGISLATION

11. A Resolution To Authorize The Negotiated Purchase Of Professional Architectural/Engineering Services For The Cherrywood Lane Green And Complete Street Retrofit Project From Charles P. Johnson & Associates, Inc. (CPJ) At A Cost Not To Exceed \$130,710.

Suggested Action:
1st Reading

Reference:
Resolution

Memorandum, J. Howerton, 01/08/2019

Request for Proposals, Cherrywood Lane Green and Complete Street Retrofit Project

Preliminary Concept Design Report: Cherrywood Lane Complete and Green Street Project
Charles P. Johnson & Associates, Inc. (CPJ) Proposal

On March 17, 2017, with Council approval, the City of Greenbelt submitted an application for technical assistance through the Chesapeake Bay Trust (CBT). The next step from the conceptual design recommendations for Phase One of the Cherrywood Lane Green and Complete Street retrofit is the development of engineered designs. The city was granted an award in the amount of \$56,000, delivered through the Green Streets, Green Jobs, Green Towns Grant Program as part of a contract agreement signed July 5, 2017. The CBT has

stipulated that grant monies must be spent by June 2019.

In October 2018, the City issued A Request for Proposals (RFP) to secure architectural/ engineering (A/E) professional services for the Cherrywood Lane Project. A site visit was scheduled for Wednesday, November 28, 2018 at 1:00 pm (at Springhill Lake Recreation Center). Fourteen (14) consulting firms attended the site visit meeting.

Five (5) proposals were received. Staff has carefully reviewed the proposals and costs for each proposal. Included in the Council's packet is a memorandum from Judith Howerton, Community Planner, detailing the RFP and review process. Ms. Howerton is recommending the Cherrywood Lane Green and Complete Street Retrofit Project to be awarded to CPJ Associates.

It is recommended this resolution be introduced for the first reading.

[Resolution](#)

[MEMO_Staff_Recommendation.pdf](#)

[Request for Proposals, Cherrywood Lane Green and Complete Street Retrofit Project](#)

[Preliminary Concept Design Report: Cherrywood Lane Complete and Green Street Project](#)

[Charles P. Johnson & Associates, Inc. \(CPJ\) Proposal](#)

IV. OTHER BUSINESS

12. Bike Share Presentation

Suggested Action: Mayor Jordan requested that this item be included on the agenda this evening.

The County has proposed five (5) sites in Greenbelt for Capital Bikeshare stations and is seeking feedback from the City in order to move forward.

Mayor Jordan has invited Prince George's County DPW&T representatives to attend the January 14th City Council meeting, to give a brief presentation, as well as get City comments/feedback.

- Ronald L Crites (Ron) – Chief, Transit System
Development

- Sherif H. Elkabbani, Project Manager, Office of
Engineering and Project Management

At the time of agenda preparation, City Planners Molly Porter and Judith Howerton were reviewing each proposed station location. The Planners will provide feedback to Council.

[Greenbelt_PG_Bikeshare_Station_Siting_1_3_2019.pdf](#)

13. Old Greenbelt Theatre HVAC Update

Suggested Action:

Reference:

Old Greenbelt Theater HVAC Project Update Memo, 01/08/19

18.12.10_Construction_Program

18.12.10_Construction_Program Preliminary Schedule

Bid Form for Greenbelt Theater 1-11-2019 - Copy

Drawings -Mech, Elec, Plumb, Struct Greenbelt Theater Bid Set 1-11-2019
Specifications - Greenbelt Theater Project Manual Specifications 1-11-2019

The Old Greenbelt Theater is an historic building originally constructed in the 1930's. In 2015, a major renovation was completed which excluded the replacement of the HVAC system for the auditorium as well as a new roof. In FY18 funds were allocated for the design portion of the HVAC system servicing the main auditorium and in fiscal year 2019 (FY19), the new HVAC and roof replacement projects for the Old Greenbelt Theater were also approved for construction.

Both the roof and HVAC system have passed their useful life expectancy. The roof is not original to the building but was installed in 1993. Some HVAC system components are from the original building construction in the 1930's making the system energy inefficient and not code compliant. All subject matter experts from MEP design firms, reserve assessment study engineers, MEP contractors, etc. have concluded the equipment/system has reached end of life years ago. Furthermore, it is staff's professional opinion the system can fail at any time and efforts to revive/repair the system will be impossible given the age of the system. In other words, the prospect of locating replacement parts/equipment, materials, and craftsperson's will not be possible.

Update:

The contract documents have been completed by the engineer of record Mendoza, Ribas, Farinas and Associates (MRFA).

The RFP, bid documents, mechanical, and structural plans have been completed.

MRF is pre-qualifying/engaging mechanical contractors to provide a bid.

Key Dates:

- Thursday, January 24, 2019 at 10 AM – Mandatory Pre-RFP Meeting.
- Friday, February 15, 2019 at 3 PM – Proposals Due.

It is the intent to award the project by March 2019. Brian Kim, Assistant Director of Public Works, will be available to answer any questions.

[19.01.08_Old_Greenbelt_Theater_HVAC_Porject_Update_Memo](#)

[18.12.10_Construction_Program](#)

[18.12.10_Construction_Program Preliminary Schedule](#)

[Bid Form for Greenbelt Theater 1-11-2019 - Copy](#)

[Drawings -Mech, Elec, Plumb, Struct Greenbelt Theater Bid Set 1-11-2019](#)

[Specifications - Greenbelt Theater Project Manual Specifications 1-11-2019](#)

14. Legislative Dinner Follow-Up

Suggested Action:

Mayor Jordan requested that this item be added to the agenda.

[Legislative Dinner, December 17, 2018](#)

15. Franklin Park Work Session Locations

Suggested Action:

Councilmember Byrd requested that this item be included on the agenda this evening. The motion would be to hold all future Franklin Park-specific work sessions in Franklin Park (e.g. at the Springhill Lake Recreation Center) by default, unless otherwise requested by a majority of

the City Council.

16. Christmas Eve as a Paid Holiday for City Employees

Suggested Action:

Councilmember Byrd requested that this item be included on the agenda this evening.

The motion would be to, as a general matter, give Greenbelt city employees a day off on Christmas Eve, whenever it falls on a weekday.

The motion, however, would also give department heads and the city manager the discretion to determine whether certain offices need to remain open on the holiday and to require some employees to report to work for reasons of security or public need.

City Holidays are codified in Section 13-141 of the City Code. If Council wishes to establish an additional paid holiday to City employees, an Ordinance would be needed. Each year since 1969, the Council has granted an additional special holiday to City employees.

An additional holiday would cost about \$25,000 in overtime expenses for essential employees. The Public Works Department has concerns about the operational impact of a back-to-back holiday on waste collection.

17. Letter to President Trump on Federal Government Shutdown

Suggested Action: This item was added by Councilmember Byrd. Mr. Byrd has drafted this letter for Council consideration.

[Letter to President Trump on Federal Government Shutdown.pdf](#)

18. *Cable and Wireless Attorney Fees

Suggested Action:

Reference:

BBK PEG FEE Coalition

Over the past year, several unanticipated telecommunication issues have come up concerning the City's cable franchises and proposed installations of small cells towers throughout the area. These issues require assistance from attorneys that have expertise in telecommunication matters. The City of Greenbelt and Prince George's County have used Best Best and Krieger (formerly Miller Van Eaton) for over 15 years for these issues. The cost of these services will be much higher this year due to several FCC rulings dealing with franchise fees and small cell implementation. The City has also joined in coalitions to overturn the rulings, which also come with a cost. Greenbelt also continues to be part of the negotiating team for the Comcast renewal negotiations. To date this fiscal year, the city has spent \$6,700 and anticipate additional \$7,000 in legal expenses. It is suggested that Council approve this funding in order to preserve the City's rights concerning these telecommunication issues.

[BBK PEG FEE Coalition.pdf](#)

19. *Resignation from Advisory Group

Suggested Action:

Reference:

Reappointment Surveys
Email, B. Gibbons, 12/03/18
Email, P. Gregory, 12/10/18
Email, W. Britt, 12/10/18

The following individuals have tendered their resignation from the City Advisory Boards and Committees:

Brian Gibbons	Advisory Planning Board
Pamela Gregory	Board of Elections
Winard Britt	Arts Advisory Board

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

20. *Reappointment to Advisory Boards

Suggested Action:

Reference: Advisory Group Surveys

The following individuals have indicated their desire to continue to serve on their City Advisory Boards and Committees:

Syed Shamim	Advisory Planning Board
Betty Timer	Senior Citizens Advisory Committee
Frank Pearlman	Senior Citizens Advisory Committee
Donna Hoffmeister	Forest Preserve Advisory Board
Damien Ossi	Forest Preserve Advisory Board
John Paul Schmit	Forest Preserve Advisory Board

Approval of this item on the consent agenda will appoint these individuals to new terms on their Advisory Boards and Committees.

21. Appointment to Advisory Board

Suggested Action:

Reference: Application

Council interviewed James Drake for appointment to the Arts Advisory Board (AAB). The applicant has attended a meeting of the advisory board.

Approval of this item on the consent agenda will indicate Council's intent to appoint Mr. Drake to the AAB.

22. Council Activities
Suggested Action: Council will report on activities and events recently attended (if time allows).
23. Council Reports
Suggested Action: Council will provide reports from meetings attended (if time allows).

V. MEETINGS

Meetings
[meetings.pdf](#)

City Council Agenda Item Report

Meeting Date: January 14, 2019

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: COMMUNICATIONS

Agenda Section:

Subject:

Presentations

Suggested Action:

Attachments:

City Council Agenda Item Report

Meeting Date: January 14, 2019

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: Presentations

Agenda Section:

Subject:

Martin Luther King, Jr. Day of Service Proclamation

Suggested Action:

In remembrance of the Dr. Martin Luther King Jr. The City of Greenbelt will issue a proclamation in recognition of a Day of Service. Jason Martin, the City's Environmental Coordinator, will be present to give an overview of this year's Day of Service events and activities.

Attachments:

[Day of Service Proclamation.pdf](#)

P R O C L A M A T I O N

Whereas, Dr. Martin Luther King Jr. devoted his life to advancing equality, social justice, and opportunity for all, and challenged all Americans to participate in the never-ending work of building a more perfect union; and

Whereas, Dr. King's teachings can continue to guide and inspire us in addressing challenges in our communities; and

Whereas, the King Holiday and Service Act, enacted in 1994, designated the King Holiday as a national day of volunteer service, and charged the Corporation for National and Community Service with leading this effort; and

Whereas, since 1994 millions of Americans have been inspired by the life and work of Dr. Martin Luther King Jr. to serve their neighbors and communities on the King Holiday; and

Whereas, serving on the King Holiday is an appropriate way to honor Dr. King, meet local and national needs, bring our citizens together, and strengthen our communities and nation; and

Whereas, the King Day of Service is the only federal holiday commemorated as a national day of service, and offers an opportunity for Americans to give back to their communities on the holiday and make an ongoing commitment to service throughout the year; and

Whereas, King Day of Service projects are being organized by a wide range of nonprofit and community organizations, educational institutions, public agencies, private businesses, and other organizations across the nation; and

Whereas, each of us can and must contribute to making our communities better with increased opportunity for all our citizens, and

Whereas, citizens of the City of Greenbelt have the opportunity to participate in events throughout our city on the King Day of Service, January 21, 2019, as well as create and implement community service projects where they identify the need;

NOW, THEREFORE, I, Emmett V. Jordan, hereby proclaim the Martin Luther King Jr. Holiday as a

DAY OF SERVICE

in the City of Greenbelt and call upon the people of Greenbelt to pay tribute to the life and works of Dr. Martin Luther King Jr. through participation in community service projects on Martin Luther King Day and throughout the year.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Greenbelt, Maryland, to be affixed this 14th day of January 2019.

EMMETT V. JORDAN
Mayor

ATTEST: Bonita Anderson, City Clerk

City Council Agenda Item Report

Meeting Date: January 14, 2019

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: Presentations

Agenda Section:

Subject:

Eleanor and Franklin Roosevelt Democratic Club Presentation

Suggested Action:

Mr. Austin Henry, the Treasurer of the Eleanor and Franklin Roosevelt Democratic Club, will present the Emergency Fund Donation to the City Council.

Attachments:

City Council Agenda Item Report

Meeting Date: January 14, 2019

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: COMMUNICATIONS

Agenda Section:

Subject:

Petitions and Requests

Suggested Action:

Attachments:

City Council Agenda Item Report

Meeting Date: January 14, 2019

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: COMMUNICATIONS

Agenda Section:

Subject:

Minutes

Suggested Action:

Attachments:

[Work Session, August 6, 2018](#)

[Work Session, September 12, 2018](#)

[Work Session, September 17, 2018](#)

[Work Session, September 26, 2018](#)

[Work Session, October 29, 2018](#)

[Work Session, October 31, 2018](#)

WORK SESSION OF THE GREENBELT CITY COUNCIL held Monday, August 6, 2018, to discuss Economic Development.

Mayor Jordan started the meeting at 8:03 p.m. The meeting was held in the Council Room of the Municipal Building.

Present were Councilmembers Colin A. Byrd, Leta M. Mach, Rodney M. Roberts, Edward V. J. Putens and Mayor Emmett V. Jordan. Ms. Judith F. Davis was on travel. Ms. Silke I. Pope was absent.

Staff members present were Nicole Ard, City Manager and Bonita Anderson, City Clerk.

Also present were Konrad Herling, Bill Orleans, Ed Duckle, Tom Taylor and Mr. Ed Fallon.

Economic Development

Mayor Jordan noted that there has been a series of discussion on economic development policies and goals for the City over the years.

Ms. Ard presented a PowerPoint titled “Economic Development Principles” for Council consideration. The presentation components were to support an economic development policy reviewing Council’s established 2018 work plan priorities, a vision; Council desired outcomes, and an action plan. She shared the draft vision statement “Conserve Greenbelt’s appeal as a desirable, attractive, historic, charming small town with progressive, thoughtful planning and City services that generate increased revenues and opportunities for individuals and businesses to thrive. That revenue and opportunity should further support the community’s long-term sustainability, as well as improve city services, social equity and quality of life.” Ms. Mach requested that the need for support of citizen and community involvement should be added to the vision statement. Ms. Ard outlined activities to date, upcoming activities like the hire of the economic development coordinator, and topics such as industry clusters, housing, business survey, business outreach, workforce development, marketing, incentives, social equity, the Arts and quality of life. Ms. Ard also outlined examples of performance measures.

Mayor Jordan distributed a draft copy of his potential economic goals and initiatives for the City to Council. Mayor Jordan reviewed his recommendation of targeted industry clusters which included advance technology, hospitality/hotels, along with tourism/arts and finance/banking. There were additional discussion about the recommended actions on attracting new businesses, retention and expansion of existing businesses. Mr. Putens suggested consolidation of the targeted industry clusters by agencies, i.e. (Aerospace, Engineering, Robotics) under government and (Human Health Services, Food and Drug Administration) under medical. He also suggested that with each Federal agency working together that the City needs to offer similar services as a cooperative.

Mr. Roberts had some concerns about the availability of space within City limits for additional apartments, including redevelopment of public spaces. He also expressed concern about the deterioration of Beltsville Agriculture Research Center (BARC). Mayor Jordan recommended

that the Council schedule a Work Session with BARC, to discuss the appearance and the upkeep of their facilities.

Ms. Ard presented some of the activities that the new coordinator will focus on, which will consist of, the development of a brand name for Greenbelt and building relationships with businesses and stakeholders. She identified that the improvement for access to assistance for repair and renovation of homeowner occupied spaces, support for transportation access and advocacy for affordable senior housing. Ms. Ard also identified the redevelopment of existing buildings and public spaces. Mr. Roberts suggested repurpose of existing buildings instead of redevelopment. Ms. Ard indicated various means to assist with businesses relating to grant funding and loan programs. She noted that the implementation of the Greenbelt Road Corridor Study (MD/193), as a part of the roadway improvements. Mayor Jordan indicated concentration on the Medical Mile, which constitutes a large part of the City tax revenues. He also discussed a medical incubator in the City and working with Doctors Hospital, to maintain medical personnel in the City. Mayor Jordan stated that the Sage report proposed tax break incentives to encourage larger developers to re-develop large commercial space. He also noted the importance of incentives for small businesses. Ms. Ard shared that she is seeking feedback from the Council about the potential future incentives.

Mr. Herling noted that the targeted industry clusters need to include the County's Green Tax Credit for Green Businesses. He also noted the rising cost of transportation and housing. He urged that the council consider affordable housing and transportation by implementing shuttle services. Mr. Roberts expressed his concerns about affordable housing and that GHI in the past use to be an affordable place to live. Ms. Mach stated that the City needs to look into equitable housing. Mr. Putens inquired about the definition of affordable housing in Greenbelt. It was noted that 30 to 40% of an individual's income is affordable.

Mr. Fallon read to the Council the current demographics of Greenbelt. He also noted that Greenbelt's percentage of home ownership was below average and that 55% are renters. He urged that the Council focus on the renter community. It was noted that Franklin Park is a transient place. Mr. Roberts suggested that if Franklin Park Apartments transition their units for people to buy, that there would be an increase in voter turnout.

Mr. Byrd expressed his interest in consulting with the economic coordinator about the execution of the goals.

Mr. Orleans expressed his concern about seeking a brand for Greenbelt. He stated that Greenbelt established brand is "Green" and he recommend that Council do not endorse the branding suggestion. Mr. Orleans also indicated that the retention of the tree canopy is the best economic development the City should focus on.

Mr. Taylor is in favor of the direction of the Council goals. He also noted his support for shuttle services for the community.

Mr. Roberts noted that Greenbelt was not built for profit that it was built to be an affordable place to live. He also noted that there has been a lot of change in the City and that the focus

should be on affordability. Mayor Jordan noted that over time, the fees for homeowner associations and cooperatives have increase due to overhead cost to maintain the property.

Mr. Byrd encourages the City's engagement with commercial stakeholders about the revitalizing of commercial property. Mayor Jordan noted that the owner of Beltway Plaza is engaged with the City and was unable to attend the meeting. He also noted that collaborating with neighboring communities is important. The Council would like to move forward on the community and economic development goals.

Informational Items

Mayor Jordan noted the different activities and events for National Night Out in the City.

The meeting ended at 9:37 pm

Respectfully Submitted,

*Bonita Anderson
City Clerk*

WORK SESSION OF THE GREENBELT CITY COUNCIL held Wednesday, September 12, 2018, to discuss Prince George's County Storm Water Management.

Mayor Jordan started the meeting at 8:06 p.m. The meeting was held in room 201 of the Greenbelt Community Center, 15 Crescent Road.

PRESENT WERE: Councilmembers Colin A. Byrd, Judith F. Davis, Leta M. Mach, Edward V. J. Putens, Rodney M. Roberts and Mayor Emmett V. Jordan. Councilmember Silke I. Pope was absent.

STAFF PRESENT WERE: Nicole Ard, City Manager; Jim Sterling, Director of Public Works; and Shaniya Lashley-Mullen, Administrative Assistant.

ALSO PRESENT WERE: Frank Galosi, Department of Environment Stormwater Management Division; Moses Fadiran, Department of Environment Storm Drain Complain; Kathleen Gallagher, Greenbelt News Review; Malik Hanaa; Bill Orleans and others.

Mr. Galosi stated that one of the biggest changes in the Prince George's County program occurred in January 2014 when they were issued the Municipal Storm Program from the Maryland Department of Environment (MDE). It's a five year initial term and that term is coming to a close January 2019. The County Department of Environment, the lead agency, collects information from the Department of Public Works and Transportation (DPWT), Department of Permitting, Inspections and Enforcement (DPIE), and Health Department. In turn, DoE reports annually to MDE. Mr. Galosi advised they work with all 27 municipalities, the larger ones i.e. Laurel and Greenbelt are their focus and Bowie is on a separate permit. The mission for DoE is trash, waste, water quality, and flood control drainage, anything from stream systems to pipe systems and everything in between.

Mayor Jordan stated that the City is anticipating another major project, Greenbrook Lake behind Greenbrook Drive, all the way up to Megan Lane that is a Corvias Partnership. Mayor Jordan said there are issues with the flood control piece and drainage pipes due to some of the original 1937 pipes. Mayor Jordan asked if Mr. Galois's department is responsible for maintaining the other stormwater management ponds in the City. Mr. Fadiran stated that anything that is in the public is maintained by the Department of Public Works and Transportation, unless they receive a specific complaint.

There was a discussion about the public pond on Greenbelt Road near Capital Cadillac. Mr. Galosi advised that was a big pond and they were doing a design to do a retrofit and cleanup of existing ponds. Mr. Galosi said that it had capacity issues. Mayor Jordan stated that the pond drains under Greenbelt Road. Mr. Putens advised it was cleaned out ten years ago. Mr. Sterling said that there were two ponds there, the other one is on the other side of Walker Drive near the Marriott. The pond in discussion, Prince George's County has plans to redesign. The issue in general is lack of maintenance. Mr. Sterling said that the City normally takes care of the stormwater ponds by picking up the trash because Prince George's County only maintains the pond twice a year. He asked for more maintenance from the County and to see the policy.

There was a discussion about the pond on Hanover Parkway near the Bank of America. Mr. Putens said that when it rains, it runs off near the bank. Mayor Jordan stated that there is a problem with erosion when it rains; it floods the Still Creek. Mr. Galosi suggested that a member

of his team can go with Mr. Sterling and check each of the ponds to point out specific issues. Mr. Galosi stated that one of the benefits of a retrofit is that the ponds will get inspected four times a year.

Mr. Galosi advised there's a difference between ponds in a right-a-way and ponds in a residential area. In the residential area, the residence typically will have mowing contracts and will maintain the landscape as well. Mr. Galosi also advised that DPWT has a pilot beautification program with the DPWT Office of Engineering and the Office of Highway Maintenance to have a contractor clean and landscape the area. It would be up to the residence or the municipality for the steady long term maintenance.

Mr. Sterling stated the City hasn't received the annual report from the forebay project and that it would be helpful to know the condition of the pond. Mr. Sterling advised the pond area is being corrected, but the problem upstream or downstream is not being corrected. Fixing the problem upstream is as important as fixing the pond. Mr. Sterling answered Mr. Galosi's issue about maintenance facilities and stormwater facilities. Greenbrook Lake is an example of where the Homeowner Association (HOA) has certain responsibilities. The HOA very unclear of what they are actually responsible for. The HOA's cut and maintains the area and; would like to be reimbursed by the county. Mr. Sterling stated that he is unsure what the program is but would like to see something in writing.

There was a brief discussion on renewing the Municipal Separate Storm Sewer System (MS4) permits.

Mr. Galosi answered Mayor Jordan's question stating that the water quality project in the parking lot of Eleanor Roosevelt High School is being handled by Corvias. They have an agreement with faith based non-profit groups and the board of education.

There was a discussion of the drainage problem due to the original pipes from 1937. Mr. Putens advised the water issues haven't been fixed since 2009 on Mathew Street and several homeowners have been affected. Ms. Hanaa, 7110 Mathew Street, said the County had ordered new pipes and had identified one area where there was a dip. She stated she doesn't know how much of the pipe would be replaced. Ms. Hanaa advised that the county will start the street, go through her front yard and up at the manhole. Mr. Fadiran said that DPWT is responsible for maintenance of any public system that includes storm drains and public ponds. Mr. Fadiran advised the issues will be taken care of when weather permits.

Ms. Hanaa said the problem started at the end of May. She contacted the County and they gave her a ticket number. When she called back for an update, they canceled the ticket stating that it was Greenbelt's responsibility. Next, she stated she put an online ticket in and the county stated that it would take about 9 months to fix. She advised the County sent someone out and they claimed something was wrong with her house. The County did clean out the pipes and removed some debris. Ms. Hanaa stated that the grounds around her house were like a swamp and she had multiple flooding incidents in her basement.

Mr. Fadiran said that when DoE was created from WSSC, they created a Storm Drainage Acceptance Program and assisted each of the municipalities to file the existing storm drainage system so they could officially hand over the system to the county. He said that the City of Greenbelt is the only municipality that hasn't. Mr. Fadiran stated that since the City of

Greenbelt is still part of Prince George's County, the DWPT will still come out and assist. Mr. Sterling said that wasn't correct and Greenbelt is unique because the City bonds and inspects all of their storm drain projects. Once there is a final inspection by the County, the City would receive a letter from the County accepting the storm drain system. The majority of the system is already the county's responsibility. Mr. Sterling said that the County initially said was anything that meets our standard's we will accept and that's anything that's RCP. The terra cota pipe was the issue. Some point the County sent a letter stating they would accept it. In 2012, it was agreed that the County would maintain all the storm drains in the City of Greenbelt.

There was discussion about the Storm Drainage Acceptance Program and the Terra Cota Pipes.

Ms. Davis informed Mr. Fadiran of a storm drain issue that has been going on for about a year between 7728-7800 Hanover Parkway in Greenbriar. Mr. Fadiran was referred to Ms. Cummings and was provided with the ticket number.

Mayor Jordan asked about the drainage pipe near the Sunoco by the underpass. Mr. Sterling advised it was 51 Crescent Road and they had met with the county over ten years ago on site. The previous property owner had hired an engineer to evaluate the drainage system and determined that the pipe was too small and the county was going to look at it. The City and the previous property owner did several retro fits. It helped the problem but didn't solve it. Mr. Sterling stated that in the last couple of months, there has been flooding in the bottom level apartments. Mr. Fadiran advised his department would look at it.

Mr. Sterling stated that he would provide a maintenance list to Mr. Fadiran. He stated they normally use a sweeper to clean out the drains, and if it's in the pipes, they contact the county.

Mr. Galosi answered Mayor Jordan's question stating that there are rebate programs and he can email the brochure. Mr. Sterling stated that the city is partnering with the county and hosting four stormwater classes. Mr. Galosi also said there are grants through DoE and Chesapeake Bay Trust (CBT) that civic organization can apply for. Mayor Jordan asked if there is a deadline for the Beatification Pond Program. Mr. Galosi said that was through DPWT. It's continuous and referred the Mayor to the County Community Partner Meetings.

Ms. Hanaa asked how often the County checks on the pipes and storm drains. Mr. Fadiran stated that unless there's a problem or complaint, the County doesn't have the manpower to inspect all of the existing storm drains.

Mayor Jordan stated it had been a very productive meeting. The next steps were getting the documentation with the pipes handled with Mr. Sterling and getting a good sense of programs going on with the private/public partnerships; also making sure that the County is aware of the opportunities that are going on in the City.

Mayor Jordan asked if the County helps out with the complete street projects that involve stormwater management. Mr. Galosi stated the Complete Green Street Project is a DPWT program because it's in the footprint of a right-a-way.

Mr. Fischer asked about the planting at the pond near the Indian Creek Trail. Ms. Davis stated that it got flooded very badly this spring. Mr. Sterling said the plants never got in, and the planners are working with the developers.

Information Items – several information items were discussed.

The meeting ended at 9:55 p.m.

Respectfully submitted,

*Shaniya Lashley-Mullen
Administrative Assistant*

DRAFT

WORK SESSION OF THE GREENBELT CITY COUNCIL held Monday, September 17, 2018, for the purpose of meeting with the Board of Elections to discuss proposed amendments to the Election Code.

Mayor Pro Tem Davis started the meeting at 7:40 p.m. It was held in the Council Room of the Municipal Building.

PRESENT WERE: Councilmembers Judith F. Davis, Colin A. Byrd, Leta M. Mach and Rodney M. Roberts. Mayor Emmett V. Jordan arrived at 7:50 pm. Edward V.J Putens arrived at 8:04 pm.

STAFF PRESENT WERE: David E. Moran, Assistant City Manager and Bonita Anderson, City Clerk.

ALSO PRESENT WERE: Pamela Gregory, Jean Cook, Patricia Evans, Steven Gilbert and Judith Ott, Board of Elections; Bill Orleans and Kathleen Gallagher, News Review.

There were introductions.

Board of Elections

Mayor Pro Tem Davis summarized the background of the issue. Mr. Gilbert stated that the three issues were electioneering, expand early voting and campaign financial reporting.

Council reviewed the proposed changes to each of the Code Sections.

8-11 Electioneering

Mr. Gilbert stated that the Board was hoping to deter violations. The Board was proposing a fee (to the campaign) when campaign workers violate electioneering distance.

Ms. Mach wanted the electioneering boundaries to be very clear.

Ms. Ott noted that every candidate gets a map with the boundaries identified and they can copy it and provide it to their campaign workers.

Mayor Pro Tem Davis observed that non-Greenbelt volunteers are used to a different (lower) electioneering boundary.

8-13 Early Voting

Mr. Gilbert noted the goal was to make early voting more available and indicated that Council wanted to expand it. He indicated the amendments added an extra week to early voting.

Mr. Roberts observed that by adding early voting time, the City was making the election period smaller and smaller. He believed this made it harder for candidates (less time) to campaign and

run. He wanted to consider expanding the time to campaign.

Ms. Mach favored the expansion of early voting. She asked how two ballots could end up in the same sealed envelope. There was discussion of this rare occurrence and how it might happen.

8-21 Campaign Financial Reports

Mayor Jordan noted some of the changes. Mr. Gilbert indicated that main changes were to provide penalties for late filing.

There was discussion of in-kind services. It was noted that certain services (brochure printing, photography, accounting, etc.) reflected a significant donation.

Ms. Mach asked if volunteer door knocking/literature distribution was considered an in-kind contribution (services). Mr. Gilbert responded no.

Mayor Pro Tem Davis observed that candidates had to report monies that they donated to their own campaign.

Mayor Jordan stated that a campaign report tells a story about how you run your campaign. He noted there were standard schedules for these services/fees that are easily available.

Mayor Pro Tem Davis liked the Board of Ethics referral component.

Section 8-22 Deadlines and Late Fees

Mr. Gilbert indicated this section covered when to file a report and what happens if you file it late. He indicated the fee for failing to file was \$50 for every business day missed.

Mr. Byrd stated that the Board of Ethics should deal with matters of conflicts of interest. He believed campaign finance violations should be in the purview of the Board of Elections.

There was concern that the Ethics Commission doesn't meet frequently. Mayor Jordan believed that this could be a problem. Mayor Pro Tem Davis stated the Board of Ethics would have to be on call during the Election season.

Mr. Byrd wanted the City to be nuanced about the jurisdictions of both boards. He believed these issues were solely related to elections. He also believed involving the Board of Ethics was an inefficient method.

Mr. Gilbert stated that the City has to consider what happens if there is a problem.

Ms. Davis thought the Ethics Commission could serve as a third party neutral. Her main concern was that someone would look at the campaign finance report and make sure the candidate was following the rules.

Mayor Jordan stressed that campaign financial reports needed to be filed timely.

Mr. Putens asked how many times there had been a problem. Mayor Pro Tem Davis responded it had happened multiple times. Mr. Putens requested a report of these violations following each Election.

Ms. Gregory responded that during the last campaign cycle there were three late filings.

Regarding page 11 item (f), Mayor Pro Tem Davis believed the language was not clear and wanted the language to be consistent.

Ms. Mach stated if someone does not submit their final campaign finance report, they are not respecting the law/process and should not be on the City Council.

Mr. Putens asked if this had happened. Mayor Pro Tem Davis indicated that it had happened.

Mr. Byrd agreed that rules should be followed. However, he did not want to take away people's right to vote for whoever they choose. Mr. Byrd cited examples of people elsewhere in the County who had been convicted of charges and were still able to run for office.

Mayor Jordan noted the goal was compliance. He believed there should be an upper limit on fines or at the discretion of the Board of Elections.

Mayor Pro Tem Davis indicated this had not been a problem in the last few elections. She agreed with an upper limit on the fine.

Mayor Jordan wanted some scale/discretion regarding these decisions about final reports.

Ms. Mach favored a set fine.

Mr. Moran urged Council not to make anything discretionary in the Code because it puts staff and the Board in a difficult position. Mr. Moran noted that under the current law, all a candidate had to do was file the missing report.

Mayor Pro Tem Davis expressed concern about balances starting at zero rather than the amount/balance listed on the last report.

Mr. Gilbert noted that candidates could return the extra money to themselves if they donated the funds to themselves initially.

Mayor Pro Tem Davis stated it should be documented as to where it went, if you give it back to yourself.

Mr. Putens believed you should make it clear that you are taking x number of dollars back.

Mayor Jordan believed it was clear the way it was written now.

Mr. Byrd asked how there could be a negative balance in a campaign account. Ms. Mach explained this.

Mr. Putens and Ms. Davis believed this candidate contribution of their own money in order to address the negative balance to should be reported.

Section 8-23 Contributions not Required to be Reported

Mayor Pro Tem Davis believed section (a) needed to be written better. She referenced language in the old city code.

Mr. Byrd stated the City cannot regulate dark money under Citizens United.

Mayor Pro Tem Davis encouraged using the old language.

Section 8-24 Campaign Treasurer

Mr. Gilbert stated the effort was to make the section easier to read. Mayor Pro Tem Davis asked the Board to look at item (c) and revise it.

Section 8-25 Campaign Accounts

Mr. Gilbert indicated this made it clear how the candidate must handle campaign accounts.

Ms. Mach wanted it clarified that the account could be with a credit union.

There was Council consensus to say “financial institution” instead of “bank.”

Board of Elections – Expanding from 5 to 7

Mayor Jordan commented on the amount of work required by the Board.

Ms. Gregory stated the culture of elections had changed. She stated the elections were more intense and stressed the need for more “hands on deck” to do the work required.

Ms. Gregory discussed an education campaign at Eleanor Roosevelt High School (ERHS) about voter registration.

Mr. Byrd thanked the Board for their dutiful work. He noted problems in other jurisdictions and indicated that these had not occurred in Greenbelt.

There was consensus to add two new members to the Board of Elections. This action requires a City Charter change.

Items of Information

Mayor Jordan noted that the date for the Advisory Group Appreciation Dinner was locked in and that he was unavailable that night. He indicated that Mr. Byrd would be the Master of Ceremonies.

Ms. Davis indicated the letter to the FCC on small cell towers was OK, but she wanted to cc the City's State Delegation and the Maryland Municipal League.

Ms. Davis indicated she was unavailable on October 15 and requested that the work session on short-term rentals be rescheduled. Ms. Mach concurred.

Mayor Jordan expressed concern about the letter to the Board of Education requesting they oppose the Maglev. Mr. Roberts wanted to send the request. Several members wanted to discuss it at the work session with Board Member Grady. It was noted this request had been approved at a Regular Meeting.

The meeting ended at 9:01 p.m.

Respectfully submitted,

*David E. Moran
Assistant City Manager*

WORK SESSION OF THE GREENBELT CITY COUNCIL held Wednesday, September 26, 2018, to discuss the Arts Advisory Board Public Art Policy.

Mayor Jordan started the meeting at 7:42 pm. The meeting was held in room 201 of the Greenbelt Community Center, 15 Crescent Road.

PRESENT WERE: Councilmembers Colin A. Byrd, Judith F. Davis, Edward V. J. Putens, Rodney M. Roberts and Mayor Emmett V. Jordan. Councilmembers Silke I. Pope and Leta M. Mach were absent.

STAFF PRESENT WERE: Nicole Ard, City Manager; Greg Varda, Assistant Director of Recreation; Nicole DeWald, Arts Supervisor and Shaniya Lashley-Mullen, Administrative Assistant.

ALSO PRESENT WERE: Tatiana Ausema, Mark Granfors-Hunt, Britt Winard, Arts Advisory Board (AAB); Konrad Herling; Collen Curran, Greenbelt News Review; Effie Levner and others.

Ms. Ausema said the Public Arts Policy has been in the works since 2011 or maybe a little bit earlier was when the Arts Advisory Board (AAB) given the referral. The document is broken down into two elements: the policy is what AAB had worked the most on and the procedure has to take in account of the day-to- day functions.

Mr. Varda advised money was budgeted this fiscal year for clean art, to assist public art and to set up a fund for future public art.

Ms. DeWald said that the policy reflects input from all the AAB members over time. It is structured to balance fair access to local artists to give them lots of opportunity to have their work to be considered and balancing that with the commitment to responsible management public infrastructure.

Ms. DeWald answered Mayor Jordan's question advising they are in the process of applying for permission from the Maryland Historic Trust (MHT) to execute the project. Ms. DeWald also stated she and Molly Porter, Community Planner I, have drafted a RFQ to bring to Council for approval. The next step will include planning for the repainting of the windows at the Community Center before cleaning the Mother and Child Statue. Ms. DeWald stated this is the third time the statue was cleaned. It's a reoccurring project. Mr. Varda said part of the process is to have a maintenance plan and save the City money in long run.

Under the General Selection Criteria for Artwork, Ms. Ausema stated during the AAB long term discussion was how to make the art accessible and inclusive to everyone. The idea was to recognize a lot of the stakeholders related to any piece of public art and not everyone is going to like it. Ms. DeWald said to make the restrictions minimal. Ms. DeWald answered Mayor Jordan's question advising the art should be intergenerational because all ages can enjoy it. Ms. DeWald also said when looking at a proposal, AAB would be mindful of the long term projections of additional financial cost for maintaining a piece. Mayor Jordan stated if art is in need of conservation, it would still consider the piece. Mr. Putens stated if the art is going to be displayed it should be in a certain condition. If it's not being displayed, but a valuable piece, still take it.

Under the Guidelines for Public Performances and Screening, Ms. DeWald said it's a routine program for Greenbelt Recreation short term exhibitions, present performance and film programing. The application is on the City website for consideration.

Under the Guidelines for Temporary Visual Arts Presentations, Ms. DeWald advised it's a routine programing for Greenbelt Recreation, an exhibition programing up to three months in length, year round. The application is on the City website. Ms. Davis suggested animal sculptures low enough so that kids could climb and play on.

Under the Guidelines for Long-term Visual Arts Presentations, Ms. DeWald stated if an artist wishes to loan their work, the City can solicit the art work or the artist can contact the City. The AAB will apply the outlined questions to see if it's a good fit for the City, anticipate what the cost would be to maintain the work and see if that's a priority to use City funds. Ms. Ausema said this is where the AAB would start to get involved, looking at a proposal fingering out who the stakeholder's are and to see if this is vetted internally. Ms. DeWald said that AAB would be making recommendations to Council for its decision and the criteria only applies to public art on City property. Ms. Davis stated that the City has two properties, the museum and the theater. This is very unique, because they have "Friends Of" that are involved. Ms. DeWald answered Ms. Davis' question stating the museum has its own collections parameters but she can contact Ms. Megan Searing-Young.. Ms. DeWald advised Mr. Putens to contact Ms. Searing-Young at the museum reference to his donation.

Under the Guidelines for Commission of Enduring Works of Visual Art, Ms. DeWald said it starts with a place, concept and what art is compatible. Then the AAB would decide if this is a good direction and the art staff would draft a request for qualifications (RFQ). It would be open to artists from Maryland, D.C. and Virginia. Ms. DeWald stated the committee members would review all the artist response and select up to three finalists. The selected finalists would be paid an appropriate stipend to develop a full proposal. The committee would consider input from the artists, the public and the AAB to make a recommendation to Council. Mayor Jordan stated then should be some flexibility with how much a representative contributes to be considered to be on the committee. Ms. Ausema answered Mayor Jordan's question stating the stipend is anywhere between 7% and 10%. This is common. Ms. Ausema stated it's up to the artist to tell how much the budget is and how they are going to spend it. Ms. DeWald answered Mr. Roberts' question stating the City would be establishing budget, and the committee would establish space.

Under the Collection Management, Ms. DeWald answered Ms. Davis's question stating the maintenance fund does take donations and its tax deductible. Ms. Davis asked if the policy needed to include if the donator or artist if they would want it back .

Under the Public Art Site Index, Ms. Ausema said the City had changed since adopting the index in 2012. It was meant to be suggested locations. There was a discussion to add Indian Creek Trail, the skate park, the dog park, Schrom Hills Park, the traffic circle at the Greenbelt Metro Station, Springhill Lake Rec. Center, basketball court backboards and tennis courts. Mr. Byrd suggested banners for the lamp post.

Information Items – several information items were discussed.

The meeting ended at 9:28 p.m.

Respectfully submitted,

*Shaniya Lashley-Mullen
Administrative Assistant*

DRAFT

WORK SESSION OF THE GREENBELT CITY COUNCIL held Monday, October 29, 2018 for the purpose of meeting to discuss the Green Ridge House Admissions Policy and Smoking Area.

Mayor Jordan started the meeting at 8:03 p.m. It was held in the Council Room of the Municipal Building.

PRESENT WERE: Councilmembers Colin A. Byrd, Judith F. Davis, Leta M. Mach, Silke I. Pope, Edward V.J. Putens, Rodney M. Roberts and Mayor Emmett V. Jordan.

STAFF PRESENT WERE: Nicole Ard, City Manager; Liz Park, Director Greenbelt CARES; Todd Pounds, City Solicitor; Christal Batey, Community Resource Advocate; Marian Kamara, GAIL Intern and David E. Moran, Assistant City Manager.

ALSO PRESENT WERE: Kim Potts, Community Realty, Bill Orleans and Kathleen Gallagher, Greenbelt News Review.

Admissions Policy

Mayor Jordan welcomed everyone. He summarized the history of Green Ridge House (GRH) and its United States Department of Housing & Urban Development (HUD) designation.

Ms. Potts stated the demographics had changed dramatically over her 13 year tenure with the facility. She noted that when she first arrived the residents were ages 70's 80's and 90's. The majority of residents now are younger at ages 40's and 50's.

Ms. Davis stated she thought there was a consensus to apply for the HUD 202 status.

Mayor Jordan stated his desire was to accommodate individuals with disabilities.

Mr. Putens stated that when this was first raised, most of Council favored a HUD 202 designation and he thought this process was going forward.

Ms. Batey noted there were two things at work. The first was the Housing Assistance Program (HAP) subsidy application and that was moving forward. She noted that staff was working on the HUD 202 designation. Ms. Batey stated there had always been 10 handicapped units at the facility, but noted that as the broader term disabled was used, the demographics changed.

Ms. Batey provided an update on the waiting list noting that of the 44 people currently listed, 28 were under 62 years of age.

Ms. Batey stated that the Affirmative Fair Housing Marketing Plan (AFHMP) would need to be revised if the City wanted to change to a HUD 202 and this document was due October 28. Ms. Potts indicated that the HUD representative will allow GRH to submit the paperwork as soon as possible after tonight's meeting.

Mayor Jordan asked if HUD paperwork was moving more slowly under the current administration. Ms. Potts responded yes.

Mr. Roberts asked if the City pursued 202 designation, what would happen to the 10 handicapped units. Ms. Potts responded these units would remain. Mr. Roberts was in favor of the 202 designation. Ms. Batey stated that 40 years ago a 202 was a broader category. She noted that over time other designations were created. Mr. Roberts asked if the City could have a 202 building that allows a higher degree of help (assisted living) for residents. Ms. Batey noted that some residents receive assistance now.

Ms. Mach supported a 202 designation. She asked if the voters had approved a certain designation 40 years ago. Mr. Moran responded staff would investigate if there had been a referendum.

Mr. Putens referenced the initial purchase of the land. He stated the intention was always a building for seniors.

Ms. Davis stated that the residents were most concerned that they would keep their subsidy and that any existing residents would be allowed to stay. She expressed concern about the waiting list and suggested that the City not open the waiting list until the City gets its 202 designation. Ms. Potts responded that she would have to notify everyone on the waiting list that the designation had changed and they were no longer accepting applicants under age 62. Ms. Potts noted she gets calls on a daily basis about the waiting list.

Mayor Jordan expressed concerns about logistics. He asked how many rooms had been modified for disabilities. Ms. Potts responded there were 10 units.

Mayor Jordan asked about the individuals living in the 10 units. Ms. Potts responded that individuals currently there would be grandfathered, but no new under age 62 residents would be accepted.

Mayor Jordan asked about health assessments of current residents. Ms. Batey responded this was done through the service coordination program. She highlighted the difference between at-risk and frail residents.

Ms. Davis stated it was a trend that seniors ages 62 and older were still pretty active. She did not believe this change would cause more frail residents to be there. Ms. Davis asked if at some point is there a determination that a resident can no longer live independently. Ms. Batey responded that because this is an income qualified building, the residents there could not afford traditional assisted living care. She described the services that could be brought into the facility. Ms. Batey described scenarios where a resident may have to transfer to a nursing home.

Ms. Davis asked about residents not following the rules who might be asked to leave. Ms. Potts responded that unit cleanliness becomes an issue when it impacts other residents in the building. She suggested there be rules that applicants initial when applying.

Mr. Pounds indicated this could be included in the lease addendum and rules could be incorporated by reference.

Ms. Batey referenced the number of inspections which residents must undergo and suggested this be included as well. She noted this was often a sore point for Green Ridge residents.

Mr. Roberts asked if it was possible to use a portion of the building for full assisted living. Ms. Batey noted there was one HUD 202 that did a conversion of a wing to assisted living. She noted that HUD paid to renovate the space, but the challenge is that HUD does not pay for the assisted living care. Mr. Roberts wanted the City to look at this in the future.

Mayor Jordan asked about health assessments. Ms. Batey responded that frail residents are assessed quarterly. Mayor Jordan asked how many people had been evicted over the past 10 years based on cleanliness. Ms. Potts responded one.

Mayor Jordan asked about turnover based on health status. Ms. Batey noted that lately marriage had been a reason for people leaving. She indicated that turnover averages 8 units per year for various reasons.

Mayor Jordan asked how many current residents do not meet the senior age criteria. Ms. Batey responded about 21-22 out of 99.

Ms. Davis asked if Council was going to look at the policy and procedure documents. Ms. Potts noted that some policies were HUD requirements.

Ms. Davis asked about the "respond within 48 hours" criterion. Ms. Potts responded that staff goes to extra lengths to contact applicants. Ms. Potts agreed to revise a paragraph to allow for alternate contact methods (email, mobile phones, etc.) in the future.

Mr. Putens hoped that relative and/or friend's email could be used. Ms. Potts responded that she often contacts the referral name and contact listed on the application.

Mayor Jordan asked why there is a five year timeframe for credit and criminal background checks. Ms. Potts responded that was a decision made by the City Council. Mayor Jordan asked if a person has a blotch on their record are they able to challenge/explain it. Ms. Potts indicated that an applicant can always request a meeting. She noted that outstanding medical expenses are not held against an applicant.

Mr. Orleans stated his hope that this meeting would discuss additional subsidized housing opportunities in Greenbelt. He believed some in Greenbelt perceived this as a need and it should be discussed. Mr. Orleans asked how many residents at Green Ridge House were non-City residents at the time of application. Ms. Potts responded there were numerous non-residents.

Smoking Area

Mayor Jordan asked about the smoking area. Ms. Potts responded that the work was almost done and should be completed by the end of the week. Ms. Potts reported that HUD was working towards a goal of all non-smoking facilities.

Ms. Davis asked if Green Ridge residents could be transported to voting.

Information Items

Mayor Jordan noted that Wednesday's Work Session would begin at 7:00 pm. It was noted that only two clergy representatives had responded they might attend. Ms. Ard noted that many of the churches had their own Halloween activities. Ms. Davis was hoping they could discuss the homeless situation with the clergy. There was consensus to cancel the clergy work session.

Mayor Jordan noted the Halloween Parade was at 4:30 pm.

The meeting ended at 9:25 p.m.

Respectfully submitted,

*David E. Moran
Assistant City Manager*

WORK SESSION OF THE GREENBELT CITY COUNCIL held Wednesday, October 31, 2018, for the purpose of meeting with Greenbelt Crowne Plaza hotel.

Mayor Jordan started the meeting at 7:07 p.m. It was held in the Multi-Purpose Room of the Community Center.

PRESENT WERE: Councilmembers Colin A. Byrd, Judith F. Davis, Leta M. Mach, Silke I. Pope, Edward V.J. Putens, Rodney M. Roberts and Mayor Emmett V. Jordan.

STAFF PRESENT WERE: Nicole Ard, City Manager and David E. Moran, Assistant City Manager.

ALSO PRESENT WERE: Rick Gaede, General Manager and Jim Day, Director of Sales & Marketing, Crowne Plaza Greenbelt; Bill Orleans and Melissa Sites, Greenbelt News Review.

Mr. Gaede presented a Powerpoint presentation outlining a \$14.5 Million renovation plan for the hotel. He indicated that most of the work was inside including all guest rooms, banquet rooms and public areas. Mr. Gaede expected the renovation to be completed by June 2019.

Mr. Day stated that additional meeting space would be added. He indicated that about 60% of guests are meeting/business clients and 40% are transient.

Mr. Gaede stated there would be a grand opening in the Fall once all the renovations are complete.

Information Items

Mr. Moran discussed potential dates for the Legislative Dinner. Council agreed to set the date for December 17.

Ms. Mach shared that Chef Karim was trying to schedule a grand opening for Cedars of Lebanon and wanted Council to attend. Mayor Jordan noted Chef Karim was trying to schedule it before Thanksgiving and was also trying to get someone from the Chamber of Commerce to attend.

The meeting ended at 8:15 p.m.

Respectfully submitted,

*David E. Moran
Assistant City Manager*

City Council Agenda Item Report

Meeting Date: January 14, 2019

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: Meeting Minutes

Agenda Section:

Subject:

Statement for the Record

Suggested Action:

Executive Session of December 10, 2018: The following motion is needed:

In accordance with the General Provisions Article, Section 3-306(c)(2) of the Annotated Code of Public General Laws of Maryland, I move that the minutes of tonight's meeting reflect that Council met in executive session on Monday, December 10, 2018, at 7:05 p.m. in the Library of the Municipal Building. Council held this closed meeting in accordance with the General Provisions Article, §3-305(b)(1) of the Annotated Code of Public General Laws of Maryland, to discuss the City Manager performance evaluation.

Vote to close session:

	Yes	No	Abstain	Absent
Ms. Davis	X			
Mr. Byrd	X			
Ms. Mach	X			
Ms. Pope	X			
Mr. Putens				
Mr. Roberts				
Mayor Jordan	X			

Mr. Putens arrived at 7:42 pm and Mr. Roberts arrived at 7:56 pm.

Council took no actions during this session.

Attachments:

City Council Agenda Item Report

Meeting Date: January 14, 2019

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: Meeting Minutes

Agenda Section:

Subject:

Statement for the Record

Suggested Action:

Executive Session of January 2, 2019: The following motion is needed:

In accordance with the General Provisions Article, Section 3-306(c)(2) of the Annotated Code of Public General Laws of Maryland, I move that the minutes of tonight's meeting reflect that Council met in executive session on Wednesday, January 2, 2019, at 8:44 p.m. in the Library of the Municipal Building. Council held this closed meeting in accordance with the General Provisions Article, §3-305(b)(1) and (7) of the Annotated Code of Public General Laws of Maryland, to discuss personnel matters in the Public Works, Police, Recreation & Planning and Community Development Department(s); and to consult with counsel to obtain legal advice on a legal matters with Long, VKM, To God be the Glory/Booker/Ager/Wells/Proctor Bankruptcy, Carson Bankruptcy, Booker Bankruptcy; pending litigation - MAGLEV.

Vote to close session:

	Yes	No	Abstain	Absent
Ms. Davis	X			
Mr. Byrd	X			
Ms. Mach	X			
Ms. Pope	X			
Mr. Putens	X			
Mr. Roberts	X			
Mayor Jordan	X			

The following staff members were in attendance: Nicole Ard, City Manager; Todd Pounds, City Solicitor and Bonita Anderson, Clerk.

Council took no actions during this session.

Attachments:

City Council Agenda Item Report

Meeting Date: January 14, 2019

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: COMMUNICATIONS

Agenda Section:

Subject:

Administrative Reports

Suggested Action:

Attachments:

City Council Agenda Item Report

Meeting Date: January 14, 2019

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: COMMUNICATIONS

Agenda Section:

Subject:

Committee Reports

Suggested Action:

- ACE Report 2019-01 (2019 Grant Proposals): It is recommended that Council accept this report and consider at the next meeting.
- ACE Report 2019-02 (2018 Grant Program – Final Report): It is recommended that Council accept this report.

Attachments:

[ACE Report 2019-01 \(2019 Grant Proposals\)](#)

[ACE Report 2019-02 \(2018 Grant Program – Final Report\)](#)

ADVISORY COMMITTEE ON EDUCATION

REPORT TO COUNCIL

SUBJECT: ACE GRANT PROPOSALS - 2019

BACKGROUND: The Advisory Committee on Education recently solicited grant proposals for the 2018-2019 school year. The budget available for ACE grants is \$12,500.00.

This is the 10th year since the ACE grants were started in 2008. We made two changes. First, we increased the maximum grant from \$500 to \$600, the first increase we have made. Second, we introduced an opportunity for Teacher Development Grants, up to \$400 each, to support registration fees, tuition and/or required course materials for teachers to take classes, attend conferences or participate in other professional development programs. We announced that we would consider up to 5 Teacher Development Grants, within the available funding.

ACE solicited grant proposals from the seven ACE core schools: Greenbelt Elementary, Springhill Lake Elementary, Magnolia Elementary, Dora Kennedy French Immersion School, Turning Point Academy, Greenbelt Middle and Eleanor Roosevelt High School. Proposals were welcome either from the school itself or from the school's parent-teacher organization. There was no limit to the number of proposals that could be submitted from each school. The proposals were due on November 5, 2018. The proposals were for activities that will take place between February 15, 2019 and the end of the 2019-2020 school year.

The ACE Grants Program will support activities that enhance or enrich school-based activities. Some examples include supporting field trips, bringing an activity into the school, or purchasing equipment and materials for a special project. The grants are NOT intended to underwrite items that are normally supplied by the school system such as copier paper, etc.

ACE believes that the grant-writing workshops have been successful at both encouraging more proposals and improving the quality of the proposals that are submitted. This year, ACE partnered with the Greenbelt Community Foundation and the ERHS PTSA to organize a grant-writing workshop that was held at ERHS in early October.

ACE runs clubs at three ACE core schools, with Reading Clubs at SHLES, GMS and a new club starting at TPA soon. The clubs, which are not funded by the grants program, provide some balance in ACE programs between the schools in different locations throughout the city. There is a Reading club at MES which was originally started by ACE, but the teachers running the club now organize it without ACE sponsorship.

FINDING: ACE received 33 proposals from 6 schools for a total request of \$17,503.05. Proposals were submitted from Greenbelt, Springhill Lake and Magnolia Elementary Schools, Turning Point Academy, Greenbelt Middle School and Eleanor Roosevelt High School. ACE did not receive any proposals from Dora Kennedy French Immersion School this year.

Selection of the proposals for funding is made by the Greenbelt City Council based on the input from ACE. This table is a summary of ACE recommendations. The details are below.

#	School:	Purpose of grant request:	Request:	Recommend:
1	ERHS	Choral Collaboration 2019	\$ 600.00	\$ 600.00
2	ERHS	Choral Excellence with No Excuses	\$ 600.00	\$ 600.00
3	ERHS	Victory Garden	\$ 600.00	\$ 600.00
4	ERHS	Diverse Voices in Literature - Part II	\$ 600.00	\$ 600.00
5	GMS	Ukeleles for GMS	\$ 450.00	\$ 450.00
6	MES	* CPI - Professional Development for Teachers	\$ 600.00	---
7	MES	Dreambox Learning Intervention Class	\$ 588.00	\$ 588.00
8	MES	North Bay Adventure Education Visit	\$ 600.00	\$ 600.00
9	SHLES	Bringing Home and School Together: Family Game Night	\$ 600.00	\$ 300.00
10	SHLES	SHL Garden Club	\$ 600.00	\$ 600.00
11	SHLES	SWPBIS Incentive Program	\$ 600.00	\$ 600.00
12	SHLES	CRI Community Based Instruction Field Trips	\$ 600.00	\$ 600.00
13	TPA	PTO Events	\$ 600.00	---
14	TPA	* Professional Development	\$ 400.00	\$ 400.00
15	GES	* The K-3 Guide to Academic Conversations	\$ 398.25	\$ 398.25
16	GES	Composting: A Gardening Adventure at GES	\$ 327.11	\$ 327.11
17	GES	* Dancing Through the Curriculum	\$ 400.00	\$ 400.00
18	GES	Digital Project-Based Learning	\$ 600.00	---
19	GES	Drawing Journals - Documenting Plant Life Cycles	\$ 600.00	\$ 600.00
20	GES	Drawing Machines!	\$ 600.00	---
21	GES	First Grade Math and Reading Literacy Materials	\$ 423.38	\$ 423.38
22	GES	Green Screen Me!	\$ 600.00	\$ 600.00
23	GES	Instructional Materials for Teaching the Russian Alphabet	\$ 594.41	\$ 594.41
24	GES	Library Organization Items for the GES Library	\$ 336.95	\$ 336.95
25	GES	Mindfulness Room	\$ 600.00	\$ 600.00
26	GES	Nature Pavers	\$ 600.00	\$ 600.00
27	GES	Greenbelt Outdoor Classrooms	\$ 600.00	\$ 554.79
28	GES	Physical Education Technology Request	\$ 525.95	---
29	GES	Second Step Curriculum	\$ 409.00	\$ 409.00
30	GES	* Staff Book Studies	\$ 400.00	\$ 400.00
31	GES	Student Success-Self Regulation & Behavioral Support	\$ 600.00	---
32	GES	* Introduction to the WIDA Standards Conference	\$ 250.00	\$ 250.00
33	GES	World Drumming at GES	\$ 600.00	\$ 600.00
			\$ 17,503.05	\$ 13,631.89

* Teacher Development Proposals

Proposal Review

ACE met on Tuesday, December 14, 2018, to consider the proposals. For each proposal, the committee listed the strengths and weaknesses and assigned a numerical score on a 100-point scale. The points were assigned according to the following scale:

- Intrinsic merit (40%) – Will the proposed project enhance or enrich school-based activities? Does it meet the criteria listed in the ACE grants call?
- Budget (30%) – Is the proposed budget realistic? Is the budget well justified?
- Benefit to students (20%) – Will the program provide wide benefit to the students in the school, or will it just benefit a few students?
- Proposal format (10%) – Did the proposal follow the proposal rules, including proposal length, project schedule, requisite signatures, etc.? (Note: severe violation of the proposal rules could result in rejection.)

On the basis of this careful consideration, the committee makes the following recommendations:

Proposals:

1) Choral Collaboration 2019. ERHS. Recommended funding: \$600 (full funding).

Summary: This proposal would pay for the hotel rooms for the Eleanor Roosevelt Chamber Choir in Williamsport, PA for a performance and a cultural exchange with a youth choir there.

Strengths: The ERHS Choir participated in a choral collaboration last year, which was a great success.

Weaknesses: The Choral Department will need to hold fundraisers to pay additional hotel costs.

2) Choral Excellence with No Excuses. ERHS. Recommended funding: \$600 (full funding).

Summary: This proposal will purchase choral ring binders for the ERHS Choral Department. The binders will provide a uniform and professional look for the ERHS Chorus during performances. Since the binders are specifically designed for choral music, they will also be easier to use than standard academic folders.

Strengths: The proposal is well-written and the budget is clear and well-justified. The folders are durable and should be able to be reused.

Weaknesses: No weaknesses. The committee recommends that the embossing on the binders say "Eleanor Roosevelt High School" without specifying the name of the choir, to provide flexibility for future use.

3) Victory Garden. ERHS. Recommended funding: \$600 (full funding).

Summary: This proposal from the Gardening Club, and the 'Bring Change to Roose Club', requests funding to rehabilitate the old garden by purchasing and installing raised beds, preparing soil, installing fencing and creating a maintenance plan.

Strengths: Gardening and working outside has been shown to increase self-esteem and reduce stress. This grant is a collaborative effort to create an accessible garden on school grounds. The club hopes to work with the cafeteria staff to include herbs and/or vegetables into the lunches. This proposal, while very ambitious, includes phases to break down the enormous tasks ahead.

Weaknesses: None.

4) Diverse Voices in Literature—Part 2. ERHS. Recommended funding \$600 (full funding).

Summary: The funding would be used to purchase 49 copies of *The Hate U Give* by Angie Thomas. This often-requested novel examines issues of police brutality in communities of color and code switching that students of color often must learn to succeed. It also traces an individual's journey to find her own voice.

Strengths: Reading about characters in books with whom they can relate teaches students about their own humanity; reading about those characters who are different from them teaches them compassion and understanding. This book supports students struggling to improve their skills and since it will be used in ninth grade classrooms, it would help build a foundation for students as they move forward into other grades.

Weaknesses: None.

5) Ukeleles for GMS. GMS. Recommended funding: \$450 (full funding).

Summary: This proposal seeks funding for ukuleles for the general music classes. The students would utilize these while learning about various styles of music including folk and world music. This would be infused into the curriculum.

Strengths: The students in the general music classes will be able to learn about different styles of music using a real musical instrument.

Weaknesses: None.

6) CPI - Professional Development for Teachers. MES. Recommended funding: \$0 (no funding).

Summary: This Teacher Development Proposal seeks to send teachers to the Crisis Prevention Institute for training in how to deescalate crisis situations in class.

Strengths: The training would be valuable and would help the teachers to minimize disruptions. Magnolia intends to send all of their teachers to this training at the rate of two per week.

Weaknesses: The requested grant would pay for substitute teachers to cover the classrooms while the regular teachers are taking the training. The committee did not believe that paying substitute teachers was an appropriate use of ACE grant funding, and therefore does not recommend funding this grant.

7) Dreambox Learning Intervention Classes. MES. Recommended funding: \$588 (full funding).

Summary: This proposal would purchase the subscription rights for 21 students to use on-line tools to improve their math skills. These students are currently testing at Basic or Below Grade Level in math.

Strengths: Dreambox activities are aligned with Common Core Standards, and would provide these students with the extra support they need.

Weaknesses: There are no weaknesses.

8) North Bay Adventure Education Visit. MES. Recommended funding: \$600 (full funding).

Summary: This proposal will provide MES sixth graders with two days of in-school training by North Bay Adventures. The first day will focus on character and team building activities. The second day will be about environmental issues. The two sessions will be used as preparation for a field trip to North Bay Adventures where the students will put their training to work on both physical (zipline, rope course) challenges and environmental ones.

Strengths: This program will provide beneficial character and science education for Magnolia sixth graders. The students will be able to use the information both on the associated field trip and in their school and home communities.

Weaknesses: None.

9) Bringing Home and School Together: Family Game Night. SHLES. Recommended funding: \$300 (partial funding).

Summary: SHLES requests funding to provide math and reading kits which include six different games, at various levels. Each student attending the Family Game Night will bring home a bag of games at their level.

Strengths: These game kits are designed to provide fun math and reading activities for the whole family. The kits allow families to practice skills at home at their convenience.

Weaknesses: The committee recommends fully funding the math and reading kits, but not to fund the \$300 requested for incentives and prizes.

10) SHL Garden Club. SHLES. Recommended funding \$600 (full funding).

Summary: This first Garden Club at SHLES will give students from 3rd to 5th grade the experience of planting and growing their own fruits and vegetables and also help improve the school courtyard. All students will have their own individual plots so they can learn to be responsible and take pride in what they can do and produce. Also planned is a butterfly garden which would benefit all students.

Strengths: Objectives of this club include giving students an opportunity to develop their sense of responsibility and independence as well as collaboration with others, promote love of gardening, increase awareness of the benefits from a green environment, and beautify the school property.

Weakness: None

11) SWPBIS Incentive Program. SHLES. Recommended funding: \$600 (full funding).

Summary: This proposal seeks to utilize various incentives to support a PBIS (positive behavior intervention and supports) program. The incentive program with PBIS will support the climate and culture.

Strengths: The program will work to decrease suspensions, increase attendance rate and overall academic performance.

Weaknesses: None.

12) CRI Community Based Instruction Field Trips. SHLES. Recommended funding: \$600 (full funding).

Summary: The Community Referenced Instruction (CRI) program provides individualized academic, social and emotional assistance for students with disabilities in order to foster their successful integration into the mainstream population. This proposal would enable students to learn and practice skills such as riding public transportation, shopping for grocery items from a list and ordering at a restaurant.

Strengths: There are 54 students in the CRI program. Although PGCPs pays for transportation for Community Based Instruction field trips, they do not provide the funding for the students to practice making individual purchases.

Weaknesses: None.

13) PTO Events. TPA. Recommended funding: \$0 (no funding).

Summary: This proposal would provide refreshments and decorations for a Spring Dance for grades 6-8. It would also be used for some unidentified fundraising.

Strengths: A spring dance run by the PTO could be a nice event.

Weaknesses: This grant did not specify how the \$600 requested would be spent on the refreshments, the decorations or the other fundraising. There was no budget. A spring dance is primarily a social event and would not enhance the school-based educational activities, and therefore is not an appropriate use of ACE grant funding.

14) Professional Development. TPA. Recommended funding: \$400 (full funding).

Summary: This is a Teacher Development Proposal. As a charter school, Turning Point Academy educators do not always get the same professional development opportunities provided to traditional public schools. This proposal will bring professional development speakers to TPA.

Strengths: This will provide useful professional development to a school not usually provided with these opportunities.

Weaknesses: The proposal would have been strengthened by a better description of the trainings which were chosen.

15) The K-3 Guide to Academic Conversations. GES. Recommended funding: \$398.25 (full funding).

Summary: With this Teacher Development Proposal, teachers of grades kindergarten through third grade who also teach ESOL students will be given a copy of the book, The K-3 Guide to Academic Conversations: Practices, Scaffolds, and Activities.

Strengths: The text provides sample lesson plans, rubrics, links to videos and downloadable resources to better work with English language learners. Stronger academic conversation skills aim to increase motivation and allow the students to retain more content.

Weaknesses: None.

16) Composting: A Garden Adventures at GES. GES. Recommended funding: \$327.11 (full funding).

Summary: Funds will be used to purchase two compost bins and gloves. All grade levels will be introduced to the composting process, including lessons in the classroom and staff training by the William S. Schmidt Center. Over time, the goal is to have every classroom visit and use the compost bins. This would include bringing compost materials to the bins, maintaining the bins and contents, and later transferring compost from the bins to the school gardens.

Strengths: The composting program helps meet the goals of environmental literacy set for the school. Students can study life science by viewing the organisms that aid in composting and studying how plants in the garden grow. It will also help both teachers and students access new methods of teaching and learning.

Weaknesses: None

17) Dancing through the Curriculum. Greenbelt ES. Recommended funding: \$400 (full funding).

Summary: This Teacher Development Proposal seeks to support Arts Integration which is used to infuse the arts into the general education program. The Young Audiences of MD (YAMD) will support the mission of Arts Integration through a workshop on learning various dance techniques.

Strengths: Teachers will be able to support their students through learned dance techniques which will better help students to reflect on personal experiences and implement strategies to increase positive behavior.

Weaknesses: None.

18) Digital Project-Based Learning. GES. Recommended funding: \$0 (no funding).

Summary: This proposal seeks to purchase 4 Dell Chromebooks for use in the 4th-grade classrooms.

Strengths: The Chromebooks would be used by the students for project-based learning. The application of technology to real-life problems increases student engagement.

Weaknesses: The proposal was vague and did not specify how the computers would be used. The project-based learning opportunities were not specified or described.

19) Drawing Journals for Life Science. GES. Recommended funding: \$600 (full funding).

Summary: This proposal will cover the expense of having the services of a visiting teaching-artist. It will also provide potting materials and sketchbooks so that 100 3rd grade students can make drawings of plants at various stages of development.

Strengths: This activity will teach observational and artistic skills in order to better understand the biology of plants.

Weaknesses: There are no weaknesses.

20) Drawing Machines! GES. Recommended funding: \$0 (no funding).

Summary: The proposal will bring in a resident artist for a one-session program in designing electrical creatures that draw geometric patterns. Students will use engineering and design thinking to design creatures that they will be able to keep and take home. All students in the third grade will participate.

Strengths: The program sounds both fun and educational.

Weaknesses: The proposal lacks a clear description of the project. No supporting materials from Young Audiences of Maryland, who offers the program, were included. The budget is vague and poorly justified.

21) First Grade Math and Reading Literacy Materials. GES. Recommended funding: \$423.38 (full funding).

Summary: Math and reading materials, including dominoes, dice, magnetic letters and boards, to help convey a more concrete understanding of mathematical concepts and letter correspondence.

Strengths: Materials will be used regularly in group instruction and center learning. These tools can be used throughout the current year at various levels, and for years ahead.

Weaknesses: None.

22) Green Screen Me! GES Requested funding \$600 (full funding).

Summary: In this project, six digital camcorders, a green screen, and an innovative technology kit would be purchased to help students complete assignments that would be impossible with pen and pencil. Fourth grade students could create virtual trips and reports and give them a digital-based learning opportunity.

Strengths: Assignments could be enriched with project-based learning that brings curriculum to life. With this equipment and support system, for example, when students do research papers, they could

speaking about the places and things they studied showing real images as they stand in front of the Green Screen. The level of rigor connected with the application of a real-life life project increases students' engagement and academic success.

Weaknesses: None.

23) Instructional Materials for Teaching the Russian Alphabet. Greenbelt ES. Recommended funding: \$594.41 (full funding).

Summary: This proposal seeks to provide instructional materials for students learning the Russian language. In particular, the younger students need the most support in learning basic knowledge. Through hands-on learning such as games and earning blocks, etc., the students will have a better opportunity to grasp those concepts easier.

Strengths: Hands-on learning is another way for younger students to learn as they grow in any educational setting.

Weaknesses: None.

24) Library Organization Items for the GES Library. GES. Recommended funding: \$336.95 (full funding).

Summary: This proposal will provide shelf dividers, labels, signs, bookends, book baskets and descriptive posters for the GES Library. These items will help the students learn about the sections of the library and how to find the books that they have looked up in the electronic catalog.

Strengths: The items will help to keep the library organized and will enable the students to find the books. Some of the materials, such as the posters, include an educational benefit by themselves. The proposal included a detailed budget.

Weaknesses: None.

25) Mindfulness Room. GES. Recommended funding: \$600 (full funding).

Summary: This proposal will provide carpeting, beanbag chairs, pillows and a tabletop fountain to enhance the Mindfulness Room.

Strengths: Greenbelt Elementary has created a Mindfulness Room for students to use after disciplinary action so they can calm themselves before returning to their classrooms. It has been so successful, the room is also used throughout the day by students and teachers who need a quiet place to regain their focus.

Weaknesses: There are no weaknesses.

26) Nature Pavers. GES. Recommended funding: \$600 (full funding).

Summary: This proposal will provide materials for fifth graders to design and create mosaic pavers which will be installed in the school's garden. Pavers will be designed around the theme "Nature Works Together" and will complement the larger mosaic installed on the school last year.

Strengths: Through art, students will explore their scientific understanding of how natural process work together to sustain life. The project will allow students to take responsibility for their own design process and create something lasting and beautiful for the school.

Weaknesses: None.

27) Greenbelt Outdoor Classrooms. GES. Recommended funding: \$554.79 (partial funding).

Summary: A greenhouse, soil, seeds and other materials are requested to allow students to learn how to grow and care for plants.

Strengths: The greenhouse can be used for years, and will be constructed and maintained by parent volunteers. Teachers have agreed to utilize the greenhouse throughout the season during the science block.

Weaknesses: The request for \$600.00 did not match the budget for \$554.79. The committee recommends funding at the level justified in the budget.

28) Physical Education Technology Request. GES. Recommended funding: \$0 (no funding).

Summary: The Physical Education Department is requesting a grant to purchase iPad Mini 4 and STM Dux Case.

Strengths: The iPad Mini 4 would benefit Physical Education teachers by downloading assessment applications that will allow them to effectively perform formal assessments for large groups of students.

Weaknesses: The ACE Grants Program supports activities that enhance or enrich school-based activities that directly benefit students. This iPad would serve as a convenience for the teachers without providing a strong direct benefit to the students.

29) Second Step Curriculum. Greenbelt ES. Recommended funding: \$409 (full funding).

Summary: This proposal seeks to provide lessons through a curriculum designed to support the social and emotional needs of students. It focuses on things such as listening while tuning out distractions as well as gives support to those who need a basic social skills review. With the support of this curriculum, the goal is for teachers to spend less time correcting behaviors and more time on instruction.

Strengths: Through small group learning, the interventions will help student's better handle conflict in a calm manner while working through their feelings and solving problems.

Weaknesses: None.

30) Staff Book Studies. GES. Recommended funding: \$400 (full funding).

Summary: This Teacher Development Proposal will purchase 5 sets of 3 books on guided reading, challenging behavior and differentiated instruction. The books will rotate through the entire staff at the school. The administrative team will lead weekly meetings for discussion of the books.

Strengths: The book studies will improve the staff's abilities in the areas of student behavior management, Talented and Gifted instructional strategies and guided reading small group instruction.

Weaknesses: None.

31) Student Success- Self-Regulation. GES. Recommended funding: \$0 (no funding).

Summary: This proposal would purchase a Classroom Break Box, flexible chairs, a blow-up sofa, and a Best Behavior Board Book Collection for a resource room for students with special needs.

Strengths: Special needs students could receive some benefit from these purchases.

Weaknesses: The proposal mainly delineated the function of the flexible seating; the Break Box and the books were not adequately described. The budget was over the \$600 limit, even before shipping and handling charges. This proposal is also very similar to GES' Mindfulness Room proposal, which is available to the whole school, including the special needs students.

32) Introduction to the WIDA Standards. GES. Recommended funding: \$250 (full funding).

Summary: This Teacher Development Proposal will pay for registration for the WIDA standards workshop in Baltimore in March of 2019. This workshop will provide beneficial professional training to the ESOL department at GES.

Strengths: The workshop provides information on both background standards and practical application of the standards for students struggling with Language Arts, principally ESOL students. Information from the workshop can be brought back and taught to other educators in the school.

Weaknesses: The proposal would have benefited from a brief description of WIDA standards to help non-educators better understand the workshop.

33) World Drumming at GES. GES. Recommended funding: \$600 (full funding).

Summary: This grant would provide most of the funding needed to purchase 2 sets of three Tubano drums.

Strengths: The GES Music department has a strong world drumming program. Currently, students have to share drums to participate in the drumming circles. These additional drums would allow more students to participate. The drums would also be used by the Drumming Circle after school club and in future years.

Weaknesses: None.

RECOMMENDATION: This is the 10th year that ACE has solicited grant proposals. The ACE grants to schools program has been highly successful. The final grant reports received from the schools document the positive impact on education in Greenbelt that the program has had. The continued interest of the schools and the creativity of the proposed projects are a testament to the success of the program. In this report, ACE recommends that the City Council approve funding for 27 proposals, totaling \$13,631.89 with the following distribution per school:

School	Requested	Submitted	Recommended	Approved	Rejected
ERHS	\$ 2,400.00	4	\$ 2,400.00	4	0
GMS	\$ 450.00	1	\$ 450.00	1	0
MES	\$ 1,788.00	3	\$ 1,188.00	2	1
SHLES	\$ 2,400.00	4	\$ 2,100.00	4	0
TPA	\$ 1,000.00	2	\$ 400.00	1	1
GES	\$ 9,465.05	19	\$ 7,093.89	15	4
DKFI	\$ -	0	\$ -	0	0
Totals	\$ 17,503.05	33	\$ 13,631.89	27	6

This year ACE budgeted \$12,500 for ACE grants, but recommends grants totaling \$13,631.89. ACE was impressed with the overall quality of the proposals submitted this year. ACE proposes to move \$1,131.89 from the funds reserved for the ACE clubs to the grants budget, as the TPA Reading Club got off to a late start this year and will not spend the full allocation.

Approved by ACE on 12/14/2018 with a vote of 7-0 with one member absent and one open position on the committee.

**ADVISORY COMMITTEE ON EDUCATION
REPORT TO COUNCIL**

SUBJECT: ACE GRANT PROGRAM – 2018 Final Reports

BACKGROUND: The Advisory Committee on Education annually solicits grant proposals from local schools. For the 2017-2018 school year, ACE recommended and the City Council approved funding 24 proposals totaling \$11,757.62. When the projects are completed, the proposers submit final reports. In this report, ACE forwards to the City Council some representative final reports for review.

FINDING: These reports indicate the success and impact of the ACE grants program.

RECOMMENDATION: ACE provides the final grant reports to the City Council to review for their information.

Approved by ACE on 12/14/2018 with a vote of 7-0 with one member absent and one open position.

180630_GES_IXL_MobyMax.docx
181003_SHLES_MathNight.pdf
181005_GMS_PBIS_ACE_Grant_Final_Report_Form.pdf
181005_SHLES_WritersWorkshop_ACE_Grant_Final_Report_Form.docx
181027_ACE Grant Final Report Magnolia Book Update 2018.docx
181029_MES_ACE_Grant_Final_Report_Form_Magnolia_School_Supplies_Store.docx
181101_MES_ACE_Grant_Final_Report_Form.docx
181105_MES_ACE_Grant_Final_Report_Form_Bass.pdf
191109_ERHS_ACE_Grant_Final_Report_Form.docx
180419_SHLES_TerrapinAdventures.docx
180530_GES_Butterfly_Animation.pdf
180614_ERHS ACE Grant_Project Final Report_Twu_2018.pdf
180618_ERHS_AngstMovie.pdf
180624_SHLES_MusicalTheater.pdf

City of Greenbelt Advisory Committee on Education (ACE) Grant Final Report

Due date: 45 days after project end date for approved and funded projects.

Section 1: Awardee Information:

Name: Sharelle Stagg Position: Assistant Principal
Email address: sharelle.stagg@pgcps.org School: Greenbelt ES
Phone: 301-513-5911 Amount Awarded: \$500
Project start date: September 1, 2017 Project end date: June 1, 2018
Title of Project: IXL Math Intervention/Enrichment Program

Section 2: GRANT REPORT (attach additional pages if needed):

1. Breakdown of how grant monies were spent.

The initial grant request was to purchase 50 licenses for Math online software titled IXL. After additional research, we determined that IXL was not the best option and that we could purchase another software and reach a greater number of students. With approval from the ACE Grant Committee, we were allowed to change the request and purchase MobyMax licenses. MobyMax is a research-based intervention that provides review, practice and enrichment for not only Math but Reading and Science as well. We purchased 6 teacher licenses, one for each grade level from Kindergarten thru Fifth. Each license allowed all teachers to set up an account for every student in their class!

2. Number and ages of students impacted.

One teacher license per grade level was purchased school-wide. This allowed each student in the school, from Kindergarten to Fifth grade to receive a MobyMax account and login. The total number of impacted students is 600.

3. Assessment of success of project. Please provide examples of impact.

In the beginning, some teachers took additional time to set up the accounts so that students could begin using them. When we noticed this, we decided to have one of our teachers who experienced earlier success with MobyMax conduct training and provide hands-on assistance to others. After this training, the number of assigned licenses increased. Through out the last few months in particular, teachers were encouraged to share the login information frequently with parents via the weekly grade level newsletters, calls and emails. During School Instructional Team meetings, where students in need of additional academic support were discussed, the team recommended consistent weekly use of MobyMax at home to parents. Several parents and students shared at various points through out the school year that they used the software and found it helpful and engaging!

City of Greenbelt Advisory Committee on Education (ACE) Grant Final Report

Due date: 45 days after project end date for approved and funded projects.

Section 1: AWARDEE INFORMATION:

Name: Tamara Wood Position: Math Chairperson

Email address: tamara.wood@pgcps.org School: Springhill Lake Elementary

Phone: (301) 513-5996 Amount Awarded: \$500.00

Project start date: March 22, 2018 Project end date: April 30, 2018

Title of Project: Family Math Night

Section 2: GRANT REPORT (attach additional pages if needed):

1. Breakdown of how grant monies were spent. The grant money was used to purchase family engagement math kits. This allowed the opportunity for families to come in and participate with the children with hands on games that would enhance math skills. This project provides materials to support to enhance Family Math Night held twice a year. The math kits contain stations which includes 6 different games: 2 games for each level-beginning, intermediate, advanced.

2. Number and ages of students impacted. The number of the students who came out with their families was approximately 30 families.

3. Assessment of success of project. Please provide examples of impact. Students as well as parents were able to interact with the staff with information not only about math but the upcoming spring assessment as well. School also provided a translator for our non-English speaking families. Parents were not only able to interact with their student's but also able to take home some of the games that the school provided.

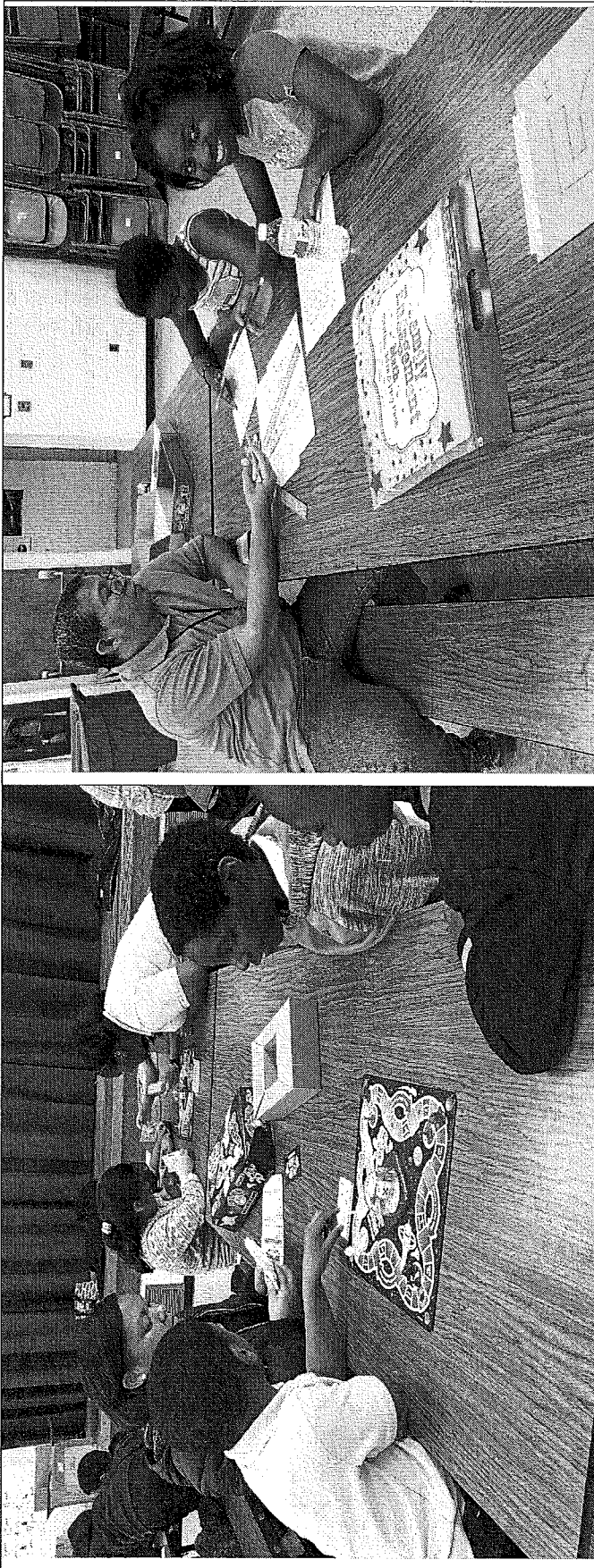
Attached to the report are photos of the event, Power Point presentation, as well as sign in sheets of the staff and families.

NOTICE: This report will be made public through the Greenbelt City Council website. Photos are appreciated, but identifiable students must have a publicity release form on file with the school.

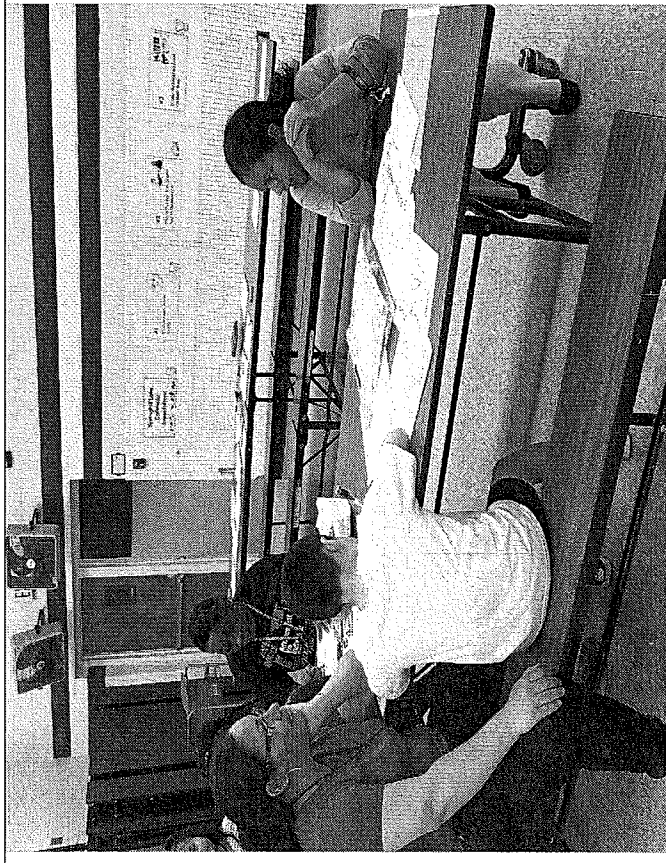
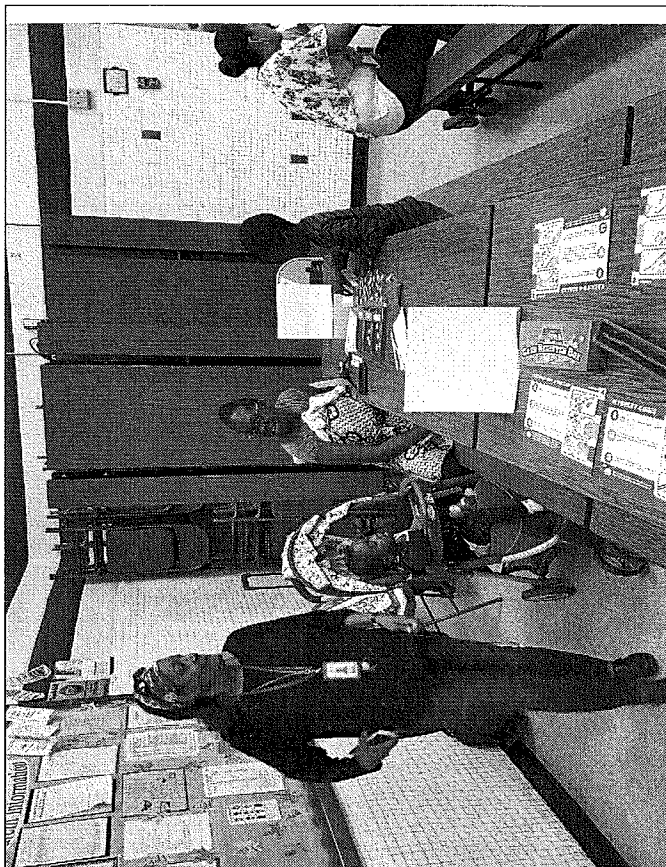
Email to: jongreenbelt@yahoo.com or mail to: ACE Grants Program, Greenbelt CARES, 25 Crescent Rd, Greenbelt MD 20770-1891, (301) 345-6660.

OFFICE USE: Date received? _____ Report complete? _____

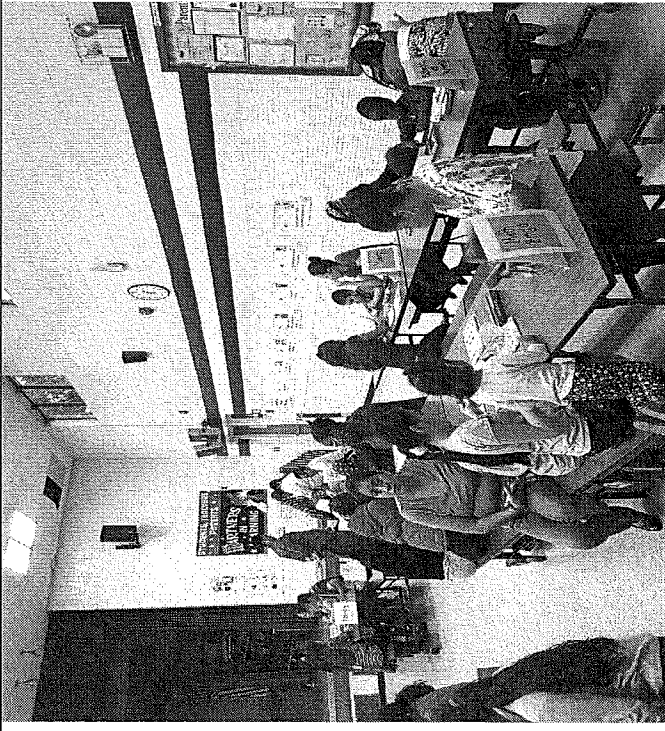
SPRINGHILL LAKE FAMILY MATH
APRIL 12, 2018



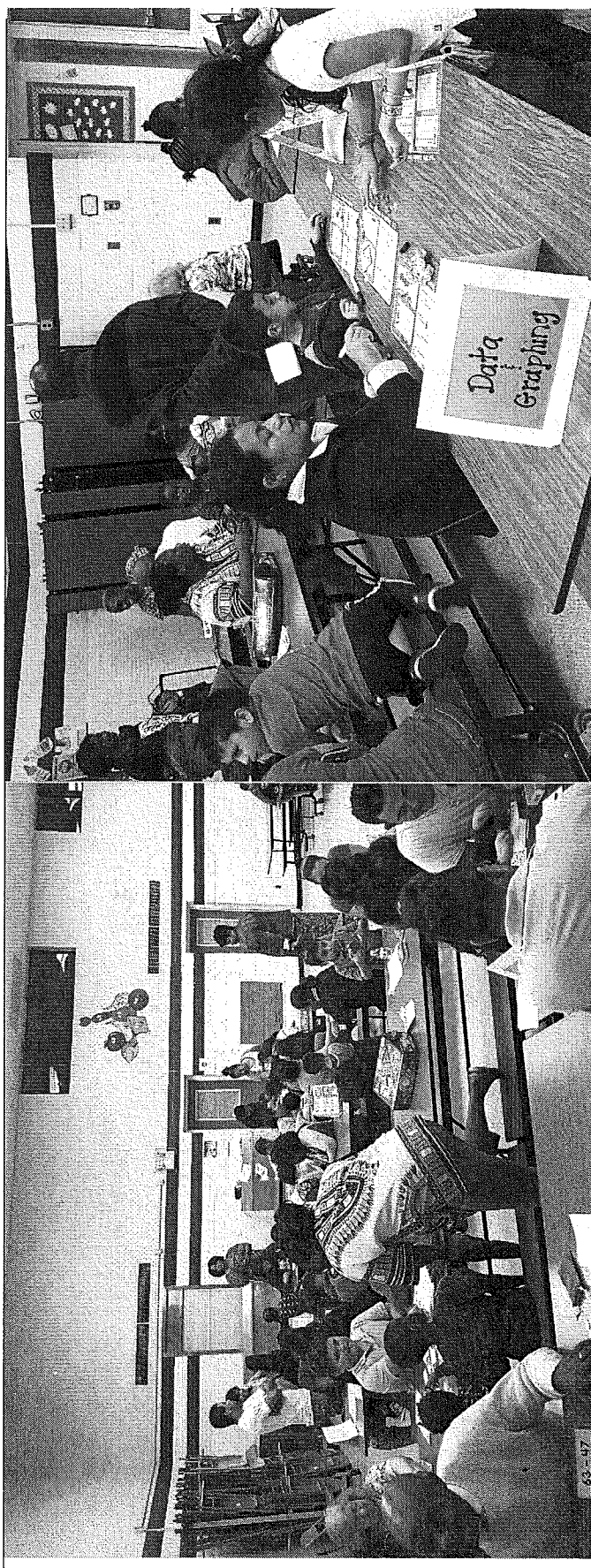
SPRINGHILL LAKE FAMILY MATH
APRIL 12, 2018



SPRINGHILL LAKE FAMILY MATH
APRIL 12, 2018



SPRINGHILL LAKE FAMILY MATH
APRIL 12, 2018



City of Greenbelt Advisory Committee on Education (ACE) Grant Final Report

Due date: 45 days after project end date for approved and funded projects.

Section 1: Awardee Information:

Name: Camille Butler Position: Teacher and PBIS representative

Email address: Camille.butler@pgcps.org School: Greenbelt Middle

Phone: 301-513-5040 Amount Awarded: \$500.00

Project start date: March 2018 Project end date: June 15, 2018

Title of Project:

Section 2: GRANT REPORT (attach additional pages if needed):

1. Breakdown of how grant monies were spent.

Monies were used to stock our PBIS store, Ice Cream Socials, Holiday Door contest grand prize purchase (Pizza, chips, and soft drinks), Holiday Candy Grams etc. Students used the PBIS Store as an incentive for positive behaviors and academics.

2. Number and ages of students impacted.

1,300 students / 6th to 8th grade

3. Assessment of success of project. Please provide examples of impact.

Students were assessed on the amount of Bear Bucks they had in order to redeem them for items from Bear Buck Store, activities, and events sponsored by PBIS (Positive Behavior Intervention Support) Program.

NOTICE: This report will be made public through the Greenbelt City Council website. Photos are appreciated, but identifiable students must have a publicity release form on file with the school.

Email to: jongreenbelt@yahoo.com or mail to: ACE Grants Program, Greenbelt CARES, 25 Crescent Rd, Greenbelt MD 20770-1891, (301) 345-6660.

OFFICE USE: Date received? _____ Report complete? _____

City of Greenbelt Advisory Committee on Education (ACE) Grant Final Report

Due date: 45 days after project end date for approved and funded projects.

Section 1: AWARDEE INFORMATION:

Name: Shana Sterkin Position: Writing Coach/Arts Integration Coor.

Email address: shana.sterkin@pgcps.org School: Springhill Lake Elementary

Phone: 301-513-5996 Amount Awarded: \$500

Project start date: Feb 2018 Project end date: June 2018 & beyond

Title of Project: Advanced Writing Academy: Writing to Share a Message

Section 2: GRANT REPORT (attach additional pages if needed):

1. Breakdown of how grant monies were spent.

Please see link:

<https://docs.google.com/document/d/1lXav18kYGgu2VCNJMoOifHlhtg9EZBI008zmmbetxE4/edit?usp=sharing>

2. Number and ages of students impacted.

30 students were impacted in grades 3-5, ages 8-11.

3. Assessment of success of project. Please provide examples of impact.

The students used the purchased books as mentor texts during their Writer's Workshop sessions at the Advanced Writing Academy. The books were chosen based on the following criteria: a) social justice/environmental topic, b) quality of writing. After reading and analyzing the texts, the students used the books as a reference for their own writing, looking at how the authors crafted figurative language, organized information, and developed their stories. Each grade wrote in the following genres throughout the year to share a message with their readers:

3rd → narrative, biography, fairy tale

4th → narrative, biography, poetry

5th → narrative, biography, nonfiction

See links for an example from each grade level.

5th grade example → Ruth Bader Ginsburg Biography by Hadia A.

<https://docs.google.com/document/d/1mV7HCfjdsQn8AsK3Wh7mii5lwri9CyyN-CMGe2hv7XA/edit?usp=sharing>

4th grade example → Overcoming an obstacle, Narrative by Angel F.

<https://docs.google.com/document/d/1JMjV-WEU21QJ7vDMKYW4PxlvjVw6tVcgujoDgl34f3E/edit?usp=sharing>

3rd grade example → Environmental fairy tale, by Genesis T.

<https://docs.google.com/document/d/1i6lWWsOakC7KGr-xkJ8k5nYh6-bYaphJEnLe7FFvWU/edit?usp=sharing>

NOTICE: This report will be made public through the Greenbelt City Council website. Photos are appreciated, but identifiable students must have a publicity release form on file with the school.

Email to: jongreenbelt@yahoo.com or mail to: ACE Grants Program, Greenbelt CARES, 25 Crescent Rd, Greenbelt MD 20770-1891, (301) 345-6660.

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City of Greenbelt Advisory Committee on Education (ACE) Grant Final Report

Due date: 45 days after project end date for approved and funded projects.

Section 1: Awardee Information:

Name: Leslie Tapscott _____ Position: Reading Specialist _____

Email address: leslie.tapscott@pgcps.org School: Magnolia Elementary _____

Phone: 301-918-8770 _____ Amount Awarded: 469.50 _____

Project start date: 2/15/2018 _____ Project end date: 5/31/2018 _____

Title of Project: Book Updates for Reading Club _____

Section 2: Grant Report (attach additional pages if needed):

1. Breakdown of how grant monies were spent.

The monies were spent on update the books for the Reading Club, therefore, multiple copies of the following books were purchased:

Wonder by R.J. Palacio 10 copies x \$6.94= \$69.40

Wishtree by Katherine Applegate 10 copies x \$10.46= \$104.60

Stella By Starlight by Sharon M. Draper 10 copies x \$6.42= 64.20

The Crossover by Kwame Alexander 10 copies x \$9.85= 98.50

How to Steal a Dog by Barbara O'Conner 10 copies x \$6.99= 69.90

Ghost by Jason Reynolds 10 copies x \$6.29= 62.90

2. Number and ages of students impacted.

The reading club supports students in 2nd through 5th grade. Through the monies provided, we were able to purchase multiple copies of culturally relevant and current reading material. The reading material were initially read by the 23 students that participated in the reading club. Through book talks and class presentations, the books were shared among 12 classrooms (3 at each grade level). Therefore, 323 students were impacted by the funds.

3. Assessment of success of project. Please provide examples of impact.

The project was success because it allowed us to broaden the impact of our reading club. The additional reading materials made it possible for more students to join the reading club, and updating the reading material increased interest in the reading club. Also, once the books had been read in Reading Club, they were able to be checked out by teachers to use in their classroom libraries.

City of Greenbelt Advisory Committee on Education (ACE) Grant Final Report

Due date: 45 days after project end date for approved and funded projects.

Section 1: AWARDEE INFORMATION:

Name: Karen Gibson-Serrette _____ Position: President _____

Email address: kgibsonserrette@yahoo.com School: Magnolia Elementary School

Phone: 301-379-5817 _____ Amount Awarded: \$500 _____

Project start date: 2/16/18 _____ Project end date: 6/15/19 _____

Title of Project: Magnolia Elementary School Supplies Mobile Store _____

Section 2: GRANT REPORT (attach additional pages if needed):

1. Breakdown of how grant monies were spent.

With the assistance of the ACE \$500.00 Grant, Magnolia PTAC, Inc set up a school store. Magnolia PTAC, Inc's Store Project was aimed to assist students, staff and parents in the purchasing of school supplies at the school instead of having to run to the store when the student or staff needed supplies. We purchased school supplies to sell at the school. This worked out well as some students would arrive unprepared for school and were able to purchase the supplies they needed at the school. Our goal is to continue to keep the supplies stocked and to continue selling supplies beyond the 2018-2019 school year.

2. Number and ages of students impacted.

Magnolia Elementary School has over 400 students from pre-K to 6th grade (ages 4-12) that will be impacted by the Magnolia School Supplies Store.

3. Assessment of success of project. Please provide examples of impact.

The Magnolia PTAC School Supplies Store has been successful in providing a needed resource for students and teachers. We have been able to provide students with needed school supplies to enable them to fully participate in class with the necessary educational tools. The School Supplies Store has removed the barrier of access to supplies. We are able to provide supplies at or below cost by purchasing in bulk at discounted prices. We have also been able to supply our youngest students with folders to help them organize their assignments and begin to learn the importance of being prepared to learn. These folders also help to reinforce the positive messages of trust, respect, loyalty, caring and friendship that represent the Extraordinary Magnolia Way!



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City of Greenbelt Advisory Committee on Education (ACE) Grant Final Report

Due date: 45 days after project end date for approved and funded projects.

Section 1: AWARDEE INFORMATION:

Name: Shari Cornell Position: Former ESOL TEACHER
Email address: scornell@aacps.org School: Magnolia Elementary School
Phone: 301-918-8700 Amount Awarded: \$500
Project start date: 9/1/2018 Project end date: 6/15/2018
Title of Project: Urban Artistry

Section 2: GRANT REPORT (attach additional pages if needed):

1. Breakdown of how grant monies were spent.

\$500 was spend on a performance with Urban Artistry. This is a dance group that performs while also instilling core values into students. Students were instructed on perseverance, community, education, and other important topics that relates to today's youth.

2. Number and ages of students impacted.

There were about 300 students that were impacted with this grant in grades three through 6.

3. Assessment of success of project. Please provide examples of impact.

After the performance students were noticeably enlightened from the topics that were discussed. Discussions were had in the classrooms about what they viewed in the performance. Students talked about why it was important to stay in school, and how the community is here to help them.

Students also received the enjoyment of watching a dance performance that they might not have received otherwise. Many of our students do not get the chance to see dance performances outside of school, and this was a major treat for them.

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City of Greenbelt Advisory Committee on Education (ACE) Grant Final Report

Due date: 45 days after project end date for approved and funded projects.

Section 1: AWARDEE INFORMATION:

Name: Halima Jenkins Position: Former PTA President / Current VP

Email address: dkfipta@gmail.org School: Dora Kennedy French Immersion

Phone: 301-233-5205 (Halima) Amount Awarded: \$500

Project start date: February 2018 Project end date: October 2018

Title of Project: Orchestra Upright Double Bass

Section 2: GRANT REPORT (attach additional pages if needed):

1. Breakdown of how grant monies were spent.

The PTA purchased a ½ size Strobel upright bass made by Eastman for the Dora Kennedy French Immersion orchestras from Music & Arts Center for \$1,475.00. The PTA used the \$500 ACE grant money, as well as fundraising from skating events to pay the remaining \$975.

2. Number and ages of students impacted.

The ½ size bass purchased by the PTA serves students in 4th-8th grade. There are approximately 90 orchestra students. The whole orchestra benefits from the contribution of bass players.

3. Assessment of success of project. Please provide examples of impact.

The PTA purchased a ½ size upright double bass for the Dora Kennedy French Immersion orchestras. This bass is used in school. Bass students are unable to transport their instruments to and from school due to the size of the instrument. Violin, viola, and cello students, however, are able to reasonably transport their instruments to and from school. To that end, bass students need to use school-provided instruments during orchestra classes.

The orchestra teacher Ms. Murray is ecstatic about the additional instrument. In an email, she wrote, "We have the new bass. It is beautiful and shiny and the kids and I love it already!!" In an additional email, she wrote, "Wow! Thank you so much for all of the hard work you and the PTA do."

The \$500 ACE grant has helped to make a positive impact at Dora Kennedy French Immersion.

City of Greenbelt Advisory Committee on Education (ACE) Grant Final Report

Due date: 45 days after project end date for approved and funded projects.

Section 1: Awardee Information:

Name: Dierdra Benliza-Ray Position: English 11/English 12

Email address: Dierdra.benlizaray@pgcps.org School: Eleanor Roosevelt High School

Phone: 301-513-5400 Amount Awarded: \$500.00

Project start date: March 2018 Project end date: September 2018

Title of Project: Literature for Female Empowerment

Section 2: GRANT REPORT (attach additional pages if needed):

1. Breakdown of how grant monies were spent.

Grant monies were spent to assist in covering the cost of classroom copies of *The Color Purple* and *Things Fall Apart*. These books were purchased through Amazon and Barnes & Noble. This allowed each student to have access to copies that were in good condition during class and to take them home in order to complete required reading and activities.

2. Number and ages of students impacted.

Students impacted were between 16 and 18 years old. 150 students were impacted.

3. Assessment of success of project. Please provide examples of impact.

Students were able to successfully participate in classroom discussions, complete meaningful performance tasks, and make real-world connections.

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City of Greenbelt Advisory Committee on Education (ACE) Grant Final Report

Due date: 45 days after project end date for approved and funded projects.

Section 1: AWARDEE INFORMATION:

Name: **Elaine Hutchison** _____ Position: **Crisis Intervention Resource Teacher** _____

Email address: elaine.hutchison@pgcps.org _____
School: **Springhill Lake Elementary**

Phone: **301-513-5996** _____ Amount Awarded: **500.00** _____

Project start date: **3/23/18** _____ Project end date: **3/23/18** _____

Title of Project: **Terrapin Adventures/Team Building**

Section 2: GRANT REPORT (attach additional pages if needed):

1. **Breakdown of how grant monies were spent.** We were awarded 500.00. The entire 500.00 was used to fund the trip, the money was paid directly to Terrapin Adventures

2. **Number and ages of students impacted.** 20 students attended the field trip. All students are currently enrolled in our Comprehensive Special Education Program. The students are 4th and 5th grade age (9-11 year olds).

3. **Assessment of success of project. Please provide examples of impact.** The students participated in several team building activities and also did the zip line and the giant swing. During the team building activities, the students had to work collaboratively to accomplish a goal. The students were very supportive of each other and were also very encouraging to classmates who needed an extra push. Another positive impact was that students overcame fears and were able to do things (swing and zip line) that they were not familiar or comfortable with. Both the zip line and the swing were huge confidence builders. Finally, most of the students would not have had the opportunity to participate in an activity like this had it not been for the ACE grant.

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City of Greenbelt Advisory Committee on Education (ACE) Grant Final Report

Due date: 45 days after project end date for approved and funded projects.

Section 1: Awardee Information:

Name: Amanda Salamon Position: 1st Grade Lead Teacher

Email address: amandasalamon@pgcps.org School: Greenbelt Elementary School

Phone: (301) 513- 5911 Amount Awarded: \$450

Project start date: May 7, 2018 Project end date: May 11, 2018

Title of Project: Butterfly Wonder (Puppet Shows and Puppet Making Workshops)

Section 2: GRANT REPORT (attach additional pages if needed):

1. Breakdown of how grant monies were spent.

There were four performances and four workshops (\$50 each visit= \$400) with Beech Tree Puppets. Supplies of colored paper, tape, craft sticks cost about \$50.

2. Number and ages of students impacted.

All four classrooms of 1st graders (ages 6 and 7) participated. There are about 25 students in each class, totaling about 100 students impacted.

3. Assessment of success of project. Please provide examples of impact.

The students were engaged from start to finish. They were completely absorbed during the lively puppet show. Different pictures of butterflies were then shown, reviewing the life cycle of the butterfly, and discussing symmetry. Students then made puppets(butterflies, large and small caterpillars, crysalis, leaf, egg, etc) to tell their own story of metamorphosis. They were shown how to bring their puppets to life, practiced this, sang songs, put on their own shows, and many did this again for family and friends.

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Butterfly Wonder Puppet Show at Greenbelt ES

Last week Ingrid Cowan Hass went into four different first grade classrooms at Greenbelt Elementary School to present the show Butterfly Wonder funded by an Advisory Committee on Education (ACE) grant. She then led puppet workshops with each group. The students are learn-

ing about the life cycle of the butterfly. They used their puppets to put on their own show. This program is part of a larger project that celebrates pollinators throughout the grades at the school, culminating in a large mosaic mural which will be installed on the outside of the school this month.



Ingrid Cowan Hass poses with 1st graders as they finish their puppets.

The Thoughtful Discussion Group Ponders Justice

by Cathie Meetre

The Thoughtful Discussion Group convenes at the Maker-Space at 7 p.m. on Tuesdays to mull over ideas and consider topics central to the assumptions that govern society. Brett Fishburne was quick to point out that neither politics nor religion are permissible topics of debate. Though one might imagine that there wasn't much left to philosophize about, one would be wrong. Members present on Tuesday, May 8, included Bobby Canady, Pat Scully, Susan Brown, Ann Bowman, Neil McConlogue (who stopped by merely to get an email address but hopped the fence and joined in) and a gentleman who preferred to be known as Dr. Dread III. Though discussion sometimes faltered a little or seemed a tad self-conscious, it was unfailingly courteous and positive-minded with respect shown to the views of others and with minimal interrupting.

Tuesday's topic was justice. What it means, whether it's the same as fairness and how it relates to ideas like the rule of law and the Constitution. While perhaps it would have been easy to stray into perilous political territory, the group did a great job of steering clear of that particular minefield. Indeed, in an hour of discussion the T-name did not come up once. This may be a Greenbelt record.

The pivot for the discussion was the novel *Murder on the Orient Express*. In this Agatha Christie mystery, a man travels on the luxurious steam train across Europe with 12 other passengers and is murdered during the journey. When the train is blocked in its passage by snowfall in the Alps, Inspector Hercule Poirot has enough time to sleuth out the correct conclusion, which is that all the 12 other passengers were complicit and that each one of them had stabbed the victim so it could not be known who struck

the fatal blow.

The train victim had previously been acquitted of the crime of abduction and murder of a child — destroying many lives and affecting each of the 12. The murderers (and the reader) are convinced that he is guilty — though by law he was not. They believe their victim should have been hung by the neck until dead several years earlier and that they are settling the score.

At the denouement, Poirot lets the denouement of the hook because, in his view, justice has now been done. So, was that justice? Was it vigilante justice or was it not justice at all but perhaps fairness? Or simply a second crime that went unpunished. It is interesting that a mere mystery novel should raise such fundamental philosophical issues. Does this perhaps explain the continued popularity of Christie's work?

Like so many significant questions, there were no easy answers to be found. But there is pleasure and profit in thought-provoking discussion and rational discourse and maybe answers aren't all they're cracked up to be. The occasion was reminiscent of discussions in the student unions of yore — absent, perhaps, the world-changing passion that goes with being 20 or so — this group being between twice and thrice that age.

There was also no beer, which may also have been a factor in the generally even tenor of discourse. Though it is unlikely the Thoughtful Discussion Group will change the world or even mount a crusade, there is reason to ponder these topics and it is, above all, a very civilized thing to do.

For more information on the group, how to join (just show up) and what the upcoming topics may be, contact Brett Fishburne at brett@make125.org.

Heritage Film Festival Honors George Kochell, Ethel Lewis

by Frank Gervasi



George Kochell, wears a super-hero "Mr. Geo" pixel costume, presented to him by current and past students of his GAVA/GATE animation classes, whose films were also screened during the festival. From left: Gregory Foster, Gerald Foster, GAVA President Ingrid Cowan Hass, Olivia Nickel, George Kochell, Vivian Nickel, Ob Cooler, Felix Hass, Christian Horschler and Alexandra Nickel. Hannah Collins (not pictured) and Olivia Nickel won Student Awards for their films, *A Day in the Life of a Pig* and *Learning for Younger Children*.

- Photos by Jimi Lyons

The Heritage Film Festival, in its 13th year, played in Greenbelt Library and around the city on May 17, 19 and 20. Over 35 short films plus numerous animations gave audiences a rich diversity of creative and inspired works. The festival included discussions with the filmmakers, a reception and an awards ceremony held in the city council chambers. Screened at the library and Old Greenbelt Theatre were films by young people and old, with the motto "looking to the future, honoring the past."

This year the festival paid special tribute to Greenbelt's own "Mr. Geo," George Kochell, who has been teaching young filmmakers animation classes for over 20 years at the Greenbelt Access Television studio, located at the Community Center.

Working with GAVA, the Greenbelt Association for Visual Arts, Mr. Geo attained superhero status for his job teaching young people animated filmmaking. Many of his students were in attendance for the honors and screenings of their works.



O.F. Makarah (center), Executive Director of The Heritage Film Festival, presents awards to George Kochell (left) of Greenbelt and Ethel Lewis (right) of the Prince George's County Arts and Humanities Council.

Also honored was Ethel Lewis who for over 20 years has helped and supported creative artists and organizations through the Prince George's Arts and Humanities Council.

O.F. Makarah, the festival executive director, started the festival almost 15 years ago. A California native with a master's degree in filmmaking from UCLA, initiated bringing the festival to Prince George's County.



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City of Greenbelt Advisory Committee on Education (ACE) Grant Final Report

Due date: 45 days after project end date for approved and funded projects.

Section 1: Awardee Information:

Name: Lindsey Volk Position: 5th Grade Language Arts Teacher

Email address: lindsey.volk@pgcps.org School: Greenbelt Elementary School

Phone: (301) 513- 5911 Amount Awarded: \$500

Project start date: Feb 20, 2018 Project end date: March 27, 2018

Title of Project: Animation with 5th Grade

Section 2: GRANT REPORT (attach additional pages if needed):

1. Breakdown of how grant monies were spent.

George Kochell visited on five different days, leading three workshops per day. He was paid \$65 per hour visit (\$195 a day, \$975 for 5 days). The remaining \$475 was paid for by "The Family Art Fund".
I-pads and other supplies were supplied by the school.

2. Number and ages of students impacted. There are three 5th grade classes (ages 11 and 12) of about 35 students each (about 105 students in all).

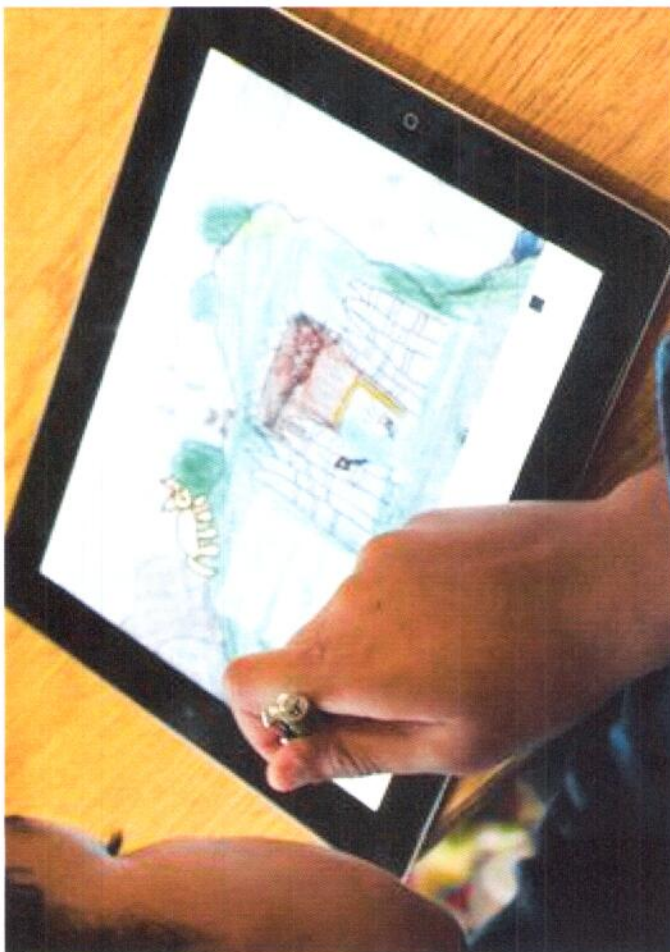
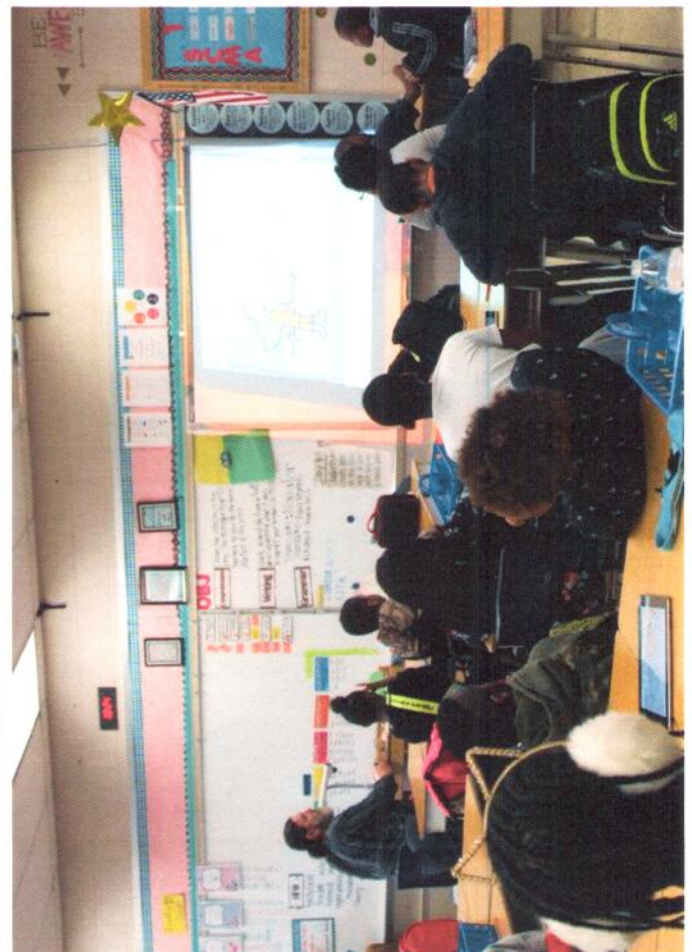
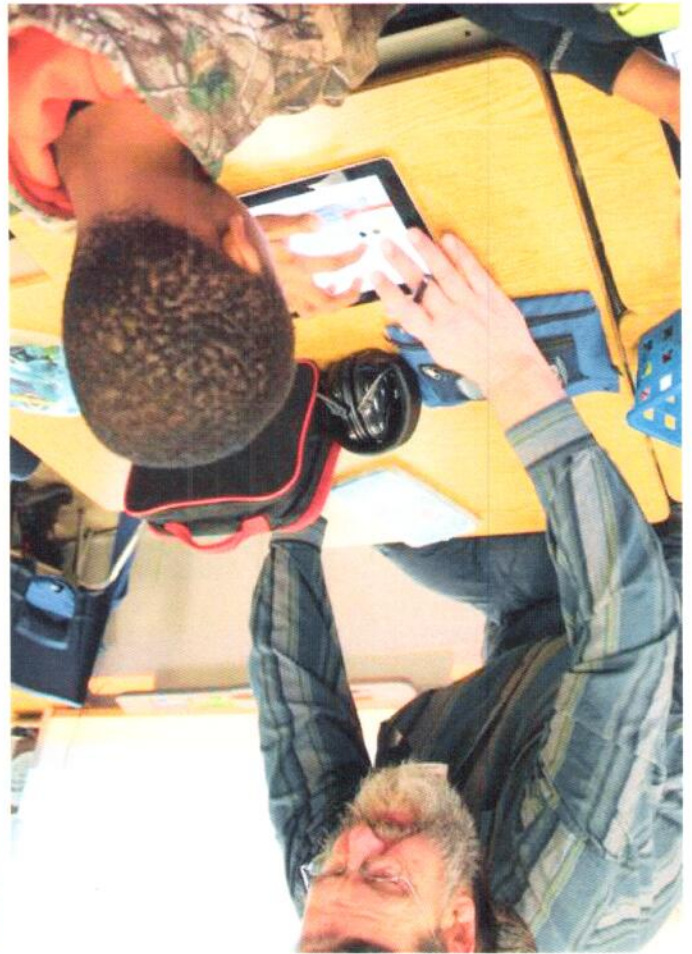
3. Assessment of success of project. Please provide examples of impact.

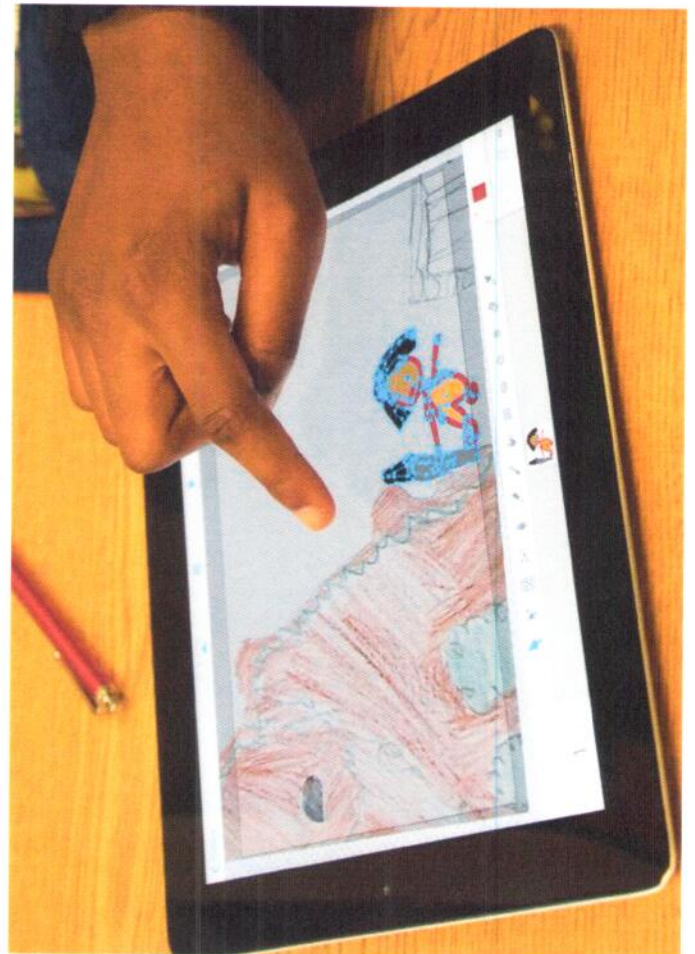
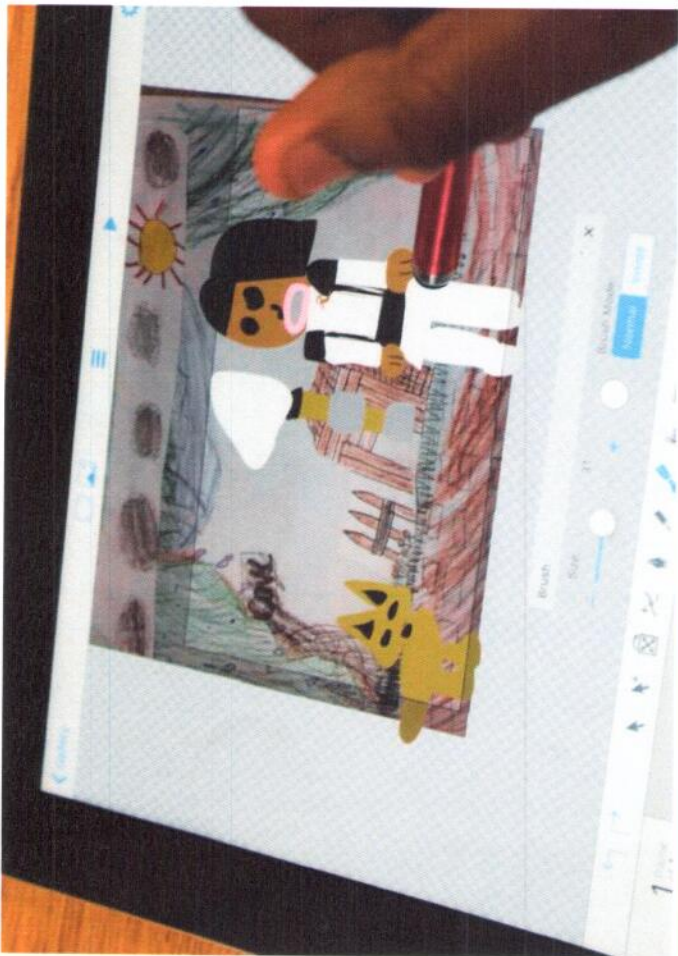
The students used iPads to illustrate and create special effects to depict characters from the text of their favorite book read this year. The focus of the textbook unit was sequencing and summarizing the steps of a process. Readings from the textbook focused on special effects and animation. The students created their own setting and character traits, taken from details in their novels. By the end, the characters were moving animations based on the climax of the story. The students presented their work to the class, parents, and staff on a big screen. They also wrote a summary of the steps they took to create their animation. This project was fun for all involved and the reading skills were easily assimilated by integrating the act of animation.

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ACE Grant Helps Bring Local Animation Artist to GES

by Ingrid Cowan Hass

Fifth graders at Greenbelt Elementary School are creating an unusual book report. Local animator and teaching artist George Kochell designed a special project, together with Lindsey Volk, 5th grade language arts teacher and arts integration officer at the school, to enhance the 5th grade reading curriculum. Using iPads to illustrate and create special effects, four classes (about 100 students in all) depicted characters from the text of their favorite book read this year.

Greenbelt Elementary is in its third year of being an Arts Integration School. Volk, clearly enthusiastic about this development, leads training sessions for teachers and has helped lead "learning walks" to show other schools how to integrate art into their curriculum.

"Integrating the arts brings content to life," she said. "I'm seeing that the lessons that are interwoven with art have improved student engagement, participation and understanding of concepts. The creative process allows students to take ownership of their learning, and that makes it not only more fun to learn, but to teach!"

Volk explains that for this project, the focus is on teaching students sequencing and summarizing the steps of a process. Readings from the textbook focus on special effects and animation. Instead of just reading about how animators in the field work together to create movies with special effects, students were given an opportunity to follow the steps firsthand.

Kochell (also known as Mister Geo) took students through each step of the animation project, including creating their own setting and character traits. Students re-read the texts, looking for descriptive and sensory details to include in their animations. Each detail of their work, down to the color of their character's clothes, was based on evidence from the text. By the end, the characters were moving animations based on the climax of the story.

The best part about practicing these reading skills, said Volk, "is that the students did not have to be taught explicitly. It just came naturally through animating." As an assessment of the skills and standards learned through this project, students then wrote summaries, sequencing the steps they took to create their animation. "This also came with great ease, as they were the ones taking part in the whole process." Students then presented their work on a big screen to their class, parents and administrators.

Kochell has an extensive background in teaching art to children and teens, focusing on drawing, comic books, graphic novels and animation, building on his professional background as a cartoonist. He has led several workshops at Greenbelt Elementary in past years. He has also taught quarterly classes at the Montpelier Arts Center for over 20 years and has been the animation instructor for Greenbelt Association for the Visual Arts (GAVA) at Greenbelt Access Television (GATE) for almost 20 years. In partnership with the Pathways Schools, the media classes were expanded to



Lindsey Volk works with Briana Faxio, Ny'Zell Blair, and Christian Turner.

- Photos by Ingrid Cowan Hass



George Kochell answers a question about the animation process.



Students create a character and setting from their favorite book using a stylus to draw and color their own cartoon elements with the DoInk animation app.

serve at-risk teens eight years ago, which Kochell also leads. GAVA, a local non-profit, formed a partnership with the school's PIA three years ago, creating The Family Art Fund of Greenbelt Elementary School to help bring

local artists into the school. This animation project was funded by an ACE Grant and The Family Art Fund.



Council Looks at Management And Standing Rules Issues

by Kathleen Gallagher

The city council meeting of March 26 considered document management, software acquisition and standing rules.

Document Management

Council adopted a resolution for the purchase of an electronic document management system for the city's Human Resources Department. The vendors of the five best proposals made presentations for review by a staff committee, which recommended a Laserfiche Electronic Document System contracted with UnityECM of Poquoson, Va. This year's budget includes \$20,000 for the purchase. Initial costs will be \$24,600, with the city IT Department picking up the costs of a cloud server. In addition, subscriptions will run \$9,600 per year, which will be included starting with the FY 2019 budget. The longer-term plan is to expand the use of this system to other departments, such as police and finance, as well as offices under the city manager's office.

Planning Software

Council also resolved to purchase an upgrade to the Utopia Planning Software used by the Planning Department. Among other improvements, city inspectors will be able to use mobile devices to complete inspections, look up past inspections and accomplish other tasks. Currently, inspectors complete paper forms for all their inspections. That information then needs to be entered into the existing Utopia software. The time savings and improved data capture will benefit the entire department. The cost of the upgrade is \$15,000 from Percont Software of St. Petersburg, Fla., which develops and maintains Utopia.

Standing Rules

A resolution to amend the city council's Standing Rules was introduced at the prior regular meeting, but the document required too much further revision to bring it back for adoption at the March 26 meeting. It was once again introduced for first reading with the intent that it be on the agenda for second reading and adoption on April 9.

New Deal Café to Screen Film Advocating Plant-Based Diet

On Monday, April 16, Reel and Meal will collaborate with Green Vegan Networking and Compassion Over Killing (COK) to host a screening of *The Last Pig* with a generous grant from VegFund. The program starts at 7 p.m. at the New Deal Café, following an optional vegan buffet beginning at 6:30 p.m.

In commemoration of Earth Day Month, the single most effective action you can take for the environment is to adopt a plant-based diet, according to the UN.

The Last Pig raises crucial questions about equality, the value of compassion and the sanctity of life. The documentary's soul-bearing narrative follows the protagonist's final year of farming pigs, the struggle to reinvent his life and the ghosts that will haunt him forever. Through sparse, intimate musings, the farmer reveals

the growing conflict of a life spent "peddling in death." *The Last Pig* is a lyrical meditation on what it means to be a sentient creature with the power to kill.

A representative from COK will address issues covered in the documentary and facilitate a conversation following the film.

Reel and Meal, a monthly vegan meal and film series, happens every third Monday of the month at the New Deal Café and is sponsored by Beaverdam Creek Watershed Watch Group, Green Vegan Networking, Prince George's County Peace and Justice Coalition and Utopia Film Festival.

The New Deal Café is accessible from Greenbelt Metro station by buses G12 and G14.

For more information, contact Cam MacQueen at worldisvegan.com or visit the New Deal Café website at newdealcafe.com.

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City of Greenbelt Advisory Committee on Education (ACE) Grant

Final Report

Due date: 45 days after project end date for approved and funded projects.

Section 1: AWARDEE INFORMATION:

Name: Yau-Jong Twu

Position: Physics and Research Practicum Teacher & Internship Coordinator

Email address: yitwu@pgcps.org School: Eleanor Roosevelt High School

Phone: 301-513-5400 x 82340 Amount Awarded: \$500.00

Project start date: February 15, 2018 Project end date: June 15, 2019

Title of Project: Shifting Toward Student-Centered Science Classroom

Section 2: GRANT REPORT (attach additional pages if needed):

1. Breakdown of how grant monies were spent.

Because of a price drop, we were able to purchase enough boards for 3 science teachers - Ms. Pates, Mr. Ramos, and Ms. Carlos. The \$500 ACE Grant was used to purchase twenty-seven 24" x 36" whiteboards.

27 boards at \$18.99 each => \$ 512.73

2. Number and ages of students impacted.

The project had benefited about 450 students of chemistry, environmental science, and biology (10th to 12th graders, 14- to 18-year-olds) in all three science teachers' classes at Eleanor Roosevelt High School. Although the project end-date is June 15, 2019, we expect to continue whiteboarding activities in future school years.

3. Assessment of success of project. Please provide examples of impact.

Here are what Ms. Pates, Mr. Ramos, and Ms. Carlos said about the benefits of whiteboards:

From Ms. Carlos: Usefulness of the Whiteboards in Classroom Discussion & Learning.

1) Very useful in small group discussion and peer group work, emphasizing what they learned in the previous class discussion, thus promoting cooperative learning, concept mapping, and developed fully their skills in problem solving.

2) Students learned to work on group activities and collaborating with the members of the group with more confidence, giving them additional ideas and help on solving problems that they cannot solve by himself/herself.

3) Students can use it as an important material (The whiteboard) to express their ideas by themselves and share among the members of the group, they can be creative on how they want to present their work to the group first and to the class as a whole.

From Mr. Ramos:

-During group formative assessment/ review game at the end of each unit, I post questions on a PowerPoint Presentation and then I have student groups answer on small whiteboards.

-My students used the small whiteboards to write their group's claim, evidence, and reasoning during Argument-Driven Inquiry Activities.

From Ms. Pates: Whiteboard as an Aid to Teaching & Learning:

-students used the whiteboard for small group discussions and cooperative learning: concept-mapping, creating diagrams, and problem solving.

-students worked on activities collaboratively using the whiteboard in order to come up with solutions / possible solutions to a problem that they might not be capable to solve alone.

-used as an important and a perfect tool in processing the students' thoughts and in presenting the Lab Report such as an Argument-Driven Inquiry Lab Activity, wherein students will present the problem/question, claim, evidences, and justifications, instead of using the traditional way.

-If a group of students is having difficulty with a particular topic, the instructor modifies easily the lesson to accommodate that need. If the instructor finds that prepared materials are insufficient to convey the topic at hand, the whiteboard can be employed to flesh out the presentation.

Sample Student Work:

1. The heat flow starts in the water system under the building. The pump then absorbs the heated water and turns it into thermal energy to be inserted into the building. This Process is Exothermic.

System: Geothermal heat pump

Surroundings: The building and the underground water

3. Solar:

- Clean Energy
- Sustainable
- \$15,000 to 24,000 for panels then no cost.

Geothermal

- Clean Energy
- 24/7
- Sustainable
- \$20,000 to 25,000 for a geothermal pump

Given - 535 kg of Steam, 157°C, cools to 100°C, condenses at 100°C, liquid H₂O cools from 100°C to 57°C

Formula - $Q = mc\Delta T$ 535kg • 535,000J

$Q = 535,000 \text{ kg} \left(\frac{1 \text{ cal}}{4.18 \text{ J}} \right) (63^\circ\text{C})$

$Q = 33,705,000 \text{ calories released}$

$Q = mc\Delta T = 535,000 \text{ g} \left(\frac{1 \text{ cal}}{4.18 \text{ J}} \right) (54^\circ\text{C})$

$Q = 28,890,000 \text{ cal absorbed}$

2 Rule #2
Never put any material in your mouth. Do not taste any chemicals unless your teacher specifically tells you to do so.

pg 586
43) When 2 objects of different temp. come in contact, heat will flow from the warmer object to the cooler one until both are the same temp. Ex. ice cubes in water melt, making the water cooler.
44) It is important to define the system + surroundings, so you know what is being affected + what is causing the affect.

pg 561
9) given: 181 g of silver $42.8 \text{ J/}^\circ\text{C}$ Equation: $C = \frac{q}{m \cdot \Delta T}$
HW $C = \frac{42.8 \text{ J}}{181 \text{ g} \cdot 1^\circ\text{C}} = 0.24 \text{ J/g} \cdot ^\circ\text{C}$

11) given: 190 g of liquid water 40.7 kJ/mol
Equation: $Q = m H_v$
 $190 \text{ g H}_2\text{O} \times \frac{1 \text{ mol H}_2\text{O}}{18 \text{ g H}_2\text{O}} = 10.6 \text{ mol} \times \frac{40.7 \text{ kJ}}{1 \text{ mol}} = 431.6 \text{ kJ}$

6. $Q = mc\Delta T = (10 \text{ g})(0.924 \frac{\text{cal}}{\text{g} \cdot ^\circ\text{C}})(100^\circ\text{C}) = 92.4 \text{ cal}$ GROUP 3

4. $Q = mH_{\text{vap}} (50 \text{ g})(2257 \frac{\text{J}}{\text{g}}) = 112850 \text{ J} \rightarrow 112900 \text{ J}$

62. a. $3.5 \text{ moles H}_2\text{O} \cdot \frac{18 \text{ g H}_2\text{O}}{1 \text{ mol H}_2\text{O}} = 63 \text{ g H}_2\text{O} \cdot 79.7 \text{ cal/g} = 5,021 \text{ cal}$
 $Q = mH_f$

b. $0.44 \text{ moles H}_2\text{O} \cdot \frac{40.7 \text{ kJ}}{1 \text{ mol}} = 17.91 \text{ kJ}$
 $Q = mH_{\text{con}}$

c. $1.25 \text{ mol NaOH} \cdot \frac{-82.8 \text{ kJ}}{1 \text{ mol}} = -103.5 \text{ kJ}$
 $Q = mH_{\text{cal}}$

d. $15 \text{ mol C}_2\text{H}_6\text{O} \cdot \frac{38.6 \text{ kJ}}{1 \text{ mol}} = 579 \text{ kJ}$
 $Q = mH_{\text{vap}}$

Thanks to the Greenbelt ACE Grant Program, the physics teachers are still using our white boards (purchased using ACE grant in 2016) in our classes. Now Ms. Pates, Mr. Ramos, and Ms. Carlos also get to implement whiteboarding in their classrooms.

NOTICE: This report will be made public through the Greenbelt City Council website. Photos are appreciated, but identifiable students must have a publicity release form on file with the school.

Email to: jongreenbelt@yahoo.com or mail to: ACE Grants Program, Greenbelt CARES, 25 Crescent Rd, Greenbelt MD 20770-1891, (301) 345-6660.

OFFICE USE: Date received? _____ Report complete? _____

City of Greenbelt Advisory Committee on Education (ACE) Grant Final Report

Due date: 45 days after project end date for approved and funded projects.

Section 1: AWARDEE INFORMATION:

Name: Lauren Cummings Position: President

Email address: lbcummin@hotmail.com School: Greenbelt Elementary School

Phone: 703-966-1634 Amount Awarded: \$500.00

Project start date: April 21, 2018 Project end date: April 21, 2018

Title of Project: ANGST Movie

Section 2: GRANT REPORT (attach additional pages if needed):

1. Breakdown of how grant monies were spent.

The \$500 contribution from ACE was matched by a financial donation of \$100 from the elementary and middle school PTA's and high school PTSA, as well as \$150 from Bee Yoga Fusion. All funds were used to pay for the screening fee for the documentary.

2. Number and ages of students impacted.

Volunteers from the elementary school and high school tallied attendance at the event as follows:

Greenbelt Elementary School Students - 6

Greenbelt Middle School Students - 2

Eleanor Roosevelt High School Students - 1

Dora Kennedy Students - 1

Kenmoor Middle School Students - 2

Friends Community School Students - 2

Holy Cross Redeemer Students - 5

College Park Academy - 1

Robert Goddard Students - 3

Home School Students - 1

College Students - 1

Total = 25

Parents - 32

Community Members - 18

Total = 50

3. Assessment of success of project. Please provide examples of impact.

See attached

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Email to: jongreenbelt@yahoo.com or mail to: ACE Grants Program, Greenbelt CARES, 25 Crescent Rd, Greenbelt MD 20770-1891, (301) 345-6660.

OFFICE USE: Date received? _____ Report complete? _____



Greenbelt Elementary School Parent Teacher Association

66 Ridge Road • Greenbelt • Maryland 20770 • School 301-513-5911 • Fax 301-513-5319

April 22, 2018

ACE Grants Program
Greenbelt CARES
25 Crescent Road
Greenbelt, MD 20770-1891

Dear Ms. Park:

On behalf of the Greenbelt Elementary School PTA, I would like to thank the ACE Grant Committee for their support of our screening and discussion of *ANGST*. The film was shown at the Old Greenbelt Theatre on Saturday, April 21, 2018. Our school as well as Greenbelt Middle School PTA and Eleanor Roosevelt High School PTSA advertised the event to their students and parents via numerous social media feeds, direct emails and flyers were also put up in schools and in other locations around Greenbelt such as the CARES office, Co-op grocery store, theatre, and New Deal Cafe. Additionally, Bee Yoga Fusion advertised the film to several local listserves.

The \$500 contribution from ACE was matched by a financial donation of \$100 from the elementary and middle school PTA's and high school PTSA, as well as \$150 from Bee Yoga Fusion. All funds were used to pay for the screening fee for the documentary.

The film aimed to normalize anxiety as something that affects many people and specifically talked to students about what anxiety feels like (heart racing, faster breathing, sweaty) as well as provided information about treating anxiety such as listening for the stillness in the room, holding ice cubes in your hands, refocusing your eyes, breathing techniques, taking your mind to somewhere you feel safe, and talking about your feelings. The film addressed parents directly as well by teaching them how to recognize the symptoms of anxiety and validating their child's feelings, learning how to not enable children by immediately removing them from anxiety producing events, teaching parents how their own anxiety can affect their child and how to be a good role modeling by talking about their feelings when they feel anxious.

Following the film, a discussion was lead by Gretchen Schock, owner of Bee Yoga Fusion, and Donna Behe, Prince George's County Guidance Counselor. Ms. Schock also taught attendees a specific breathing technique to use during an anxiety producing event. During the twenty minute discussion, eleven students and parents asked questions or shared their thoughts. One elementary school student stated that she believes that people do not think about how anxiety can affect everybody and that you can also be feeling more anxiety than you are physically showing to other people. Following this letter is a list of comments volunteers collected from attendees following the film. Of the 25 attendees surveyed after the screening, all stated that they found the film very helpful.

Additionally, a resource guide produced by the ANGST film makers was emailed to each school's guidance counselor for additional support in the schools.

Factors that may have contributed to turnout were beautiful weather, sporting events, Eleanor Roosevelt Music & Art Festival, and fear that attendance would be stigmatizing.

Volunteers from the elementary school and high school tallied attendance at the event as follows:

Greenbelt Elementary School Students - 6
Greenbelt Middle School Students - 2
Eleanor Roosevelt High School Students - 1
Dora Kennedy Students - 1
Kenmoor Middle School Students - 2
Friends Community School Students - 2
Holy Cross Redeemer Students - 5
College Park Academy - 1
Robert Goddard Students - 3
Home School Students - 1
College Students - 1
Total = 25

Parents - 32
Community Members - 18
Total = 50

Overall, we are very pleased with the turnout, in particular from parents who stated that they want to learn how to help their child deal with anxiety. Mayor Pro Tem J. Davis also attended and stated that the film was excellent and very helpful. Several parents and community members asked how this film could be required viewing in each school.

Again, thank you for Greenbelt ACE's support. If you have any questions, please feel free to reach out to me at (703) 966-1634 or lbcummin@hotmail.com.

Best,



Lauren Cummings
2017-2018 PTA President

Student Feedback

School	Age	Feedback
Eleanor Roosevelt High School	17	Confirmed that physical issues are related to anxiety, identified core fears, identified issues and ways to cope, learned that I'm not alone.
Robert Goddard	6	Learned that all kids have anxiety sometimes and can't control it. Even celebrities have anxiety.
Robert Goddard	11	Learned to talk to people about how I feel and to be a good friend. Learned tools to deal with anxious feelings.
Greenbelt Elementary School	10	What I'm feeling is normal and other people feel it too. Sometimes people don't know how anxious I really am.
Greenbelt Middle School	11	Learned about core fears and ways to address them.
Kenmoor Middle School	12	Hearing about exposure therapy made me want to try it to help me overcome my anxiety during certain situations.
Kenmoor Middle School	14	Understanding that anxiety branches off of a core fear.
College Park Academy	12	It was helpful to learn tools like the ice cube method for calming anxiety.
Dora Kennedy	12	I liked learning the breathing techniques.
Home Schooled	13	It helped to understand anxiety and how I can be a better support to my friends who may have anxiety. Like the student in the movie, I like to listen to music when I feel anxious.

Parent/Community Member Feedback

Parent or Community Member	Feedback
Parent	Movie provided a good balance of technical information about anxiety and tips that are simple for kids to do.
Parent	Learning the signs of anxiety, what to look for in child, everyone experiences anxiety differently, the idea that it doesn't last forever and that the more you do something the easier and less anxiety producing it becomes.
Parent	Helpful to learn more about the neurological aspect of anxiety. Would like to help more students be able to see the film.
Parent	Realized that I had more anxiety as a child than I realized. Recognizing how my anxiety may be impacting my parenting.
Parent	Liked learning the ice cube trick and having the resource document to take home.
Parent	Very powerful film. Made me recognize that driving to see the film I felt anxious about being on time and I was reacting to it by wanting to listen to classical music to calm down. Learning about how parenting from a place of anxiety can cause anxiety in kids.
Parent	Helpful to learn new language about how to speak about anxiety. I liked how it broke down different aspects of anxiety like OCD and panic attacks.
Parent	Good reminder that you can have anxiety at all different ages and can feel it in lots of different ways. Helpful to learn how to deal with anxiety.

Parent	I liked learning the tool of focusing your eyes on something close like your hand and then refocusing on something further away.
Parent	Good reminder that everyone experiences anxiety and that it can show up in different ways. Need to learn to share feelings.
Parent	Helping to remember to listen and that I don't have to try to solve my child's problem.
Parent	Learned that I may be more anxious than my child and may be transferring my anxiety to my child.
Parent	Learned that as a parent I'm always trying to do so much for my kids, organizing getting them to their activities, that it's stressful for me. Learning to recognize symptoms of anxiety in others and to be more supportive. Took several resource guides to give out to other families I know.
Community Member	Glad to have learned tools to help a child that I nanny for who has anxiety.
Community Member	Helpful to learn the tool of taking your mind to a place where you feel special and safe. Once you've calmed down to try to identify the core fear.
Community Member	Learning that parents need to trust a child's experience, feelings and what they are saying. Important to listen.

City of Greenbelt Advisory Committee on Education (ACE) Grant Final Report

Due date: 45 days after project end date for approved and funded projects.

Section 1: AWARDEE INFORMATION:

Name: Wanda Dixon

Position: Dramatic Arts Instructor

Email address: wanda.dixon@pgcps.org

School: Springhill Lake Elementary

Phone: (240) 416-7667

Amount Awarded: \$430.40

Project start date: Tuesday, 3/5/18

Project end date: June 18, 2018

Title of Project: (Using Theater and Music in Elementary Education to Enhance Social and Academic Growth) ***The Big Bad Musical***

Section 2: GRANT REPORT (attach additional pages if needed):

1. Breakdown of how grant monies were spent.

Item	Cost
Script	\$7.50 x 14 (\$105.00)
Director's Book	\$20.00
Piano Score	\$20.00
CD Set	\$75.00
Graphics Package	\$25.00
Royalties	\$85.00
Costumes / Props	\$100.00

2. Number and ages of students impacted.

19 Cast Members and Ages:

-
- Big Bad Wolf – 11
 - Evil Stepmother – 10
 - 3 Wolfettes – 10, 10, 11
 - Fairy Godmother – 9
 - 3 Fairies – 7,7,7
 - Red Riding Hood – 10
 - Grandmother Hood – 9
 - Old Shepherd – 9
 - Boy Who Cried Wolf – 9
 - Pig 1 – 10
 - Pig 2 – 10
 - Pig 3 – 8
 - Woodcutter – 8
 - Sydney Grimm – 10
 - Wise Old Man - 9
-

- 4 crew members - 10
 - 5th and 4th Grade Art Classes (approximately 40 students) used to create setting and stage backdrop – ages 9 & 10.
 - 2 productions were performed for our school audience of 2nd & 3rd graders on Friday, June 15, and 4th and 5th graders on Monday, June 18.
 - 1 final production was performed for an audience of parents and families on Monday, June 18, at 6:00pm.
-

3. Assessment of success of project. Please provide examples of impact.

There were several goals of this project including:

- Increasing reading fluency
 - Understanding mood, tone, and expression in literature
 - Improving communication skills
 - Increasing self-control and discipline
 - Building a positive and confident self image
 - Working collaboratively with others
-

The original plan was for this musical to be held in the month of March, but due to County and State testing I moved the date back to the end of the school year so as not to interfere with the process of preparing for and administering mandatory testing. I also elected to change the musical title using *The Big Bad Musical*, instead of *The Real Story of Little Red Riding Hood*, to be sure the reading level was appropriate for our students.

As a result of this project teachers of cast members have reported an improvement in students' reading interest and fluency. I was able to define *mood*, and *tone* for students and could determine that students understood these concepts by the way they read and acted out their roles. They eagerly attended rehearsals which were held Tuesday – Thursday after school from 2:00pm-3:30pm. Although the process was tiring and repetitious, they persevered and worked collaboratively with each other to make the musical a success. I was impressed with the efforts of our art teacher to include several students in her 4th and 5th grade classes in making the backdrop and other components used for the setting and props. Our school audiences were excited and impressed with the performance of their peers and several have asked me about the possibility of also being part of future theatrical productions. This effort has moved our school a step closer to becoming an official Arts Integrated School in our county. For future efforts I will be establishing an afterschool drama club, which will result in an annual theatrical/musical production.



NOTICE: This report will be made public through the Greenbelt City Council website. Photos are appreciated, but identifiable students must have a publicity release form on file with the school.

Email to: jongreenbelt@yahoo.com or mail to: ACE Grants Program, Greenbelt CARES, 25 Crescent Rd, Greenbelt MD 20770-1891, (301) 345-6660.

OFFICE USE: Date received? _____ Report complete? _____

Springhill Lake Elementary Presents:



Auditions will be held for choral and speaking parts Tuesday, March 6- Friday, March 16 from 8:00am to 8:30am in the music temp.

- **Complete the audition application and return it to your teacher.**
- **Be prepared to sing a basic music scale (do-re-mi), and read a small script)**

**Springhill Lake Elementary
Presents:**



**Book by Alec Strum
Music and lyrics by Bill Francoeur**

**Monday, June 18, 6:00PM
Springhill Lake Cafeteria**

City Council Agenda Item Report

Meeting Date: January 14, 2019

Submitted by: Judith Howerton

Submitting Department: Planning

Item Type: LEGISLATION

Agenda Section:

Subject:

A Resolution To Authorize The Negotiated Purchase Of Professional Architectural/Engineering Services For The Cherrywood Lane Green And Complete Street Retrofit Project From Charles P. Johnson & Associates, Inc. (CPJ) At A Cost Not To Exceed \$130,710.

Suggested Action:

1st Reading

Reference:

Resolution

Memorandum, J. Howerton, 01/08/2019

Request for Proposals, Cherrywood Lane Green and Complete Street Retrofit Project

Preliminary Concept Design Report: Cherrywood Lane Complete and Green Street Project

Charles P. Johnson & Associates, Inc. (CPJ) Proposal

On March 17, 2017, with Council approval, the City of Greenbelt submitted an application for technical assistance through the Chesapeake Bay Trust (CBT). The next step from the conceptual design recommendations for Phase One of the Cherrywood Lane Green and Complete Street retrofit is the development of engineered designs. The city was granted an award in the amount of \$56,000, delivered through the Green Streets, Green Jobs, Green Towns Grant Program as part of a contract agreement signed July 5, 2017. The CBT has stipulated that grant monies must be spent by June 2019.

In October 2018, the City issued A Request for Proposals (RFP) to secure architectural/ engineering (A/E) professional services for the Cherrywood Lane Project. A site visit was scheduled for Wednesday, November 28, 2018 at 1:00 pm (at Springhill Lake Recreation Center). Fourteen (14) consulting firms attended the site visit meeting.

Five (5) proposals were received. Staff has carefully reviewed the proposals and costs for each proposal. Included in the Council's packet is a memorandum from Judith Howerton, Community Planner, detailing the RFP and review process. Ms. Howerton is recommending the Cherrywood Lane Green and Complete Street Retrofit Project to be awarded to CPJ Associates.

It is recommended this resolution be introduced for the first reading.

Attachments:

[Resolution](#)

[MEMO_Staff_Recommendation.pdf](#)

[Request for Proposals, Cherrywood Lane Green and Complete Street Retrofit Project](#)

[Preliminary Concept Design Report: Cherrywood Lane Complete and Green Street Project](#)

[Charles P. Johnson & Associates, Inc. \(CPJ\) Proposal](#)

Introduced:
1st Reading: January 14, 2019
2nd Reading: January 28, 2019
Passed:
Posted:
Effective:

RESOLUTION NUMBER 20XX

A RESOLUTION TO AUTHORIZE THE NEGOTIATED PURCHASE OF DESIGN AND ENGINEERING SERVICES FOR THE CHERRYWOOD LANE GREEN AND COMPLETE STREET RETROFIT PROJECT FROM CHARLES P. JOHNSON & ASSOCIATES, INC. AT A COST NOT TO EXCEED \$130,710.

WHEREAS, the City Council has included funding for Cherrywood Lane Project within the approved capital budget; and

WHEREAS, the City is committed to granting safe access for all users through better pedestrian and bicycle access and providing best practices that capture, slow down and treat storm water before entering the drainage system and discharging into the Indian Creek; and

WHEREAS, the City completed a preliminary concept design report for Cherrywood green and complete street project; and

WHEREAS, the City issued Request for Proposals (RFP) for professional engineering/design services; and

WHEREAS, the consultant will produce engineered design plans based on previous conceptual design plans but may incorporate next generation green infrastructure where appropriate; and

WHEREAS, plans must be more than ninety percent complete at close of project, meeting all contractual obligations; and

WHEREAS, the cost to the City shall not exceed \$130,710. NOW, THEREFORE,

BE IT RESOLVED by the Council of the City of Greenbelt, Maryland, that the City Manager be authorized to contract with Charles P. Johnson, Inc (CPJ) of Silver Spring, Maryland to provide design and engineering services for the green and complete street retrofit of Cherrywood Lane at a cost of \$130,710.

PASSED by the Council of the City of Greenbelt, Maryland, at its regular meeting of January 28, 2019.

Emmett V. Jordan, Mayor

ATTEST:

Bonita Anderson, City Clerk

**CITY OF GREENBELT, MARYLAND
MEMORANDUM**

TO: Nicole Ard, City Manager
FROM: Judith Howerton, Community Planner
VIA: Terri S. Hruby, Planning and Community Development Director
DATE: January 8, 2019
SUBJECT: Recommendation for selection of consultant to perform professional services for the Cherrywood Lane Green and Complete Street Retrofit

Background:

The City Council has been briefed on the Cherrywood Lane Green and Complete Street Retrofit Project on several occasions. At their August 24, 2015 work session, planning staff together with Low Impact Development Center (LIDC), a non-profit organization that focuses on sustainable storm water solutions, presented three (3) preliminary street plan design concepts. Each design option illustrated different feasible opportunities for selecting, siting, and utilizing Low Impact Development (LID) storm water retrofits and complete street concepts. Planning staff, the Advisory Planning Board, and GreenACEs each reviewed all the design options. A consensus was formed in support of one. That design option is now part of the final preliminary concept design report.

The concept design report is a recommendation that gives guidance on green and complete street elements that could be integrated within Cherrywood Lane's right-of-way. It provides opportunities for protected bike lanes, on-street parking, and/or specialized bus loading areas to be evaluated and accommodated during more detailed planning processes. It includes calculation of storm water benefits and preliminary cost estimates for construction. It also includes a phasing plan which breaks down the roadway reconstruction into three (3) phases, with Phase One as the immediate focus. Phase One spans 4,200 feet beginning at the CVS Pharmacy entrance drive at Beltway Plaza and ending at 350 feet south of the Greenbelt Metro Access Drive roundabout's center.

On March 17, 2017, with Council approval, the City of Greenbelt submitted an application for technical assistance through the Chesapeake Bay Trust (CBT). The next step from the conceptual design recommendations for Phase One of the Cherrywood Lane Green and Complete Street retrofit was the development of engineered designs. The city was granted an award in the amount of \$56,000 and delivered through the Green Streets, Green Jobs, Green Towns Grant Program as part of a contract agreement signed July 5, 2017. The CBT has stipulated that grant monies must be spent by June 2019.

Proposal:

A Request for Proposals (RFP) to secure architectural/engineering (A/E) professional services was advertised on E-Maryland Market Place, Washington Post, Greenbelt News and Review and sent via email to 'local' firms known to specialize in provision of engineering services for such projects. A site visit was scheduled for Wednesday, November 28, 2018 at 1:00 pm (at the parking lot of Springhill Lake Recreation Center; 6101 Cherrywood Lane, Greenbelt, MD 20770). The submittal deadline was December 7, 2018 at 4pm.

Fourteen (14) consulting firms attended the site visit meeting. The visit provided an opportunity for firms to view the site, examine the scope of work, and ask questions of City staff. Staff was able to address questions by posting responses on city website including the sign-in sheet which was requested by attendees.

Response:

The City received five (5) proposals in response to the RFP. Planning staff assessed this as a good response rate. The consulting firms submitting proposals were as follows:

- Charles P. Johnson & Associates, Inc. (CPJ);
- A. Morton Thomas and Associates, Inc. (AMT);
- Johnson, Mirmiran and Thompson, Inc. (JMT);
- Toole Design Group (Toole); and
- Wallace Montgomery (WM)

Evaluation:

All proposals have been carefully reviewed by staff. All five (5) consulting firms' submitted proposals that show adequate professional qualifications to perform the work requested. In addition, they have demonstrated work experience with similar projects (street improvements, storm water management, and bicycle/pedestrian projects). Staff also considered how well they responded to the specific requirements in the RFP taking into account the City's requests. Beyond that, staff based evaluation on the quality of each submission (proposed work plan).

In reviewing cost estimates provided by the different proposals, staff noted that proposals cited different cost estimates each based on the consulting firms approach to what direction they perceived the project needed to move towards completion. This means that some firms cited cost estimates based on deliverables of engineered design plans at 30% completion while others cited proposals based on deliverables of engineered design plans at 90% completion. Staff has therefore broken down proposed costs into two (2) categories as follows:

Completion at 90% engineered design plans

- Charles P. Johnson & Associates, Inc. (CPJ) \$130,710
- A. Morton Thomas and Associates, Inc. (AMT) \$199,500

Completion at 30% engineered design plans

- Johnson, Mirmiran and Thompson, Inc. (JMT) \$ 85,850
- Toole Design Group (Toole) \$170,884
- Wallace Montgomery (WM) \$ 85,911

Of the five (5) proposals, staff shortlisted CPJ, JMT, and WM based on both the combined quality of their proposals in response to the RFP as well as the cost value. CPJ promises to deliver the project to 90% engineered design plans at a cost of \$130,710. JMT would deliver the project to 30% engineered design plans (at \$85,850) but has also included a detailed plan in their proposal of how they would take the project from what they refer to as stage one (30%) to stage two (90%) engineered designs. This would allow the city to break the project into stages while maintaining continuity with the same contractor. The total cost at 90% would be \$385,150. WM provides a thorough proposal of how they would arrive at 30% engineered designs at a cost comparable to JMT's \$85,850 - \$85,911; however, that is the entirety of their proposal which means the city would potentially have to pursue another contract(or) to get to the next stage.

It is in the interest of the city to work with one of the two consultants that would take them through the different stages to 90% completion. It would eliminate excessive steps in getting to construction and save not only time and effort but money as well. As a result the options were narrowed down to only two (2) proposals. The two (2) feasible options for the city to move forward with this project are CPJ and JMT. While both firms are qualified based on criteria to be considered for selection, CPJ gives a much better cost value and could save the city a lot of money. Staff contacted CPJ for more elaboration on their work plan, as samples of work given with their proposal were heavy on storm water management. Staff wanted to see more street and bicycle/pedestrian related projects. CPJ has been very responsive to staff needs. References were also checked.

It is useful to note that, to date, the city has allocated \$86,000 to this project in the FY 19 budget with \$30,000 as the cash match amount to the \$56,000 CBT grant. Also, Appendix B of the Preliminary Concept report is a table showing 'Phase One Preliminary Cost Estimates'. LIDC estimated final design and engineering (of the conceptual design) at \$319,821. This figure has been reported to the City Council in the past.

Staff recommendation:

It is staff recommendation that Council accept the proposal of Charles P. Johnson & Associates, Inc. (CPJ) to provide A/E professional services for the engineered design plans of the Cherrywood Lane Green and Complete Streets Retrofit as set forth in their proposal dated December 7, 2018 at a cost of \$130,710.

Should Council direct, staff will prepare a Resolution for Negotiated Purchase to be presented for first reading at the January 14, 2019 City Council meeting.

Attachments:

- Request for Proposals: Engineered Design Plans Cherrywood Lane Green and Complete Street Retrofit - Contract No. 2018-04-R
- Preliminary Concept Design Report: Cherrywood Lane Complete and Green Street Project
- Charles P. Johnson & Associates, Inc. (CPJ) Proposal

CITY OF GREENBELT, MARYLAND
REQUEST FOR PROPOSALS
Engineered Design Plans
Cherrywood Lane Green and Complete Street Retrofit
Contract No.
2018-04-R

The City of Greenbelt is seeking Proposals from qualified individuals and/or professional design/engineer firms for the following project:

BACKGROUND

In 2015, the City of Greenbelt completed a preliminary concept design report for Cherrywood Lane complete and green street project which assessed existing conditions of the street and prepared 30% design concepts for retrofitting the street with green and complete street elements. This report is part of the background materials for this Request for Proposal (RFP).

The next step in implementing this project is the preparation of engineered design plans.

SCOPE OF SERVICES AND DELIVERABLES

The selected consultant will produce engineered design plans based on the conceptual design plans previously developed for Cherrywood Lane, but may incorporate next generation green infrastructure technologies where appropriate.

- 1) Meet with client for project kick-off and determination of project schedule
- 2) Prepare engineered design plan for client's review. Plan's must be more than 90% complete at close of project and at a minimum must include the following elements:
 - Site map that includes the below items;
 - Property boundaries
 - Project boundary
 - Field-run topographic survey of existing conditions
 - Drainage area to the treatment practice and impervious cover in the drainage area
 - Mapped utilities and roads
 - As applicable, mean high water, full pool elevation, bank-full/bench-full
 - Proposed design (grade changes, drainage structures, rock placement, etc.)
 - Landowner signature on the plan, which indicates project endorsement
 - Copy of soil survey mapping and field confirmation of soil drainage class;
 - NRCS web soil survey can be found at <http://websoilsurvey.nrcs.usda.gov/app/HomePage.htm>
 - Site details (e.g., topographic lines, roads, land uses, and soils).

- These are available at the Water Resources Registry where you can create an output with the desired metrics requested here:
<http://watershedresourcesregistry.com/>
 - Detailed earthwork volumes (cut, fill, stockpiled, etc.);
 - Planting plan (plant locations and plant types); and
 - Site photos.
- 3) Prepare Cost projections for construction of engineered designs including implementation, operation, and maintenance.
- 4) Prepare permit and technical construction documents
 Prior to final acceptance of plans, a pre-application meeting with the Maryland Department of the Environment (MDE), Prince George's County Department of Permitting, Inspections, and Enforcement, and Prince George's County Soil Conservation District must be held to determine that the design is permittable by local and state agencies.
- 5) Develop a maintenance plan for the low impact development facilities and provide calculations of treatment by practice.

Services shall also include up to three (3) meetings with Greenbelt City Council; four (4) meetings with citizen advisory board(s); and unlimited meetings with project staff.

PROJECT SCHEDULE

TASK	PROPOSED TIMELINE
Kickoff meeting/finalization of scope	01/31/2019 – 02/15/2019
Consultant performs survey, site map, finalizes draft design. Staff provide feedback and revisions as needed	02/18/2019 – 03/29/2019
Public meetings and presentation of plans	04/01/2019 – 04/26/2019
Redesign of plans to reflect community input. Finalization of plans and submission of final report to CBT.	04/29/2019 – 05/24/2019

CONTENT OF RESPONSE AND QUALIFICATIONS

The proposal shall include:

- Proposed scope of services
- Names of project team/firms (please indicate principal contact)
- Qualification statement and resumes of project team
- List of relevant, former projects of similar scope
- List of references
- Proposed schedule
- Proposed fees for services and lump sum cost proposal

This project is funded by the City of Greenbelt and the Prince George's County Stormwater Stewardship grant program administered by the Chesapeake Bay Trust. It must meet with all City of Greenbelt procurement requirements.

The City of Greenbelt is an Equal Opportunity Employer and supports affordable housing.

CONTACT INFORMATION

Proposals must be submitted to Judith Howerton, at the Greenbelt Department of Planning and Community Development, 15 Crescent Road, Suite 200, Greenbelt, Maryland 20770 on Friday, December 7, 2018 by 4:00 pm. A site visit is scheduled for Wednesday, November 28, 2018 at 1:00 pm (meet at Springhill Lake Recreation; 6101 Cherrywood Lane, Greenbelt, MD 20770). While the site visit is not mandatory, attendance is strongly encouraged. Please contact Judith Howerton at 240-542-2040 with any questions regarding this project.

REQUEST FOR PROPOSAL SUMMARY

Project: Engineered Design Plans for the retrofitting of Cherrywood Lane

Lump Sum Cost: \$ _____

Envelopes with responses to this RFP should be clearly marked with 1) Project Name: Engineered Design Plans for the retrofitting of Cherrywood Lane, 2) Contract No: 2018-04-R. Please submit additional information on the services you will provide as an attachment.

To be considered, please submit bid by: 4:00pm on Friday, December 7 2018

Greenbelt Department of Planning and Community Development
Attn: Judith Howerton, Community Planner
15 Crescent Road, Suite 200
Greenbelt, Maryland 20770

Company Name

Contact Name

Telephone

Email

Signature

Date

Your signature will guarantee the proposed production quote will be effective for 120 days.

Preliminary Concept Design Report:

CHERRYWOOD LANE COMPLETE AND GREEN STREET PROJECT

City of Greenbelt
Prince George's County
December 2015



ACKNOWLEDGMENTS

This preliminary concept report was prepared under the guidance of the City of Greenbelt’s Department of Planning and Community Development.

Department of Planning and Community Development

Celia Craze, Director
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Low Impact Development Center, Inc.

Neil Weinstein, Executive Director
Emily Clifton, Project Manager / Environmental Planner
Suzy Cho, Environmental Planner
David Miller, Environmental Engineer

Additional Support

The following departments, boards, and committees provided considerable information and assistance with this project: Greenbelt City Council, the Advisory Planning Board, Green ACES, and the Public Works Department.

Funding

This project was funded by the Green Streets - Green Jobs - Green Towns (G3) Initiative, which is managed and administered by the Environmental Protection Agency’s Mid-Atlantic Region in partnership with the Chesapeake Bay Trust. For further information on this funding opportunities, visit www.cbtrust.org.

CONTENTS

PROJECT OVERVIEW	3
Project Scope	3
Project Location	3
Project Purpose	3
Conceptual Site Plan Phases	4
COMPLETE STREET DESIGN ELEMENTS	5
Design Criteria Overview	5
Roadway Design Criteria	5
Pedestrian Design Criteria	6
Bicycle Design Criteria	7
Bus Stops, Parking, and Lighting	8
GREEN STREET DESIGN ELEMENTS	11
Design Criteria Overview	11
Green Stormwater Infrastructure	11
CHERRYWOOD LANE ILLUSTRATED CONCEPTS	14
Cherrywood Lane Illustrated Concepts: Phase One	15
Cherrywood Lane Illustrated Concepts: Phase Two	22
Cherrywood Lane Illustrated Concepts: Phase Three	26
PHOTO/IMAGE CREDITS	28
REFERENCES	29
APPENDIX A: ESTIMATED PHASE ONE STORMWATER BENEFITS	30
APPENDIX B: PHASE ONE PRELIMINARY COST ESTIMATES	31

PROJECT OVERVIEW

Project Scope

This *Preliminary Concept Design Report: Cherrywood Lane Complete and Green Street Project* has been prepared by the Low Impact Development Center, Inc., under the guidance of the Department of Planning and Community Development. It serves to provide a clear path for transforming a too-wide street into one that better serves multiple modes of transportation, minimizes paved surfaces, and optimizes stormwater management. This report provides guidance on complete and green street elements to be integrated within Cherrywood Lane's right-of-way and breaks down the roadway into three reconstruction phases.

The preliminary concept design and report reflect input gathered through multiple meetings with Planning and Public Works Department staff, the Advisory Planning Board, and Green ACES. Most, if not all, of these ideas are integrated into the final preliminary concept:

- Increase walkability by enhancing safety and convenience and strategically improving and expanding the sidewalk system
- Ensure pedestrian access to Greenbelt's transit system, recreational trails, and nearby neighborhoods such as Franklin Park at Greenbelt Station
- Provide access to transit stop facilities for the full range of users
- Physically protect the bike lane, wherever possible, with the use of bioretention, flexible posts, or other methods to separate bikes from cars
- Reduce impervious area and incorporate green stormwater infrastructure features such as bioretention, bioswales, and tree plantings within the right-of-way

Project Location

Cherrywood Lane is a 1.5 mile long city-owned collector roadway in the heart of Greenbelt, MD. The roadway is a key part of Greenbelt's bike network and acts as an important commuter route to the Metro and MARC stations. West of Cherrywood Lane lies the Indian Creek Stream Valley – one of the last natural floodplains and the sole remaining unchannelized section of the stream valley within the I-495 Capital Beltway. Cherrywood Lane is bound by Maryland State Route 202 (MD-202)/Edmonston Road to the north and Maryland State Route 193 (MD-193)/Greenbelt Road to the south.

Project Purpose

This project's purpose is to grant safe access for all users of Cherrywood Lane and better pedestrian and bicycle access to surrounding neighborhoods, commercial centers, and the Greenbelt Metro Station. It will provide on-street stormwater facilities that capture, slow down, and treat stormwater before it enters the storm drain system, eventually discharging into Indian Creek.

The following pages provide: 1) a description of the complete and green street elements utilized and 2) concept designs for various segments of the roadway. The intent is to provide the City with planning-level concepts for the reconstruction of the roadway in three separate phases. Retrofit cost estimates and stormwater treatment estimates are included for the first reconstruction phase (Phase One).

Conceptual Site Plan Phases

The Department of Planning and Community Development envisions that Cherrywood Lane will be retrofitted in three separate phases:

Phase One is a roughly 4,200 linear foot segment that extends from the CVS Pharmacy parking lot entrance at Beltway Plaza to 350 feet south of the center of the roundabout at the intersection with Greenbelt Metro Access Drive.

Phase Two begins 350 feet south of the center of the roundabout to where Cherrywood Lane ends at Edmonston Road (MD 201). This segment is approximately 3,400 linear feet in length.

Phase Three is an approximately 500 linear foot segment from Greenbelt Road (MD 193) to the CVS Pharmacy parking lot entrance at Beltway Plaza.

Stormwater treatment calculations and a preliminary opinion of cost for roadway and best management practice construction are provided for Phase One (see Appendix 1).



The 1.5 mile Cherrywood Lane will be retrofitted in three phases.

COMPLETE STREET DESIGN ELEMENTS

Design Criteria Overview

Cherrywood Lane is a collector roadway that provides connectivity between local developed areas, neighborhoods, and arterial roadways within the City of Greenbelt. The right-of-way varies from approximately 80 to 100 feet.

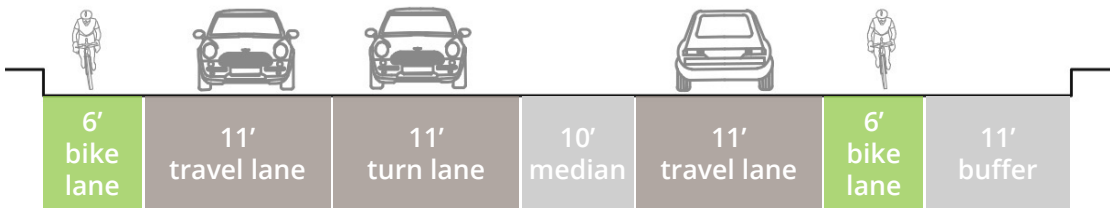
The majority of the 1.5 mile roadway is two travel lanes with wide shoulders and a large, paved median marked with yellow striping. There is minimal on-street parking on the eastern side of Cherrywood Lane, located primarily by Franklin Park at Greenbelt Station Apartments. Southbound left turn storage lanes allow for left turn movement onto Breezewood Drive, Springhill Drive, and Ivy Lane and into Franklin Park at Greenbelt Station Apartments and Springhill Lake Recreation Center. A roundabout exists at the intersection with Greenbelt Metro Access Drive. Cherrywood Lane transitions into a 4-lane road for about a quarter mile on both ends of the roadway as it approaches Edmonston Road (MD 201) to the north and Greenbelt Road (MD 193) to the south.

The design elements identified in this report are intended to fit within the existing right-of-way. Any alternative modifications that might require an expansion of the right-of-way are noted.

Roadway Design Criteria

Functional Classification

Cherrywood Lane is designated and recommended to remain a collector road in the 2013 *Greenbelt Metro Area and MD 193 Corridor Sector Plan and Sectional Map Amendment (SMA)*. The sector plan and SMA also proposes to keep Cherrywood Lane as a two-lane road, with one lane in each direction. This report does not propose any changes to the functional classification.



Existing Cherrywood Lane roadway section north of the intersection with Breezewood Drive.

Traffic and Circulation

The *Greenbelt Metro Area and MD 193 Corridor Sector Plan and SMA* includes recent traffic and circulation observations and forecasts how Cherrywood Lane will perform in year 2040 traffic conditions. Excessive speeding along Cherrywood Lane was observed during off-peak hours in 2012. Prince George's County's regional transportation demand forecasting model found that Cherrywood Lane is and will continue to operate at an acceptable level of service, provided that the entire Capital Beltway (I-95/495) Greenbelt Metro interchange is constructed.

This *Preliminary Concept Design Report* recommends adding green infrastructure elements along the length of the roadway as traffic calming devices. Phase Two recommendations include maintaining the four-lane storage capacity between the Federal Courthouse entrance and Edmonston Road intersection and the two-lane striping between the Federal Courthouse entrance and Greenbelt Metro Access Drive. This is supported by the *Greenbelt Metro Area and MD 193 Corridor Sector Plan and SMA* and the City of Greenbelt's 2014 *Pedestrian and Bicyclist Master Plan*.

This report also recommends that the impact of a full interchange at the existing Capital Beltway (I-95/495) Greenbelt Metro interchange be reviewed prior to finalizing a concept design for Phases Two and Three of the Cherrywood Lane complete and green street retrofit project.

Lane Widths

Existing lane widths average between 10 and 12 feet. The concept designs included in this *Preliminary Concept Design Report* are depicted with 11 feet lane widths.

Streetscape Standards

The *Greenbelt Metro Area and MD 193 Corridor Sector Plan and SMA* recommends that Cherrywood Lane be reconstructed as a green street with landscaped medians, wide bike lanes, turn lanes where needed, and sidewalks on both sides of the street. Inclusion of such features will also ensure conformance with the principles for complete streets design identified in the 2009 *Approved Countywide Master Plan of Transportation*.

Pedestrian Design Criteria

Sidewalks

Cherrywood Lane lacks sidewalks on the western side between the crosswalk nearest Beltway Plaza Mall and the roundabout. Continuous sidewalks are also missing on both sides of the roadway near Edmonston Road (Route 201). The *Greenbelt Metro Area and MD 193 Corridor Sector Plan and SMA* and the *Pedestrian and Bicyclist Master Plan* recommend correcting these issues.

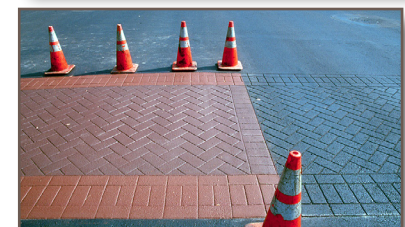


Disconnected/missing sidewalk between Edmonston Road and Breezewood Drive.

The *Pedestrian and Bicyclist Master Plan* identifies the American Association of State Highway and Transportation Officials' (AASHTO) seven characteristics of a well-designed sidewalk. These include ADA accessibility; adequate width for passing; safety/sense of security; continuity; landscaping; social space for interaction; and strengthening of neighborhood identity. This *Preliminary Concept Design Report* supports those recommendations. The final width and placement of the sidewalk will be determined in future stages of design. The cost to install a continuous 5 foot sidewalk on the west side for Phase One are provided in the cost estimates in Appendix B. An optional cost is also included for removing the 4 foot sidewalk on the eastern side and replacing it with a 5 foot sidewalk. The City may have to acquire more right-of-way to expand the sidewalk on the eastern side, if desired.

Pedestrian Crossings

The current roadway configuration requires pedestrians to cross 60 to 70 feet of road width in a single crossing. Very few raised center medians or pedestrian refuge islands are available. This report recommends that best practice designs for crossings be incorporated throughout the length of Cherrywood Lane. This includes utilizing ADA compliant curb ramps, crosswalk markings, raised crosswalks, and curb bumpouts to reduce the crossing distance and limit pedestrian exposure.



Options for improving crosswalk safety include refuge islands and striped or raised crosswalks.

Bicycle Design Criteria

Bike Lanes

Bike lanes are present on both sides of Cherrywood Lane, with the exception of the area between Breezewood Drive and Greenbelt Road and a small segment nearest to MD 201. This *Preliminary Concept Design Report* proposes adding bike lanes on both sides of the road in these segments.

Existing bike lanes are 6 feet wide. Lanes are one-way and go in the direction of the adjacent travel lane. In several places, it is recommended that the width of the bike lanes be reduced from 6 to 5 feet to accommodate the presence of designated buffer spaces, delineator posts/bumps, and other complete and green street elements intended to separate bicycle and auto traffic. Doing so will provide cyclists with greater protection. In other areas, a shared bike lane (“sharrow”) is recommended to indicate where cyclists should bike and to remind drivers to share the street.

Where on-street parking is present, a 3 to 4 foot wide buffer should be placed between the bike lane and parking lane and marked with white diagonal cross hatching or chevron markings.



Bike lanes are present along both sides for the majority of the roadway. This report recommends adding bike lanes where they are not currently present and adding features that enhance bike safety.



Concept design recommendations include installing a series of bioswales on the western side to protect the bike lanes from the flow of traffic.

Colored Bike Facilities

Green colored pavement in bike lanes increases cyclist visibility. It is recommended that the City evaluate whether color should be applied along the entire length of the bike lanes to increase visibility, to reinforce priority to cyclists, and to reduce conflicts. The City would need to evaluate the application process and the long-term maintenance cost. Alternately, green markings can be utilized as spot treatments in conflict areas or within intersections.

Intersection Treatments

Design elements such as signage, medians, pavement markings, bike lane pockets, and bike boxes can increase cyclist visibility and safety. Field observations and public input obtained through the *Pedestrian and Bicyclist Master Plan* process indicates that protected left turns and conflicts with right-turning traffic at intersections are issues.

It is recommended that dashed intersection pavement markings be used to indicate the intended path of cyclists and where vehicles may cross over bike lanes.

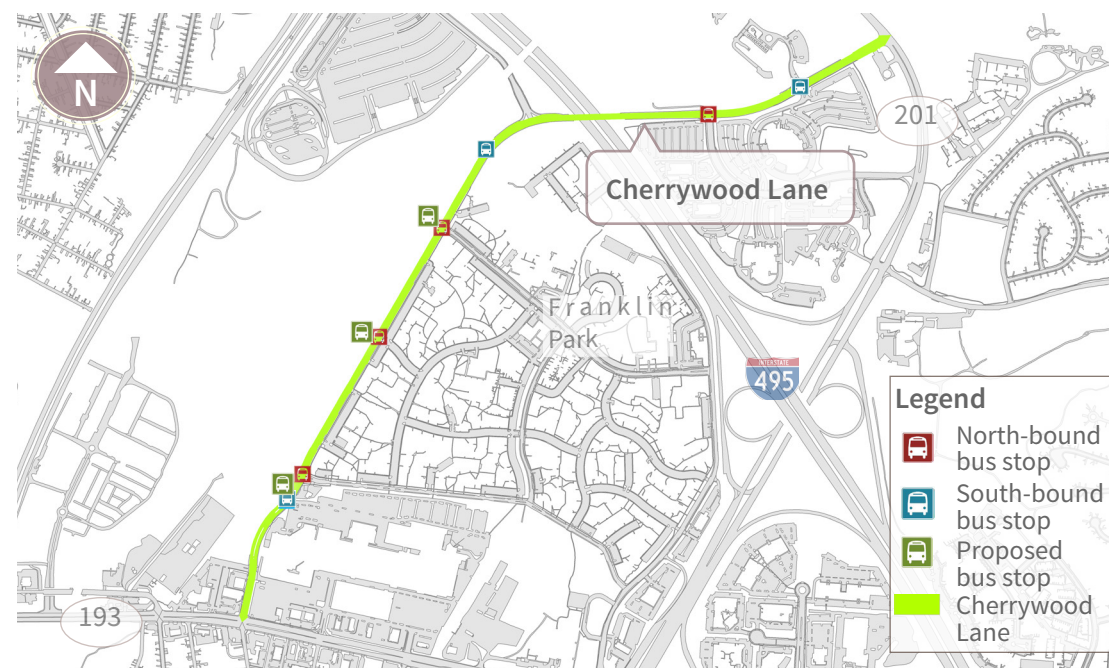


Examples of bike lanes striped (top) or covered (middle and bottom) with green retro-reflective thermoplastic to increase the safety of cyclists. Dashed areas indicate where vehicles may cross over.

Bus Stops, Parking, and Lighting

Bus Stop Placement

Seven bus stops are located along Cherrywood Lane: 4 on the east side and 3 on the west side. Three additional south-bound bus stop are proposed on the west side: one at the Breezewood Drive intersection; one between Breezewood Drive and Sprinhill Drive; and one near the Springhill Drive intersection. It is recommended that the existing bus stop locations be evaluated in future stages to determine whether any should be relocated on the far side of intersections to discourage mid-block crossings and to prevent people from trying to cross in front of a stopped bus where pedestrian visibility is limited.



Location of existing and proposed bus stops along Cherrywood Lane.

Bus Stop Amenities and Shelters

There is a lack of uniform bus stop amenities and shelters along Cherrywood Lane. The *Greenbelt Metro Area and MD 193 Corridor Sector Plan and SMA* and the *Pedestrian and Bicyclist Master Plan* recommend that stops include uniform bus shelters to provide protection for waiting passengers from sun, wind, and rain. Shelters should be placed at the nearside of landing pads to provide adequate boarding and alighting space for persons in a wheelchair (WMATA 2009).

Bus Stop Zones and Waiting Areas

All new bus facilities and modifications to existing bus facilities must comply with the Washington Metropolitan Area Transit Authority (WMATA) *Guidelines for the Design and Placement of Transit Stops*.

Near-side bus stop zones (located just before an intersection) should be placed at least 5 feet from the crosswalk and be a minimum of 100 feet in length. Far-side bus stop zones (located immediately after an intersection) require a minimum of 70 to 90 feet and



Existing bus shelter on Cherrywood Lane's west side near Beltway Plaza Mall.



Existing bus stop without a shelter on Cherrywood Lane's east side near the intersection with Ivy Lane.



should be located at least 50 feet from the intersection. Mid-block bus stops require 110-150 feet of roadside area and are the least-preferred by WMATA.”

The existing bus stops along Cherrywood Lane are all near-side, far-side, or mid-block stops. One new far-side bus stop is proposed for south-bound traffic after the intersection of Cherrywood Lane and Springhill Drive.



Floating Bus Stops

Floating bus stops are designed to allow bicycle traffic to run behind the passenger boarding area at a bus stop. While not assessed in this report, it is recommended that the City of Greenbelt evaluate the use of floating bus stops to determine whether it is possible to have the bike lane run behind the bus loading pad. Consideration must be given as to whether a bus pull-off area is required or if buses may stop in the roadway to load and unload passengers. A bus pull-off area will require additional right-of-way. If no bus pull-off area is needed, the floating bus stop will likely fit within the existing right-of-way.

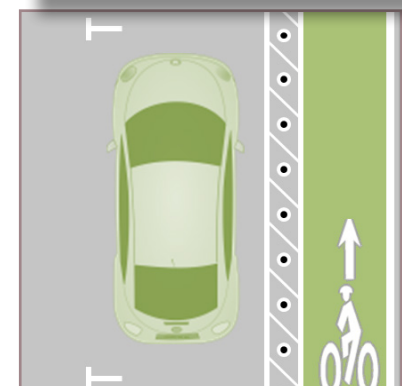


Potential floating bus stop configurations for future consideration. In each, the bike lane briefly raises up to sidewalk level to allow access to the bus boarding area.

On-street Parking

A limited amount of on-street parking exists on the east side of Cherrywood Lane by Franklin Park at Greenbelt Station Apartments. Approximately 28 parallel parking spaces exist along two separate stretches. Input obtained from the Advisory Planning Board and Green ACES indicates that on-street parking may not be necessary. This *Preliminary Concept Design Report* recommends that the Department of Planning and Community Development conduct a parking needs assessment for Cherrywood Lane.

The concept designs were prepared with the assumption that some or all on-street parking will be retained. It is recommended that a 3-4 foot buffer be placed between parked cars and the bike lane to prevent dooring (i.e., an opened door hitting or being hit by passing traffic) where on-street parking exists. The buffer should be marked with 2 solid white lines with interior diagonal cross hatching or chevron markings (NATCO 2013). Alternatively, the street can be redesigned to allow bicycle traffic to run behind the on-street parking area.



The current bike lanes fall within the door zone (top). Proposed (middle) vs. optional (bottom) modifications.

Pedestrian-Scale Lighting

Street lights in the City of Greenbelt are owned and maintained by Pepco. Existing street lights along Cherrywood Lane were designed primarily with automobile safety and comfort in mind. Utility pole-mounted street lights are set at a pole height of between 20-30 feet and are spaced at an average of every 150 feet along Cherrywood Lane. It is recommended that pedestrian-scale light fixtures be used to in-fill between street light poles every 50 feet to provide uniform illumination and security for pedestrians and cyclists. Pedestrian-scale lighting elements also serve to improve aesthetics and can act as a unifying element of other streetscape items.

Pedestrian-scale lighting is characterized by medium height light poles (i.e. 12- to 15-foot-tall posts) fitted with downcast or low- to full-cutoff fixtures to prevent glare. As per the *Pedestrian and Bicyclist Master Plan*, high pressure sodium vapor or metal halide lamps should be used to produce a better color definition and “white light” to areas



LED pedestrian-scale lighting in Holland, MI has helped to create a vibrant downtown community.

with higher pedestrian volumes. Lighting levels should comply with local ordinances and light fixtures should be made to withstand vandalism.

The Department of Planning and Community Development should coordinate light fixture selection and placement with Pepco. It is suggested that standalone solar fixtures and LED and solar-powered lighting options be explored during final design.



Pedestrian-scale lighting on Hayes St. in San Francisco, CA.

GREEN STREET DESIGN ELEMENTS

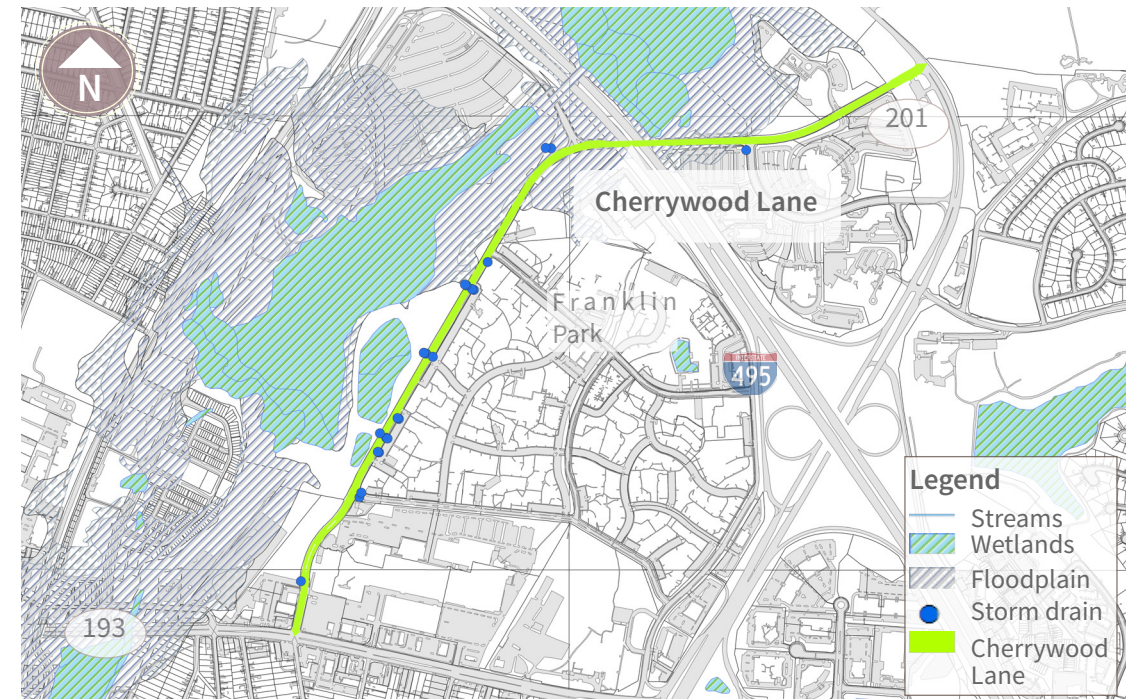
Design Criteria Overview

Cherrywood Lane lies within the Indian Creek subwatershed, which is a heavily populated and industrialized subwatershed within the Anacostia watershed. West of Cherrywood Lane is the Indian Creek Stream Valley – the sole remaining unchannelized section and one of the last natural floodplains inside the beltway.

Portions of the surrounding area have long been designated by the City of Greenbelt and Prince George’s County as important environmental areas. The majority of development along Cherrywood Lane occurred before modern requirements for stormwater management. Little consideration was given for the problems that stream bank erosion, sedimentation, and an abundance of impervious surfaces would bring.

The combination of development without innovative, modern stormwater management features and a high percentage of impervious surfaces has resulted in poor water quality conditions. The existing road and right-of-way encompass a 14.17-acre drainage area, of which 91% or 12.94 acres is impervious.

The roadway drains as sheet flow and shallow concentrated flow to curb inlets on both the east and west sides. Drainage is good and ponding is minimal; however, direct discharge to Indian Creek creates flooding conditions around the stream. There is some evidence of impairment to the stormwater outfalls that lie on Maryland State owned land. The stormwater running off of Cherrywood Lane currently does not receive treatment before it reaches Indian Creek. Green stormwater infrastructure design elements incorporated within the green and complete street design aim to control at least 1 inch of runoff.



Environmental Features

One inch of rainfall in the Greenbelt area is considered as the 90th percentile storm, meaning that 90 percent of all storms that occur within a year are, on average, 1 inch or less. Green stormwater infrastructure can help to improve the water quality by capturing the first inch or more of rainwater within the right-of-way, thus reducing the volume of water entering the storm drain and flowing into Indian Creek during a storm event. This first inch is often referred to as the “first flush” of rainwater because it carries with it a higher concentration of pollutants. Green stormwater infrastructure elements serve to decrease pollutant loads by allowing the runoff to slow down and be treated before either being absorbed into the ground or air, or slowly being released into the storm drain system.



Example of a stormwater curb extension along side a residential street.

Green Stormwater Infrastructure

Stormwater Curb Extensions

Stormwater curb extensions are landscaped bump-outs that are designed as bioretention areas to slow down, collect, and clean stormwater runoff. The top of the planting media is set lower than the street's gutter to allow stormwater to flow into it via one or more inlets. The plants take up some of the stormwater through their root system, while the rest is temporarily stored within the curb extension's media until it either evapotranspires into the air, infiltrates the ground, or slowly makes its way back to the storm drain.

Stormwater curb extensions can be utilized on the east side of Cherrywood Lane in several locations. These areas should be designed to be 8 feet wide, which is the same width as a street parking lane. Alternatively, if protected bike lanes are utilized

on the east side, these water treatment areas can be narrowed to a minimum of 5 feet and set away from the curb as “floating” stormwater curb extensions to allow bicycle traffic to run behind them. Stormwater curb extensions can also be elongated for some or most of a block by adding a bioswale in front of the bioretention area.

Stormwater curb extensions cannot be used where bus pull-off areas or on-street parking areas exist. The feasibility and final location of the stormwater curb extensions will be evaluated during the final design process based on engineer review of utilities, on-street parking conditions, street width, and vehicle turning radii and volumes.

Bioswales

Bioretention swales, or bioswales, are modified swales that use bioretention media beneath the swale to improve water quality, reduce the runoff volume, and modulate the peak runoff rate. Bioswales are designed to collect sheet flow of runoff from small lengths of drainage to help absorb water and then convey the excess runoff from storms.



Top image: bioswale with a grassed strip along the edge. Bottom image: a narrower bioswale with inlets directing water from both the sidewalk (left side) and street (right side) into the treatment area.

Bioswales differ from bioretention cells in that they are designed to be conveyance treatment devices and not storage devices. This *Preliminary Concept Design Report* recommends installing a series of bioswales on Cherrywood Lane's west side to provide stormwater runoff treatment and to create a buffer between the bike lane and travel lane. "Floating" bioswales may replace floating stormwater curb extensions on the roadway's eastern side. The final combination of stormwater treatment elements will be determined in a later stage.

Bioswale widths vary from approximately 6 to 8 feet. Only the 2-foot-wide flat bottom provides treatment. The remainder should be landscaped to match existing landscape. Special attention should be paid to reduce potential maintenance costs.

Impervious Surface Removal

Impervious surface removal refers to the replacement of impervious areas — such as asphalt and concrete — with vegetation or other permeable surfaces. Replacing hard, impermeable areas with healthy vegetated groundcover, bioretention areas, permeable pavement, or tree planting areas improves urban hydrology and water quality. It also adds green spaces back into the urban streetscape.

The removal of impervious area along both sides of Cherrywood Lane and in the paved median will greatly reduce the amount of stormwater runoff that must be treated. This in turn reduces the size and cost of stormwater treatment. The new non-impervious areas also provide pedestrian refuge when crossing the busy street. The reconstructed road's boulevard feel will provide a traffic calming effect, deterring motorists from speeding down the road which is currently an issue.

Tree Plantings and Landscaping

Planting street trees and landscaping in the public right-of-way enhances the physical, ecological, and social aspects of Cherrywood Lane. Because street trees are an important organizing element of the streetscape environment, appropriate tree species selection, location, and design are essential. Proper tree selection and planting will ensure the healthy growth and longevity of trees, enhance streetscape

character, and maximize the City of Greenbelt's investment.

The following guidelines shall be utilized to identify suitable plantings and materials that are attractive, minimize maintenance, avoid obstruction of visibility, discourage graffiti, and conserve water. Trees and landscaping in the median should blend in with existing vegetation or provide a nice contrast. Plant material should be drought tolerant and disease resistant, with preference given to native species. Care should be taken to select trees and shrubs that have room for adequate root growth, keep the visibility triangle free from obstruction, and do not interfere with pedestrian passage or with existing overhead or underground utilities, where applicable.

Flowering trees should be spaced approximately 30 feet apart and shade trees 50 feet apart when preparing the landscaping plan for final design. No trees should be placed closer than 15 feet from street lights or utility poles (DPW&T 2008).

When selecting groundcover, turf grass should be avoided in the median to ensure that no mowing is necessary. Consider adding variation in seasonal appearance and combining evergreen with deciduous material. Stormwater infiltration should be promoted by utilizing a proper soil medium (loamy soil).

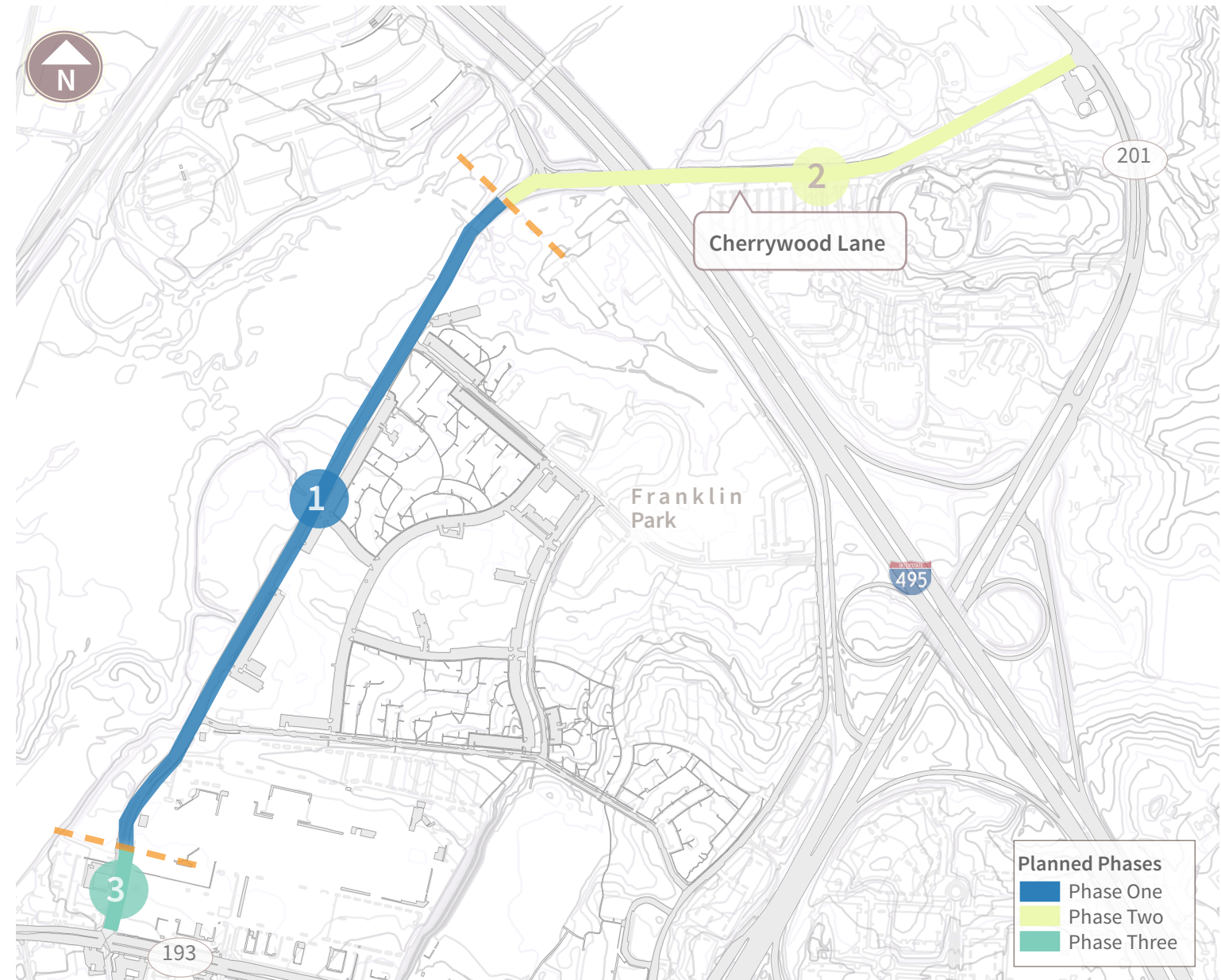


Cherry trees within the existing planted median (top) near Breezewood Drive provide spectacular spring colors (middle). Existing trees can also be found along the eastern sidewalk (bottom).

CHERRYWOOD LANE ILLUSTRATED CONCEPTS

The following pages consist of illustrated concept plans for the retrofit of Cherrywood Lane in three separate reconstruction phases. Phase One extends from the CVS Pharmacy parking lot entrance at Beltway Plaza to 350 feet south of the center of the roundabout at the intersection with Greenbelt Metro Access Drive. Phase Two begins south of the Greenbelt Metro Access Drive roundabout to where Cherrywood Lane terminates at the intersection with Edmonston Road (MD 201). Phase Three extends from the intersection with Greenbelt Road (MD 193) to the crosswalk near Beltway Plaza Mall.

Phase One is targeted for reconstruction first. Because of the long-term nature of this project, cost estimates are provided for Phase One only, for the purpose of securing final design and reconstruction funding. Stormwater treatment estimates are also provided for Phase One.



Cherrywood Lane Illustrated Concepts: Phase One

Phase One of the Cherrywood Lane complete and green street retrofit spans 4,200 feet, or 8/10 of a mile. Phase One begins at the CVS Pharmacy entrance drive at Beltway Plaza and ends 350 feet south of the Greenbelt Metro Access Drive roundabout's center. Beltway Plaza Mall, Franklin Park at Greenbelt Station, Springhill Lake Recreation Center, and Springhill Lake Elementary School lie to the east. A state preservation parcel containing Indian Creek lies to the west. The new Greenbelt Station development also lies further to the west, near the southernmost portion of Phase One.

Bike lanes are absent on Cherrywood Lane until just north of Breezewood Drive. Sidewalks are lacking on the western side of the roadway. In terms of stormwater management, the roadway captures rainwater and snow melt from a drainage area of approximately 6.79 acres, of which 6.23 acres are impervious. This stormwater drains as sheet flow and shallow concentrated flow to curb inlets on both the east and west sides of Cherrywood Lane.

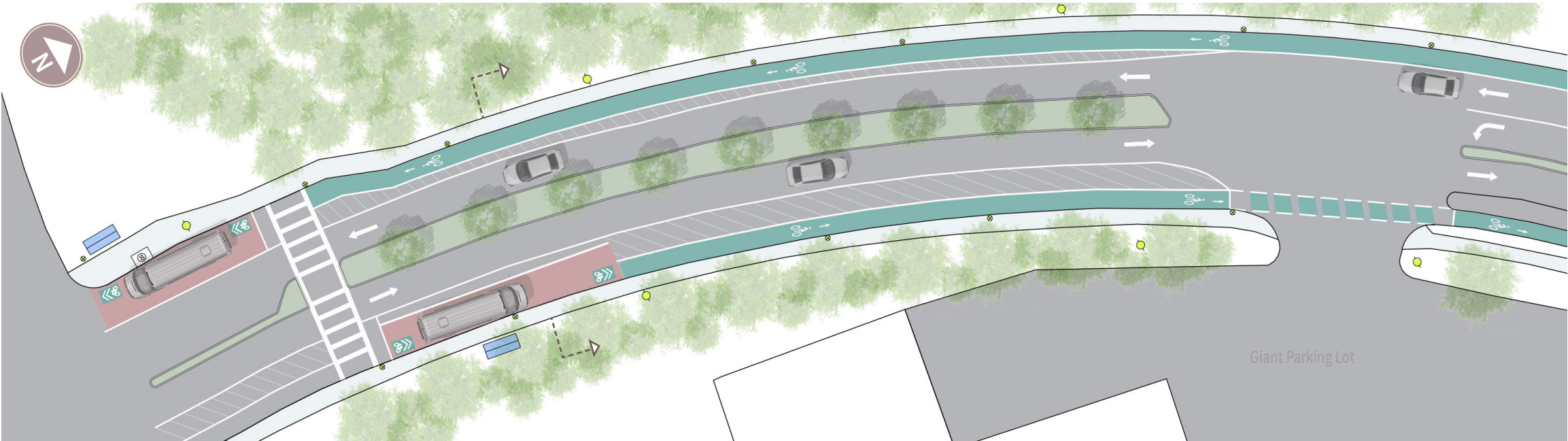
The proposed Phase One concepts are illustrated in roadway segments A, B, C, and D. Each segment represents predominant sections of the roadway. Each representative segment illustrates how sidewalks, bike lanes, and green stormwater infrastructure elements are incorporated into the existing right-of-way.

As conceptualized, 1.3 acres of existing impervious area would be removed. The proposed green stormwater infrastructure elements would treat 19,815 cubic feet, or 148,226 gallons, of stormwater. This preliminary estimate translates to roughly 114% of the volume required to treat the 1 inch storm event. More or less stormwater can be treated by increasing or decreasing the size of the green stormwater infrastructure elements. The final calculation would be determined at full design.

The total estimated cost to design and build Phase One as a complete and green street is \$2,765,514. This estimate includes 17% design and engineering costs and a 30% contingency. Optional improvements to mill and overlay the existing pavement and to widen the sidewalk on the eastern side would increase this estimate to \$3,073,890.



Roadway Segment A



Existing Features

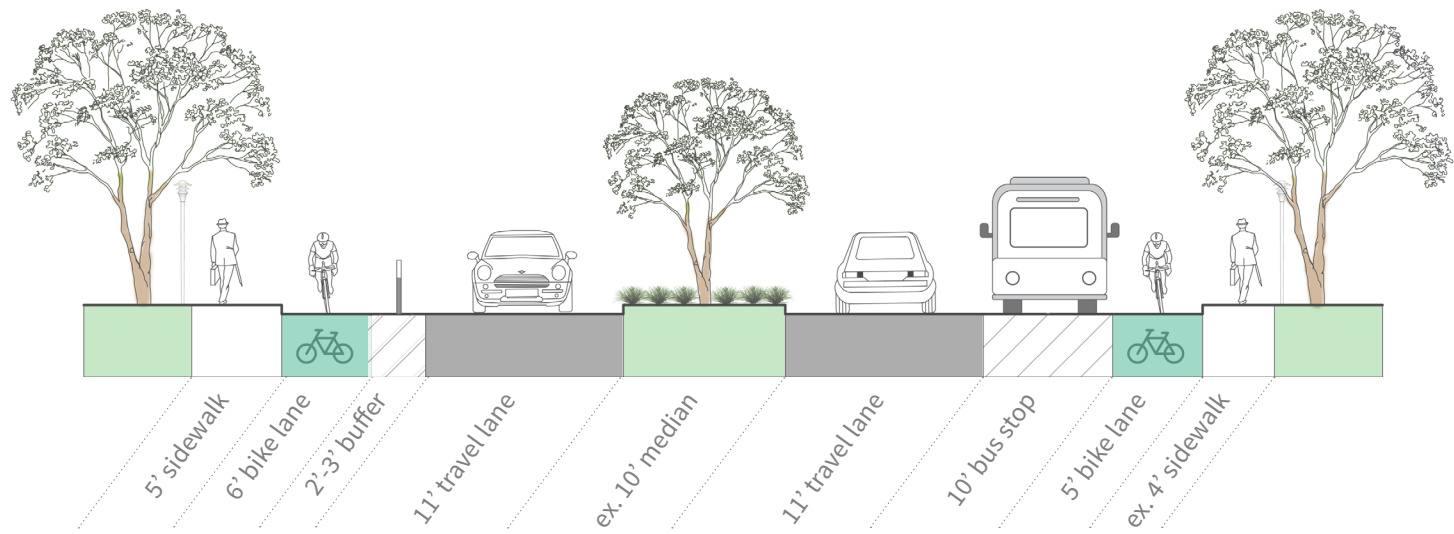
- telephone/light pole
- storm drain
- fire hydrant
- canopy
- crosswalk
- bus stop

Proposed Features

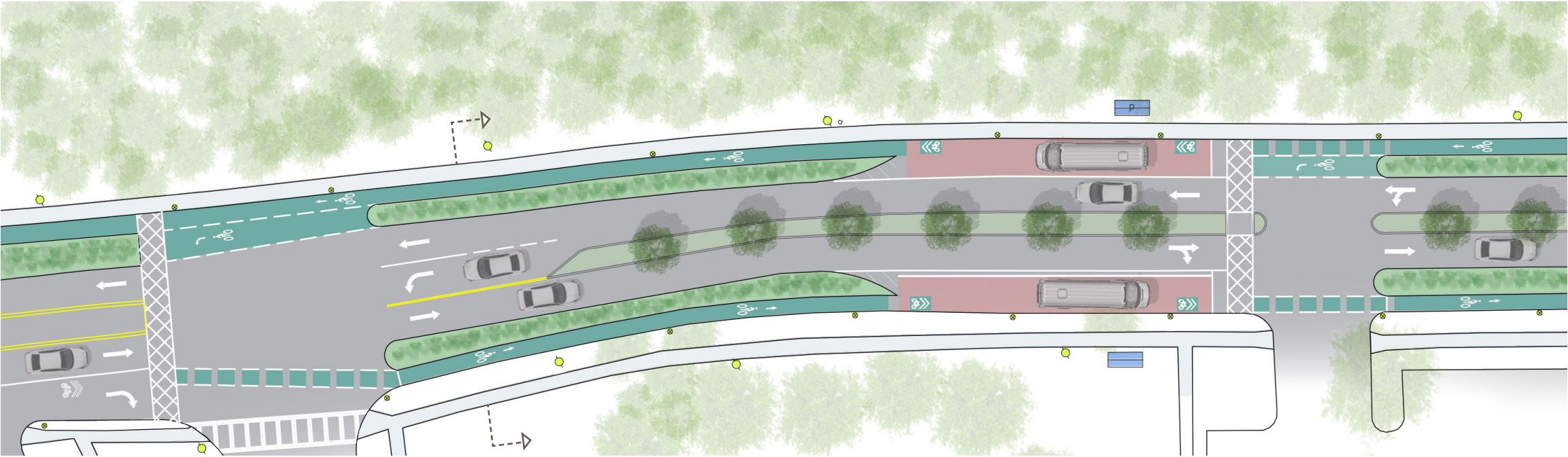
- bioswale
- bicycle lane
- sharrow
- bus stop
- bus zone
- crosswalk
- street tree
- pedestrian light
- plastic bollard

A Across from Beltway Plaza Mall

Phase One begins near Beltway Plaza Mall at the CVS Pharmacy parking entrance. The concept envisions re-striping the existing four-lane road into a two-lane road with a single travel lane in each direction. Doing so provides space for a 6 foot protected bike lane on both sides, except in the location of the bus stops. In the bus stop area, the bike lane narrows to 5 feet and becomes a sharrow (this may need to be reconsidered after discussions with WMATA). A 5-foot-long sidewalk is added to the west side. Opportunities to install green stormwater infrastructure elements within this roadway segment are limited. The road already benefits from the presence of a planted median buffer, and the City may consider replacing portions of the striped protected buffer with a planted buffer. Pedestrian-scale lighting is added to address safety concerns and to incorporate a unifying feature throughout the entire length of the roadway.



Roadway Segment B



Existing Features

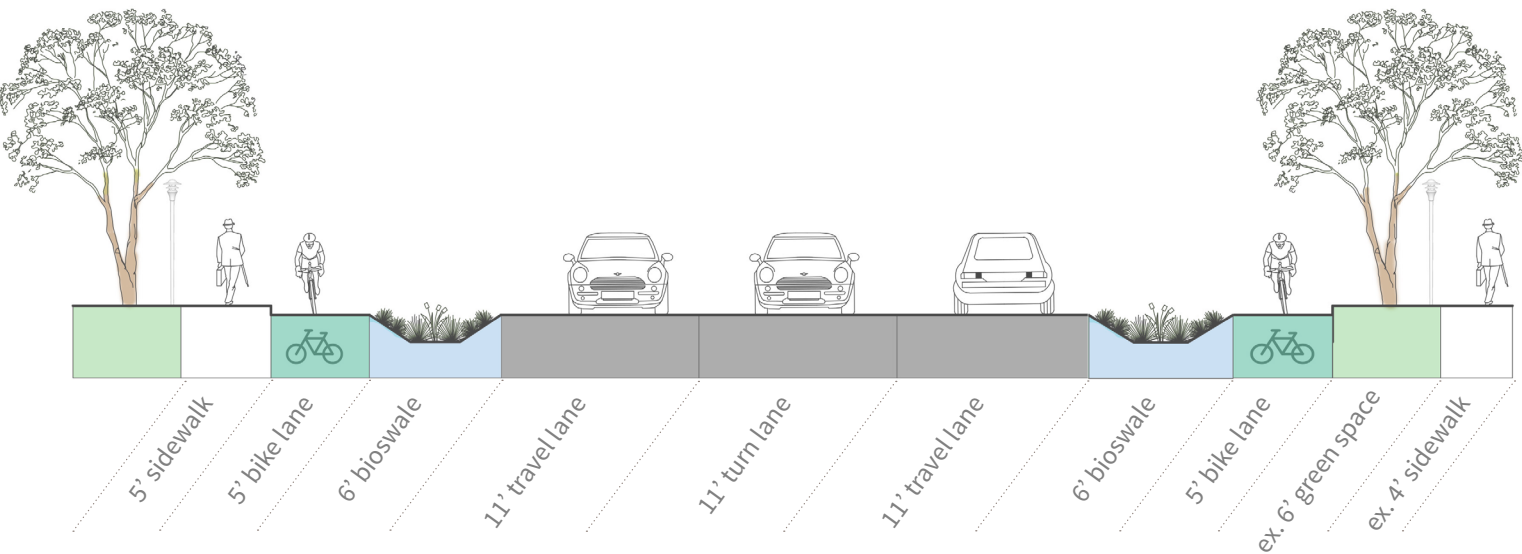
telephone/light pole	canopy
storm drain	crosswalk
fire hydrant	bus stop

Proposed Features

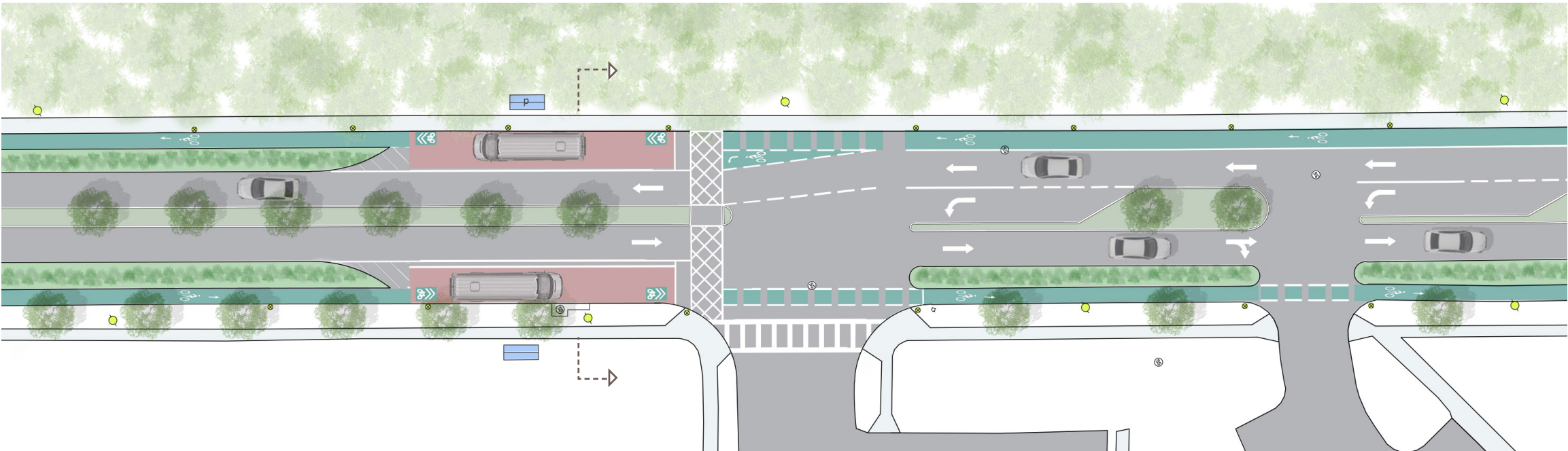
bioswale	bus stop	street tree
bicycle lane	bus zone	pedestrian light
sharrow	crosswalk	plastic bollard

B Breezewood Drive

Approaching Breezewood Drive, additional room within the right-of-way allows for the installation of stormwater treatment areas on both sides and a planted median in the center. The stormwater treatment areas buffer the designated bike lane from the travel lane. Here, the bike lane narrows to 5 feet. A left turn area is provided for south-bound cyclists needing to cross Cherrywood Lane to go onto Breezewood Drive or to get into the apartment parking area. A bus stop is added to the west side. Marked crosswalks are added to increase crosswalk visibility and indicate that vehicles should yield to pedestrians. Crossing distances are reduced by the addition of the planted median and stormwater treatment areas. Pedestrian lighting introduced in segment A continues here to help define the area and allow pedestrians and cyclists to feel more secure during early morning and dusk hours.



Roadway Segment C



Existing Features

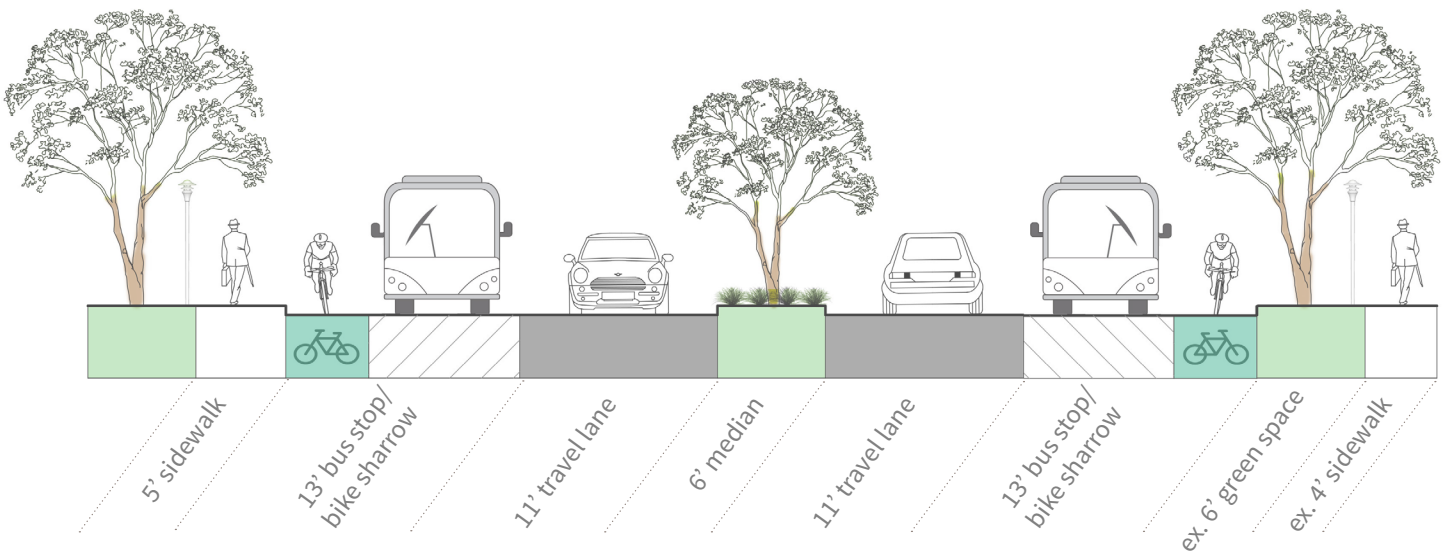
telephone/light pole	canopy
storm drain	crosswalk
fire hydrant	bus stop

Proposed Features

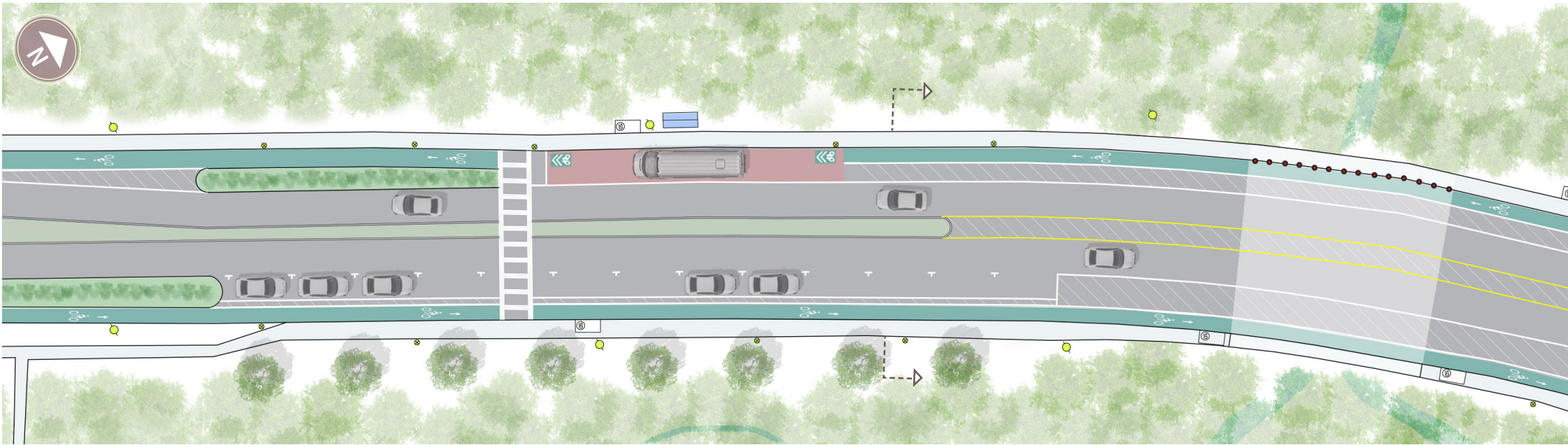
bioswale	bus stop	street tree
bicycle lane	bus zone	pedestrian light
sharrow	crosswalk	plastic bollard

C Springhill Drive

A continuous rhythm of complete and green street elements along Cherrywood Lane provide a unified identity along the corridor. In the area represented by segment C, a narrow planted median is installed. A new bus stop is placed on the west side of the roadway, and pedestrian crosswalks are added at the intersection with Springhill Drive. A median refuge area provides a safe spot for pedestrians crossing the street. Street trees are planted within the median and along the eastern side of the street to provide shade for pedestrians and cyclists. The specific locations of street trees and pedestrian-scale lighting will be determined at final design, as will the locations of other complete and green street elements. The bus stop location may need to be reconsidered after discussions with WMATA.



Roadway Segment D



Existing Features

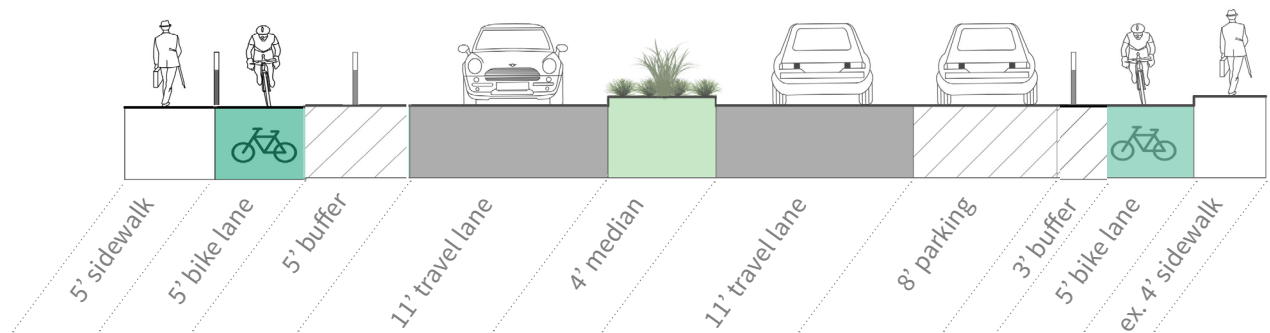
telephone/light pole	canopy
storm drain	crosswalk
fire hydrant	bus stop

Proposed Features

bioswale	bus stop	street tree
bicycle lane	bus zone	pedestrian light
sharrow	crosswalk	plastic bollard

D Indian Creek Tributary Bridge

As the roadway reaches the small bridge across the Indian Creek tributary, the bike lanes are maintained but many of the green street features are removed. The planted median reduces to 4 feet to allow room for protected bike lanes on both sides. A designated area for on-street parking is added on the east side to accommodate overflow parking for events at the Springhill Lake Recreation Center. Alternatively, this parking area could be converted to a stormwater treatment area if the Department of Planning and Community Development’s parking needs assessment determines that additional parking is not needed. Presently, no sidewalk exists along the west side of the bridge. Reflective bollards or delineator posts are added to define the pedestrian walkway and the bike lane.



Phase One Treatment Options

Pedestrian Crossings



Bike Lane Treatments



Phase One Treatment Options (continued)

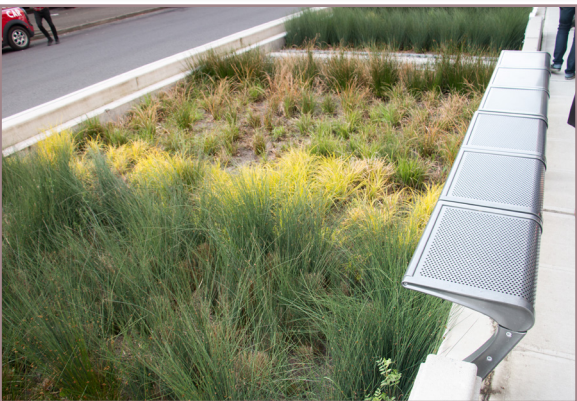
Bridge Segment



Pedestrian-scale Lighting



Green Stormwater Infrastructure



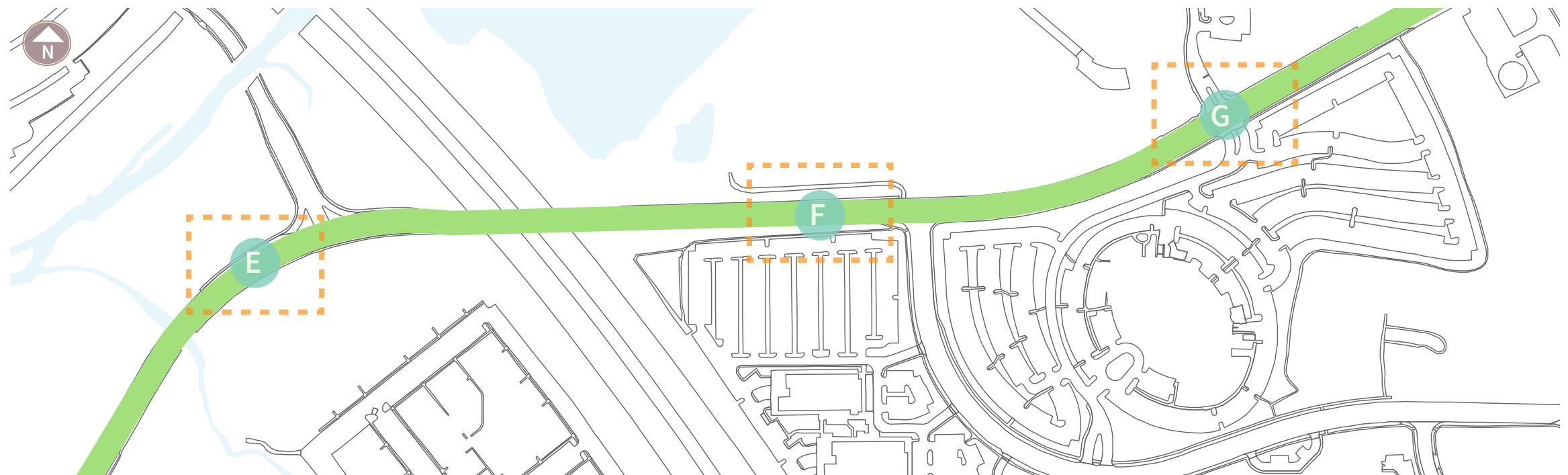
Cherrywood Lane Illustrated Concepts: Phase Two

Phase Two of the Cherrywood Lane complete and green street retrofit begins about 300 feet south of the roundabout at Greenbelt Metro Access Drive and ends at Edmonston Road (Route 201). Phase Two is approximately 3,500 feet long, or just under 7/10 of a mile and encompasses a drainage area of approximately 6.35 acres and includes 5.83 acres of impervious area.

Several segments of Phase Two provide challenges to implementing complete and green street elements. Some concerns have been voiced regarding the flow of bike traffic through the roundabout; however, no physical changes to the roundabout are being proposed. The incorporation of green stormwater infrastructure elements are also limited around the roundabout and the bridge that crosses I-95. Much of this segment falls within the limits of the 100-year floodplain.

In spite of these challenges, Phase Two provides many opportunities to enhance bike and pedestrian safety. Bike lanes and sidewalks are present for the majority of Phase Two, with the exception of the approximately 400-foot-long segment as it nears Edmonston Road. This report recommends extending the sidewalks in this area and ensuring bike lanes are appropriately protected and marked.

Phase Two also provides opportunities to reduce the amount of impervious area by about 1 acre and replace it with a landscaped median and other green stormwater infrastructure features. Opportunity also exists to retrofit an existing grass swale on the west side of the roadway into a bioswale. The proposed Phase Two concepts are illustrated in roadway segments E, F, and G.

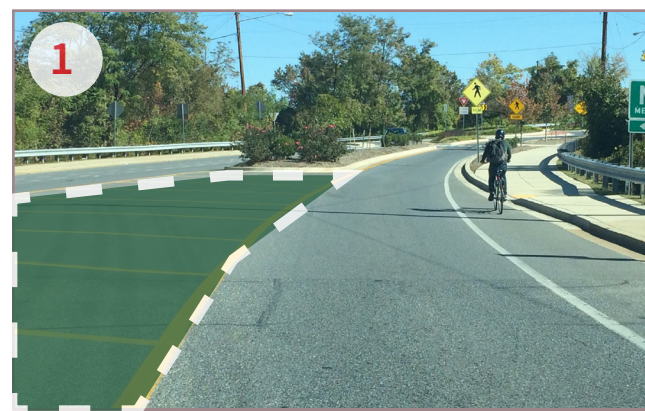


Roadway Segment E



E South of the Roundabout

Phase Two begins about 350 feet south of the center of the Greenbelt Metro Drive roundabout. This concept proposes expanding the existing planted median to reduce the amount of impervious area and further enhance the roadway's aesthetics (1). This portion of the roadway includes sidewalks on either side of the roadway and a raised pedestrian crossing. Pedestrian-scale lighting is recommended to ensure pedestrian and cyclist safety. It is recommended that a sign be incorporated near the roundabout's entrance to alert all road users that cyclists are permitted.

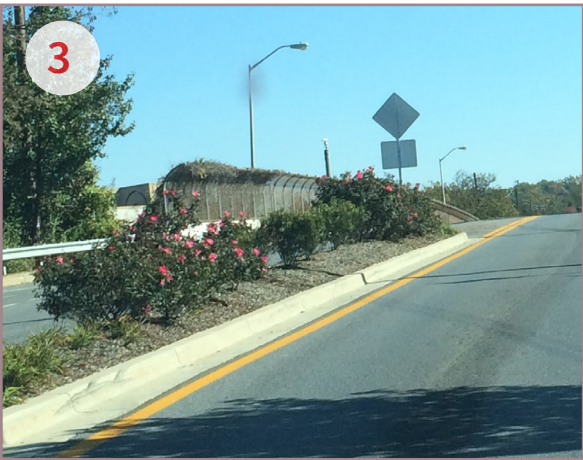


Roadway Segment F



F Near Capital Office Park

The opportunity arises to integrate additional complete and green street elements in Phase Two as Cherrywood Lane nears Capital Office Park. The two existing bike lanes are painted green, and a bioswale or planted buffer is added to physically protect the bike lane on Cherrywood Lane’s north/west side while also providing improved stormwater management (2), and the median’s pavement is replaced with a raised planted median (3). A grassed swale on Cherrywood’s south/east side may provide opportunity to be retrofitted into a bioswale, depending on site condition (4). Colored bike facilities, intersection treatments, pedestrian-scale lighting, and tree plantings will also be incorporated within the right-of-way.



Roadway Segment **G**



G Federal Courthouse Entrance

Cherrywood Lane widens from 2 to 4 lanes prior to the entrance drive to Federal Courthouse when approaching Edmonston Road from the west. The proposed concept design roadway provides space for green stormwater infrastructure elements such as bioswales on the north/west side (5). The median is converted to a landscaped median (6) with a pedestrian refuge island on the west of the Federal Courthouse entrance. The crosswalk on the east side of the Federal Courthouse entrance is shifted slightly eastward to reduce the overall crossing distance and allow for a pedestrian refuge island on the east side as well. The bike lanes with intersection treatments



(7) increase cyclist visibility and safety. Missing sidewalk connections (8) are added. Bike sharrows may be used beyond the Federal Courthouse entrance to indicate where a bicyclist should ride.

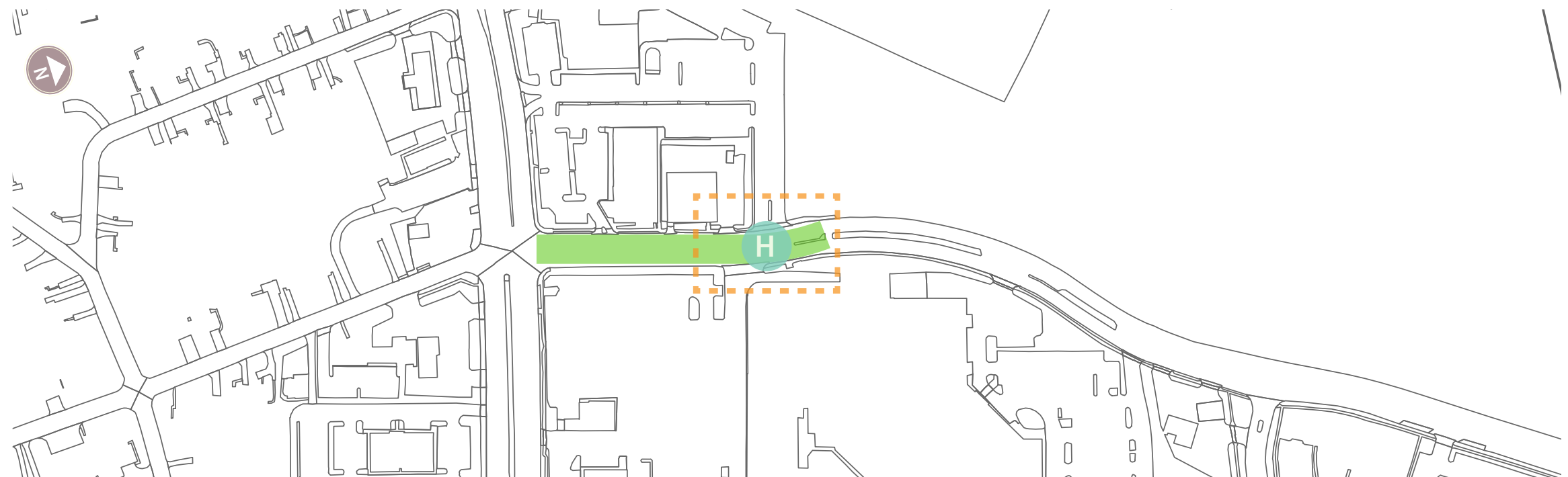


Cherrywood Lane Illustrated Concepts: Phase Three

Phase Three of the Cherrywood Lane complete and green street retrofit is the shortest phase. Phase Three spans 500 feet from the intersection with Greenbelt Road (MD 193) to the CVS Pharmacy parking lot entrance near Beltway Plaza Mall.

An unmarked, mostly uncontrolled intersection of Cherrywood Lane and Beltway Plaza Mall parking lot access road exists in this area. The *Pedestrian and Bicyclist Master Plan* reports that large volumes of turning traffic enter Cherrywood Lane from shopping center driveways, and that the lack of control makes turning movements difficult to predict.

The existing drainage area is approximately 1.03 acres and includes 0.88 acres of impervious area. The roadway drains as sheet flow and shallow concentrated flow to curb inlets on both the east and west sides. There is extremely limited space for green infrastructure with the current lane alignment. If lanes were to be reduced, full treatment could be provided in this space.



Roadway Segment H



H Beltway Plaza Parking Lot Access Road

Traffic at the intersection of Cherrywood Lane and the Giant Food Store parking lot road is largely uncontrolled, making turning movement difficult to predict. Bike sharrows are recommended for this portion of the roadway to indicate where cyclists should ride and to alert motorists of the location bicyclists are likely to occupy within the travel lane (9). The existing crosswalk is maintained. The City of Greenbelt should engage the Maryland State Highway Administration when determining final recommendations in this area due to the segment's close proximity to Greenbelt Road. Alternatively, the intersection could be reconfigured as a roundabout as depicted in the *Pedestrian and Bicyclist Master Plan*. The roundabout configuration should be considered if the Giant Food store location is redeveloped. The City of Greenbelt would need to work with the Maryland State Highway Administration and private landowners to determine the final roundabout configuration, as well as how to provide a bicycle connection in this area.



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Page 27	bottom middle right	NATCO
Page 27	bottom right	LID Center

REFERENCES

City of Greenbelt. 2014. Pedestrian and Bicyclist Master Plan. Version 1.0. January 2014.

DPW&T. 2008. Specifications and Standards for Roadways and Bridges.

M-NCPPC. 2014. The Approved Greenbelt Metro Area and MD 193 Corridor Sector Plan and Sectional Map Amendment. Series Number 212122306. March 2014.

M-NCPPC. 2009. Approved Countywide Master Plan of Transportation. Series Number 829092405. November 2009.

NATCO. 2013. Urban Bikeway Design Guideline.

WMATA. 2009. Guidelines: Design and Placement of Transit Stops. December 2009.

APPENDIX A: ESTIMATED PHASE ONE STORMWATER BENEFITS

ESD_v Required (Existing Condition)
ESD_v = [(P_E)(R_v)(A)]/12

ESD = 21,557 cf

ESD_v Required (Proposed Condition)
ESD_v = [(P_E)(R_v)(A)]/12

ESD = 17,326 cf

ESD_v Provided (S_v)
ESD_v = [(P_E)(R_v)(A)]/12

ESD = 19,815 cf

	Existing Site Data	Proposed Site Data	Results and Changes
Total Surface Area (sf)	295,600	295,600	0
Impervious Area (sf)	271,274	214,587	-56,687
Non-impervious Area (sf)	24,326	66,863	42,537
Percent Impervious	91.77%	72.59%	-19.18%
BMP Area	N/A	14,150	14,150
Volumetric Runoff Coeff. (R _v)	0.88	0.70	-0.12
Max. Runoff Treatment Depth (in.)	N/A	1.0	N/A

APPENDIX B: PHASE ONE PRELIMINARY COST ESTIMATES

Preliminary Cost Estimate

1 SITE PREPARATION	\$74,280.00
2 STORMWATER MANAGEMENT	\$312,105.00
3 HARDSCAPE	\$314,910.00
4 LANDSCAPING	\$282,842.00
5 EARTHWORK	\$51,325.00
6 SIGNING AND MARKING	\$62,840.00
7 LIGHTING	\$328,000.00
8 LUMP SUM ITEMS	\$455,000.00
SUBTOTAL	\$1,881,302.00
30% CONTINGENCY	\$564,391.00
17% DESIGN AND ENGINEERING COSTS	\$319,821.00
SUBTOTAL	\$2,765,514.00
COST PER FOOT	\$658.00
9 OPTIONAL IMPROVEMENTS	\$209,780.00
30% CONTINGENCY	\$62,934.00
17% DESIGN AND ENGINEERING COSTS	\$35,663.00
SUBTOTAL	\$308,377.00
COST PER FOOT	\$95.50
TOTAL	\$3,073,891.00
TOTAL COST PER FOOT	\$731.00

Notes

- 1 SITE PREPARATION: Cost to remove pavement and to remove concrete curb and gutter
- 2 STORMWATER MANAGEMENT: Cost to excavation of and materials for the preparation of bioswales and stormwater curb extensions
- 3 HARDSCAPE: Cost to install concrete curb and gutter and ADA ramps, and, for the west side, a 5 foot wide concrete sidewalk
- 4 LANDSCAPING: Cost of sod, street trees, stormwater plantings, and regular landscape plantings
- 5 EARTHWORK: Cost of fill and spoil
- 6 SIGNAGE AND MARKING: Cost of street signs and thermoplastic pavement markings, letters, and arrows
- 7 LIGHTING: Cost of pedestrian-scale lighting features
- 8 LUMP SUM ITEMS: Cost of erosion and sediment control and mobilization
- 9 OPTIONAL IMPROVEMENTS: Cost to mill and overlay existing pavement and to remove and replace existing 4 foot wide sidewalk on east side with a 5-foot-wide sidewalk

City of Greenbelt

RFP Cherrywood Lane Green and Complete Street Retrofits

Due: December 7, 2018 @ 4 P.M.



Greenbelt Department of Planning and Community Development
Attn: Judith Howerton, Community Planner
15 Crescent Road, Suite 200
Greenbelt, Maryland 20770

Re: Cherrywood Lane Green and Complete Street Retrofit

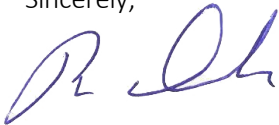
Dear Ms. Howerton,

Charles P. Johnson & Associates, Inc. (CPJ) is pleased to submit this letter of Interest for the above referenced RFP.

CPJ is a full-service civil engineering firm that has provided quality civil and environmental engineering, surveying, and land planning services since 1971. We are comprised of approximately 90 talented employees including licensed engineers, professional surveyors, and registered landscape architects.

In summary, CPJ's team has a dedicated, experienced, and competent staff that is well suited for this contract. We thank you for your consideration.

Sincerely,



Brian Davila, P.E.
Public Sector Division Manager

Table of Contents

Proposed Scope of Services..... 3

Names of Project Team/Firms..... 4

Project Examples 6

List of References..... 15

Proposed Schedule.....20

Proposed fees for Services and Lump Sum Cost Proposal..... 21

Proposed Scope of Services

After the notice to proceed, CPJ will start by meeting with the City for project kick-off and final determination of project scope and schedule. This meeting will include a site walk with CPJ documenting key sections with Photos. One of the first things we will do is contact all utility companies to request plans and have miss utility mark area. This needs a good lead time to incorporate the plans and markings into the base map. We will gather GIS and LIDSR datasets and review all background info including utility plans. After miss utility has marked the site we will perform a topographic survey of existing conditions including boundary survey of right-of-way, all improvements including but not limited to lane markings, sidewalks, curb and gutter, storm drain, signs, trees, utilities within right-of-way and 25 feet outside of right-of-way and all 24" or larger trees within 50 ft of right-of-way. Additionally we will ID all trees within right-of-way.

After all information is gathered, we will prepare a site base map with project boundary, property boundaries, topo, site details including existing pavement markings, drainage area, mapped utilities and pavement distressed areas. After the base map is created, we will prepare grading plan, we will prepare paving /milling plan to include vehicle and bike lane and pedestrian crosswalk striping, sidewalks, handicap ramps, medians, on-street parking, traffic calming devices, and intersection treatments. We will coordinate with Prince George's County and WMATA to prepare a bus placement plan.

We will prepare the following design plans:

- Grading Plan
- Pavement Improvements
- Pedestrian Safety Plan
- Storm Drain Plan
- Pavement Striping Plan
- Stormwater management Plan incorporating LID devices
- Landscape plan for stormwater management structures and street trees.
- Pedestrian lighting plan.
- Detailed earthworks Plan showing cut/fill locations

After design plans have been prepared, we will then prepare cost estimates and a preliminary report. We will follow up with a meeting with City staff to discuss the plans and submit them for stakeholder review.

During this process we will be obtaining adjacent property owner signatures. And have our geotechnical sub-consultant will perform pavement and infiltration test pits. We will be addressing City and stakeholder comments and revising our plans and cost estimates. After revision are made we will then meet with City Staff again to review the revised plans. And submit to applicable stakeholders for review.

CPJ will coordinate with the City Project Manager in participating in Public Outreach by preparing exhibits for discussion at the City Council meeting and/or Citizen meetings. Detailed meeting minutes will be taken of all comments presented at the meetings. After the approximate 1 month Public Outreach period we will meet with City Staff to determine which relevant comments will be incorporated into the 90% design plans. After we revise the plans addressing all stakeholder comments including City Council comments, we will finalize technical construction documents and final report and submit to City Staff to meet the deadline for the Grant that the City has applied for.

Names of Project Team/Firms

Charles P. Johnson & Associates, Inc. (CPJ) is pleased to submit our proposal for Storm Drainage and Stormwater Management Design Services. Some unique advantages CPJ can offer to the City include:

Unmatched Relevant Experience- CPJ brings to this contract the successful completion of more than 500 stormwater management facility assessment/retrofit projects and over 10,000 stormwater facility inspections. Many of these projects have been performed in some of the most urbanized areas in Maryland and required development of very specialized asset and database management tools. CPJ and our team members bring to this project a record of client satisfaction and project “know-how” on very similar stormwater management programs. We understand that a holistic sustainable program must be properly thought through, taking into account present and future mandates for water quality through stormwater best management practices. We have the expertise and available resources ready to deliver this important project.

Solid Performance Record- The success and stability of CPJ is based on over 40 years of client satisfaction with our technically sound, detail-oriented, cost-effective service. Our repeat selection by over a half dozen Maryland/Metro DC area clients for on-call contracts is a testament to the client-focused service we provide. We currently hold multiple on-call contracts with various county and municipal agencies within the Washington D.C. metropolitan area. These include, but are not limited to, Montgomery County, MD, Howard County, MD, Fairfax County, VA, Loudoun County, VA, and the cities of Rockville, MD, Gaithersburg, MD, College Park, MD, Greenbelt, MD and Hyattsville, MD. We invite you to contact any of our references, as we are confident they will attest to our commitment and ability to provide high-quality service and technically superior engineering solutions.

A Team of Proven Top Performers- Brian Davila, P.E. will be the contract administrator/project manager for this contract, and will be directly available to the City of Greenbelt during all aspects of the project. He can be reached via email at bdavila@cpja.com or by phone at 301-434-7000. He is a graduate of the University of Maryland, and have 29 years of engineering experience. He serves as Division Manager for CPJ’s Public Sector Division, which provides full engineering services to local counties and municipalities including the design and permitting of roads, bikeways, water and sewer lines, and associated stormwater management, sediment control, and forestry issues.

CPJ has held on-call multi-disciplinary contracts since 1994 for counties and municipalities within the Washington D.C. and Baltimore metropolitan areas. During performance of these contracts, CPJ has provided a wide array of services including the design of civil engineering structures and facilities, and standard and specialized surveys. With seven current on-call contracts in place, CPJ continues to meet planning, design, permitting, and construction management support needs of our clients.

Subconsultant

Kim Engineering, Inc., established in 1993, is a locally based firm offering geotechnical engineering, utility locating, surveying, civil engineering, construction testing and inspections, and laboratory material testing services. The main office is in Beltsville, Maryland with a branch office located in Baltimore, Maryland. Kim Engineering is comprised of approximately 50 employees and has a total of five drill rigs. Possessing these drill rigs permits Kim Engineering to quickly respond to meet our Client’s challenging deadlines and assures better quality control in the field. Our field services are complimented with our AASHTO and CCRL certified

laboratories enabling us to conduct the majority of the testing associated with geotechnical studies: moisture content determinations, moisture-density relationships, gradation analysis, Atterberg indices, and California Bearing Ratio tests.

Our Utility locating services includes utility designation and subsurface utility locating by vacuum excavation for infrastructure improvement projects, Higher Education, K-12, residential commercial, and highways.

Qualifications Statement and Resumes

Below is a brief summary of each major team member proposed to work on this contract for the City followed by key staff resumes.

Brief Summary of the Team

Brian Davila, P.E.

Project Manager

Mr. Davila, an associate, will serve as the Project Manager and can provide technical expertise on all civil engineering components of the project. Brian is a 1988 graduate of the University of Maryland, and has 25 years of professional engineering experience. He serves as Division Manager for CPJ's Public Sector Division, which provides full engineering services to local municipalities/agencies including the design and permitting of roads, bikeways, water and sewer lines, and associated stormwater management, sediment control, and forestry issues.

Robyn Barnhart, P.E.

Senior Designer

Ms. Barnhart will be a Senior Designer for this project. Robyn has 12 years of experience in park engineering. Her experience includes SWM designs, parking lots, paths, storm drains and Hydraulic/Hydrologic computations, etc. Ms. Barnhart has designed several parks in the past 5 years which included athletic field, pavilions, and playgrounds. Robyn was responsible for all permitting associated with these sites. Not only does she have design experience, Ms. Barnhart is experienced in Public Outreach and coordination.

Ewald Schwarzenegger, P.E.

Senior Designer/Construction Management

Mr. Schwarzenegger will be a Senior Designer and will support with design for this project. Mr. Schwarzenegger has 30 years of experience providing consulting and design services for various infrastructure projects. He has a strong background in project, construction inspection, and contract management for projects that focus on water, wastewater, stormwater, and resource management.

Steve Jones, Registered Land Surveyor

Professional Land Surveyor

Mr. Jones' surveying experience spans nearly 30 years and includes time spent working outside collecting survey data in the field to his transition to working inside and processing the information collected in the field. He has extensive experience working directly with clients and city agency personnel as well as with attorneys for the various types of surveys that CPJ has had to prepare.

Brian Davila, P.E.

Project Manager

Education:

B.S. Geography / 1978
B.S. Civil Engineering / 1988

Licenses/Registrations:

Maryland Professional
Engineer # 19908
OSHA Confined Space 29
CFR 1910-146 Certified

Years of Experience:

With CPJ: 28
With Others: 5

Project Experience

White Oak Green Streets, Montgomery County, MD

Designed 26 street-side stormwater retrofits along two streets in White Oak, Maryland. The retrofit designs are adaptations of low impact development stormwater management standards used by Portland, Oregon as well as new cost effective configurations of curb and inlet modifications designed for Montgomery County

Corvias, Clean Water Partnership, Prince George's County, MD

Project Manager for conceptual and design plans, reports, and cost estimates for stormwater management retrofit projects. Responsible for obtaining permits/approvals from DPIE, MDE/USCOE, M-NCPPC, WSSC, and Utility Companies.

Former WSSC Composting Facility Dam Breach, Montgomery County, MD

Project Manager and Project Engineer for emergency dam breach through a failing dam at the former WSSC Composting Facility. This process included determining hydrologic characteristics of the drainage area contributing to the dam. Brian designed the breach to safely pass water at non-erosive velocities.

Germantown Estates , Germantown, MD

Project Manager for the design plans for retrofit of existing SWM pond to meet 2000 MDE Stormwater criteria. Obtained Montgomery County Sediment Control and Floodplain District permits, MDE Non-Tidal Waterways Permit. Completed weekly inspection reports and participated in bi-weekly progress meetings.

Ashton Pond, Montgomery County, MD

Project Manager for retrofit of unsafe dam to meet current MDE Dam Safety guidelines featuring cast-in-place riser, filter diaphragm with toe drain, and emergency spillway reinforcement. Prepared a dam breach study and recommended 'Significant Hazard' classification. Obtained Montgomery County Sediment Control, Floodplain District and Access permits, MDE Dam Safety Permit. Mr. Davila reviewed and approved technical submittals and oversaw construction of the facility.

Greenbelt Lake, Greenbelt, MD

Project Manager for dam breach study and inundation map of flood wave over five road crossings. Mr. Davila conducted the dam safety inspection of dam embankment area and outlet works. Based on his finding Brian prepared the Emergency Action Plan and obtained approval from MDE Dam Safety Division

MDE Dam Breach Studies, Maryland

Mr., Davila served as Project Manager overseeing the CPJ team which used GIS and HEC-GeoRAS to perform a dam breach study of 5 dams across the state of Maryland. This process included determining hydrologic characteristics of the drainage areas contributing to several of the dams, routing floodwaves through cross sections developed using HEC-GeoRAS, and creating maps of the various results in GIS.

Various Bathymetric Surveys, Maryland

Managed bathymetric surveys using both dual frequency sonar data collection equipment and traditional survey equipment at the following sites:

- Gudelsky Pond (Montgomery County, Maryland DEP)
- Lake Varuna (City of Gaithersburg, Maryland DPW)
- Greenbelt Lake (City of Greenbelt, Maryland)

City of Gaithersburg Dam Breach Studies, Gaithersburg, MD

Prepared Dam Breach analysis for five dams in series for MDE approval. Mr. Davila provided retrofit design to reduce hazard classification for Dam closest to MD Rt 28. On-Call emergency evaluations + monitoring during National Weather Service extreme weather forecasts. Inspected 6 high hazard dams on an annual basis. Report included photos, check lists and repair/maintenance recommendations

City of Gaithersburg Department of Public Works, On-call Engineering Contract

Project Manager and Designer responsible for preparing design plans, reports, and cost estimates for a transportation and water resources infrastructure for the City. Responsible for coordinating permitting with City of Gaithersburg Department of Public Works and managed construction documentation and reporting.

Stormwater Management Facility Database Maintenance, Montgomery County, MD

Worked closely with the GIS staff at Montgomery County to update their stormwater management and watershed GIS (Arc Info) database. The project scope included preparation of as-built plans and digital photo images; an existing stormwater management report inventory; drainage area map delineations for over 1,000 facilities; and implementation of a stormwater management map display and locator feature.

City of College Park – Dept. of Public Works, MD

Mr. Davila served as the principal design engineer for storm drain improvements on 36th Ave. Designed College Park Friends School Soccer Field

Upper Paint Branch SWM Retrofits- Montgomery County, MD

Performed engineering to retrofit four existing stormwater management dry ponds; Designed three new stormwater management ponds for enhancing the water quality and quantity controls into the Class III Upper Paint Branch Watershed; Responsible for providing construction management and preparing as-builts for stormwater management facilities; also, designed the retrofit for the Rolling Stone SWM Pond which included slip lining the twin 48" CMP spillways and replacing the twin 96" CMP risers with a concrete riser. Prepared Floodplain study and obtained permit from MDE and US Army Corp of Engineers

Hobbit's Glen Golf Course Irrigation Pond, Columbia, MD

Project Manager for dam repair plans for golf course irrigation pond. Mr. Davila provided construction management services, conducting weekly progress reports and progress meetings throughout construction. He coordinated with Columbia Association, Howard County and State of Maryland agencies to obtain permits for construction.

Father Hurley Boulevard - Montgomery County, MD

Principal design engineer for approximately 1350 LF of a primarily residential dual road across a class III trout stream. Incorporated innovative practices to provide safe fish passage and to prevent headwater from encroaching on adjacent upstream properties. Obtained design plan permits from MDE and Corp of Engineers.

Robyn Barnhart, P.E. Senior Design Engineer



Education:

Majored in Civil Engineering
(University of Maryland)

Licenses/Registrations:

Maryland Professional
Engineer #51074

Years of Experience:

With CPJ: 13
With Others: 0

Project Experience

White Oak, Montgomery County, MD

Ms. Barnhart designed 26 street-side stormwater retrofits along two streets in White Oak, Maryland. The retrofits were designs as adaptations of low impact development stormwater management standards used by Portland, Oregon as well as new configurations of curb inlets designed to trap trash and sediment loadings to prevent migration to the receiving stream at the storm drain outfall. She coordinated with MNCPPC and County agencies to obtain permits. She performed construction management services including inspections, progress meetings, shop drawing and submittal reviews, and RFI responses.

MCDEP Water Resources On-Call, Montgomery County, MD

Ms. Barnhart is a design engineer for the On-Call contract including multiple stormwater management pond reconstruction projects. The projects required the facilities to retrofitted to meet NRCS MD 378 criteria and provide stormwater management treatment per Maryland Stormwater Design Manual. Ms. Barnhart's responsibilities include:

- Prepare watershed studies, conceptual and design plans, reports, cost estimates and bid documents. Plans include hydraulics, hydrology, stormwater management, erosion and sediment control, storm drain and outfall, and public right-of-way improvements.
- Responsible for obtaining permits/approvals from MCDPS, MCDOT, MDE/USACOE, M-NCPCC, WSSC, and Utility Companies.
- Perform construction management services including inspections, progress meetings, shop drawing and submittal reviews, RFI responses, and earthwork calculations to aid in reviewing contractor pay requests.

Germantown Town Center Urban Park (MNCPPC)

Ms. Barnhart prepared sediment control plans for grading, infrastructure installation, and park construction. She prepared conceptual and construction design plans and reports for retrofits of two stormwater management facilities in order to provide open space for the park. Retrofits included a combination of traditional and low impact development stormwater management facilities. Designed modifications to an existing infiltration trench to relocate the facility and compliment the aesthetic of the park with landscaping. Ms. Barnhart prepared storm drain and paving plans for modifying and retrofitting existing infrastructure including cascading outfalls with boulders to compliment the park aesthetic. She coordinated with MNCPPC, County and State agencies, and Utility companies to obtain permits for construction. She prepared bid documents including cost estimates and specifications. She performed construction management services including inspections, progress meetings, submittal reviews, RFI responses, and developed solutions to address field conditions as necessary.

Donnybrook Stream Restoration (Montgomery County Department of Environmental Protection)

Designed bioretention and bioswale stormwater management facilities and storm drain outfall stabilization measures as retrofits to an existing residential area without existing stormwater management treatment. Prepared bid documents including cost estimates and specifications. Performed construction management services including inspections, progress meetings, submittal reviews, RFI responses, and developed solutions to address field conditions as necessary.

HILLANDALE LOCAL PARK FACILITY PLAN REPORT

Lead Senior Design Engineer for the development of the Facility Plan Report. This effort involved balancing design and coordination between multiple public agencies, individual community members and stakeholder groups. The 30% Facility Plan design documents were approved by the Planning Board on July 9, 2015, securing funding for the construction phase of the park. Nine layouts were considered for the Hillandale Local Park during the Facility Plan phase of work by inviting feedback from the community at large. These studies explored location options for the road, parking, recreational and play components of the design program. Ms. Barnhart performed earthwork calculations to balance the site grading, prepared preliminary grading for the site and parking lot including ADA accessible routes, designed and obtained approval for the stormwater management concept plan, and coordinated with stakeholders.

WHEATON LIBRARY AND COMMUNITY RECREATION CENTER PLAYGROUND

Lead Senior Design Engineer for the development of 20% design level schematic grading plan and conceptual stormwater management plan for the playground, adjacent open space and adjacent parking lot. These plans were used by M-NCPPC in coordination with other agencies and design professionals. The design featured a thematic playground that is richly designed to incorporate library iconography and musical expression as well as active play and sensory play. The entrance reading circle is articulated with transparent colorful material detailed recalling a bookshelf. The coping for the wall integrate quotes and the wall ends integrates children's book titles. Music is represented in both the ground plane patterns of a bass clef and treble clef and the multiple musical instruments throughout the playground.

NORTH FOUR CORNERS LOCAL PARK

Lead Senior Design Engineer for the design of an 8-acre local park in Silver Spring. The design incorporated a regulation size soccer/lacrosse field, parking, a new playground, expanded walking and biking trails linking to a county-wide trail system, and preserved an existing Walnut Tree that captured the community's attention. Ms. Barnhart performed all the civil engineering design for the project. Ms. Barnhart coordinated with all regulatory agencies to obtain all of the necessary permits. Design work included parking lot design, storm drain, stormwater management, utility coordination and ADA compliant site grading. Ms. Barnhart also provided construction management services.

KEMP MILL URBAN PARK

Lead Senior Design Engineer for the design of an urban park renovation in Silver Spring. The existing park consisted of a concrete lined shallow pond, playground and walking paths. The existing shallow pond suffered from frequent algae blooms. The single pond was replaced with a series of three smaller but deeper pools that were connected through a series of cascading weirs. A pump system was installed to maintain the water circulation between storm events. The playground was completely replaced that featured new equipment for each age group and a multi-purpose court. The park design includes universal access (ADA compliance) by providing walkways unimpeded by barriers and below five percent grade. The walkway system included circulation around the ponds and through the playground area as well as connections to the adjacent residential homes, school, shopping center and synagogue. The walkways also included two decks overlooking the ponds and a bridge between two of the pond cells. The redesigned pond system and two micro-bioretenement facilities provide stormwater management treatment and aesthetic amenities for the site. Ms. Barnhart performed all the civil engineering design and obtained all necessary permits for the project. Design work included storm drain, stormwater management, utility coordination and ADA accessible grading. Ms. Barnhart also provided construction management services.

Ewald F. Schwarzenegger, P.E.

Senior Design Engineer



Education:

BSCE/Mechanical
Engineering/1983

AAS/Building
Construction/1975

Licenses/Registrations:

Maryland/Professional
Engineer #47873; Also PE:
NY, VA, & DE

Rosgen Training: Level I,
2001; Level II 2017; Level III;
(Registered for Level IV
8/17)

OSHA 10 Hours/ Maryland
Erosion and Sediment
Control Certification -
#9305

Years of Experience:

With CPJ: 1

With Others: 33

Project Experience

Greene County Soil and Water Conservation District (GCSWCD), NYC Watershed, Greene County, NY

Mr. Schwarzenegger, as "Engineer of Record" assisted CCSWCD, from 1998 to 2013 in the restoration of approximately 12,000 feet of stream in the NYC Watershed. The streams included the Batavia Kill, West Kill, East Kill, Broadstreet Hollow Creek and the Schoharie Creek. Mr. Schwarzenegger was responsible for assisting the County in the review and design of stream restoration project which included stream assessment and design, preparation of the specifications and bidding documents, assisting in bidding, evaluation of bids and recommending contract award, construction observation, contract administration and project closeout. Other work for the county included reestablishing restoration projects after Hurricane Irene, Greene Infrastructure Stormwater Projects, wetlands construction, and other stormwater management plans.

High Hazard and Flood Protection Dams Fairfax County, VA

Mr. Schwarzenegger serves as the lead professional engineer for the annual inspection of many of the state regulated High Hazard and Flood Protection Dams in Fairfax County as a subconsultant under Hazen and Sawyer's Basic Ordering Agreement with the Fairfax County Department of Public Works and Environmental Services. As part of these inspections, Mr. Schwarzenegger leads an inspection team through the visual assessment of the dam embankment, principal spillway outfall, auxiliary spillway(s), and shorelines to identify structural and maintenance deficiencies. An inspection report including recommendations for repair, monitoring, and maintenance issues is prepared and submitted to the county with full photo documentation.

Lake Churchill Amethyst Stream Restoration Project, Montgomery County, Germantown, MD

Mr. Schwarzenegger serves as Project Manager/Engineer responsible for QA/QC, H&H, permitting, specifications preparation, bidding documents, bidding, construction management and observation and contract administration for 1,330 linear feet of outfall and channel restoration. Project is partially funded by a Chesapeake Bay Trust Fund Grant.

Upper Watts Branch Forest Preserve – Environmental Stabilization, Montgomery County, Rockville, MD

Mr. Schwarzenegger serves as Project Manager /Engineer assisting the City in construction observation and contract administration for this recently awarded complex stream and outfall restoration project. The project consists of 7 phases including 3 separate stream restoration reaches, four severely degraded outfalls, and a 2.5 acre reforestation site. Mr. Schwarzenegger is also responsible for submittal review, RFI preparation/review, Field Orders process and Clarification Requests.

Stonewall Glenn – Windham, NY

Mr. Schwarzenegger was on the design team for Stonewall Glen, a 59 townhouse development on 12.65 acres which included an activity center with pool and commercial store space at the base of the project (project entrance). The design work include: surveying, site design and layout, landscaping, extensive grading, roads, parking, architectural building design, above ground and underground stormwater infiltration/detention, bioswales, water distribution and storage, sewage collection system, electric, cable and telephone utilities layout. Consulting work also included an upgrade design for the Town of Windham water systems pump station with variable speed drive pumps, fire pumps and electric generator. The upgrade was required for the proposed project and future development in the service area adjacent to the Windham Mountain Ski Resort.

Mountain Sporting Club— Windham, NY

Mr. Schwarzenegger was on the design team for The Mountain Sporting Club which consisted of a 464 acre development with 149 single family homes and another 150+ Condo/Town House combination on the side of a mountain adjacent to the Ski Windham Ski Resort. The project also included two resorts with convention centers, and two low impact chairlifts to carry skiers to the top of Windham Mountain. The design included all survey work and infrastructure design for the project including: water distribution and storage, sewer collection, stormwater conveyance, treatment and management, roads and grading and assisting the prime consultant in various other environmental and regulatory tasks including representing the owners at planning board meetings and regulatory meetings.

Hemlock Hills Estates – Windham, NY

Mr. Schwarzenegger was on the design team for the Hemlock Hills Estates (formerly Copper Ridge), a 70 Acre parcel with 12 building lots. The project is situated on the side of a mountain near the Windham Ski resort. The design consisted of wetlands delineation and mitigation, surveying, stormwater conveyance, treatment and management, water distribution system, sewage collection, utility layout, road design, grading and landscaping. Other services including representation of the owners at planning board meetings, town board meetings and regulatory meetings.

Steven Jones

Professional Land Surveyor



Education:

- 270 hrs Theory and Practice of Land Surveying
- 8 hrs Least Square Traverse Adjustments
- 30 hrs of Practical Hydrology
- 70-hrs GPS Static and Kinematics training
- 500 hours Continuing Professional Competency Classes

Licenses/Registrations:

Maryland Professional Land Surveyor #21072
 District of Columbia Land Surveyor #901540
 Virginia Land Surveyor #1915

Years of Experience:

With CPJ: 32
 With Others: 4

Project Experience

Engineering Services for Storm Water Infrastructure and General Land Surveying #QQ-01580 Loudoun County, VA

Project Manager and point of contact for all field and office survey operations for a Task Order Project to provide a variety of surveying and engineering services throughout Loudoun County, Virginia. Tasks included Stormwater Infrastructure Surveying using GPS and GIS software, Boundary Surveys and Plats, Easement Plats, Topographic and Bathymetric Surveys, Engineering Plan and Profiles, Construction Stakeout and Survey As-builts. Coordination of Sub-contractor's for Utility markings and locations. Responsible for coordinating regular progress meetings to present deliverables and discuss projects details.

MCDEP, Water Resources On-Call, Montgomery County, MD

Mr. Jones is the Survey Manager for this contract responsible for overseeing all field crews and sealing all surveys. Under this contract he is responsible for Topographic Surveys, Boundary Surveys, ALTA surveys, easements documents, plats, among other survey related activities.

MNCPPC, On-Call Contracts, Montgomery and Prince George's Counties, MD

Mr. Jones is the Survey Manager for this contract responsible for overseeing all field crews and sealing all surveys. Under this contract he is responsible for Topographic Surveys, Boundary Surveys, ALTA surveys, easements documents, plats, among other survey related activities

National Institute of Health, Poolesville, MD

Mr. Jones was responsible for establishing the GPS control network to facilitate locating underground utilities on the 100+ acre NIH Animal Research Facility.

Greenbelt Lake, Greenbelt, MD

Mr. Jones was the Project Manager for a topographic survey around Greenbelt Lake to establish existing conditions including stream cross-sections in the outfall area, including several box culverts.

Dual frequency Bathymetric survey of the lake to identify the soft and hard bottom for quantity of water related to Dam Breach Study.

Ashton Farm Pond, Ashton MD

Mr. Jones was responsible for establishing horizontal and vertical control points utilizing conventional optical equipment and GPS. He was also responsible for topographic survey of limits of pond including Dam and outfall area. He was also responsible bathymetric survey of pond to identify hard and soft bottom of pond below the waterline.

Quantico Marine Corp Base, Quantico, VA

Mr. Jones was the Project Manager for Building 7 Washington Dormitory site topography and construction stakeout.

Dulles International Airport, Dulles, VA

Mr. Jones was the Project Manager for construction stakeout for Ross Aviation.

Don Sinn, P.E.

Senior Geotechnical Engineer

Education

Pennsylvania State University
Ph. D. Candidate Civil
Engineering 2004

Texas A&M University M.S.
Civil Engineering 2002
Won-Kwang University B.S.
Civil Engineering 1998

Registrations

Registered Engineer: MD
(#36760)

Years of Experience

Total: 17 With Firm: 3

Mr. Sinn has 17 years of experience in the geotechnical engineering field. During Mr. Sinn's 17 years, he has developed geotechnical studies pertaining to flexible/rigid pavement designs, soil retention pile systems, deep and shallow foundation systems for structures, slope stability analysis of cut and embankment roadways, bridge foundation designs, and associated laboratory testing. Mr. Sinn has also served as a research assistant in roadway soil stabilization projects. Currently Mr. Sinn serves as Kim Engineering's Senior Geotechnical Engineer.

REPRESENTATIVE PROJECTS

Harbor Place Community Center – Prince George's County, MD: Geotechnical Engineer of record for the one-story structure having perimeter and interior bearing walls and columns. Proposed site work included storm water management facilities as well as retaining walls. Services included SPT borings, infiltration testing, and a geotechnical report with recommendations.

Duval High School Football Field Concession Building – Prince George's County, MD: Mr. Sinn served as project manager and geotechnical engineer of record for the proposed concession building and recreation plaza. Services included two auger borings to a depth of 20 feet and the installation of piezometers at each borehole to monitor groundwater tables at a semimonthly basis for six months.

Columbia Association Tennis Center – Columbia, MD: Mr. Sinn served as Geotechnical Engineer of Record for the proposed indoor facility. Proposed construction will consist of a one-story steel frame structure along with addition of six tennis courts. Services provided were 16 SPT borings, soil analysis, and production of a geotechnical report.

Columbia Association Swim Center – Columbia, MD: Mr. Sinn served as Geotechnical Engineer of Record for the proposed replacement of the water slides, footings, and columns to the existing indoor pool facility. Soil borings were drilled and a geotechnical report was produced.

Ft. Belvoir Baseball Field – Fort Belvoir, VA: Geotechnical Engineer of Record for the proposed upgrade of the baseball field located on the military base in Fort Belvoir. Upgrades included new maintenance shed, light poles, site walls, fences, concrete pad, and bio-retention facilities. Services included five (5) SPT borings, laboratory testing, and production of a geotechnical report.

Sandy Hill Park – Prince George's County, MD: Geotechnical Engineer of Record for the park upgrade located in Laurel, MD. Kim Engineering provided 14 SPT borings at depths from 15 feet to 25 feet for the proposed light poles, pavilions, parking lot, and Stormwater management facilities.

Project Examples

White Oak Low Impact Development Retrofits
White Oak, MD

Client Contact:

Frank Dawson
Montgomery County
Department of Environmental Protection
255 Rockville Pike, Suite 120
Rockville, Maryland 20850
Tel: 240.777.7768

Similarities to Contract

- ✓ New Stormwater Management Facilities
- ✓ Right-of-Way LID designs
- ✓ Infiltration facilities, bioretentions, filtering systems
- ✓ Construction Management
- ✓ Environmental Permitting
- ✓ ADA Compliance

Project Description:

CPJ was contracted by the Montgomery County Department of Environmental Protection (MCDEP) under their Water Resources Engineering contract to provide engineering and survey services for the design of 26 street-side stormwater retrofits along two streets in White Oak, Maryland. The retrofits were designs as adaptations of low impact development stormwater management standards used by Portland, Oregon as well as new configurations of curb inlets designed to trap trash and sediment loadings to prevent migration to the receiving stream at the storm drain outfall. The standards adopted from Portland include those for curbside bioretention and enhanced swales.

CPJ worked with the MCDEP to obtain a Small Land Disturbance Approval permit as well as a Right-of-Way Construction permit to complete construction. Construction began in June 2011 and was completed in June 2012.

Unique Problems and Solutions

As a demonstration project using both design and construction techniques not used before in Montgomery County, CPJ worked closely with MCDEP to develop facility prototype standard details and designs. CPJ also worked closely with other project stakeholders, including the Montgomery County Department of Transportation and the Montgomery County Department of Permitting Services to incorporate their comments into the facility designs and explain the impacts of these new types of stormwater management facilities on their infrastructure. During construction, CPJ worked extensively with the contractor to solve construction related problems arising during installation of these new types of facilities.



University Hills Green Street Project
Hyattsville, MD

Client Contact:

City of Hyattsville
4310 Gallatin Street
Hyattsville, MD 20781
Tel: (301) 985-5012
Contact: Ms. Julia McTague

Project Description:

CPJ was contracted by the City of Hyattsville to provide engineering and survey services for the design of sidewalk, traffic calming and low-impact stormwater management facilities throughout the University Hills neighborhood. The neighborhood was developed in the 1950s and most of the streets do not have sidewalk.

Prior to preparing design plans, CPJ prepared a thorough feasibility study that analyzed all the potential impacts of the project and identified the locations for sidewalk and stormwater management treatment that minimized impacts. The neighborhood is well established with many potential impacts including existing utilities, infrastructure and mature trees. Due to the significant grade change across the neighborhood, it is not possible for some lots to have driveways and maintaining on-street parking for those lots is critical. CPJ documented all the potential impacts along each side of the neighborhood streets and implemented a weighted ranking system to identify the locations that would minimize impacts.

In order to minimize impacts, the sidewalk location will vary throughout the neighborhood. In some situations the streets are narrowed to provide space for the sidewalk while avoiding impacts.

Permeable pavement was used for all proposed sidewalks to provide stormwater management treatment and not increase the amount of impervious cover in the neighborhood. Low-impact stormwater management facilities were provided where feasible including bio-swales and bioretention facilities.

Similarities to Contract

- ✓ New Stormwater Management Facilities
- ✓ Right-of-Way LID designs
- ✓ Infiltration facilities, bioretentions, filtering systems
- ✓ Construction Management
- ✓ Environmental Permitting
- ✓ ADA Compliance

Germantown Town Center Urban Park
Rockville, Maryland

Client Contact:

Andrew Frank
Montgomery Parks Department
9500 Brunett Avenue
Silver Spring, Maryland 20901
Tel: 301.495.2535

Similarities to Contract

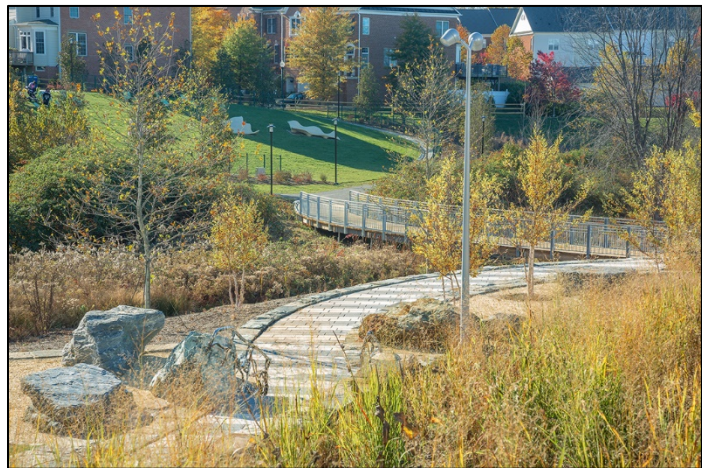
- ✓ SWM Pond Retrofit Design
- ✓ Construction Management
- ✓ Wetland Plantings
- ✓ Environmental Permitting
- ✓ ADA Compliance

Project Description:

Charles P. Johnson and Associates, Inc. (CPJ) was contracted by the Maryland-National Capital Park and Planning Commission Department of Environmental Protection (M-NCPPC) to provide civil engineering design services for the design of an urban park at the Germantown Town Center. As part of these services, CPJ completed a stormwater management plan for the park that included retrofitting existing stormwater management and traditional drainage infrastructure, constructing low impact development (LID) practices to provide stormwater management, and converting the remaining open space to a park for public use. After conducting a hydrologic and hydraulic study of the site, CPJ completed retrofit designs to bring the existing facilities into compliance with current stormwater management and safety standards. Once the designs were completed, approved and fully permitted by local and state regulators, CPJ assisted the M-NCPPC by completing a full set of bid documents for each facility and managing construction on behalf of the M-NCPPC.



The retrofit consisted of retrofitting one existing pond, filling in one existing pond and installing LID facilities to meet 2000 MDE SWM criteria to the maximum extent possible. The retrofit facilities include a shallow wetland, underground sand filter, landscaped infiltration trench, and several water quality inlets (Filterterra units). The open space on site after the placement of the stormwater management facilities will be dedicated to public use in the form of a public park. The retrofit pond design provides 76.5% of the required channel protection volume and the other stormwater facilities treat 100% of the required water quality volume.



Donnybrook Stream Restoration

Chevy Chase, Maryland

Client Contact:

Frank Dawson

Montgomery County Department of Environmental Protection

255 Rockville Pike, Suite 120

Rockville, Maryland 20850

Tel: 240.777.7768

Similarities to Contract

- ✓ New Stormwater Management Facilities
- ✓ Right-of-Way LID designs
- ✓ Infiltration facilities, bioretentions, filtering systems
- ✓ Environmental Permitting

Project Description:

CPI was contracted by the Montgomery County Department of Environmental Protection to provide analysis and design for the restoration of the Donnybrook Tributary to Rock Creek. The goals of the project were to design and construct restoration approaches to stabilize erosive areas, enhance riparian conditions, enhance stream conditions, address storm drain outfall problems, provide stormwater control using LID techniques and improve overall aquatic resources.

In an effort to reduce impacts from uncontrolled runoff, CPI identified twelve opportunities to add stormwater control to existing roadways by utilizing Environmental Site Design and Low Impact Development techniques to treat over 3 acres of impervious surfaces thereby capturing polluted stormwater runoff prior to entering the stream.

Another component of the Donnybrook Tributary Project focused on protecting sewer crossings, reconnecting the channel to a floodplain, stabilizing eroding banks, and repairing storm drain outfalls. Some of the techniques used to stabilize the stream include grading back steep undercut banks, creating bankfull benches, and allowing the stream to access its floodplain again. Reconstructed floodplain areas are wide, gently sloping areas adjacent to the channel where storm flows can spread out and slow in velocity. Bankfull benches are low, gently sloping areas along the toe of the reconstructed banks that narrow the channel making it more effective at moving sediment from upstream sources.

Through ongoing monitoring efforts, it has been shown that the improvements have greatly helped improve stream conditions and create better habitat for fish and other aquatic organisms.

**Unique Problems and Solutions**

Due to location the project required intense coordination with more than 60 local residents and homeowners whose property abutted or overlapped the stream as well as collaboration with the Montgomery County DOT to replace a pedestrian bridge over the stream widely used by the community.

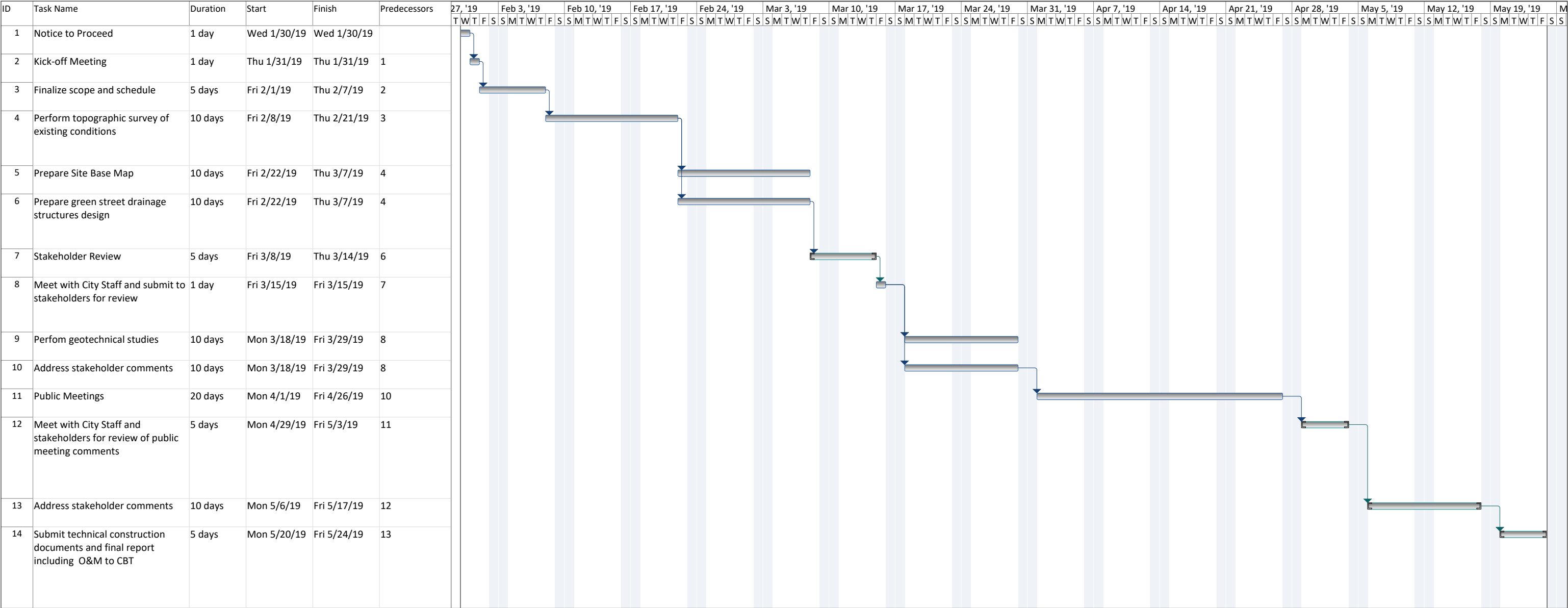
List of References

The following list of references represents clients and agency staff who Charles P. Johnson and Associates Inc. (CPJ) is currently serving or have recently served on the projects described. All references listed have worked with CPJ on multiple projects and have worked with all the managers and most of the staff listed in this proposal. We encourage you to contact any of our clients to discuss their experiences with CPJ.

Steve Halpern
9217 51st Avenue
College Park, MD 20740
Email: shalpern@collegeparkmd.gov
Phone: (301) 474-3033

Mickey Beall
Director, Public Works
Town of University Park
6724 Baltimore Avenue,
University Park, Maryland 20782
Email: mbeall@upmd.org
Phone: (301) 927-4262

Gene Gopenko
Montgomery County DEP
255 Rockville Pike
Rockville, MD 20850
Email: gene.gopenko@montgomerycountymd.gov
Phone: (240) 777-7723



Project: Cherrywood Draft Schedu
Date: Thu 12/6/18

Task

Split

Milestone

Summary

Project Summary

External Tasks

External Milestone

Inactive Task

Inactive Milestone

Inactive Summary

Manual Task

Duration-only

Manual Summary Rollup

Manual Summary

Start-only

Finish-only

Deadline

Progress

REQUEST FOR PROPOSAL SUMMARY

Project: Engineered Design Plans for the retrofitting of Cherrywood Lane

Lump Sum Cost: \$ 130,710.00

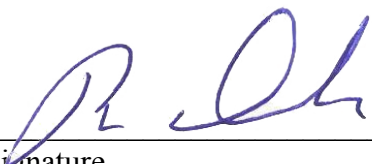
Envelopes with responses to this RFP should be clearly marked with 1) Project Name: Engineered Design Plans for the retrofitting of Cherrywood Lane, 2) Contract No: 2018-04-R. Please submit additional information on the services you will provide as an attachment.

To be considered, please submit bid by: 4:00pm on Friday, December 7 2018

Greenbelt Department of Planning and Community Development
Attn: Judith Howerton, Community Planner
15 Crescent Road, Suite 200
Greenbelt, Maryland 20770

Charles P. Johnson & Associates, Inc.
Company Name

<u>Brian Davila, P.E.</u>	<u>301-434-7000</u>	<u>bdavila@cpja.com</u>
Contact Name	Telephone	Email


Signature

12/7/18
Date

Your signature will guarantee the proposed production quote will be effective for 120 days.

Cherrywood Land Green Streets

				CPJ Public Sector																
List Position or Title List Position's Hourly Rate		Principal Engineer		Senior Project Manager/ Civil Engineer - PE Level		Civil Engineer - EIT Level		Environmental Engineer		CADD Operator/ Draftsperson		Professional Surveyor		Two-Person Survey Crew		Sub consultant		COSTS BY TASK	Units	TOTAL COSTS
		Rate:	\$165	Rate:	\$125	Rate:	\$110	Rate:	\$110	Rate:	\$85	Rate:	\$125	Rate:	\$150	Rate:	\$1			
Task		Hrs.	Sub-Total Fee	Hrs.	Sub-Total Fee	Hrs.	Sub-Total Fee	Hrs.	Sub-Total Fee	Hrs.	Sub-Total Fee	Hrs.	Sub-Total Fee	Hrs.	Sub-Total Fee	Hrs.	Sub-Total Fee			
	Meet with client for project kick-off and final determination of project scope and schedule. Walk site and take photos.	2	\$330.00	8	\$1,000.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$1,330.00	1	\$1,330.00
	Contact all utility companies to request plans and have miss utility mark area.		\$0.00		\$0.00		\$0.00		\$0.00	6	\$510.00		\$0.00		\$0.00		\$0.00	\$510.00	1	\$510.00
	Gather GIS and LIDSR datasets and review all background info including utility plans		\$0.00	4	\$500.00		\$0.00		\$0.00	4	\$340.00		\$0.00		\$0.00		\$0.00	\$840.00	1	\$840.00
	Perform topographic survey of existing conditions including boundary survey of r/w, all improvements including but not limited to lane markings, sidewalks, curb and gutter, storm drain, signs, trees, utilities within r/w and 25 feet outside of r/w and all 24" or larger trees within 50 ft of r/w.		\$0.00		\$0.00		\$0.00		\$0.00	100	\$8,500.00	26	\$3,250.00	96	\$14,400.00		\$0.00	\$26,150.00	1	\$26,150.00
	ID all trees within r/w and flag for surveyor.		\$0.00		\$0.00		\$0.00	8	\$880.00		\$0.00		\$0.00		\$0.00		\$0.00	\$880.00	1	\$880.00
	Prepare Site Base Map with project boundary, property boundaries, topo, site details, drainage area, mapped utilities and pavement distress areas.		\$0.00	1	\$125.00	8	\$880.00		\$0.00	16	\$1,360.00		\$0.00		\$0.00		\$0.00	\$2,365.00	1	\$2,365.00
	Prepare grading plan		\$0.00	8	\$1,000.00		\$0.00		\$0.00	16	\$1,360.00		\$0.00		\$0.00		\$0.00	\$2,360.00	1	\$2,360.00
	Prepare paving /milling plan to include vehicle and bike lane and pedestrian crosswalk striping, sidewalks, handicap ramps, medians, on-street parking, traffic calming devices, and intersection treatments.		\$0.00	24	\$3,000.00		\$0.00		\$0.00	48	\$4,080.00		\$0.00		\$0.00		\$0.00	\$7,080.00	1	\$7,080.00
	Prepare bus placement plan and coordinate with PG and WAMATA.		\$0.00	2	\$250.00		\$0.00		\$0.00	16	\$1,360.00		\$0.00		\$0.00		\$0.00	\$1,610.00	1	\$1,610.00
	Prepare green street drainage structures design including all computations, plans, details and specifications. Includes H&H and storm drain analysis.		\$0.00	60	\$7,500.00		\$0.00		\$0.00	80	\$6,800.00		\$0.00		\$0.00		\$0.00	\$14,300.00	1	\$14,300.00
	Prepare landscape plan for swm structures and street trees.		\$0.00	8	\$1,000.00		\$0.00	16	\$1,760.00		\$0.00		\$0.00		\$0.00		\$0.00	\$2,760.00	1	\$2,760.00
	Prepare pedestrian lighting plan		\$0.00	2	\$250.00		\$0.00		\$0.00	8	\$680.00		\$0.00		\$0.00	4000	\$4,000.00	\$4,930.00	1	\$4,930.00
	Prepare detailed earthworks calculations		\$0.00	2	\$250.00		\$0.00		\$0.00	8	\$680.00		\$0.00		\$0.00		\$0.00	\$930.00	1	\$930.00
	Prepare soil boring plan for swm and distressed pavement		\$0.00	1	\$125.00	4	\$440.00		\$0.00	4	\$340.00		\$0.00		\$0.00		\$0.00	\$905.00	1	\$905.00
	Prepare Cost estimates		\$0.00	2	\$250.00	12	\$1,320.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$1,570.00	1	\$1,570.00
	Prepare preliminary report		\$0.00	8	\$1,000.00	16	\$1,760.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$2,760.00	1	\$2,760.00
	Meet with City Staff	2	\$330.00	3	\$375.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$705.00	1	\$705.00
	Submit to stakeholders for review		\$0.00		\$0.00		\$0.00		\$0.00	2	\$170.00		\$0.00		\$0.00		\$0.00	\$170.00	1	\$170.00
	Obtain adjacent property Owner signatures		\$0.00		\$0.00	16	\$1,760.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$1,760.00	1	\$1,760.00
	Perform geotechnical studies		\$0.00	4	\$500.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	9800	\$9,800.00	\$10,300.00	1	\$10,300.00
	Address stakeholder comments for grading plan		\$0.00	8	\$1,000.00		\$0.00		\$0.00	12	\$1,020.00		\$0.00		\$0.00		\$0.00	\$2,020.00	1	\$2,020.00
	Address stakeholder comments for paving /milling plan to include vehicle and bike lane and pedestrian crosswalk striping, sidewalks, handicap ramps, medians, on-street parking, traffic calming devices, and intersection treatments.		\$0.00	12	\$1,500.00		\$0.00		\$0.00	24	\$2,040.00		\$0.00		\$0.00		\$0.00	\$3,540.00	1	\$3,540.00
	Address stakeholder comments for bus placement plan and coordinate with PG and WAMATA.		\$0.00	2	\$250.00		\$0.00		\$0.00	4	\$340.00		\$0.00		\$0.00		\$0.00	\$590.00	1	\$590.00
	Address stakeholder comments for green street drainage structures design including all computations, plans, details and specifications. Includes H&H and storm drain analysis.		\$0.00	4	\$500.00	24	\$2,640.00		\$0.00	48	\$4,080.00		\$0.00		\$0.00		\$0.00	\$7,220.00	1	\$7,220.00
	Address stakeholder comments for landscape plan for swm structures and street trees.		\$0.00	1	\$125.00		\$0.00	6	\$660.00	12	\$1,020.00		\$0.00		\$0.00		\$0.00	\$1,805.00	1	\$1,805.00
	Address stakeholder comments for pedestrian lighting plan		\$0.00	1	\$125.00		\$0.00		\$0.00	4	\$340.00		\$0.00		\$0.00	1000	\$1,000.00	\$1,465.00	1	\$1,465.00
	Address stakeholder comments for detailed earthworks calculations		\$0.00	1	\$125.00		\$0.00		\$0.00	8	\$680.00		\$0.00		\$0.00		\$0.00	\$805.00	1	\$805.00
	Revise cost estimates		\$0.00	2	\$250.00	8	\$880.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$1,130.00	1	\$1,130.00
	Revise report	1	\$165.00	8	\$1,000.00	16	\$1,760.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$2,925.00	1	\$2,925.00
	Meet with City Staff	2	\$330.00	3	\$375.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$705.00	1	\$705.00
	Submit to stakeholders for review.		\$0.00		\$0.00		\$0.00	2	\$220.00		\$0.00		\$0.00		\$0.00		\$0.00	\$220.00	1	\$220.00
	Address all stakeholder comments including City Council	4	\$660.00	40	\$5,000.00		\$0.00		\$0.00	80	\$6,800.00		\$0.00		\$0.00		\$0.00	\$12,460.00	1	\$12,460.00
	Finalize technical construction documents and final report		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00	1	\$0.00
	Develop maintenance plan		\$0.00	4	\$500.00	16	\$1,760.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$2,260.00	1	\$2,260.00
	4 meetings with Greenbelt City Council and/or citizen advisory boards. Prepare exhibits and take meeting notes.	8	\$1,320.00	32	\$4,000.00		\$0.00		\$0.00	24	\$2,040.00		\$0.00		\$0.00		\$0.00	\$7,360.00	1	\$7,360.00
	2 additional meetings with City Staff	6	\$990.00	8	\$1,000.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$1,990.00	1	\$1,990.00
			\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00	1	\$0.00
			\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00	1	\$0.00
	subtotal	25	\$4,125.00	263	\$32,875.00	120	\$13,200.00	32	\$3,520.00	524	\$44,540.00	26	\$3,250.00	96	\$14,400.00	14800	\$14,800.00	\$130,710.00	1	\$130,710.00

CPJ
Associates
Civil and Environmental Engineers
Landscape Architects
Land Surveyors
Planners

City Council Agenda Item Report

Meeting Date: January 14, 2019

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: Presentations

Agenda Section:

Subject:

Bike Share Presentation

Suggested Action:

Mayor Jordan requested that this item be included on the agenda this evening.

The County has proposed five (5) sites in Greenbelt for Capital Bikeshare stations and is seeking feedback from the City in order to move forward.

Mayor Jordan has invited Prince George's County DPW&T representatives to attend the January 14th City Council meeting, to give a brief presentation, as well as get City comments/feedback.

- Ronald L Crites (Ron) – Chief, Transit System Development
- Sherif H. Elkabbani, Project Manager, Office of Engineering and Project Management

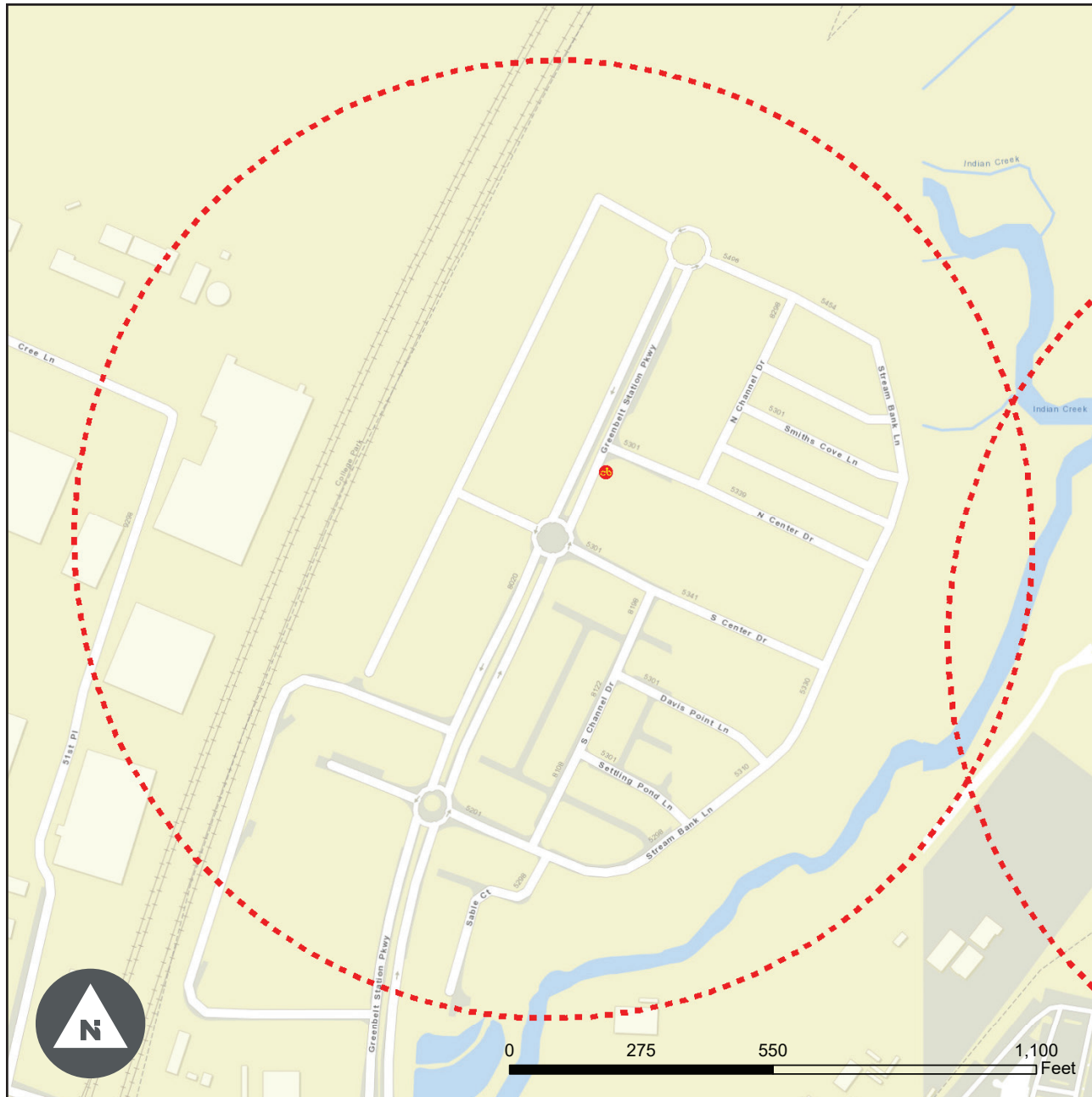
At the time of agenda preparation, City Planners Molly Porter and Judith Howerton were reviewing each proposed station location. The Planners will provide feedback to Council.

Attachments:

[Greenbelt_PG_Bikeshare_Station_Siting_1_3_2019.pdf](#)

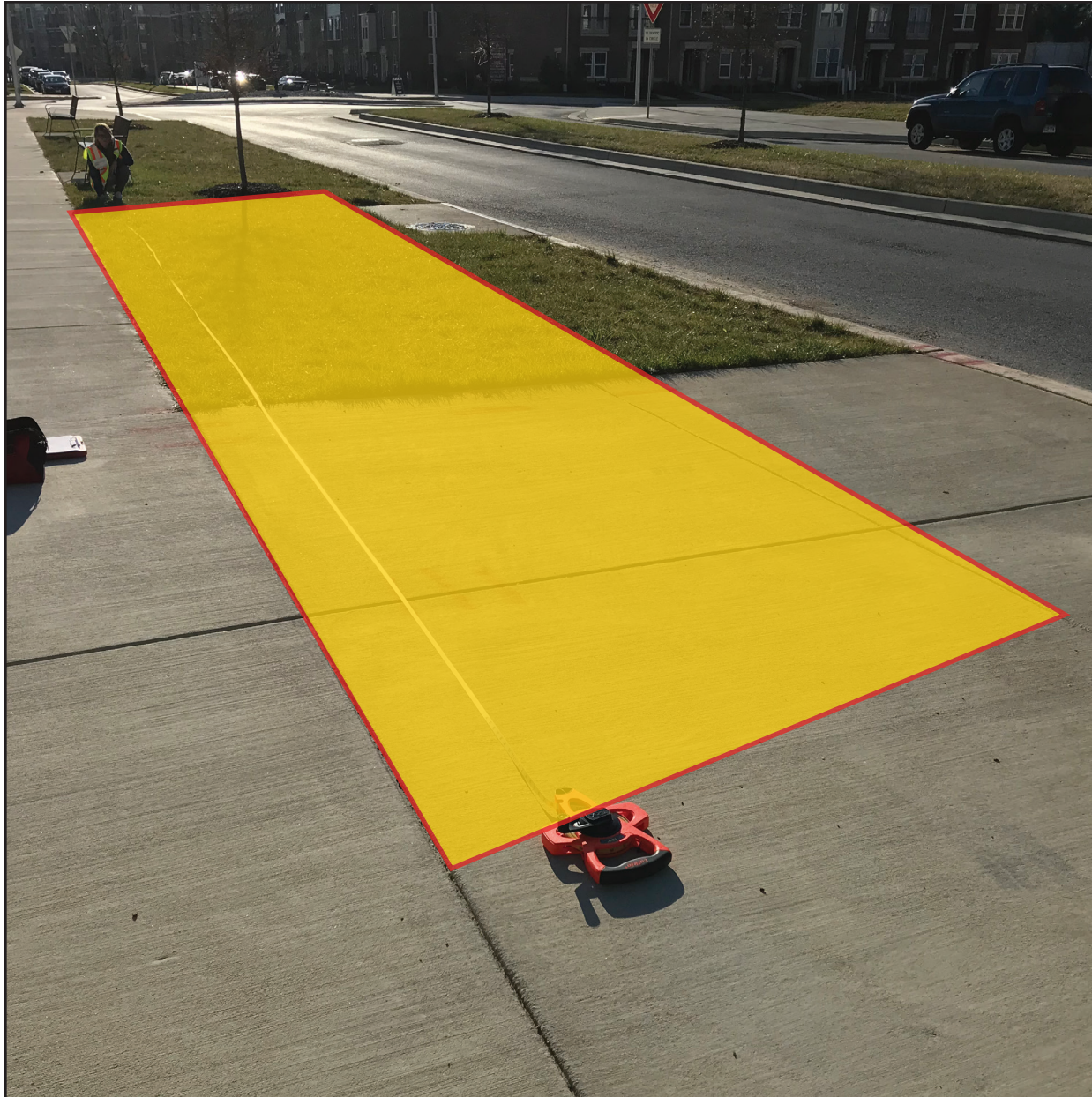
Greenbelt

Station Area #63A - Greenbelt Station Parkway

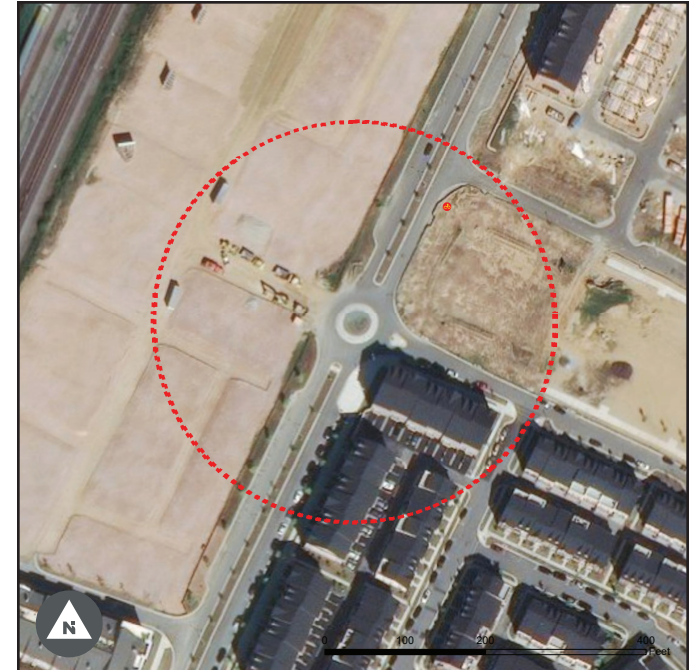


Station Area #63 - Greenbelt Station Parkway

Greenbelt Station Parkway and North Center Drive

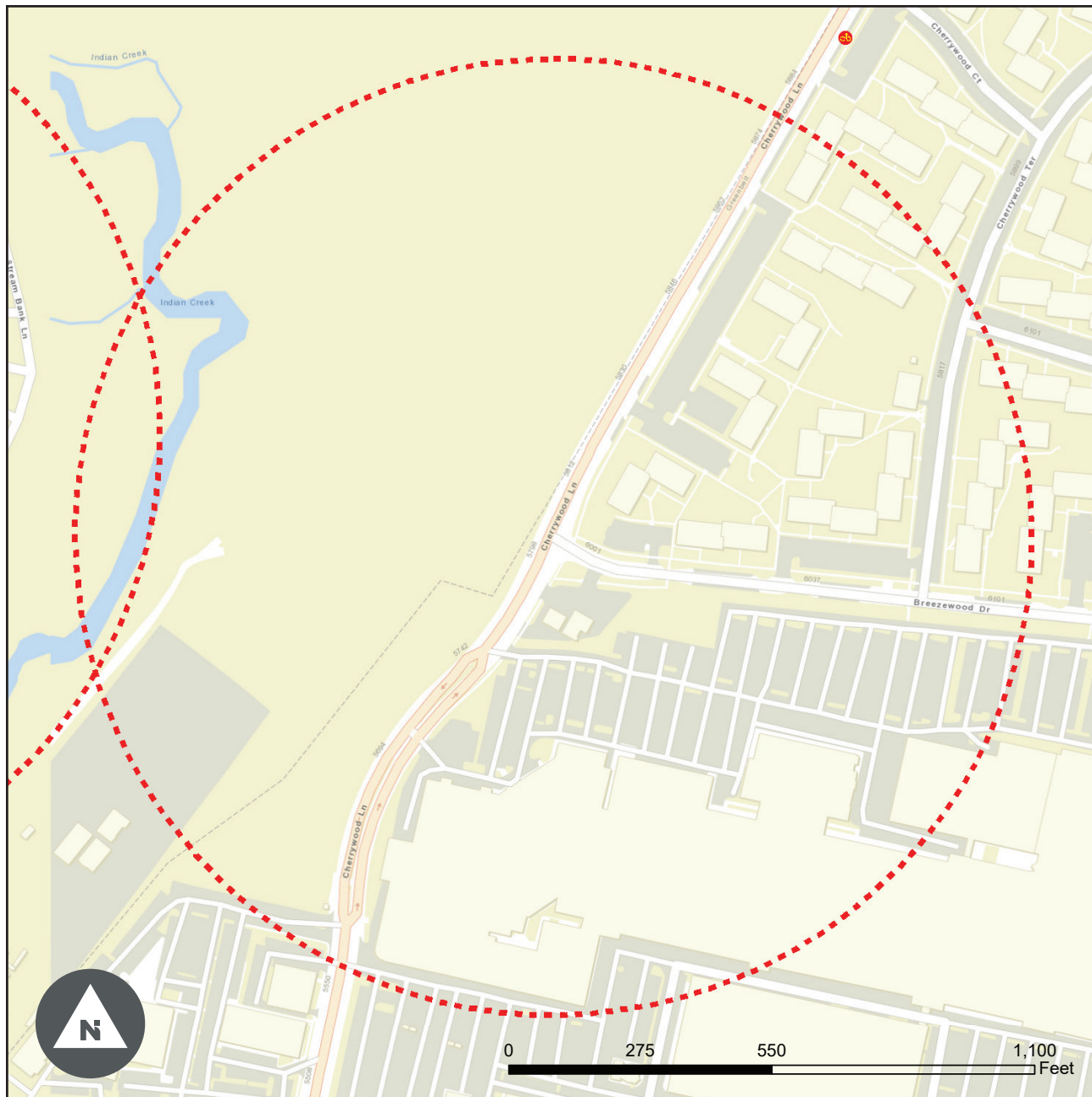


Preferred Location



Jurisdiction: Greenbelt
Ownership: City of Greenbelt
Public/Private: Public
Station Configuration: 90 Degrees (Standard)
Dock Size: 15
Solar Access: Yes
Location: Back of sidewalk
Concrete Pad Needed: Yes
Pedestrian Facilities: 6'+ sidewalks
ADA Curb Ramps: Present
Bike Facilities: Indian Creek Trail

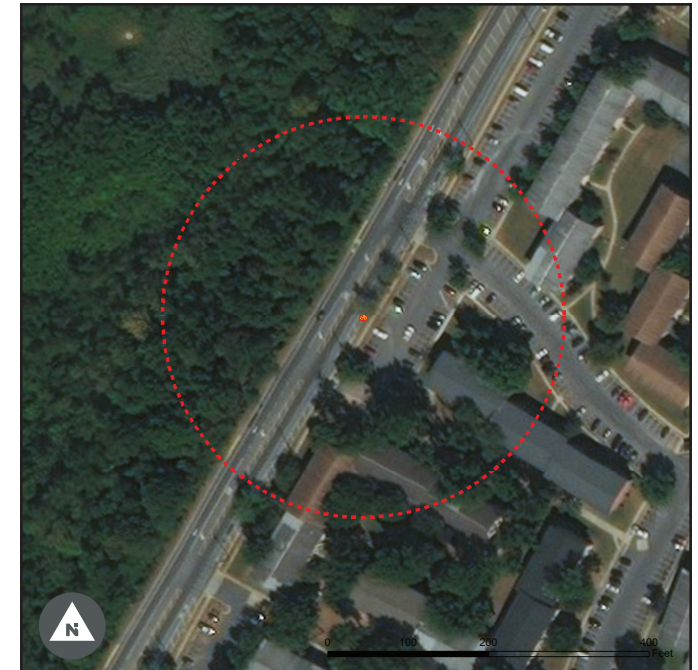
Station Area #66A - Breezewood Drive and Cherrywood Lane



Station Area #66 - Breezewood Drive and Cherrywood Lane

Cherrywood Lane

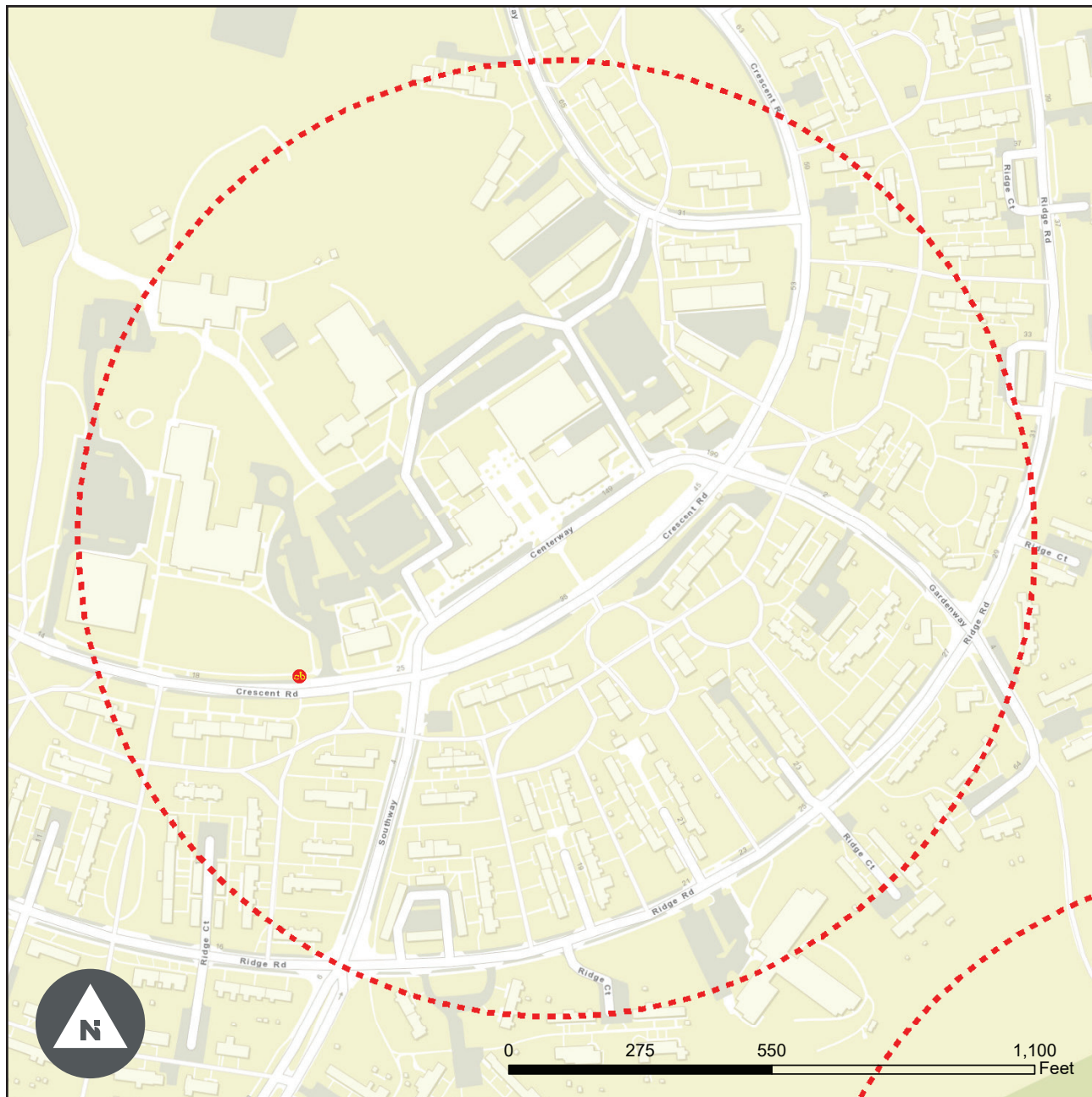
Preferred Location



Jurisdiction: Greenbelt
Ownership: City of Greenbelt
Public/Private: Public
Station Configuration: 90 Degrees (Standard)
Dock Size: 15
Solar Access: Yes
Location: In street
Concrete Pad Needed: No
Pedestrian Facilities: 6'+ sidewalks
ADA Curb Ramps: Present
Bike Facilities: Adjacent bike lane

Note: Will install flex posts around this station as a protective buffer against traffic.

Station Area #70 - Roosevelt Center



Location options best suited for a bike share station within general station area identified by feasibility study



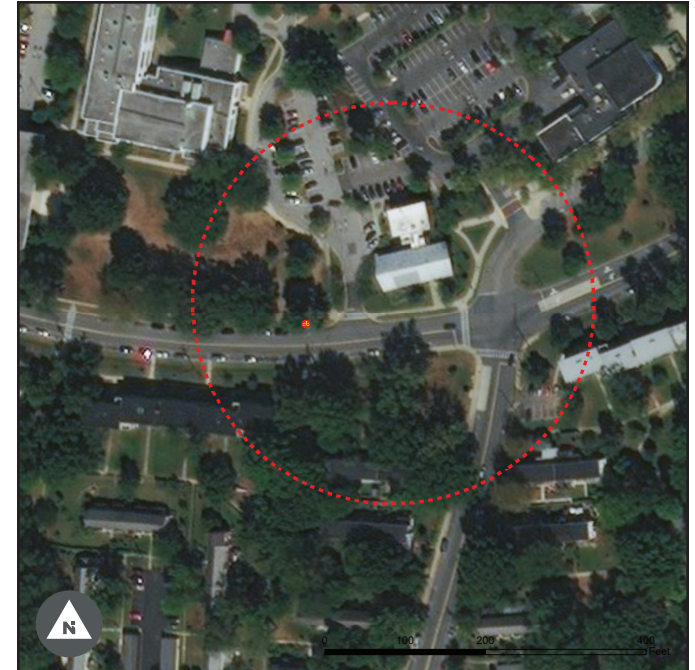
1,000' Station Site Buffer

Station Area #70 - Roosevelt Center

Crescent Road

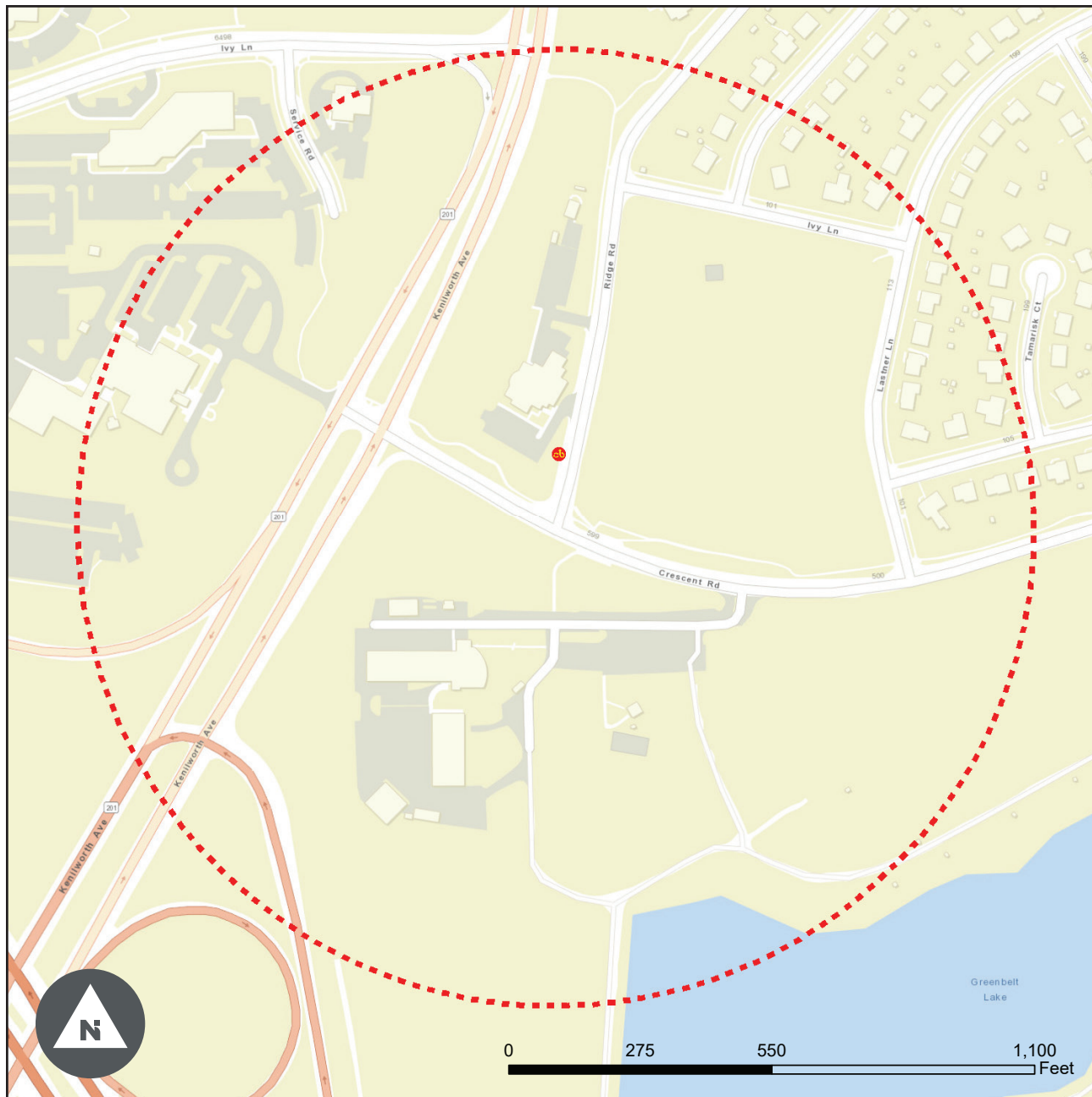


Preferred Location



Jurisdiction: Greenbelt
Ownership: City of Greenbelt
Public/Private: Public
Station Configuration: 90 Degrees (Standard)
Dock Size: 15
Solar Access: Yes
Location: Sidewalk
Concrete Pad Needed: Yes
Pedestrian Facilities: 4' sidewalks
ADA Curb Ramps: Present
Bike Facilities: Off-street path under Crescent Road

Station Area #69 - Crescent Road and Ridge Road



Location options best suited for a bike share station within general station area identified by feasibility study

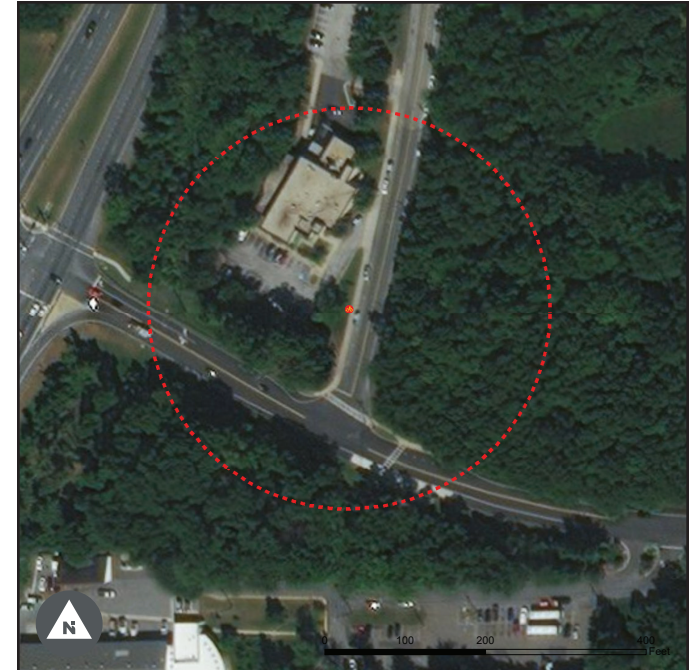


1,000' Station Site Buffer

Station Area #69 - Crescent Road and Ridge Road Ridge Road



Preferred Location

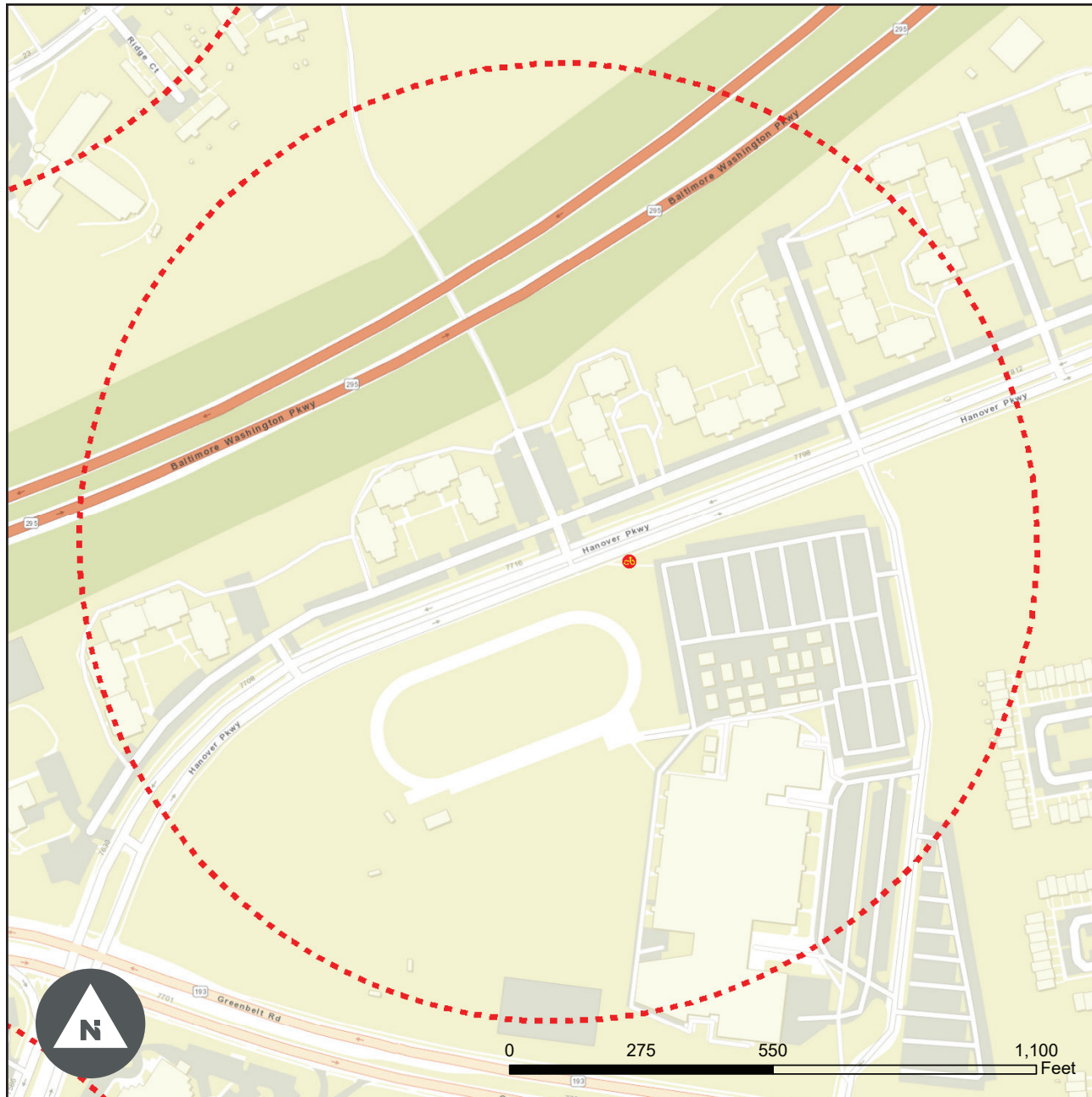


Jurisdiction: Greenbelt
Ownership: City of Greenbelt
Public/Private: Public
Station Configuration: 90 Degrees (Standard)
Dock Size: 15
Solar Access: Tree limbing needed.
Location: Off-street/Grass
Concrete Pad Needed: Yes
Pedestrian Facilities: 4' sidewalks
ADA Curb Ramps: Present
Bike Facilities: Off-street path along Crescent Road

166

Note: Regrading needed, as well as a NO PARKING zone for rebalancing.

Station Area #72 - Hanover Parkway



Location options best suited for a bike share station within general station area identified by feasibility study



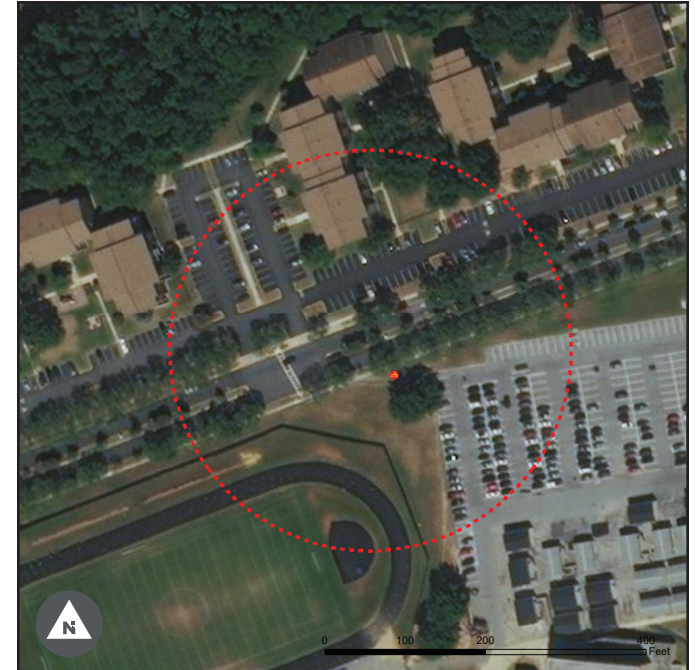
1,000' Station Site Buffer

Station Area #72 - Hanover Parkway

Eleanor Roosevelt High School



Preferred Location



Jurisdiction: Greenbelt
Ownership: Prince George's County Public Schools
Public/Private: Public
Station Configuration: 90 Degrees (Standard)
Dock Size: 15
Solar Access: Yes
Location: Back of sidewalk
Concrete Pad Needed: Yes
Pedestrian Facilities: 4' sidewalks
ADA Curb Ramps: Present
Bike Facilities: Spellman Overpass

City Council Agenda Item Report

Meeting Date: January 14, 2019

Submitted by: Jim Sterling

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section:

Subject:

Old Greenbelt Theatre HVAC Update

Suggested Action:

Reference:

Old Greenbelt Theater HVAC Project Update Memo, 01/08/19

18.12.10_Construction_Program

18.12.10_Construction_Program Preliminary Schedule

Bid Form for Greenbelt Theater 1-11-2019 - Copy

Drawings -Mech, Elec, Plumb, Struct Greenbelt Theater Bid Set 1-11-2019

Specifications - Greenbelt Theater Project Manual Specifications 1-11-2019

The Old Greenbelt Theater is an historic building originally constructed in the 1930's. In 2015, a major renovation was completed which excluded the replacement of the HVAC system for the auditorium as well as a new roof. In FY18 funds were allocated for the design portion of the HVAC system servicing the main auditorium and in fiscal year 2019 (FY19), the new HVAC and roof replacement projects for the Old Greenbelt Theater were also approved for construction.

Both the roof and HVAC system have passed their useful life expectancy. The roof is not original to the building but was installed in 1993. Some HVAC system components are from the original building construction in the 1930's making the system energy inefficient and not code compliant. All subject matter experts from MEP design firms, reserve assessment study engineers, MEP contractors, etc. have concluded the equipment/system has reached end of life years ago. Furthermore, it is staff's professional opinion the system can fail at any time and efforts to revive/repair the system will be impossible given the age of the system. In other words, the prospect of locating replacement parts/equipment, materials, and craftspeople's will not be possible.

Update:

The contract documents have been completed by the engineer of record Mendoza, Ribas, Farinas and Associates (MRFA).

The RFP, bid documents, mechanical, and structural plans have been completed.

MRF is pre-qualifying/engaging mechanical contractors to provide a bid.

Key Dates:

- Thursday, January 24, 2019 at 10 AM – Mandatory Pre-RFP Meeting.
- Friday, February 15, 2019 at 3 PM – Proposals Due.

It is the intent to award the project by March 2019. Brian Kim, Assistant Director of Public Works, will be available to answer any questions.

Attachments:

[19.01.08_Old_Greenbelt_Theater_HVAC_Porject_Update_Memo](#)

[18.12.10_Construction_Program](#)

[18.12.10_Construction_Program Preliminary Schedule](#)

[Bid Form for Greenbelt Theater 1-11-2019 - Copy](#)

[Drawings -Mech, Elec, Plumb, Struct Greenbelt Theater Bid Set 1-11-2019](#)

[Specifications - Greenbelt Theater Project Manual Specifications 1-11-2019](#)



M E M O R A N D U M

Date: January 8, 2019
To: Nicole Ard, City Manager
From: Brian Kim, Assistant Director of Public Works
Via: James Sterling, Director of Public Works
Subject: Old Greenbelt Theater HVAC Project Update

Background

The Old Greenbelt Theater is an historic building originally constructed in the 1930's. In 2015, a major renovation was completed which excluded the replacement of the HVAC system for the auditorium as well as a new roof. In FY18 funds were allocated for the design portion of the HVAC system servicing the main auditorium and in fiscal year 2019 (FY19), the new HVAC and roof replacement projects for the Old Greenbelt Theater were also approved for construction.

Both the roof and HVAC system has passed their useful life expectancy. The roof is not original to the building but was installed in 1993. Some HVAC system components are from the original building construction in the 1930's making the system energy inefficient and not code compliant. All subject matter experts from MEP design firms, reserve assessment study engineers, MEP contractors, etc. have concluded the equipment/system has reached end of life years ago. Furthermore, it is staff's professional opinion the system can fail at any time and efforts to revive/repair the system will be impossible given the age of the system. In other words, the prospect of locating replacement parts/equipment, materials, and craftsperson's will not be possible.

Update

- The contract documents have been completed by the engineer of record Mendoza, Ribas, Farinas and Associates (MRFA).
- The RFP, bid documents, mechanical, and structural plans have been completed.



- MRF is pre-qualifying/engaging mechanical contractors to provide a bid.
- Key Dates:
 - Thursday, 24-January-2019 at 10 AM – Mandatory Pre-RFP Meeting.
 - Friday, 15-February-2019 at 3 PM – Proposals Due.
- It is our intent to award the project by March 2019.

Project Notes

- The new HVAC project will be done concurrently with the new roof replacement project.
- HVAC project will consist of demolition of the existing HVAC system and the installation of two (2), 12.5 ton roof top units (RTU's) that will provide a total of 10,000 CFM's. In addition to associated ductwork and required piping.
- Ductwork will be reinstalled in the same location not changing the physical appearance inside the theater.
- Structural engineer was engaged to provide stamped/certified structural drawings to verify loads and maintain the structural integrity of the superstructure.
- There will be four (4) penetrations that will be required on the roof:
 - Approximately 30" x 18"
- Any exposed reinforcing bars will be sealed and coated with a zinc finish.
- Maryland Historic Trust (MHT) has approved conceptual design and appearance.
- Extensive research and design has been conducted by MRF in ductwork design and lining for sound purposes. Air flow from units is not only an air issue for sound but also for the quality of the picture on the screen.
- Design:
 - The current design requires the mounting of equipment on the roof versus the basement.
 - The engineer examined the feasibility of designing and constructing the new HVAC system in the basement versus a roof and found that this would not be practical for the following reasons:
 - Achieving required fresh air changes per hour per code.
 - Equipment access to the basement.
 - Construction impact.
 - Cost.



City of Greenbelt
Department of Public
555 Crescent Road. Greenbelt. MD 20770

Attachment

- Bid Form
- Drawings
- Specifications
- Schedule – Bar Chart and Narrative
- Preliminary Schedule



Old Greenbelt HVAC & Roof Replacement Project Milestones:

- *Finalize Request for Proposal (RFP), Plans, & Specification – within next two (2) weeks/end of December*
- 16-January-2019: Pre-Proposal Meeting
- 01-February-2019: Proposals Due Date
- 15-February-2019: Review & Evaluate Proposal
- 25-February-2019: Council – First Reading
- 11-March-2019: Council – Second Reading, Contractor Approved
- *Equipment Lead Time: Six (6) to Eight (8) Weeks*
- 01-Jun-2019: Commence Construction Program – Four (4) Months
-
- NOTE: Items in *red* are milestones that will drive critical path program items
 - o Finalize Plans & Specifications: any delay past December will push/delay all the other items
 - o Equipment Lead Time: any delay will push the construction program to keep Theater shutdown to a minimum



City of Greenbelt - Department of Public Works
555 Crescent Road, Greenbelt, MD 20770
Old Greenbelt Theater HVAC & Roof Replacement Project
Preliminary Schedule

ACTIVITY	DATE	DEC				JAN				FEB				MAR				APR				MAY				JUN				JUL				AUG				SEP				OCT			
		1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4								
Finalize Request for Proposal (RFP), Plans, & Specifications	31-Dec																																												
Required Pre-Proposal Meeting	16-Jan																																												
Proposals Due	1-Feb																																												
Review & Evaluate Proposals	15-Feb																																												
Council First Reading	25-Feb																																												
Council Second Reading	11-Mar																																												
Equipment Lead Time	8 Weeks																																												
Construction Program Start	4 Months																																												
Project Completion	1-Oct																																												

Old Greenbelt Theater Mechanical Renovation

c/o Mendoza, Ribas, Farinas & Associates
6265 Executive Blvd., Rockville, MD 20852
301-468-8882; wmendoza@mrf-a.com



REQUEST FOR PROPOSALS

**The Old Greenbelt Theatre
Mechanical Renovation
129 Centerway Drive, Greenbelt, MD, 20770
December 2018**

Proposal Deadline: Friday, 15-February-2019 at 3:00 P.M.

Overview

The City of Greenbelt, Maryland, is seeking proposals for a contractor who has demonstrated abilities to perform the attached Scope of Work. All applicable Federal, State, and local laws, ordinances and regulations must be adhered to.

Contractors submitting a proposal should review the procurement requirements listed. Specifically, the contractor selected will be required to:

- Execute a contract with the City of Greenbelt;
- Attend a pre-construction meeting where City staff will review regulations and other City requirements;
- Complete certain forms and certifications;
- Maintain General Liability Insurance (\$1,000,000 minimum), Workers Compensation Insurance (\$500,000), business automobile liability (\$1,000,000) and furnish proof of such insurance;
- Post a performance and payment bond for 100% of the contract amount to cover faithful performance of and/or payment of the contract.

Any contractor who is the recipient of City funds, or who proposes to perform any work or furnish any goods under this agreement, shall not discriminate against any worker, employee, applicant, or any member of the public because of race, color, sex, gender, sexual orientation, religion, age, marital status, national origin, veteran status, physical or mental disability or perceived disability, or

other criteria protected by law. Discriminatory practices based on the foregoing are declared to be contrary to the public policy of the City. The City of Greenbelt complies with all Equal Employment Opportunity requirements.

The City of Greenbelt does not discriminate on the basis of disability in the admission of, or employment in, its programs, activities or services. Minority and women owned businesses, as well as contractors located in Greenbelt or Prince George's County, are encouraged to submit proposals.

Unless otherwise provided in the contract, the contractor shall secure and pay for all permits and governmental fees, licenses and inspections necessary for proper execution and completion of the contract.

Selection of Contractor

The City will review all proposal submittals, and if deemed to be in the best interest of the City of Greenbelt, a contractor will be chosen. The City reserves the right to reject any and all proposals at its sole discretion. The City will determine final scope and project components, based on funding availability.

The contractor selected will be required to submit a Certificate of Insurance naming the City of Greenbelt as an additional insured, which will be reviewed by the City Manager's Office. The contractor will also be required to post a performance and payment bond for 100% of the contract amount to cover faithful performance and/or payment of the contract.

A contract will then be negotiated between the contractor and the City of Greenbelt, with each agreeing to the terms of the contract and affixing authorized signatures. The contractor will be required to complete all forms and certifications required by the City, State and Federal governments.

Living Wage Requirement

Prince George's County approved a Living Wage rule in 2003 and the State of Maryland and the City of Greenbelt approved one in 2007. All contractors are encouraged to pay a living wage.

Any vendor that has a contract(s) valued at \$50,000 or more with the City shall also be required to pay a Living Wage in accord with State law. The contractor is responsible to check with the State Division of Labor and Industry, or other appropriate agency, to determine the appropriate wage rate.

Contractors and Subcontractors subject to the Living Wage Law shall pay each covered employee at least the minimum amount set by law for the applicable Tier Area.

Proposal Requirements and Examination of Specifications

The contractor is required to thoroughly examine the proposal requirements, drawings and specifications for the work contemplated, and it will be assumed that the contractor has investigated and is satisfied as to the requirements of the specifications and special provisions. It is mutually agreed that submission of a bid shall be considered prima facie evidence that the bidder has made such examination.

Before submitting the proposal, the contractor shall study all the specifications and visit the site of the work to become familiar with the working conditions and the exact nature and extent of the work, taking into account any special or unusual features peculiar to this project.

There will be a mandatory pre-proposal meeting on **Thursday, 24-January-2019, at 10:00 A.M.** at the **Old Greenbelt Theatre, 129 Centerway Drive, Greenbelt, MD 20770** to discuss the r project, including viewing existing conditions, specifications, proposal requirements and to answer questions.

Proposals will be accepted in both hard copy and or electronic format:

- Hard Copy: City of Greenbelt Finance Department
25 Crescent Road
Greenbelt, MD 20770

Ref.: Greenbelt Theater HVAC Project

- Electronic: bkim@greenbeltmd.gov

BID FORM

PROJECT: OLD GREENBELT THEATER – INSTALLATION OF NEW ROOFTOP HVAC UNITS

LOCATION: 129 Centerway Drive, Greenbelt, Maryland 20770

CONTRACTOR: _____

DATE: _____

TIME: _____

TO: Mendoza, Ribas, Farinas & Associates, on behalf of Old Greenbelt Theatre

Pursuant to and in compliance with the Proposed Contract Documents dated _____, as prepared by Mendoza, Ribas, Farinas and Associates relating to the above referenced work, the undersigned, having become thoroughly familiar with the terms and conditions of the proposed Contract Documents, building code requirements and other conditions affecting the performance and costs of all work in connection with the subject Bid, and having fully inspected the site in all particulars, hereby proposes and agrees to fully perform the work within the time stated in, in strict accordance with the proposed Contract Documents and addenda thereto, for the following sum of money:

Equipment & Material	\$_____
Labor	\$_____

TOTAL

\$_____

- A. The cost of a Performance Bond, and a Labor and Material Payment Bond are, if required, will be 100% percent of the Contract Sum. \$_____
- B. Final contract price will be adjusted at the completion of Work to give Owner credit for any unused quantities of unit priced items. Credit shall be given at the same unit prices quoted above. Any additional quantities required, over and above quantities stated in this Proposal, will be added to the Contract by change order, at unit prices quoted above.

If awarded this Contract, Contractor will prepare AIA Agreement for review and approval by Owner for execution by all parties, submit proof of insurance coverage with the Owner for the entire Work as per the Contract Documents within ten (10) days after the notice of award. It is agreed that this Proposal is subject to the Owner's acceptance for a period of ninety (90) days from the date of the bid opening.

The undersigned fully understands that the bids submitted include the use of qualified installers, at no additional cost to Owner.

EXTRA WORK

The undersigned agrees that should any change in the Work or extra Work be ordered, the allowance for overhead and profit combined shall be as scheduled below. The following applicable percentages shall be added to the extra Work cost as defined by Article 7 of the General Conditions.

- A. Allowance to the Contractor for overhead and profit for extra Work provided by his own forces 10%.
- B. Allowance to the Contractor for overhead and profit for extra Work provided by a subcontractor and supervised by the Contractor 5%.
- C. The undersigned agrees to the following:
1. To furnish all labor and materials as shown and specified.
 2. Will substantially complete the Base Bid scope of work in 120 days consecutive working days from the date of commencement.
 3. To start work in 10 days after receipt of a written notice to proceed.
- D. Identify subcontractors and their specialty:

Bidder agrees that the Owner has the right to accept or reject any or all bids and to waive formalities and that bids are good for sixty (60) days from date bids are due.

Bidder Name: _____

BY: _____

Signature

Name (Printed), Title

(SEAL IF BIDDER IS CORPORATION)

OLD GREENBELT THEATRE
NEW ROOFTOP UNITS
129 CENTERWAY
GREENBELT, MD. 20770

CITY OF GREENBELT REPRESENTATIVES
JIM STERLING, DIRECTOR OF PUBLIC WORKS
BRIAN KIM, ASSISTANT DIRECTOR OF PUBLIC WORKS
TIM HOUCHENS, FACILITY MAINTENANCE MANAGER

MENDOZA, RIBAS, FARINAS & ASSOC.
CONSULTING ENGINEERS
6265 EXECUTIVE BOULEVARD, ROCKVILLE MD 20852
(301) 468-8882



DRAWINGS		SPECIFICATIONS	
C0-01	COVER SHEET	MECHANICAL SPECIFICATIONS:	
MECHANICAL		15014	GENERAL SCOPE OF WORK
M-01	SYMBOLS, SCHEDULES AND DETAILS.	15015	GENERAL REQUIREMENTS OF CLEANING -UP
M-02	DEMOLITION PLANS	15016	GENERAL CONDITIONS TO MECHANICAL AND ELECTRICAL
M-03	AUDITORIUM FLOOR PLAN	15620	HVAC BASIC MATERIALS AND METHODS
M-04	AUDITORIUM ROOF PLAN	15628	VIBRATION ISOLATORS AND NOISE CONTROL.
M-05	DETAILS - HVAC	15733	PACKAGED ROOFTOP AIR CONDITIONING UNITS
ELECTRICAL-		15765	DUCTWORK (LOW PRESSURE)
E-01	ROOF PLAN - DEMOLITION, NEW WORK, SYMBOLS AND NOTES	15767	HANGERS AND SUPPORTS - GAS PIPING
E-02	BASEMENT PLAN - DEMOLITION, NEW WORK AND GENERAL NOTES.	15770	DIFFUSERS AND GRILLES
E-03	POWER RISER DIAGRAM AND SCHEDULES.	15800	DUCT INSULATION - SOUND LINING
STRUCTURAL-		15824	CONTROLS SEQUENCE OF OPERATIONS
S-001	GENERAL NOTES	15881	TEST AND BALANCING (HVAC)
S-002	FRAMING PLANS	ELECTRICAL SPECIFICATIONS:	
S-003	SECTIONS AND DETAILS	16010	ELECTRICAL GENERAL PROVISIONS
SCOPE OF WORK		16110	CONDUITS, RACEWAYS AND FITTINGS
DESIGN WORK CONSISTS OF REPLACING OLD (1937) HEATING AND AIR CONDITIONING SPLIT SYSTEM UNIT FOR EXISTING THEATER WITH NEW ROOFTOP UNITS. NO ARCHITECTURAL WORK IS PART OF SCOPE. NO ADDITIONAL SPACES OR ANY OTHER AREAS HAVE BEEN ADDED TO THE THEATER UNDER THIS SCOPE OF WORK. NEW ROOFTOP UNITS WILL BE PROVIDED WITH NATURAL GAS HEATING.		16120	WIRE, CABLES AND CONNECTORS
		16130	WIRING DEVICES
		16140	DEVICE AND OUTLET BOXES
		16150	JUNCTION AND PULL BOXES
		16160	FUSES
		16200	ELECTRICAL GENERAL
		16435	BRANCH CIRCUIT PANELBOARDS
		16440	DISCONNECT SWITCHES

Professional Certification. I hereby certify that these documents were prepared or approved by me, and that I am a duly licensed professional engineer under the laws of the State of Maryland, License No. 7407, expiration date: 10/08/20.

REVISIONS:

MENDOZA, RIBAS, FARINAS & ASSOC.
CONSULTING ENGINEERS
6265 Executive Boulevard, Rockville, Maryland 20852
(301) 468-8882

OLD GREENBELT THEATRE
129 CENTERWAY
GREENBELT, MD 20770
NEW ROOFTOP UNITS

DRAWING TITLE:
COVER SHEET

DATE 01-11-2018

SCALE

DRAWN

JOB 17-045

SHEET

C0-01
BID SET

IMC 403.3 OUTSIDE AIR CODE COMPLIANCE															
Job Name: Greenbelt Theater				EQUIPMENT ID RTU-1,2				CFM 10,000							
Required Ventilation per IMC 2015 2015 1,610 CFM				MEETS IMC 2015 VENTILATION											
Design Ventilation Outdoor Air for RTU-1,2 (Unit OA) 2,000 CFM															
A	B	C	D	E	F	G	H	I	J	K	L	M	N	N	
Room	Description	Area (ft²) (Az)	Area Outdoor Air Rate (Ra)	Occupant Load Rate (People/ 1000 ft²) (Or)	Occupant Outdoor Air Rate (Rp)	Occupancy Az x Or/1000 (Pz)	System Population (Actual Occupancy) (Ps)	Breathing Zone Outdoor Air (Vbz=RpPz+RaAz)	Zone Air Distribution Effectiveness (Ez)	Zone Outdoor Air (Voz=Vbz/Ez)	Primary Zone Supply Air (Peak time) (Vpz)	Exhaust Air	Outdoor Air Fraction (Zp=Voz/Vpz)	Actual Breathing Zone Outdoor Air (Vabz)	Meets IMC 2015 Ventilation
1	Theater	3916	0.06	35	10	137	137	1606	1	1606	10000		2000.000	2000	Yes
Totals		3916				137	30	1610		1610	10000				
System Population Ps		137	Uncorrected O.A.					Total Required Outdoor Air				Ev			
Actual Occupancy		137	Vou=DΣall zones RpPz + Σall zones RaAz					IMC 2015				IMC 2015			
Occupant Diversity D=Ps/Σall zones Pz		1.0	1610					Vot=Vou/Ev							
								1610							

AIR DEVICE SCHEDULE							
TAG	TYPE	LOCATION	SIZE	NECK/INLET SIZE	NC	MFG. & MODEL No.	REMARKS OR OPTIONS
A	SUPPLY AIR GRILLE	SEE DRAWINGS	—	SEE DRAWINGS	14–25	TITUS 301FL	ALUMINUM WITH OPPOSED BLADE DAMPER 35° DEFLECTION
B	RETURN AIR GRILLE	SEE DRAWINGS	—	SEE DRAWINGS	20–25	TITUS 350RL	STEEL WITH OPPOSED BLADE DAMPER 35° DEFLECTION

GAS FIRED ROOFTOP UNIT																															
UNIT No.	SERVING AREA	SUPPLY CFM	OUTSIDE AIR MIN/MAX	E.S.P. IN WG.	TOTAL S.P. IN WG.	INDOOR. FAN		COOLING CAPAC. MBH		EAT	HEATING CAPACITY MBH				ELECTRIC POWER	COMPRESSOR			CONDENSER FAN		COMBUSTION FAN MOTOR	MCA AMPS	MOCp AMPS	WEIGHT IN LBS.	EER	SEER	MANUFACTUTER/. MODEL NO.	DISCHARGE	REMARKS		
						HP	FLA	SENS.	TOTAL		INPUT	OUTPUT	CAP. MBH	EAT °FDB		LAT °FDB	MAX LAT °FDB	QTY	RLA	HP	QTY									FLA	FLA
RTU–1	THEATER	5000	200 1600	0.75	1.11"	3.0	10.6	105.4	149	ARI	250.0	203.0	142.3	55.0	77.0	78.0	208/3/60	2	22.4/22.4	5.6/5.6	2	2.7/2.7	0.5	67.0	80.0	2335**	12.1	—	TRANE YCH151	DOWNFLOW	1–18
RTU–2	THEATER	5000	200 1600	0.75	1.11"	3.0	10.6	105.4	149	ARI	250.0	203.0	142.3	55.0	77.0	78.0	208/3/60	2	22.4/22.4	5.6/5.6	2	2.7/2.7	0.5	67.0	80.0	2335**	12.1	—	TRANE YCH151	DOWNFLOW	1–18

NOTES:

- (1) UNIT SHALL BE PROVIDED WITH SINGLE POWER CONNECTION.
(2) UNIT TO BE OF 1" SINGLE WALL CONSTRUCTION.
(3) UNIT DRAIN PAN TO BE STAINLESS STEEL.
(4) PROVIDE UNIT MOUNTED DISCONNECT SWITCH
(5) PROVIDE HOT GAS REHEAT FOR HUMIDITY CONTROL
(6) UNIT SHALL BE PROVIDED WITH FACTORY SUPPLIED SMOKE DETECTORS FOR SUPPLY AND RETURN WITHIN UNIT. DETECTORS ARE TO SHUT DOWN UNIT AND ALARM THE FIRE ALARM SYSTEM WHEN ACTIVATED
(7) PROVIDE CONDENSATE OVERFLOW SWITCH TO SHUT DOWN UNIT, FIELD INSTALLED.

- (8) STAINLESS STEEL HEAT EXCHANGER
(9) GAS PRESSURE REGULATOR BY MECHANICAL CONTRACTOR.
(10) REFRIGERANT R–410A
(11) PROVIDE TOUCHSCREEN THERMOSTAT WITH HUMIDITY AND WIFI CAPABILITY "ECOBEE MODEL EMS." PROVIDE WITH LOCKING COVER.
(12) PROVIDE ECONOMIZING CYCLE CAPABILITIES ON UNIT
(13) PROVIDE BAROMETRIC RELIEF DAMPER
(14) PROVIDE 38" TALL CUSTOM ACOUSTIC CURB WITH CATWALK. REFER TO ROOFTOP UNIT SPECIFICATIONS AND PLANS FOR DETAILS.
(15) PROVIDE (2) WALL MOUNTED CO2 SENSORS (1) FOR EACH RTU
(16) PROVIDE (2) WALL MOUNTED HUMIDITY (1) FOR EACH RTU
(17) PROVIDE SPRING ISOLATORS. REFER TO SPECIFICATIONS.
(18) PROVIDE TRANE 5" TOUCH SCREEN COLOR INTERFACE. REFER TO SPECIFICATIONS FOR MORE INFO. .

Professional Certification. I hereby certify that these documents were prepared or approved by me, and that I am a duly licensed professional engineer under the laws of the State of Maryland, License No. 7407, expiration date: 10/08/20.

REVISIONS:

MENDOZA, RIBAS, FARINAS & ASSOC.
CONSULTING ENGINEERS
6265 Executive Boulevard, Rockville, Maryland 20852
(301) 468-8882

OLD GREENBELT THEATRE
129 CENTERWAY
GREENBELT, MD 20770
NEW ROOFTOP UNITS

DRAWING TITLE:
SYMBOLS, SCHEDULES
AND DETAILS

DATE 01–11–2018

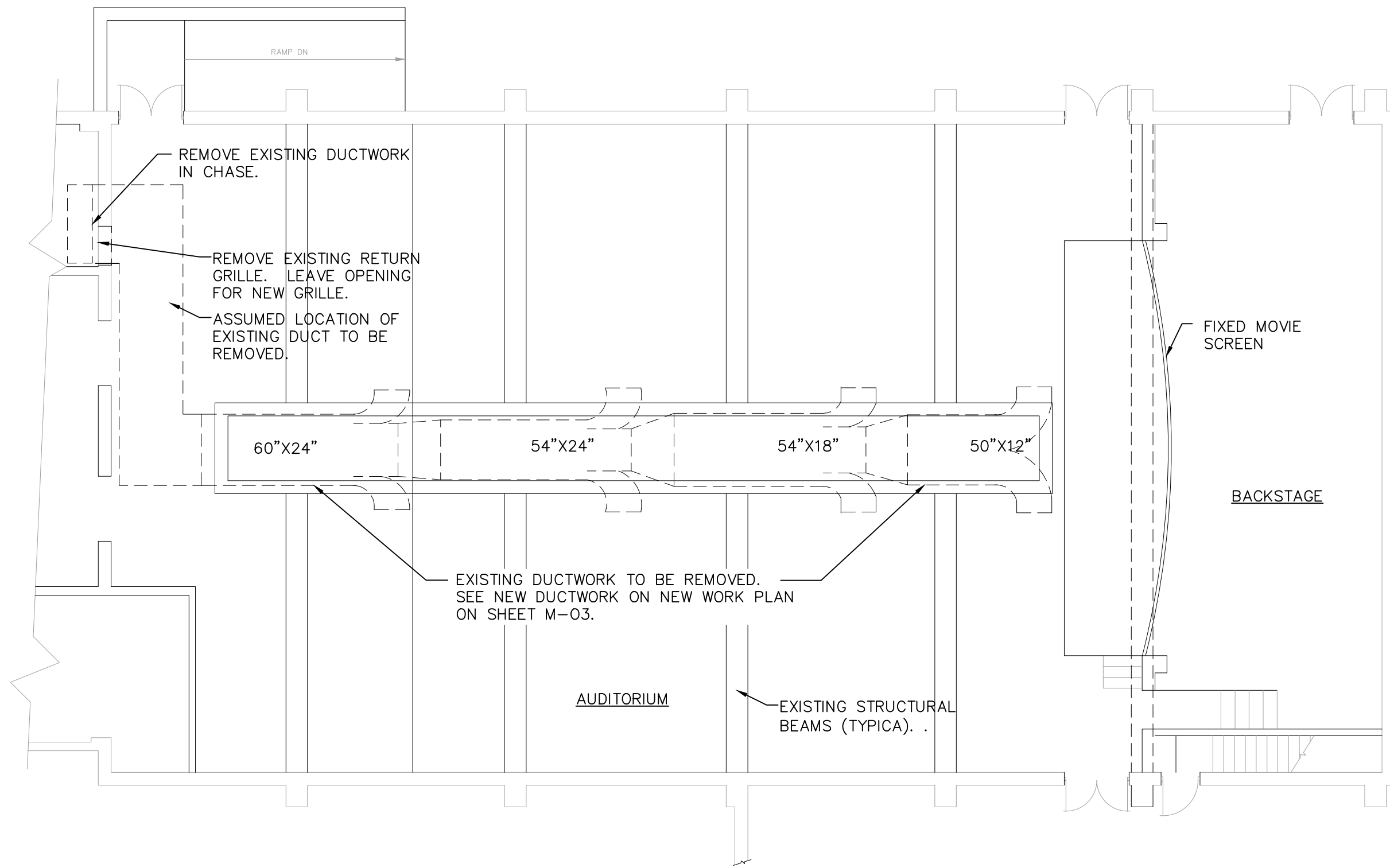
SCALE

DRAWN

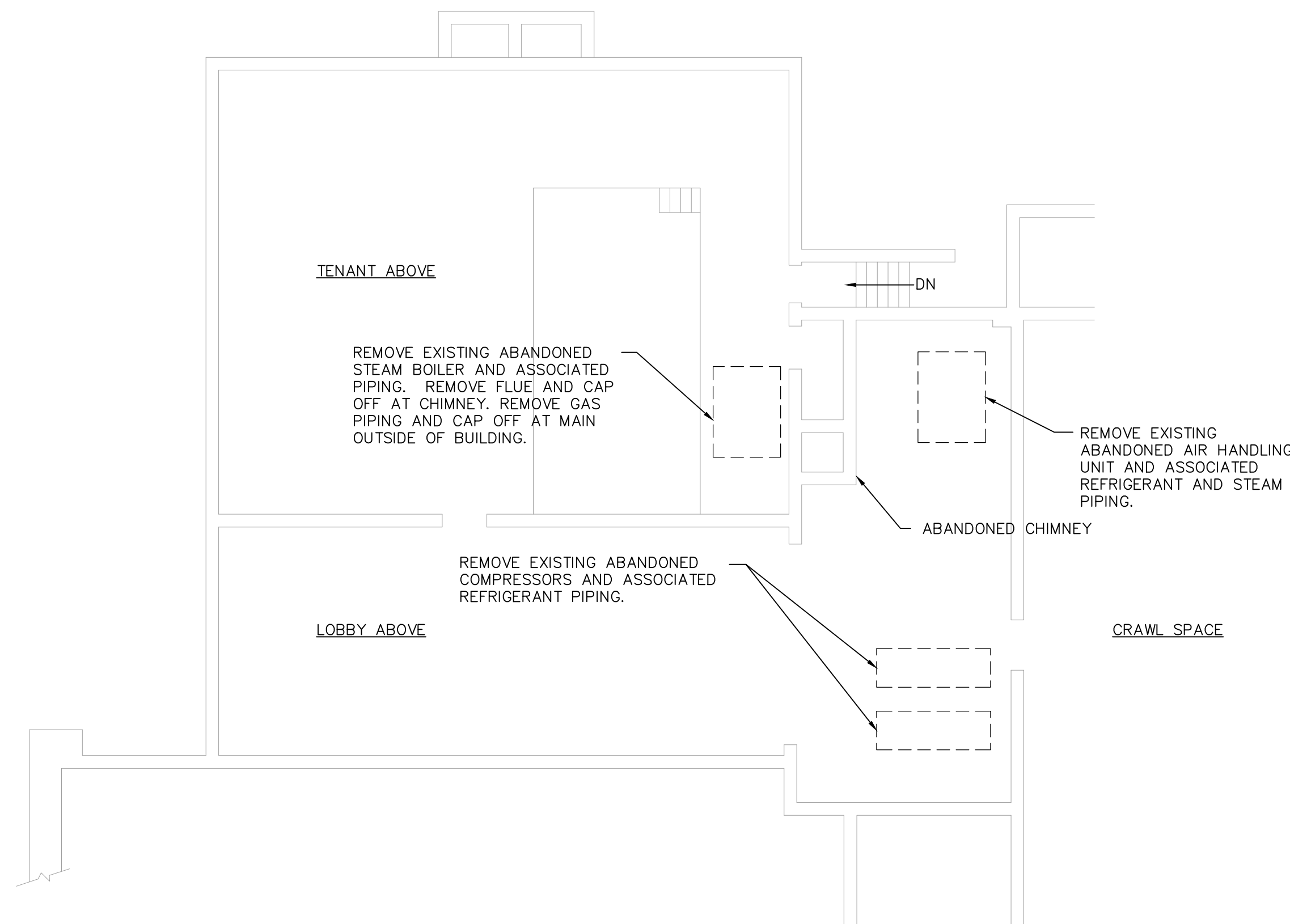
JOB 17–045

SHEET

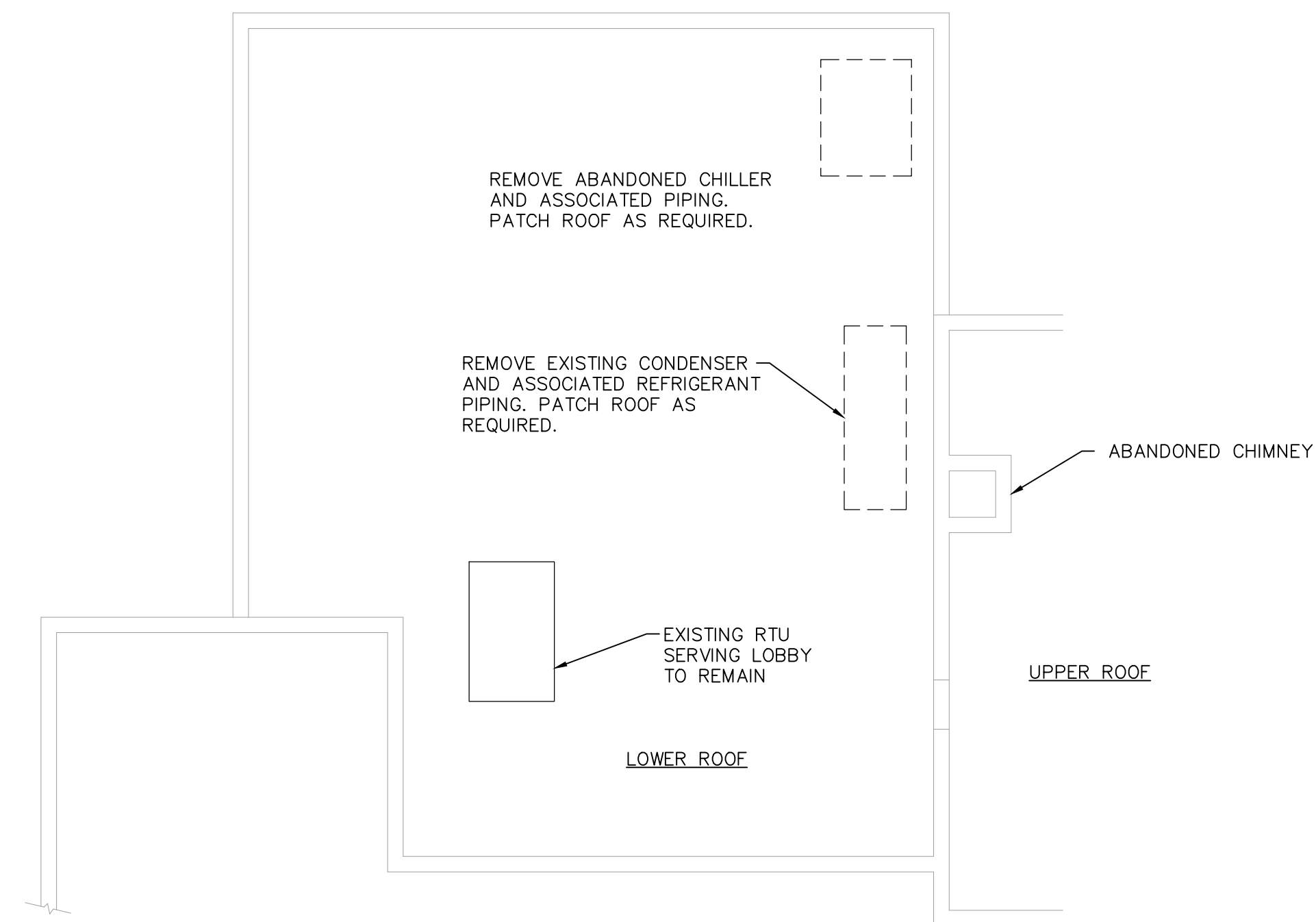
M–01
BID SET



1 AUDITORIUM FLOOR PLAN - DEMOLITION
SCALE: 1/8" = 1' - 0"



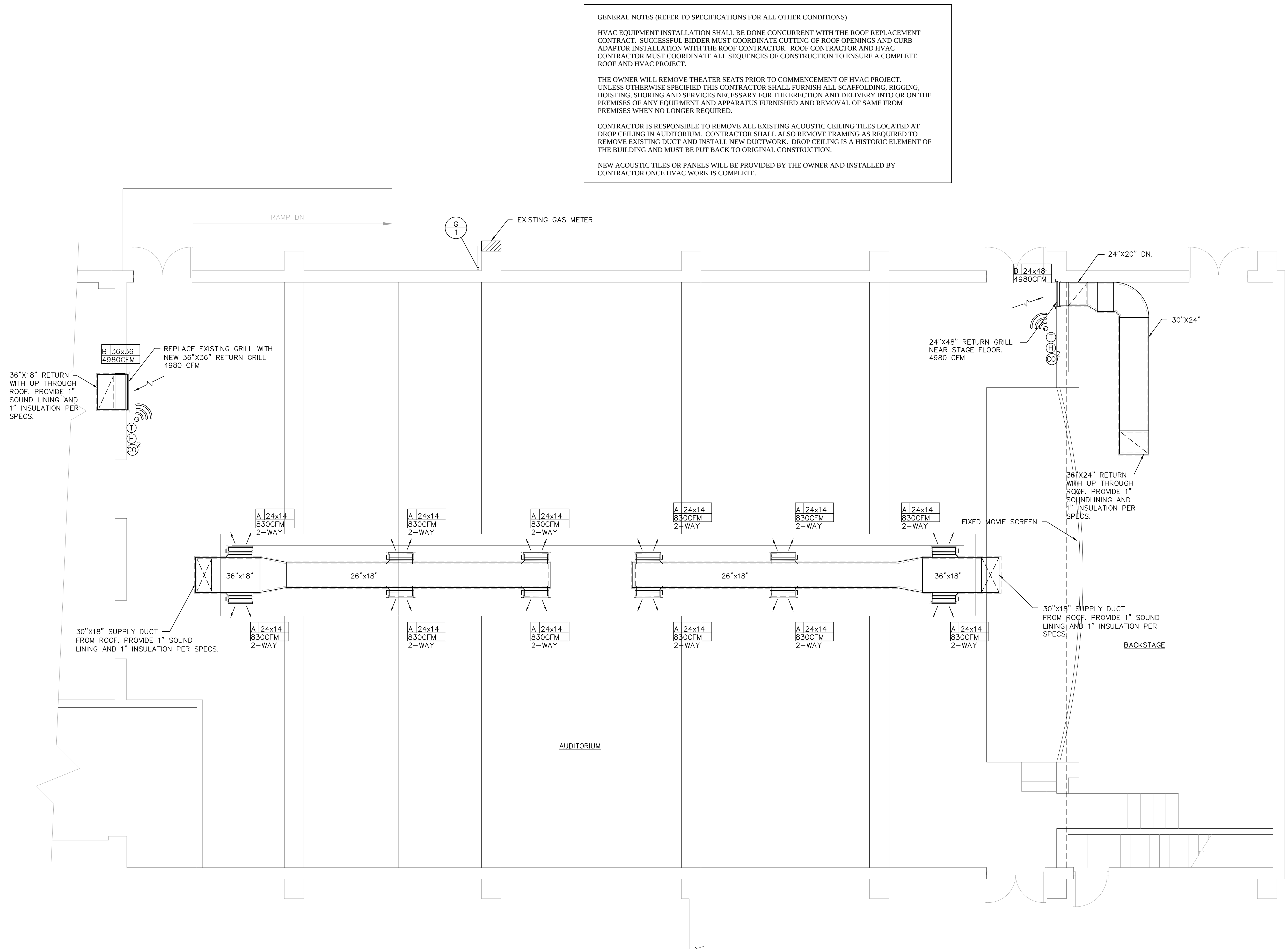
2 BASEMENT FLOOR PLAN - DEMOLITION
SCALE: 1/8" = 1' - 0"



3 ROOF PLAN - DEMOLITION
SCALE: 1/8" = 1' - 0"

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REVISIONS:	
MENDOZA, RIBAS, FARINAS & ASSOC. C O N S U L T I N G E N G I N E E R S 6265 Executive Boulevard, Rockville, Maryland 20852 (301) 468-8882	
OLD GREENBELT THEATRE 129 CENTERWAY GREENBELT, MD 20770 NEW ROOFTOP UNITS	
DRAWING TITLE:	DEMOLITION PLANS
DATE	01-11-2018
SCALE	
DRAWN	
JOB	17-045
SHEET	M-02
	BID SET



GENERAL NOTES (REFER TO SPECIFICATIONS FOR ALL OTHER CONDITIONS)

HVAC EQUIPMENT INSTALLATION SHALL BE DONE CONCURRENT WITH THE ROOF REPLACEMENT CONTRACT. SUCCESSFUL BIDDER MUST COORDINATE CUTTING OF ROOF OPENINGS AND CURB ADAPTOR INSTALLATION WITH THE ROOF CONTRACTOR. ROOF CONTRACTOR AND HVAC CONTRACTOR MUST COORDINATE ALL SEQUENCES OF CONSTRUCTION TO ENSURE A COMPLETE ROOF AND HVAC PROJECT.

THE OWNER WILL REMOVE THEATER SEATS PRIOR TO COMMENCEMENT OF HVAC PROJECT. UNLESS OTHERWISE SPECIFIED THIS CONTRACTOR SHALL FURNISH ALL SCAFFOLDING, RIGGING, HOISTING, SHORING AND SERVICES NECESSARY FOR THE ERECTION AND DELIVERY INTO OR ON THE PREMISES OF ANY EQUIPMENT AND APPARATUS FURNISHED AND REMOVAL OF SAME FROM PREMISES WHEN NO LONGER REQUIRED.

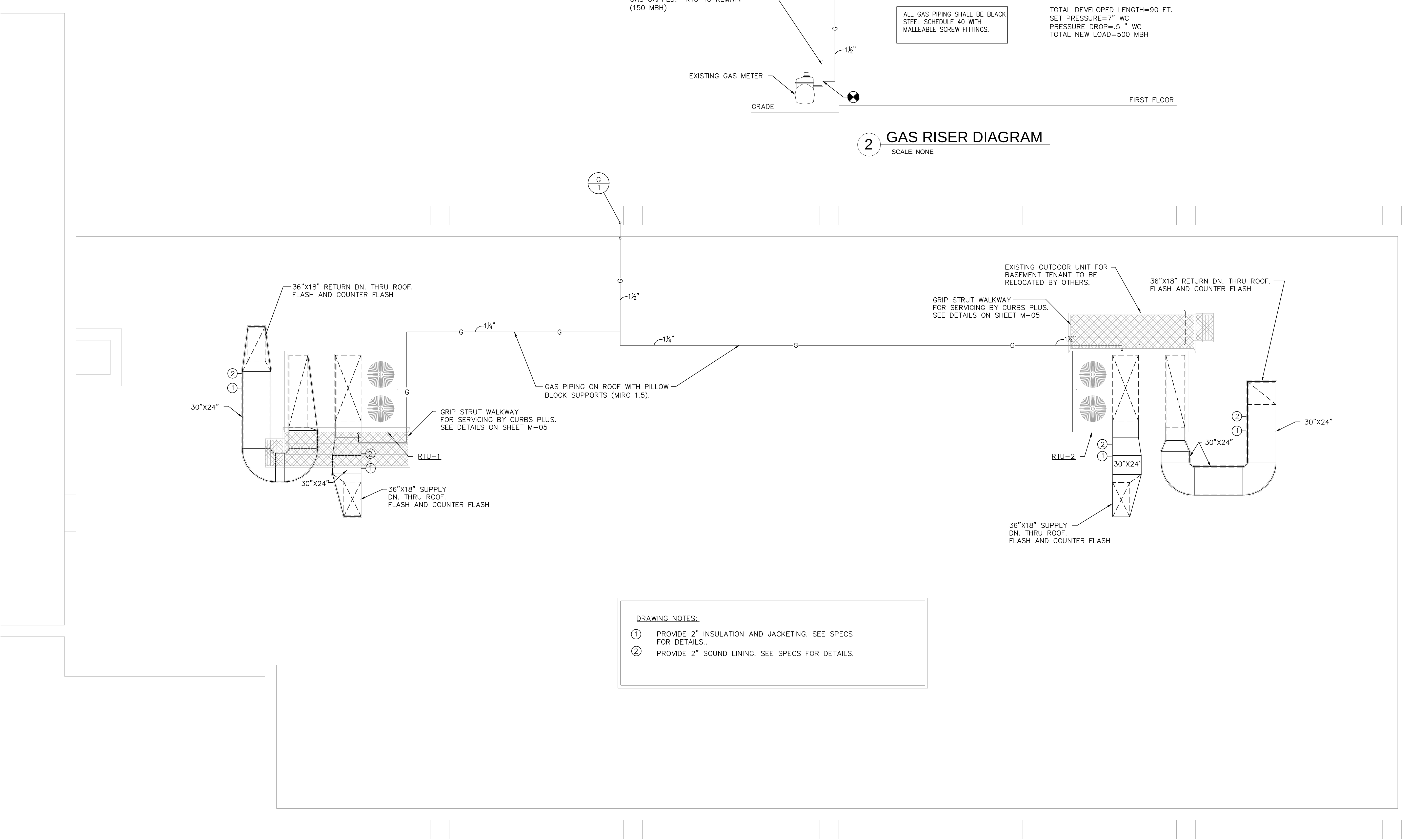
CONTRACTOR IS RESPONSIBLE TO REMOVE ALL EXISTING ACOUSTIC CEILING TILES LOCATED AT DROP CEILING IN AUDITORIUM. CONTRACTOR SHALL ALSO REMOVE FRAMING AS REQUIRED TO REMOVE EXISTING DUCT AND INSTALL NEW DUCTWORK. DROP CEILING IS A HISTORIC ELEMENT OF THE BUILDING AND MUST BE PUT BACK TO ORIGINAL CONSTRUCTION.

NEW ACOUSTIC TILES OR PANELS WILL BE PROVIDED BY THE OWNER AND INSTALLED BY CONTRACTOR ONCE HVAC WORK IS COMPLETE.

1 AUDITORIUM FLOOR PLAN - NEW WORK
SCALE: 1/4" = 1' - 0"

Professional Certification. I hereby certify that these documents were prepared or approved by me, and that I am a duly licensed professional engineer under the laws of the State of Maryland, license No. 7407, expiration date: 10/08/20.

REVISIONS:	
MENDOZA, RIBAS, FARINAS & ASSOC. CONSULTING ENGINEERS 6265 Executive Boulevard, Rockville, Maryland 20852 (301) 468-8882	
OLD GREENBELT THEATRE 129 CENTERWAY GREENBELT, MD 20770 NEW ROOFTOP UNITS	
DRAWING TITLE:	AUDITORIUM FLOOR PLAN
DATE	01-11-2018
SCALE	
DRAWN	
JOB	17-045
SHEET	M-03 BID SET



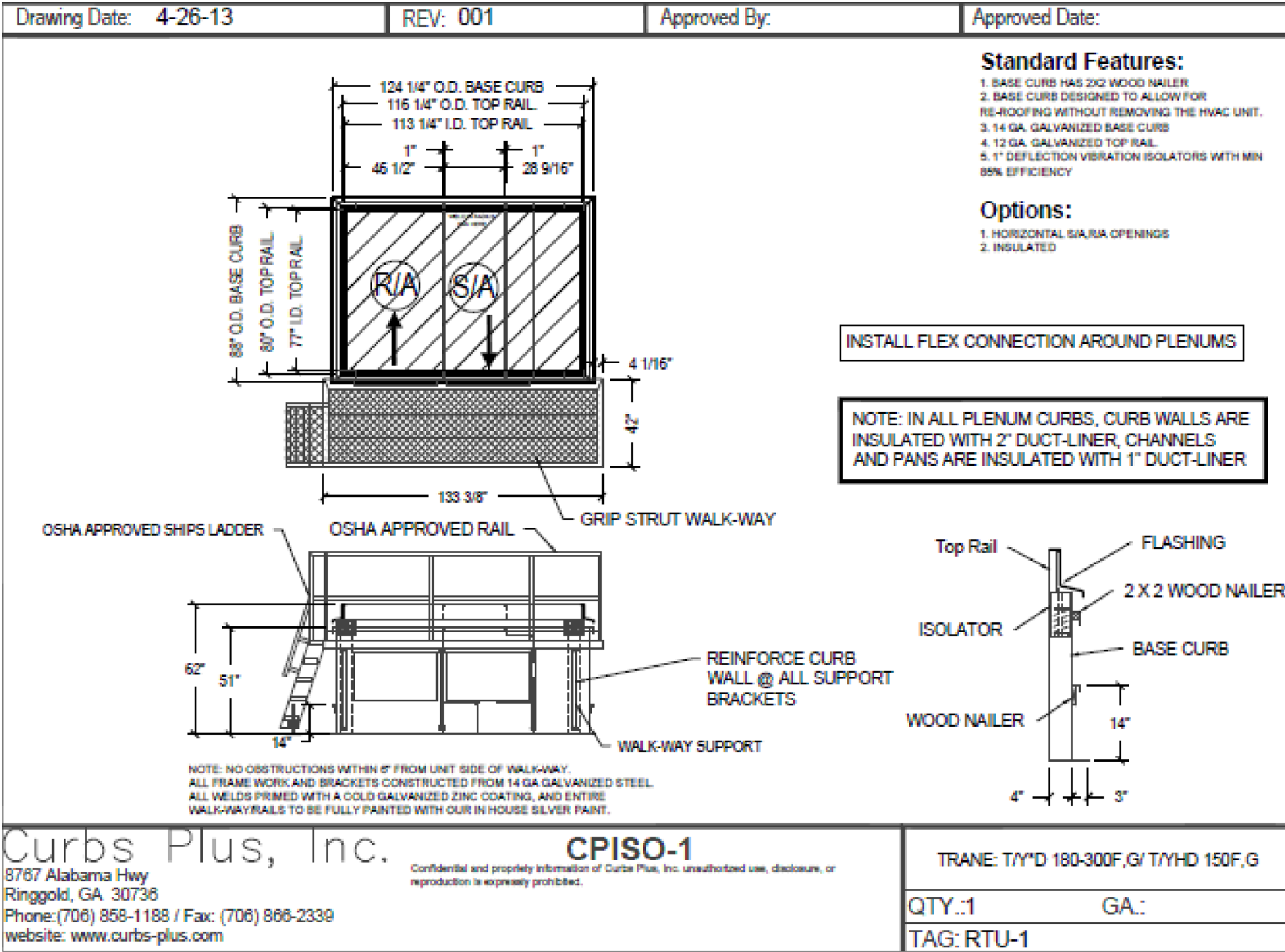
1 AUDITORIUM ROOF PLAN - NEW WORK
SCALE: 1/4" = 1' - 0"

2 GAS RISER DIAGRAM
SCALE: NONE

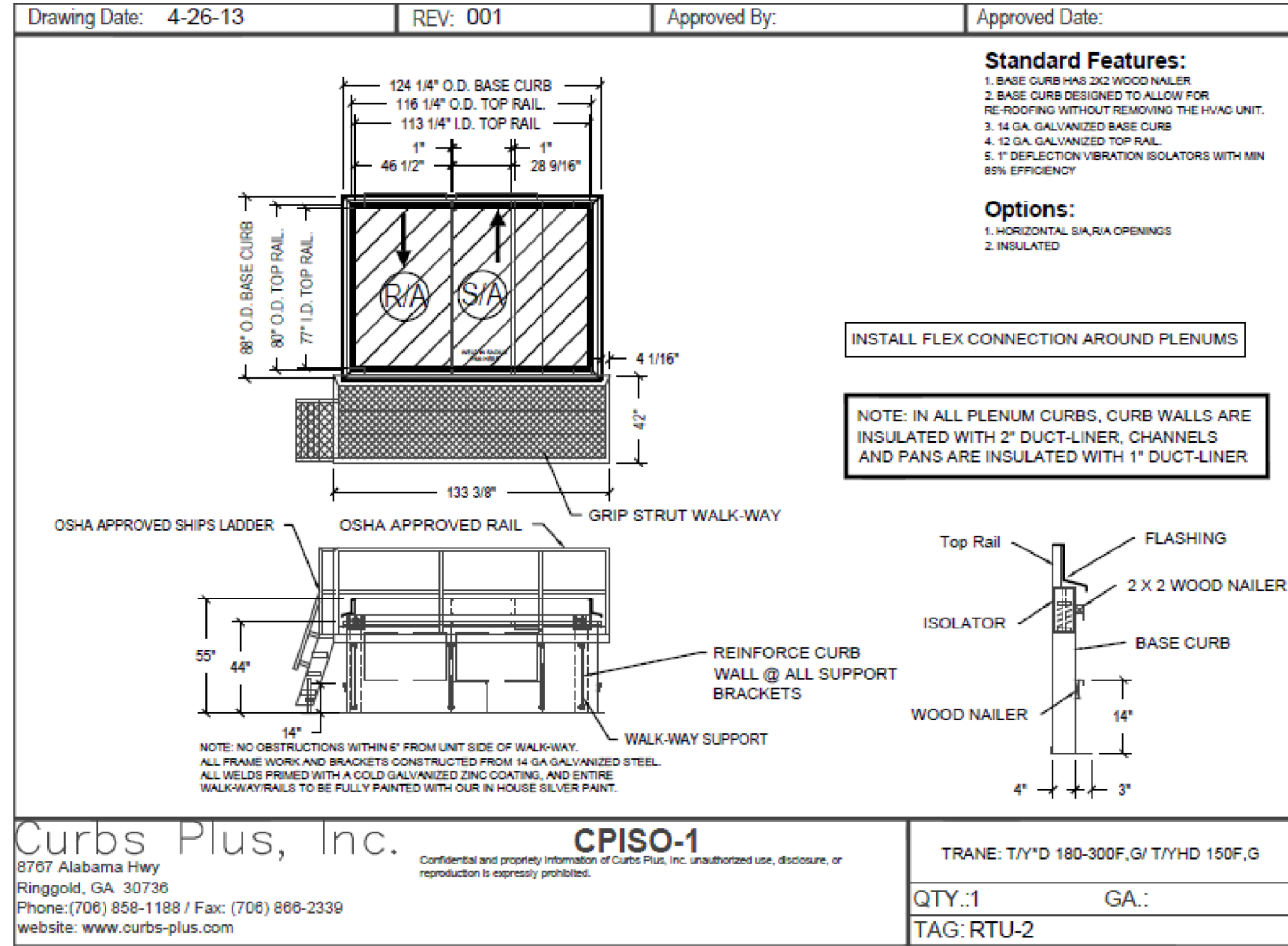
DRAWING NOTES:
① PROVIDE 2" INSULATION AND JACKETING. SEE SPECS FOR DETAILS..
② PROVIDE 2" SOUND LINING. SEE SPECS FOR DETAILS.

Professional Certification. I hereby certify that these documents were prepared or approved by me, and that I am a duly licensed professional engineer under the laws of the State of Maryland, License No. 7407, expiration date: 10/08/20.

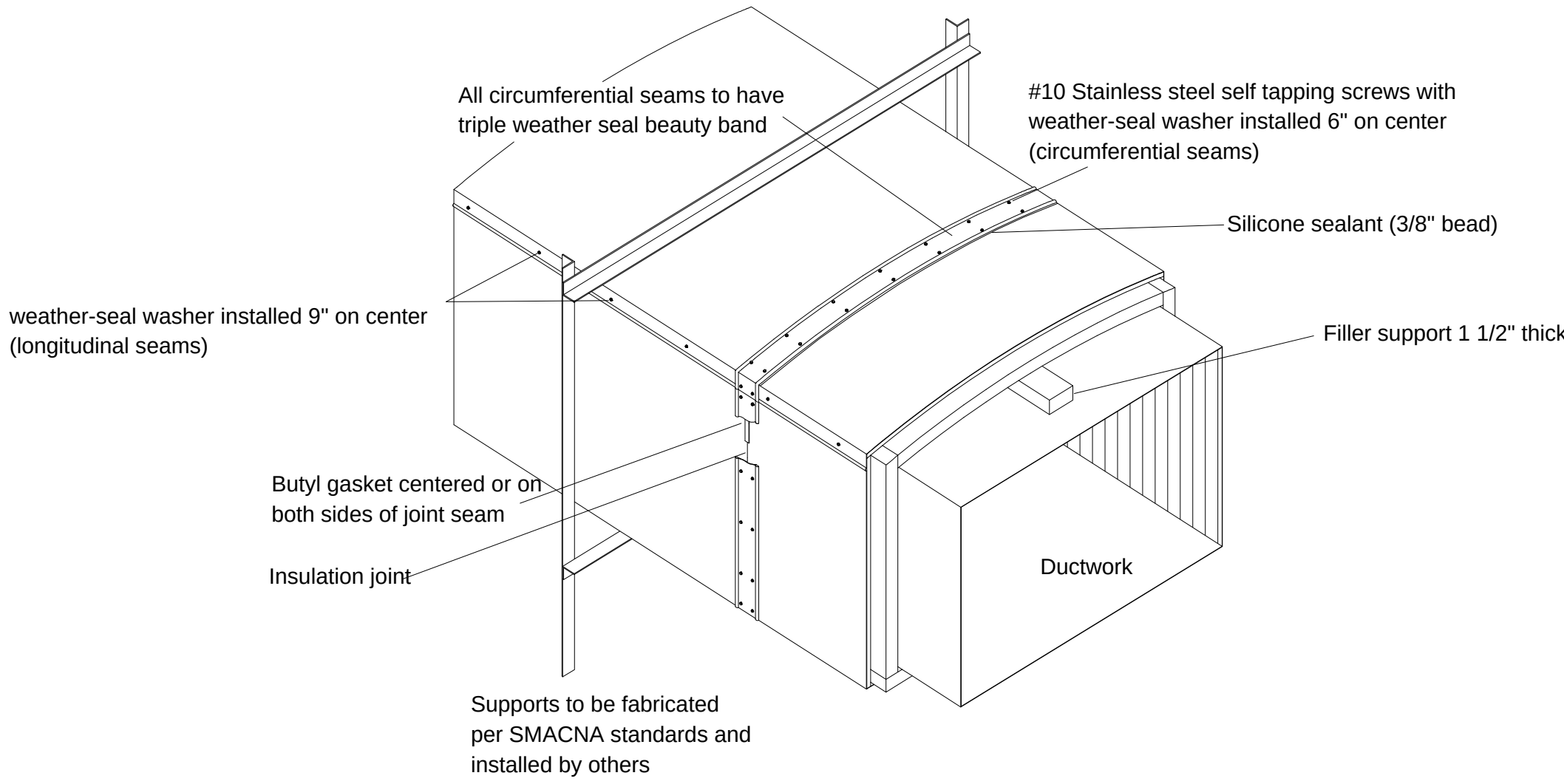
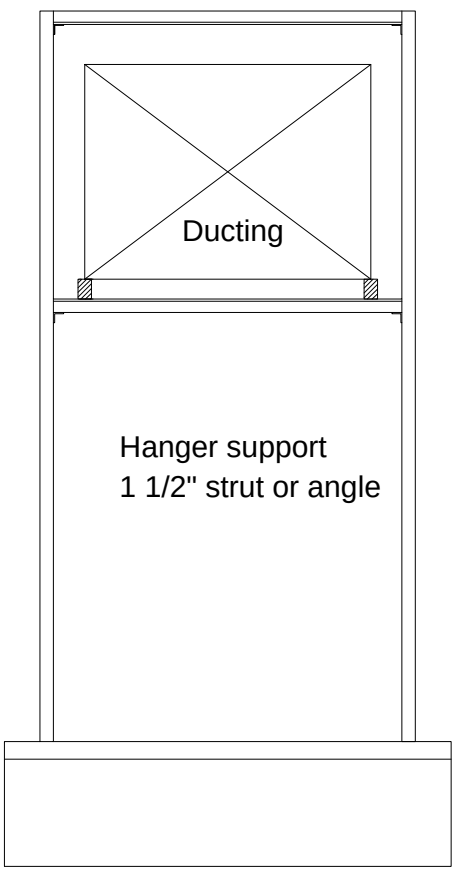
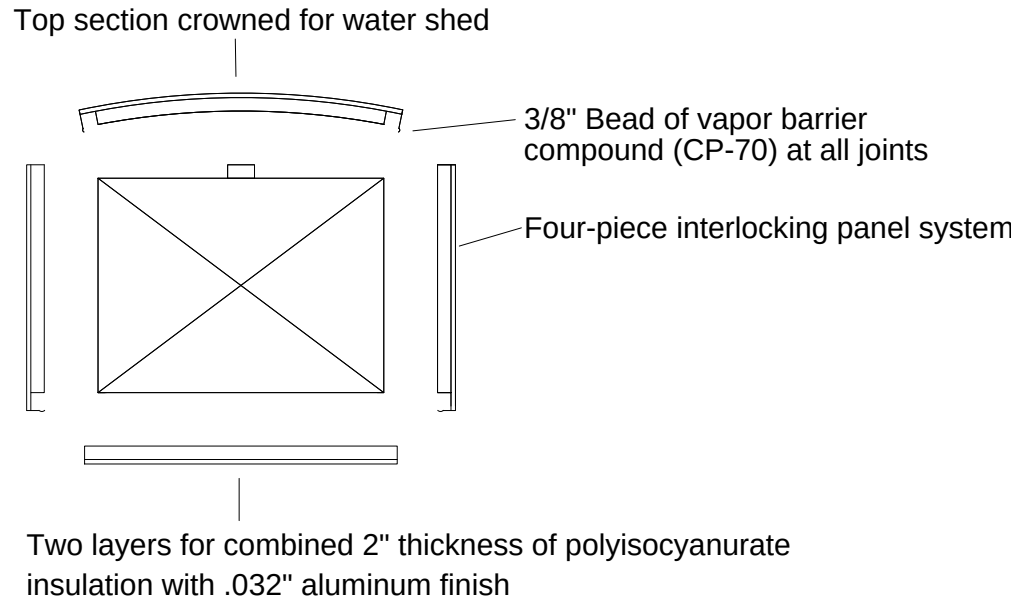
DRAWING TITLE: AUDITORIUM ROOF PLAN	REVISIONS:
DATE 01-11-2018	MENDOZA, RIBAS, FARINAS & ASSOC. CONSULTING ENGINEERS 6265 Executive Boulevard, Rockville, Maryland 20852 (301) 468-8882
SCALE	
DRAWN	OLD GREENBELT THEATRE 129 CENTERWAY GREENBELT, MD 20770 NEW ROOFTOP UNITS
JOB 17-045	AUDITORIUM ROOF PLAN
SHEET	M-04 BID SET



1 RTU-1 DETAIL
SCALE: NA



2 RTU-2 DETAIL
SCALE: NA



3 DETAIL ROOF MOUNTED DUCTWORK
SCALE: NA

Notes:

1. INSULATION TO BE TWO LAYERS FOR 2" TOTAL THICKNESS OF THERMAX POLYISOCYANURATE
2. INSULATION TO BE INSTALLED IN THREE LAMINATED LAYERS TO ALLOW FOR INSTALLATION OVER SHEET METAL TDC JOINTS
3. FIRST LAYER TO BE 1.5" THICKNESS LAMINATED TO THE SECOND LAYER OF .5" THICKNESS, LAMINATED TO THIRD, OUTSIDE-FACING LAYER OF WEATHER PROTECTIVE .032" STANDARD EMBOSSED ALUMINUM (LIMITED COLORS ARE AVAILABLE)
4. ALL INSULATION TO BE OFFSET 2" TO CREATE SHIPLAP SEAMS VERTICALLY, HORIZONTALLY, AND CIRCUMFERENTIALLY
5. ALL SEAMS OF INSULATION TO BE SEALED WITH VAPOR BARRIER COMPOUND (CP-70) DURING INSTALLATION
6. 0.032" ALUMINUM WILL HAVE A 2" WIDE 90 DEGREE BREAK WITH 3/8" " ROUND BEAD AS SHOWN IN DETAIL
7. OVERLAPPING METAL SEAMS TO BE FASTENED WITH 3/4" #10 SELF-TAPPING STAINLESS STEEL SCREWS WITH WEATHER SEALED WASHERS ON 9" CENTERS.
8. TOP PANELS OF ALL INSULATION OVER 35" WIDE WILL BE CROWNED FOR WATER SHED AS DETAILED
9. DUCT SUPPORT SYSTEM TO BE INSTALLED IN A WAY NOT TO COMPROMISE THE INTEGRITY OF THE INSULATION SYSTEM
10. TECHN-A-DUC SYSTEM WHEN INSTALLED BY A CERTIFIED INSTALLER WILL BE COVERED WITH A 20 YEAR WARRANTY

Professional Certification. I hereby certify that these documents were prepared or approved by me, and that I am a duly licensed professional engineer under the laws of the State of Maryland, License No. 7407, expiration date: 10/08/20.

REVISIONS:	
MENDOZA, RIBAS, FARINAS & ASSOC. CONSULTING ENGINEERS 6265 Executive Boulevard, Rockville, Maryland 20852 (301) 468-8862	
DRAWING TITLE: DETAILS -HVAC	
DATE	01-11-2018
SCALE	
DRAWN	
JOB	17-045
SHEET	
	M-05 BID SET

STRUCTURAL GENERAL NOTES

MAJOR CODES AND STANDARDS

1. INTERNATIONAL BUILDING CODE (IBC 2015).
2. AMERICAN SOCIETY OF CIVIL ENGINEERS (ASCE 7-10).
3. AMERICAN CONCRETE INSTITUTE (ACI 318-14).
4. AMERICAN INSTITUTE OF STEEL CONSTRUCTION (AISC STEEL CONSTRUCTION MANUAL, 13TH EDITION).
5. AMERICAN WELDING SOCIETY (AWS CURRENT EDITION)

GENERAL

1. USE ONLY DIMENSIONS INDICATED ON THE DRAWINGS. DO NOT SCALE DRAWINGS OR USE ANY DIMENSIONS TAKEN FROM ELECTRONIC DRAWING FILES.
2. IF STRUCTURAL DRAWINGS ARE USED FOR LAYING OUT COLUMN CENTERS AND WALL LINES, ALL DIMENSIONS SHALL FIRST BE VERIFIED WITH THE ARCHITECTURAL DRAWINGS. LAYOUT SHALL BE CLOSED AND CHECKED BEFORE WORK IS BEGUN. CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND ACCURATELY LOCATE ALL EXISTING COLUMNS, BEARING WALLS AND OTHER STRUCTURAL MEMBERS BEFORE BEGINNING WORK OR PREPARING SHOP DRAWINGS.
3. ANY AND ALL PENETRATIONS SHALL BE SAW-CUT AND/OR CORE-DRILLED WITH A SMOOTH FINISH.
4. CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATING MATERIALS, SCHEDULE AND DIMENSIONS BETWEEN TRADES AND SUB-CONTRACTORS.
5. CONTRACTOR SHALL BRING TO THE ATTENTION OF THE M/E ENGINEER AND STRUCTURAL ENGINEER ANY DIMENSIONAL DISCREPANCIES IN THE CONTRACT DRAWINGS BEFORE PROCEEDING WITH THE WORK.
6. IF CONDITIONS DISCLOSED DURING EXCAVATION AND DEMOLITION DO NOT AGREE WITH INFORMATION SHOWN ON CONTRACT DRAWINGS, CONTRACTOR SHALL NOTIFY M/E ENGINEER AND STRUCTURAL ENGINEER OF THESE DISCREPANCIES.
7. CONTRACTOR SHALL SUBMIT SCHEDULE AND PLAN OF OPERATION TO THE OWNER, M/E ENGINEER, AND STRUCTURAL ENGINEER BEFORE PROCEEDING WITH THE WORK.
8. SECTIONS AND DETAILS SHOWN, WHILE DRAWN FOR SPECIFIC LOCATIONS, ARE INTENDED TO ESTABLISH THE GENERAL TYPES OF DETAILS TO BE USED THROUGHOUT.
9. SEE SPECIFICATIONS FOR GRADE AND QUALITY OF ALL MATERIAL ENTERING INTO THE WORK.
10. THE ENGINEER'S REVIEW OF A SHOP DRAWING SHALL NOT RELIEVE THE CONTRACTOR OF HIS RESPONSIBILITY TO FOLLOW THE INTENT OF THE CONTRACT DRAWINGS.
11. CONTRACTOR SHALL USE ARCHITECTURAL AND OTHER PROJECT DRAWINGS IN CONJUNCTION WITH THE STRUCTURAL SET TO PROPERLY PERFORM THE WORK.
12. UTMOST CARE SHALL BE EXERCISED AT ALL TIMES WHEN WORKING ON AND AROUND EXISTING STRUCTURAL MEMBERS AND BEARING WALLS TO AVOID IMPAIRING THE CARRYING CAPACITY OF THE EXISTING STRUCTURAL SYSTEM. ENGINEER SHALL BE NOTIFIED BEFORE CUTTING OR REMOVAL OF ANY PART OF THE EXISTING STRUCTURE NOT INDICATED TO BE DEMOLISHED.
13. STRUCTURAL STABILITY IS ACHIEVED IN THE FINISHED CONSTRUCTION INSTALLED IN ENTIRETY. THE CONTRACTOR IS RESPONSIBLE FOR THE STABILITY OF THE STRUCTURE UNTIL THE CONSTRUCTION OF THE STRUCTURE REACHES ITS FINISHED STATE.
14. LOADINGS OF EQUIPMENT ARE BASED ON WEIGHTS OF ASSUMED EQUIPMENT. IN ADDITION TO WEIGHTS OF CONCRETE PADS WHERE INDICATED ON DRAWINGS, BUT NOT LESS THAN THE LOADS LISTED IN LIVE LOADS, CONTRACTOR SHALL REPORT ANY CHANGES IN TYPE, SIZE, LOCATION OR NUMBER OF PIECES OF EQUIPMENT TO ARCHITECT AND STRUCTURAL ENGINEER PRIOR TO ANY ACTION.
15. STRUCTURAL COMPONENTS ARE NOT DESIGNED FOR VIBRATORY EQUIPMENT, UNLESS NOTED OTHERWISE. PLACE VIBRATORY EQUIPMENT ON VIBRATION ISOLATORS.
16. TYPICAL DETAILS INDICATE GENERAL CRITERIA FOR DESIGN AND DETAILING OF CONNECTIONS. TYPICAL DETAILS ARE NOT INTENDED TO CONVEY COMPLETE CONNECTOR SIZES, PLATE SIZES, WELD SIZES, NUMBER OF BOLTS, OR ANY OTHER SPECIFIC INFORMATION THAT IS OBTAINED THROUGH DESIGNING OF AN INDIVIDUAL CONNECTION FOR A GIVEN SET OF LOADS. DETAILS THAT CONVEY SPECIFIC COMPONENT INFORMATION ESTABLISH MINIMUM REQUIREMENTS AND ARE NOT INTENDED TO CONVEY COMPLETED DESIGN.

CONTRACTOR RESPONSIBILITIES AND COORDINATION

1. THE CONTRACTOR SHALL FURNISH ALL LABOR AND MATERIALS FOR SUCCESSFUL COMPLETION OF THIS PROJECT.
2. THE DRAWINGS REPRESENT THE FINISHED STRUCTURE AND DO NOT INDICATE THE METHOD OF CONSTRUCTION, UNLESS NOTED OTHERWISE. THE CONTRACTOR IS SOLELY RESPONSIBLE FOR THE MEANS, METHODS, TECHNIQUES, SEQUENCES AND OPERATION OF CONSTRUCTION AND SAFETY PRECAUTIONS AND PROGRAMS INCIDENTAL THERETO. ALL EXPOSED FINISHED HOLES SHALL BE SMOOTH - EITHER SAW CUT OR CORE DRILLED.
3. THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND ELEVATIONS, NEW AND EXISTING, BY MEASUREMENTS AND SURVEYS AT THE JOB SITE, PRIOR TO SUBMITTAL OF SHOP DRAWINGS AND FABRICATION OF STRUCTURAL ELEMENTS. THE CONTRACTOR SHALL TAKE ANY AND ALL OTHER MEASUREMENTS NECESSARY TO VERIFY CONFORMANCE WITH THE DRAWINGS AND TO PERFORM THE WORK PROPERLY. AN ALLOWANCE FOR THE COST OF EXPOSING EXISTING STRUCTURAL MEMBERS TO VERIFY AND MEASURE THE EXISTING CONDITIONS SHALL BE INCLUDED IN THE CONTRACTOR'S BID IF REQUIRED.
4. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO COORDINATE THE STRUCTURAL WORK, DURING CONSTRUCTION, WITH ANY OTHER DISCIPLINES AND APPLICABLE TRADES. IN CASE OF CONFLICT BETWEEN THE STRUCTURAL WORK AND WORK RELATED TO OTHER TRADES, THE CONTRACTOR SHALL MAKE ALLOWANCES IN HIS BID FOR THE MORE SEVERE REQUIREMENTS, AND/OR SHALL NOTIFY RELEVANT PARTIES OF THE CONFLICT.
5. ALL FIELDWORK SHALL BE COORDINATED AND CONTINUOUSLY SUPERVISED BY THE CONTRACTOR.
6. THE CONTRACTOR SHALL MAKE NO DEVIATION FROM THE DESIGN DOCUMENTS WITHOUT WRITTEN APPROVAL FROM THE M/E ENGINEER AND STRUCTURAL ENGINEER.
7. THE CONTRACTOR SHALL NOTIFY THE M/E ENGINEER AND STRUCTURAL ENGINEER OF ANY DISCREPANCIES BETWEEN THE STRUCTURAL DOCUMENTS OR ANY OTHER DOCUMENTS OR EXISTING CONDITIONS FOR RESOLUTION PRIOR TO PROCEEDING WITH THE WORK. DO NOT ASSUME THAT EITHER THE DRAWINGS OR SPECIFICATIONS TAKE PRECEDENCE, UNLESS NOTED WITHIN THE PROVISIONS OF THE GENERAL CONDITIONS.
8. PRINCIPAL OPENING SIZES AND LOCATIONS ARE INDICATED ON THE DRAWINGS. ADDITIONAL SMALLER OPENINGS, BLOCKOUTS AND SLEEVES MAY BE REQUIRED BY OTHER DISCIPLINES AND SHALL BE CONSTRUCTED USING THE CRITERIA INDICATED IN THE STRUCTURAL DOCUMENTS.

MODIFICATIONS TO THE EXISTING STRUCTURE:

1. ALL EXISTING FRAMING IS INDICATED FOR REFERENCE ONLY AND IS TO BE FIELD VERIFIED BY THE CONTRACTOR. THE EXACT EXTENT OF DEMOLITION SHALL BE VERIFIED AT THE SITE. DETERMINE THE NATURE AND EXTENT OF DEMOLITION THAT WILL BE NECESSARY BY COMPARING THE DRAWINGS WITH THE EXISTING CONSTRUCTION.
2. UNLESS OTHERWISE NOTED, FILL GAPS GREATER THAN 1/4" WITH NON-SHRINK GROUT TO PROVIDE CONTINUOUS CONTACT BETWEEN EXISTING CONSTRUCTION (ORIGINAL OR MODIFIED) AND NEW CONSTRUCTION UNLESS SPECIFIED OR DETAILED TO BE A JOINT.
3. INFORMATION PROVIDED ON THESE DRAWINGS RELATED TO EXISTING CONDITIONS IS BASED ON AVAILABLE DOCUMENTS AND SELECT FIELD OBSERVATIONS. ACTUAL DIMENSIONS MAY VARY; VERIFY IN FIELD (VIF).
4. DIRECTLY AFTER DEMOLITION AND PRIOR TO CONSTRUCTION AND/OR FABRICATION (INCLUDING SHOP DRAWINGS) THE CONTRACTOR SHALL FIELD VERIFY EXISTING STRUCTURAL LAYOUT INCLUDING COLUMN LOCATIONS, FLOOR THICKNESS, AND STRUCTURAL SYSTEMS. IF IRREGULARITIES OR ANOMALIES ARE DISCOVERED IN THIS SURVEY, NOTIFY THE AE WITHOUT DELAY.
5. FIELD VERIFY ALL NEW PENETRATIONS THROUGH EXISTING STRUCTURE. PENETRATIONS SHALL NOT BE LOCATED THROUGH BEAMS OR WALL OPENING FRAMING. CORES THROUGH CONCRETE SLABS SHALL BE INVESTIGATED WITH NON-DESTRUCTIVE TESTING TO AVOID EMBEDDED SLAB REINFORCEMENT.
6. DO NOT REMOVE MORE OF THE EXISTING STRUCTURE THAN INDICATED ON DRAWINGS. DO NOT DAMAGE, MAR, CUT, OR DEFACE THE REMAINING STRUCTURE OR MATERIALS TO BE REUSED.
7. THE CONTRACTOR SHALL INCLUDE IN HIS BID THE COST OF REMOVING DEMOLISHED MATERIALS FROM THE SITE IN ACCORDANCE WITH ALL APPLICABLE LAWS, CODES, AND REGULATIONS.
8. THE PORTIONS OF THE BUILDING THAT ARE SHOWN TO BE STRUCTURALLY MODIFIED HAVE BEEN DESIGNED IN ACCORDANCE WITH RECOGNIZED ENGINEERING PRACTICE. WE CANNOT ASSUME RESPONSIBILITY FOR ANY DAMAGE THAT MAY ARISE OR EXISTING CONDITIONS FOR ANY PORTION OF THE BUILDING NOT REDESIGNED, ALTERED OR CONSTRUCTED UNDER THIS SET OF DESIGN DRAWINGS OR FOR DEFICIENCIES IN THE CONDITION OF THE BUILDING PRIOR TO RENOVATION AND NOT AFFECTED BY THE NEW WORK.

PERFORMANCE ITEMS:

1. EMPLOY OR RETAIN A LICENSED PROFESSIONAL ENGINEER IN THE PROJECT JURISDICTION TO DESIGN AND DETAIL THE FOLLOWING PERFORMANCE SPECIFIED STRUCTURAL COMPONENTS:

STRUCTURAL STEEL CONNECTIONS
TEMPORARY SHORING AND BRACING

SUBMITTALS

1. PRIOR TO SUBMITTING SHOP DRAWINGS, THE CONTRACTOR SHALL SUBMIT FOR M/E ENGINEER AND STRUCTURAL ENGINEER REVIEW A SCHEDULE WHICH DETAILS THE ESTIMATED QUANTITY OF SHOP DRAWINGS AND THE DATE THE SHOP DRAWINGS WILL BE RECEIVED BY THE STRUCTURAL ENGINEER. THE STRUCTURAL ENGINEER SHALL HAVE THE OPPORTUNITY TO REVIEW THE PROPOSED SCHEDULE AND SUBMIT COMMENTS TO THE CONTRACTOR PRIOR TO FINALIZING SCHEDULE. THE FINAL SHOP DRAWING SCHEDULE SHALL BE DEVELOPED AND SUBMITTED TO THE STRUCTURAL ENGINEER. IN ACCORDANCE WITH THE SHOP DRAWING SCHEDULE, THE STRUCTURAL ENGINEER WILL HAVE TEN WORK DAYS AFTER HAVING RECEIVED THE REPRODUCIBLE SHOP DRAWING AND WILL INTEND ON RETURNING THE SHOP DRAWINGS WITHIN TEN DAYS.
2. THE CONTRACTOR IS TO REVIEW EACH SUBMITTAL PRIOR TO FORWARDING TO M/E ENGINEER AND STRUCTURAL ENGINEER.
3. FOR COMPONENTS THAT REQUIRE ENGINEERING BY THE SUPPLIER, PROVIDE A NOTE ON EACH SHOP DRAWING, WRITTEN AND SIGNED BY THE SUPPLIER'S ENGINEER, INDICATING THAT THE SHOP DRAWING IS IN CONFORMANCE WITH THE CALCULATIONS OF THE SUPPLIER'S ENGINEER. SUBMITTAL TO BE SIGNED AND SEALED BY SUPPLIER'S ENGINEER. CALCULATIONS SHALL BE PROVIDED AS REQUESTED BY ENGINEER OF RECORD.
4. FOR ALL PRODUCTS SUBMITTED AS "EQUIVALENT" TO SPECIFIED PRODUCT, CONTRACTOR SHALL PROVIDE ALL NECESSARY DOCUMENTATION INDICATING SUPPLIED PRODUCT IS EQUIVALENT OR BETTER AND MEETS THE DESIGN INTENT.

STRUCTURAL STEEL

1. STRUCTURAL STEEL SHALL BE DETAILED, FABRICATED, AND ERECTED IN ACCORDANCE WITH THE STANDARDS OF THE AMERICAN INSTITUTE OF STEEL CONSTRUCTION (AISC), MATERIALS, ERECTION, CONNECTIONS, ETC. SHALL BE INSPECTED IN ACCORDANCE WITH IBC.
2. THE STRUCTURAL STEEL DETAILER SHALL DEVELOP ALL ELEVATIONS, PLANS, AND SECTIONS WITHOUT REPRODUCING SAME FROM THE DESIGN DRAWINGS. DETAILER SHALL USE THE SAME SECTIONS AND MARKS AS SHOWN ON THE DESIGN DRAWINGS OR ADEQUATELY CROSS REFERENCE TO THE SATISFACTION OF THE ENGINEER.
3. MATERIALS SHALL CONFORM TO THE FOLLOWING:

BARS, RODS AND PLATES	ASTM A36
W-SHAPES	ASTM A992
ALL OTHER STRUCTURAL SHAPES	ASTM A36
PIPES	ASTM A53, GRADE B
HOLLOW STRUCTURAL SECTIONS	ASTM A500, GRADE B
HIGH STRENGTH BOLTS	ASTM A325
ANCHOR RODS	ASTM A1554
WELDING ELECTRODES	AWS A5.1 E70XX
ALL OTHER STRUCTURAL SHAPES	ASTM A36
4. CONNECTIONS:
 - A. CONNECTIONS FOR NEW STEEL WORK SHALL BE STANDARD AISC CONNECTIONS USING 3/4" DIA. HIGH-STRENGTH BEARING, TYPE N BOLTS, U.O.N. PROVIDE SLIP CRITICAL CONNECTIONS WHERE INDICATED ON DRAWINGS.
 - B. MINIMUM DEPTH OF SHEAR CONNECTIONS SHALL BE HALF THE BEAM DEPTH, TWO BOLT MINIMUM.
 - C. ALL BOLTS FOR EXTERIOR APPLICATIONS SHALL BE MECHANICALLY GALVANIZED ASTM A325 BOLTS.
 - D. MINIMUM SIZE WELDS SHALL BE IN ACCORDANCE WITH AISC. 1/4" FILLET UNLESS NOTED OTHERWISE.
 - E. ELECTRODES SHALL BE SUITED TO GRADE AND METALLURGICAL COMPOSITION OF BASE METAL.
 - F. STRUCTURAL WELDING SHALL BE PERFORMED BY AWS CERTIFIED WELDERS.
5. ALL CONNECTIONS, UNLESS INDICATED AS BEING FULLY DESIGNED ON THE STRUCTURAL DRAWINGS, SHALL BE DESIGNED AND DETAILED BY A LICENSED PROFESSIONAL ENGINEER REGISTERED IN THE PROJECT JURISDICTION. THE DESIGN AND DETAILING SHALL COMPLY WITH ALL APPLICABLE CODES AND SPECIFICATION SECTIONS.
6. ALL WELDED OR BOLTED CONNECTIONS SHALL HAVE A MINIMUM UNFACTORED SHEAR CAPACITY OF 8 KIPS. UNLESS NOTED OTHERWISE.
7. ALL BOLTS SHALL BE SNUG TIGHT UNLESS SPECIFICALLY NOTED OTHERWISE. BOLTING FOR STRUCTURAL STEEL SHALL CONFORM TO THE PROVISIONS OF THE RESEARCH COUNCIL ON STRUCTURAL CONNECTIONS "SPECIFICATION FOR STRUCTURAL JOINTS USING ASTM A325 OR A490 BOLTS."
8. FIELD CUTTING OR BURNING OF STRUCTURAL STEEL IS PROHIBITED EXCEPT WITH THE WRITTEN APPROVAL OF THE ENGINEER.
9. SHOP DRAWINGS SHALL BE SUBMITTED FOR REVIEW PRIOR TO FABRICATION.
10. PRIOR TO DETAILING CONNECTIONS FOR THE STRUCTURAL STEEL, THE STEEL FABRICATOR SHALL SUBMIT FOR APPROVAL REPRESENTATIVE DETAILS AND CALCULATIONS FOR EACH TYPE OF STRUCTURAL STEEL CONNECTION TO BE UTILIZED. DETAILS SHALL INCLUDE DESIGN CAPACITIES. CONNECTION CALCULATIONS SHALL BE PROVIDED NO LATER THAN SUBMITTAL OF SHOP DRAWINGS. STEEL SHOP DRAWING REVIEW IS CONTINGENT UPON RECEIPT OF CALCULATIONS.
11. SPLICING AND PENETRATIONS OF STRUCTURAL STEEL MEMBERS IS NOT PERMITTED WITHOUT THE PRIOR APPROVAL OF THE STRUCTURAL ENGINEER. PROPOSED SPLICING OF MEMBERS SHALL BE COORDINATED AND DESIGNED BY CONTRACTOR WITH SUPPORTING DESIGN CALCULATIONS AS PART OF THE SHOP DRAWING SUBMITTAL.

MISCELLANEOUS METALS

1. METAL STAIRS, LADDERS, HANDRAILS, GUARDRAILS AND OTHER MISCELLANEOUS METALS SHALL BE DESIGNED AND DETAILED BY FABRICATOR AND CAPABLE OF WITHSTANDING THE LISTED DESIGN CRITERIA LOADS INCLUDING COMBINED LOAD EFFECTS OF DEAD, LIVE AND SEISMIC LOADS. DESIGNER SHALL USE THE APPLICABLE LOAD COMBINATIONS OF ASCE 7 "MINIMUM DESIGN LOADS FOR BUILDINGS AND OTHER STRUCTURES".
2. ENGAGE A QUALIFIED PROFESSIONAL ENGINEER TO DESIGN ALL MISCELLANOUS METAL COMPONENTS NOT SPECIFICALLY DESIGNED AND DETAILED ON THE STRUCTURAL DOCUMENTS.
3. SUBMIT SHOP DRAWINGS AND CALCULATIONS FOR ENGINEER REVIEW SHOWING FABRICATION AND INSTALLATION DETAILS, INCLUDING PLANS, ELEVATIONS, AND SECTIONS OF METAL FABRICATIONS AND THEIR CONNECTIONS.
4. MINIMUM DESIGN CAPACITY TO BE EQUIVALENT TO REQUIRED FLOOR LIVE LOAD CAPACITY. DESIGNS TO MEET MINIMUM REQUIRED LOADS FOR SIMILAR CONSTRUCTED ASSEMBLIES.
5. PRIOR TO FABRICATION, MISC. METALS FABRICATOR SHALL SUBMIT SHOP DRAWINGS INCLUDING ATTACHMENTS TO BASE STRUCTURE WITH SIGNED AND SEALED CALCULATIONS FOR APPROVAL.
6. REFER TO ARCHITECTURAL DRAWINGS, TYPICAL DETAILS AND SPECIFICATIONS FOR ADDITIONAL INFORMATION. MISCELLANEOUS METAL FABRICATIONS ARE NOT TYPICALLY INCLUDED ON STRUCTURAL DRAWINGS.
7. ALL LOCATIONS WHERE MISCELLANEOUS METALS ARE REQUIRED ARE NOT SHOWN ON STRUCTURAL DRAWINGS. SEE ARCHITECTURAL AND MECHANICAL DRAWINGS FOR ADDITIONAL INFORMATION.

POST-INSTALLED ANCHORS

1. DRILL AND INSTALL POST-INSTALLED ANCHORS ACCORDING TO MANUFACTURER'S INSTALLATION INSTRUCTIONS AND CURRENT ICBO AND ICC-ES REPORTS.
2. NON-DESTRUCTIVE TESTING SHALL BE PERFORMED PRIOR TO INSTALLATION OF POST INSTALLED ANCHORS INTO EXISTING REINFORCED CONCRETE BEAMS OR COLUMNS TO DETERMINE REINFORCEMENT BAR LOCATIONS. ADJUST ANCHOR PLATE BOLT SPACING AS REQUIRED TO ACCOUNT FOR REBAR LOCATIONS.
3. ADHESIVE ANCHORS IN CONCRETE SHALL BE: HILTI HIT HY200 OR APPROVED EQUAL OR APPROVED EQUAL AND SHALL HAVE FOLLOWING MINIMUM CAPACITIES:
V = 3500 LBS,
T = 3500 LBS.
4. NON DESTRUCTIVE TESTING SHALL BE PERFORMED PRIOR TO INSTALLATION OF POST INSTALLED ANCHORS INTO EXISTING REINFORCED CONCRETE BEAMS OR COLUMNS TO DETERMINE REINFORCEMENT BAR LOCATIONS. ADJUST ANCHOR PLATE BOLT SPACING AS REQUIRED TO ACCOUNT FOR REBAR LOCATIONS.

SHORING/SCAFFOLDING

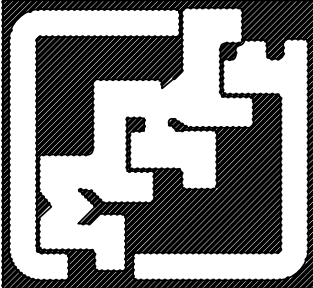
1. THE CONTRACTOR SHALL SUBMIT SHORING SHOP DRAWINGS PREPARED AND SEALED BY A PROFESSIONAL ENGINEER LICENSED IN THE PROJECT JURISDICTION.
2. SHORING AND SCAFFOLDING SHALL COMPLY WITH O.S.H.A. REGULATIONS.
3. ALL TEMPORARY EXCAVATION SUPPORT SYSTEMS ARE NOT TO BE DRIVEN.
4. THE STRUCTURAL ENGINEER WILL REVIEW SHORING SUBMITTALS ONLY FOR LOADS TRANSMITTED TO THE BUILDING STRUCTURE. SUBMITTALS SHALL CLEARLY INDICATE THE LOCATION AND MAGNITUDE OF ALL LOADS APPLIED TO THE BUILDING. THE CONTRACTOR IS RESPONSIBLE FOR DESIGN AND PERFORMANCE OF THE SHORING/SCAFFOLD SYSTEM.

DESIGN LOADS AND FACTORS						DESIGN CODE: IBC 2015	
LIVE LOAD DATA		SNOW LOAD DATA		WIND LOAD DATA		EARTHQUAKE DESIGN DATA	
FLOOR OR ROOF AREA	LOAD (psf)	ROOF AREA	LOAD (psf)	FACTOR	VALUE	FACTOR	VALUE
DESIGN CAPACITY		FLAT SNOW LOAD (Pf)	19	BASIC WIND SPEED (MPH, 3.5 GUST)	115	OCCUPANCY CATEGORY	II
ASSEMBLY	100	MIN SNOW LOAD	35	BASIC WIND EXPOSURE CATEGORY	B	SEISMIC SITE CLASS	D
CORRIDORS	100			WIND IMPORTANCE (I)	1.15	SEISMIC IMPORTANCE FACTOR, I	1.0
CORRIDORS ABOVE 1ST FLR	80					ACCELERATION, SHORT PERIOD, S _s	0.127
CLASSROOMS	40					ACCELERATION, 1 SECOND, S ₁	0.042
						SITE COEFF., SHORT PERIOD, F _a	1.6
						SITE COEFF., 1 SECOND, F _v	2.4
						SEISMIC DESIGN CATEGORY	B
						RESPONSE MODIFICATION FACTOR, R	3
LIVE LOAD REDUCTION APPLIED TO:		FACTOR	VALUE				
☐ COLUMNS		GROUND SNOW LD (P _g)	35	BASIC STRUCTURAL SYSTEM/SEISMIC			
☐ GIRDERS		SNOW EXPOSURE (C _e)	1.0	RESISTING SYSTEM: ORDINARY REINFORCED			
☐ BEAMS		SNOW IMPORTANCE (I)	1.1	CONCRETE SHEAR WALL & STEEL SYSTEM			
☐ 2-WAY SLABS				NOT SPECIFICALLY DETAILED			
SPECIAL LOADING:		SPECIAL SNOW CONSIDERATIONS:		SPECIAL WIND CONSIDERATIONS:		ANALYSIS PROCEDURE:	
						☒ EQUIVALENT LATERAL FORCE	
						SPECIAL SEISMIC CONSIDERATIONS:	
						ORDINARY REINFORCED CONCRETE SHEAR WALL	
☒ LIVE LOAD GOVERNS ROOF DESIGN		☒ GOVERNS ROOF DESIGN		☒ GOVERNS LATERAL DESIGN		☐ GOVERNS LATERAL DESIGN	

STRUCTURAL DRAWING LIST		
SHEET NO.	DRAWING TITLE	
1	S001	GENERAL NOTES
2	S100	ROOF FRAMING PLAN
3	S200	SECTIONS AND DETAILS

REVISIONS:

MENDOZA, RIBAS, FARINAS & ASSOC.
CONSULTING ENGINEERS
6265 Executive Boulevard, Rockville, Maryland 20852
(301) 468-8862



OLD GREENBELT THEATRE
129 CENTERWAY
GREENBELT, MD 20770
NEW ROOFTOP UNITS

DRAWING TITLE:

DATE 01-07-2019

SCALE

DRAWN

JOB 17-045

SHEET

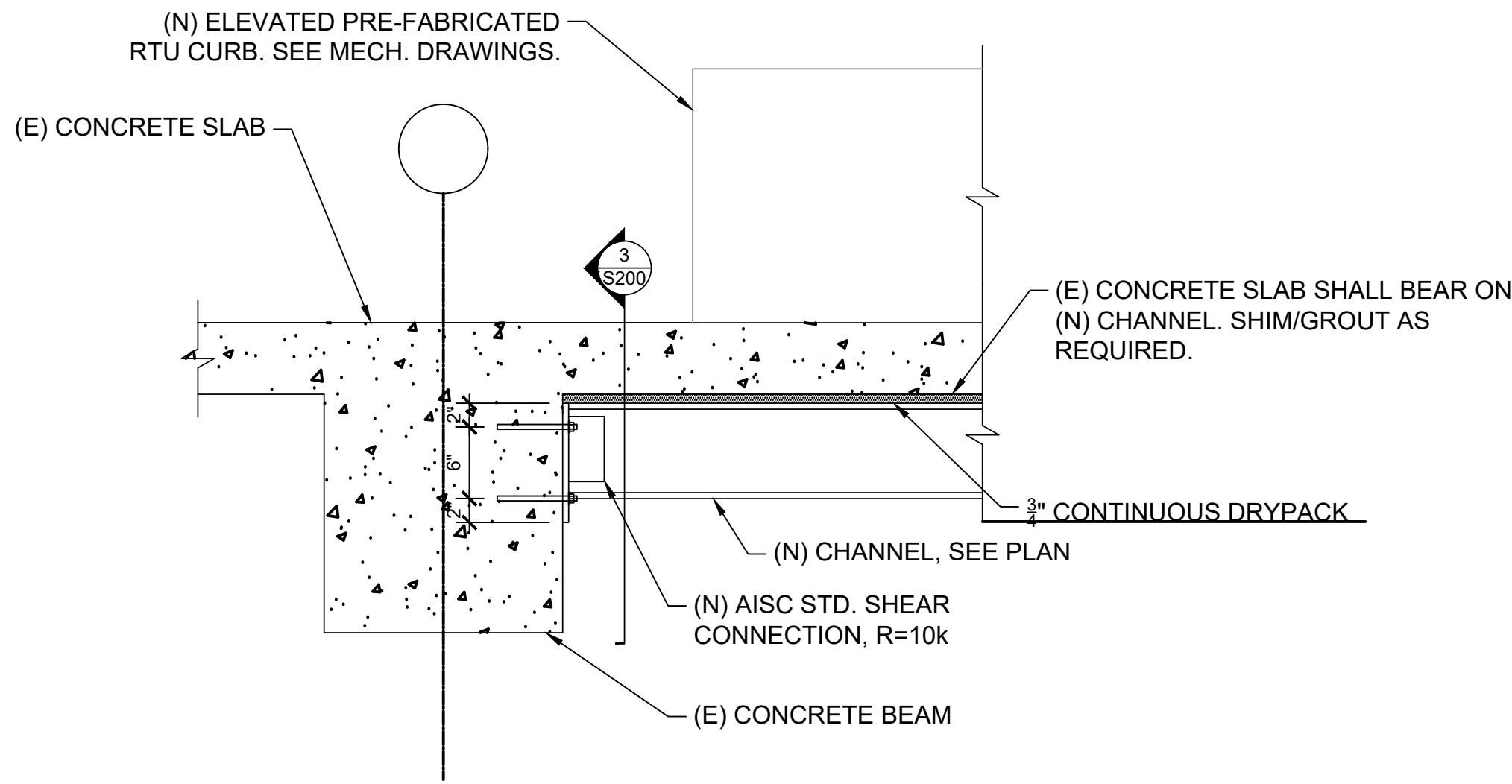
S001

OF



Field & Tung Structural Engineers
2031 Florida Avenue, NW
Third Floor
Washington, DC 20009

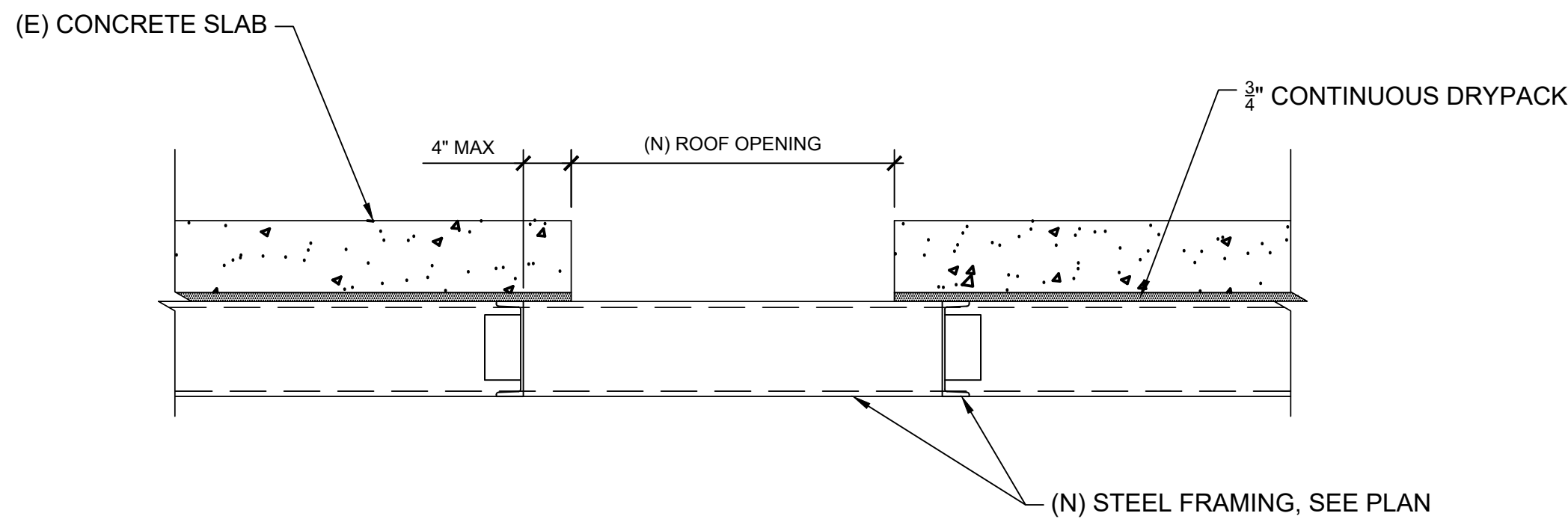
PERMIT SET
01-07-2019



TYPICAL STEEL CHANNEL TO CONCRETE BEAM CONNECTION

SCALE: 1" = 1'-0"

1
S200

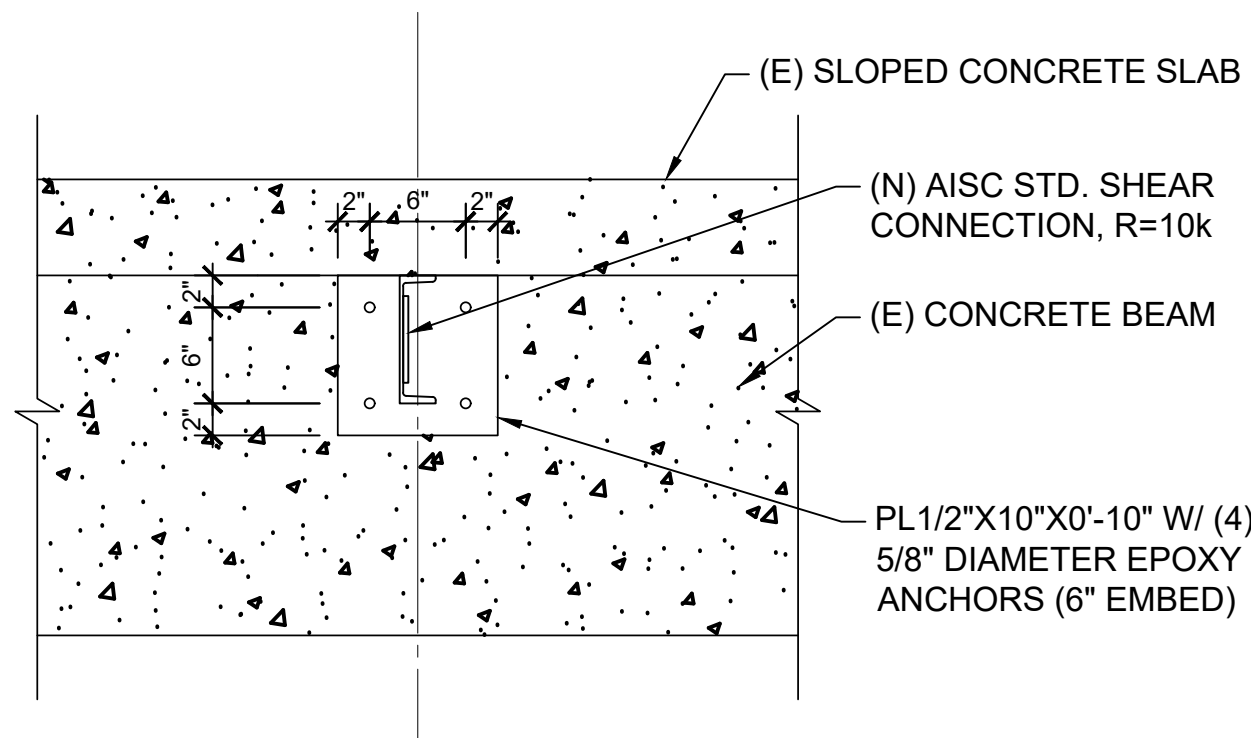


SECTION

SCALE: 1" = 1'-0"

2
S200

NOTE:
CONTRACTOR SHALL LOCATE EXISTING
REINFORCEMENT USING NON-DESTRUCTIVE
METHODS PROPER TO INSTALLING ANCHORS. DO
NOT CUT/DAMAGE EXISTING REINFORCEMENT.



TYPICAL STEEL CHANNEL TO CONCRETE BEAM CONNECTION

SCALE: 1" = 1'-0"

3
S200



Field & Tung Structural Engineers
2031 Florida Avenue, NW
Third Floor
Washington, DC 20009

PERMIT SET
01-07-2019

DRAWING TITLE:

SECTIONS AND DETAILS

DATE 01-07-2019

SCALE

DRAWN

JOB 17-045

SHEET

S200

OF

OLD GREENBELT THEATRE
129 CENTERWAY
GREENBELT, MD 20770
NEW ROOFTOP UNITS



MENDOZA, RIBAS, FARINAS & ASSOC.
CONSULTING ENGINEERS
6265 Executive Boulevard, Rockville, Maryland 20852
(301) 468-8882

REVISIONS:

130

PROJECT MANUAL

SPECIFICATIONS

FOR

INSTALLATION OF NEW ROOFTOP HVAC UNITS

OLD GREENBELT THEATRE MECHANICAL RENOVATION 129 CENTERWAY GREENBELT, MD

January 11, 2019

(MRF #17-045)

By

**MENDOZA, RIBAS, FARINAS & ASSOCIATES
CONSULTING ENGINEERS**

6265 Executive Boulevard
Rockville, Maryland 20852

**OLD GREENBELT THEATRE
MRF #17-045**

MECHANICAL SPECIFICATIONS

15014	GENERAL SCOPE OF WORK
15015	GENERAL REQUIREMENTS OF CLEANING-UP
15016	GENERAL CONDITIONS TO MECHANICAL AND ELECTRICAL
15620	HVAC BASIC MATERIALS AND METHODS
15628	VIBRATION ISOLATORS AND NOISE CONTROL
15733	PACKAGED ROOFTOP AIR CONDITIONING UNITS (ROOFTOP UNITS EQUIPMENT CUTS INCLUDING CURB AND UNIT DIMENSIONS AND SERVICE PLATFORM DETAILS)
15765	DUCTWORK (LOW PRESSURE)
15767	HANGERS AND SUPPORTS – GAS PIPING
15770	DIFFUSERS AND GRILLES
15800	DUCT INSULATION – SOUND LINING
15824	CONTROLS SEQUENCE OF OPERATIONS
15881	TEST AND BALANCE (HVAC)

ELECTRICAL SPECIFICATIONS

16010	ELECTRICAL GENERAL PROVISIONS
16110	CONDUITS, RACEWAYS, AND FITTINGS
16120	WIRE, CABLE AND CONNECTORS
16130	WIRING DEVICES
16140	DEVICE AND OUTLET BOXES
16150	JUNCTION AND PULL BOXES
16160	FUSES
16200	ELECTRIC GENERAL
16435	BRANCH CIRCUIT PANELBOARDS
16440	DISCONNECT SWITCHES

OLD GREENBELT THEATRE

SECTION 15014 - GENERAL SCOPE OF WORK

PART 1 - GENERAL

1.1 SCOPE

- A. Installation of new HVAC units on roof to ventilate cooling and heating Theatre building including.
 - 1. Provide temperature controls and all other incidentals for a complete installation.
 - 2. Preserve and protect existing walls and room finishes of Theatre building.
 - 3. Note if there is any interfering conditions before proceeding with installation.
 - 4. Work in the building will be conducted from 7:00 A.M. to 6:00 P.M. Monday through Friday. Saturday hours are 8:00 A.M. to 4:00 P.M. No work on Sunday or Holidays.
 - 5. All of the Contractor's workers shall be approved by the Ownership and provided with tags. There will not be any workers allowed in the building other than at regular working times.
- B. All existing no longer used HVAC equipment servicing Theater including Steam Boiler, Air Handler, Condensing Unit, Refrigerant Piping, Condensation Drains, Heating Coils and non-used gas piping and electrical power to existing to be removed. Equipment shall be disposed of on a daily basis. Heating piping shall be valved and cap off properly.
Non-used electrical feeders to be removed properly to the respective power panels.
- C. At no time shall the existing electrical or fire protection systems serving the building shall be disconnected or rendered inoperative unless previous approval in writing from Ownership.
- D. HVAC equipment installation shall be done concurrent with the roof replacement contract. Successful bidder must coordinate cutting of roof openings and curb adaptor installation with the roof contractor. Roof contractor and HVAC contractor must coordinate all sequences of construction to ensure a complete roof and HVAC project.
- E. The owner will remove theater seats prior to commencement of HVAC project.
- F. Unless otherwise specified this contractor shall furnish all scaffolding, rigging, hoisting, shoring and services necessary for the erection and delivery into or on the premises of any equipment and apparatus furnished and removal of same from premises when no longer required.
- G. Contractor is responsible to remove all existing acoustic ceiling tiles located at drop ceiling in auditorium. Contractor shall also remove framing as required to remove existing duct and install new ductwork. Drop ceiling is a historic element of the building and must be put back to original construction.
- H. New acoustic tiles or panels will be provided by the owner and installed by contractor once HVAC work is complete.

OLD GREENBELT THEATRE

- I. The owner currently has a Historic Preservation Easement with the Maryland Historic Trust (MHT). Impacts on existing features and building appearance must comply with MHT requirements. All changes in appearance including such things as exposed conduits or other apparatuses must be approved by the owner before installation.
- J. Contractor to provide port-a-john, for construction workers. Location to be approved by owner.
- K. Owner will continue to utilize the office and lobby areas during HVAC construction. The amount of dust resulting from demolition and construction shall be controlled to avoid dust in surrounding areas.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. All equipment provided under this agreement shall be new with guarantees and warranties as set forth in each section of these specifications.

PART 3 - EXECUTION

3.1 INSTALLATION

- A. Work shall be performed in full accordance with local codes and City of Greenbelt ordinances.
- B. All work shall proceed with minor interruption to the existing systems of the building.
- C. Mr. Brian Kim, Assistant Director of Public Works City of Greenbelt (240) 542-2169 shall be notified two weeks in advance of any interruption of any building systems; interruptions to services - see General Conditions to Mechanical – Electrical which are part of these specifications.

END OF SECTION 15014

OLD GREENBELT THEATRE

SECTION 15015 - GENERAL REQUIREMENTS OF CLEANING-UP

1. GENERAL

1.1 SCOPE

- A. Contractor shall keep areas of the project free from accumulations of waste during course of work and shall, upon completion of work, leave all finished surfaces and areas clean and fit for occupancy.

2. PRODUCTS

2.1 REQUIREMENTS

- A. Maintain project in accordance with applicable safety and insurance standards.
- B. Store volatile waste in covered metal containers; remove from premises daily.
- C. Clean-up and disposal operations shall comply with City of Greenbelt and local Prince George's County ordinances and anti-pollution laws.
- D. Burning rubbish or waste materials on site are not permitted.
- E. Disposal of volatile fluid wastes (such as mineral spirits, oil or paint thinner) in storm or sanitary sewer systems is not permitted.

3. EXECUTION

3.1 INTERIM CLEANING

- A. Areas of work shall be kept clean as suited to requirements of items being installed or items built within the work, and in accordance with applicable health and safety standards.
 - 1. Oversee cleaning and ensure that building and grounds are maintained free from accumulations of waste materials and rubbish.
 - 2. Keep off-site property, public or private as well as on-site property beyond limit of work, clean of construction droppings and debris.
 - 3. Waste or rubbish intended for disposal shall be suitably stored to prevent dispersal.

4. Dispose of debris in a regular basis by the contractor is required to maintain an orderly and safe work site. No work debris is to be put into the Building dumpsters. Owner shall approve location of any proposed refuse containers.
5. Schedule cleaning operations so that dust and other contaminants resulting from cleaning operations will not fall on wet, newly painted or finished surfaces.

3.2 FINAL CLEANING

- A. Use experienced personnel or professional cleaners for final cleaning. Maintain cleaning until work, or portion thereof, until final work is approved and occupied by Owner.
 1. Remove grease, dust, dirt, stains, labels, fingerprints, construction droppings and other foreign materials from interior and exterior surfaces. Special care shall be taken that all hardware, light switches and other items of constant use are free of smudges, paint or other soiling.
 2. Repair, patch and touch-up marred surfaces to match adjacent finishes. Replace damaged items where necessary.
 3. Where adequate wax remains on waxed flooring, buffing of the surface will be satisfactory. Provide additional wax where buffing indicates there is an insufficient amount. Where soiling occurs on flooring material or in the wax layer, strip and clean and provide new wax coating.
 4. All construction items of temporary nature shall be promptly removed from the building site.

END OF SECTION 15015

OLD GREENBELT THEATRE

SECTION 15016 - GENERAL CONDITIONS TO MECHANICAL AND ELECTRICAL

PART 1 - GENERAL

1.1 DESCRIPTION

- A. Work covered by these sections shall consist of furnishing plant, fixtures, materials, fees, permits and performing work required for the installation of various complete systems covered under each section.
- B. Work shall be performed in strict accordance with Contract Drawings and Specifications.

1.2 REGULATIONS

- A. Installation and materials shall be in accordance with all local codes and ordinances, health regulations and recommendations of *NFPA and City of Greenbelt and Prince George's County, MD*.
- B. Where conflict exists between codes or utility company requirements and contract documents, the more stringent shall apply.

1.3 PERMITS, CERTIFICATES AND CONNECTION FEES

- A. Contractors to obtain and pay for any Trade Permit Fees

1.4 SUBMITTALS

- A. This Section specifies administrative and procedural requirements for handling Mechanical product data, shop drawings and requests for substitutions.
- B. Shop Drawing Submittal Form
 - 1. Provide Shop Drawing Submittal for the following equipment.
 - a. Controls
 - b. Duct Sound Lining
 - c. Theater Heating and Cooling Rooftop Units
 - d. Vibration Isolators
 - e. Duct Insulation & Cover
 - f. Air Balance Report

1.5 SHOP DRAWINGS

- A. The Contractor shall submit for review and approval four (4) copies of detailed shop drawings of all equipment and materials. No material or equipment may be

OLD GREENBELT THEATRE

delivered to the job site or installed until the Contractor has in his possession reviewed shop drawings for the particular material or equipment.

- B. Shop drawings shall be submitted as soon as practical within 15 days after award of Contract and before any material or equipment is purchased.

1.6 DRAWINGS

- A. Drawings indicate the general character and location of work diagrammatically. Minor details not shown shall be furnished complete to perform the functions intended without additional cost to Owner.
- B. Contractor shall check for any interference between building and new equipment.

1.7 CUTTING AND PATCHING

- A. Cutting and patching of any walls, floors, ceilings, etc., shall be done at the expense of Contractor installing piping, equipment and appurtenances, subject to previous approval of Owner. Contractor shall be careful to prevent injury, discoloration or defacement to finished material, and shall not fit or cut finished materials other than his own without specific instructions. Structural members shall not be cut under any condition.
- B. Any pipe, conduit, ducts and appurtenances passing through roofs or outside walls exposed to weather shall be carefully flashed and counter flashed.

1.8 ACCESSIBILITY, ACCESS PANELS AND DETENTION BARRIERS

- A. Locate all equipment, which must be serviced, operated or maintained in fully accessible positions. Equipment shall include, but not be limited to: Motors; controllers; drain points, etc. If required for better accessibility, furnish access doors for this purpose. Minor deviations from drawings may be made to allow better accessibility, but changes of magnitude or which involve extra cost shall not be made without the approval of the Engineer.
- B. It is the responsibility of the Contractor to coordinate and provide information regarding the sizes, location and quantities of access doors required for his work. The Contractor shall arrange his work in such a manner as to minimize the quantity of access doors required. Where possible, locate access panels in already accessible areas, such as lay-in ceilings, etc.

1.9 MOTORS

- A. Motors shall be designed to operate on voltage specified on plans. Contractor furnishing larger motors than those indicated on plans shall be responsible for any changes made necessary in conductors, conduit, switches, main feeders and

OLD GREENBELT THEATRE

appurtenances, and pay all costs. Requirements for any such increase in wiring shall be determined by the Engineer.

1. In general, all motor starters are part of equipment, or shall be located near equipment to be operated, unless otherwise directed by owner.

1.10 ANCHORS

- A. Anchors shall be attached so they will not injure construction due to weight or expansion of piping. Fee & Mason, Witch or Grinnell of appropriate type will be acceptable.

1.11 BASES AND SUPPORTS

- A. Provide additional necessary supports, vibration isolators, reinforcing, and bases required for installation of new Rooftop Units.

1.12 SUPPORTS

- A. Provide supports for Rooftop A/C units in accordance with plans and specifications.

1.13 TESTS

- A. General - Provide equipment, materials, and labor for Air Balance.
- B. Material found defective shall be replaced.

1.14 OBSOLETE EQUIPMENT

- A. In the event any equipment specified has become obsolete at time of construction, the Contractor shall furnish the same manufacturer's latest model of equivalent quality, subject to Engineer's approval.

1.15 RESPONSIBILITY

- A. Should equipment be damaged due to improper installation, lubrication, electrical connections, etc., the Contractor shall replace damaged equipment at no cost to the Owner.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. Furnish and install, as specified, any additional equipment required for a complete installation including motor starters.
- B. Provide all necessary supports required for the proper installation of all the

OLD GREENBELT THEATRE

equipment as recommended by the manufacturer and required by existing conditions.

PART 3 - EXECUTION

3.1 INSTALLATION

- A. Fit equipment and appurtenances to the space provided and make readily serviceable.
- B. All work shall be performed in strict accordance with the Contract Drawings and Specifications, so the whole will be complete and in prime operating condition. The Contractor shall assume all obligations contained therein that affect his work. The Engineer shall be consulted in case of all disputes and his decisions shall be final.
- C. The Contractor shall examine the existing building conditions.
- D. The Contractor shall be held responsible for and be required to make good at his own expense, any and all damages to any work or materials in place, on the premises or included in this Contract, during the execution of this Contract. The Contractor shall closely coordinate his work with other trades.
- E. No payments made on work or materials during construction on account of the Contract by the Owner shall be in any case construed to be an acceptance of the same. The Contractor shall be liable for the conditions of the Contract until the entire work is satisfactorily finished and formally accepted by the Owner.

3.2 GUARANTEE AND HVAC SERVICE

- A. All equipment shall be covered for the duration of the manufacturer's guarantee or warranty and the Contractor shall furnish the Owner with all manufacturer's guarantees or warranties.
- B. Equipment furnished shall be guaranteed for a period of two (2) year from date of acceptance of project.
- C. Provide 24 Hour service for new Rooftop Units for a period of 2 years.

3.3 TRAINING AND START-UP

- A. A minimum of 8 hours of training on the new HVAC units. Systems provided under this project.

3.4 AS-BUILT DRAWINGS

- A. When work is completed, and before requesting approval, make two (2) complete "As-Built" sets of marked-up prints, certify the accuracy of each print by

OLD GREENBELT THEATRE

endorsement and signature thereon, and deliver same to Owner.

END OF SECTION 15016

OLD GREENBELT THEATRE

SECTION 15620 - HVAC BASIC MATERIALS AND METHODS

PART 1 - GENERAL

1.1 DESCRIPTION

- A. Furnish all labor, materials, tools, equipment and services necessary for and reasonably incidental to complete the work as indicated on the drawings or specified, including but not limited to the following:
 - 1. New HVAC Units as described on drawings.

1.2 SUBMITTALS

- A. Shop drawings and materials submittals shall be in accordance with the requirements of Section 15016 and include copies of manufacturer's descriptive literature, installation, and maintenance instructions for all of the following equipment:
 - 1. Theater A/C – Heating Rooftop Units
 - 2. Balancing of Air System
 - 3. Exterior and Interior Duct Insulation
 - 4. Controls w/ Sequence
- B. All other materials and equipment proposed to be used that are not in strict accord with the manufacturer and identification contained on drawings shall be submitted for approval.
- C. Submittals shall be bound in hard covers, identified as to project, and to contain a contents index. All submittals are to be complete. Partial submittals will not be acceptable.
- D. In the event any items contained in the submittal are rejected as failing to comply with the project requirements, re-submittal shall be made within fifteen (15) days of notification thereof.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. Furnish and install, as specified, any additional equipment required for a complete installation.
- B. Provide all necessary supports required for the proper installation of all equipment as recommended by the manufacturer.

OLD GREENBELT THEATRE

- C. Any items submitted that are not in accordance to plans and specs will be rejected without review.
- D. Installation adhesives and sealants used on the interior of the building shall comply with the testing and product requirements of City of Greenbelt and Prince George's County Code.
- E. Refer to service platform installation manual as well as details.

PART 3 - EXECUTION

3.1 PREPARATION FOR ACCEPTANCE

- A. The following work shall be performed by the Contractor immediately prior to final acceptance of building or where directed by the Engineer.
 - 1. Check calibration of controls.
 - 2. Grease and oil any and all equipment.
- B. Operating and Maintenance Instructions
 - 1. When all work is finished, the Contractor shall thoroughly instruct representative of Owner in use of equipment. Provide Owner with two complete sets of operating and maintenance instructions in loose-leaf binders, covering all mechanical systems.
 - 2. Sequence of Operation - shall include written description of operating procedures for all mechanical equipment.
 - 3. Two (2) copies of instructions bound in the same loose-leaf binders shall be furnished by equipment manufacturers and include cleaning, oiling, checking, adjustments, and name of local service agency to call for emergency repairs.

END OF SECTION 15620

OLD GREENBELT THEATRE

SECTION 15628 - VIBRATION ISOLATORS AND NOISE CONTROL

PART 1 - GENERAL

1.1 DESCRIPTION

- A. Furnish all labor, materials, tools, equipment and services necessary for and reasonably incidental to complete installation of Vibration Isolators as indicated on drawings.

1.2 QUALITY ASSURANCE

- A. Furnish Vibration Isolators, which are the product of one manufacturer who has made isolators for a period of at least five (5) years. Coordinate Spring Vibration Isolators with curb provided by Rooftop Units manufacturer.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. Spring Isolators shall be as manufactured by CPISO as provided by Curbs Plus Inc.
- B. Vibration Isolators selected shall produce uniform loading and deflection even when equipment weight is not evenly distributed.
- C. See project drawings for curb and isolator requirements.
- D. Coordinate curbs with building roof slope coordinate with the roofer for roof penetrations etc.

PART 3 - EXECUTION

3.1 INSTALLATION

- A. Install Vibration Isolators and noise control in strict accordance with manufacturer's recommendations.
- B. Install Isolators for new roof mounted HVAC unit's as indicated on drawings and Specification Section 15733.

END OF SECTION 15628

OLD GREENBELT THEATRE

SECTION 15733 - PACKAGED ROOFTOP AIR CONDITIONING UNITS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Package roof top unit.
- B. Heat exchanger.
- C. Refrigeration components.
- D. Unit operating controls.
- E. Roof curb.
- F. Electrical power connections.
- G. Operation and maintenance service.

1.02 REFERENCES

- A. NFPA 90 A & B - Installation of Air Conditioning and Ventilation Systems and Installation of Warm Air Heating and Air Conditioning Systems.
- B. AHRI 360 - Commercial and Industrial Unitary Air Conditioning Equipment testing and rating standard.
- C. ANSI/ASHRAE/IESNA 90.1- Energy Standard for New Buildings Except Low-Rise Residential Buildings.
- D. ANSI Z21.47/UL- Unitary Air Conditioning Standard for safety requirements.
- E. AHRI 370 - Sound Rating of Large Outdoor Refrigerating and Air Conditioning Equipment.
- F. ANSI/NFPA 70- National Electric Code.

1.03 SUBMITTALS

- A. Submit unit performance data including: capacity, nominal and operating performance.
- B. Submit Mechanical Specifications for unit and accessories describing construction, components and options.
- C. Submit shop drawings indicating overall dimensions as well as installation, operation

OLD GREENBELT THEATRE

and services clearances. Indicate lift points and recommendations and center of gravity. Indicate unit shipping, installation and operating weights including dimensions.

- D. Submit data on electrical requirements and connection points. Include recommended wire and fuse sizes or MCA, sequence of operation, safety and start-up instructions.
- E. Shop drawings submitted for approval shall be accompanied by a copy of the purchase agreement between the Contractor and an authorized service representative of the manufacturer for check, test and start up and first year service.

1.04 DELIVERY, STORAGE and HANDLING

- A. Comply with manufacturer's installation instructions for rigging, unloading, and transporting units.
- B. Protect units from physical damage. Leave factory shipping covers in place until installation.

1.05 WARRANTY

- A. Provide parts warranty for two years from start-up or 30 months from shipment, whichever occurs first.
- B. Provide five-year extended warranty for compressors.
- C. Provide five-year heat exchanger limited warranty.

1.06 REGULATORY REQUIREMENTS

- A. Unit shall conform to ANSI Z21.47/UL for construction of packaged air conditioner.

PART 2 PRODUCTS

2.01 SUMMARY

- A. The contractor shall furnish and install package rooftop unit(s) as shown and scheduled on the contract documents. The unit(s) shall be installed in accordance with this specification and perform at the specified conditions as scheduled.
- B. APPROVED MANUFACTURERS
 - 1. Trane (Basis of design)
 - 2. Carrier

OLD GREENBELT THEATRE

2.02 GENERAL UNIT DESCRIPTION

- A. Unit(s) furnished and installed shall be packaged rooftop (s) as scheduled on contract documents and these specifications. Unit(s) shall consist of insulated weather-tight casing with compressor(s), air-cooled condenser coil, condenser fans, evaporator coil, return-air filters, supply motors, gas heat section, hot gas reheat coil and unit controls.
- B. Unit(s) shall be 100% factory run tested and fully charged with R-410A
- C. Unit(s) shall have labels, decals, and/or tags to aid in the service of the unit and indicate caution areas.
- D. Units shall be dedicated down flow airflow as manufactured with side discharge thru Roof Mounted Curb.
- E. Wiring internal to the unit shall be colored and numbered for identification.

2.03 UNIT CASING

- A. Cabinet: Galvanized steel, phosphatized, and finished with an air-dry paint coating with removable access panels. Structural members shall be 16 gauge with access doors and removable panels of minimum 20 gauge.
- B. Units cabinet surface shall be tested 1000 hours in salt spray test in compliance with ASTM B117.
- C. Cabinet construction shall allow for all service/ maintenance from one side of the unit.
- D. Cabinet top cover shall be one-piece construction or where seams exists, it shall be double-hemmed and gasket-sealed.
- E. Access Panels: Water- and air-tight panels with handles shall provide access to filters, heating section, return air fan section, supply air fan section, evaporator coil section, and unit control section.
- F. Down flow unit's base pans shall have a raised 1 1/8-inch-high lip around the supply and return openings for water integrity.
- G. Insulation: Provide 1/2-inch-thick coated fiberglass insulation on all exterior panels in contact with the return and conditioned air stream.
- H. Provide openings either on side of unit or thru the base for power, control and gas connections.
- I. The base of the unit shall have provisions for forklift and crane lifting

OLD GREENBELT THEATRE

- J. Provide Hinged access doors.
- K. Provide factory installed disconnect switch.

2.04 FANS AND MOTORS

- A. Provide evaporator fan section with forward curved, double width, double inlet, centrifugal type fan.
- B. Provide self-aligning, grease lubricated, ball or sleeve bearings with permanent lubrication fittings.
- C. Provide units with belt driven, supply fans with adjustable motor sheaves.
- D. Outdoor and Indoor Fan motors shall be permanently lubricated and have internal thermal overload protection.
- E. Outdoor fans shall be direct drive, statically and dynamically balanced, draw through in the vertical discharge position.
- F. Provide shafts constructed of solid hot rolled steel, ground and polished, with key-way, and protectively coated with lubricating oil.

2.05 GAS FIRED HEATING SECTION

- A. Completely assembled and factory installed heating system shall be integral to unit, UL or CSA approved specifically for outdoor applications for use downstream from refrigerant cooling coils. Threaded connection with plug or cap provided. Heating section shall be factory run tested prior to shipment.
- B. Gas Burner shall be forced combustion type power burner, negative pressure gas valve, manual shut-off, hot surface ignition, and flame sensing safety control.
- C. Gas Burner Safety Controls: Provide safety controls for the proving of combustion air prior to ignition, and continuous flame supervision. Upon a failure to ignite, two attempts of ignition will occur before lockout of the ignition system.
- D. Combustion blower shall be centrifugal type fan with built- in thermal overload protection on fan motor.
- E. Heat Exchanger: Provide drum and tube heat exchanger of free floating design manufactured from 18-gauge stainless steel, factory pressure and leak tested.
- F. Limit controls: High temperature limit controls will shut off gas flow in the event of excessive temperatures resulting from restricted indoor airflow or loss of indoor airflow.

OLD GREENBELT THEATRE

2.06 EVAPORATOR COIL

- A. Provide configured aluminum fin surface mechanically bonded to copper tubing coil.
- B. Provide an independent expansion device for each refrigeration circuit. Factory pressure test at 450 psig and leak test at 200 psig.
- C. Provide drain pan for base of evaporator coil constructed of stainless steel with external connections and pan condensate overflow switch.

2.07 CONDENSER SECTION

- A. Provide vertical discharge, direct drive fans with aluminum blades. Fans shall be statically balanced. Motors shall be permanently lubricated, with integral thermal overload protection in a weather tight casing.

2.08 REFRIGERATION SYSTEM

- A. Compressor(s): Provide direct drive, hermetic type, scroll compressor with centrifugal type oil pump. Motor shall be suction gas cooled and have internal spring isolation. Compressors shall include crankcase heaters, internal pressure relief, temperature and current sensitive overloads.
- B. Units shall have cooling capabilities down to 0-degree F as standard. For field-installed low ambient accessory, the manufacturer shall provide a factory-authorized service technician that will assure proper installation and operation.
- C. Provide each unit with dual refrigerant circuit(s) factory-supplied completely piped with liquid line filter-drier, suction and liquid line pressure ports.

2.09 HOT GAS REHEAT FOR DEHUMIDIFICATION CONTROL

- A. Provide configured aluminum fin surface mechanically bonded to copper tubing coil.
- B. Provide solenoid on/off reheat control per unit controls and wall mounted humidity sensor.

2.10 OUTDOOR AIR SECTION

- A. Provide 100% return air.
- B. Provide economizer with barometric relief.
- C. Provide adjustable minimum position control located in the economizer section of the unit.

OLD GREENBELT THEATRE

- D. Provide spring return motor for outside air damper closure during unit shutdown or power interruption.

2.11 OPERATING CONTROLS

- A. Provide factory-wired roof top units with 24-volt control circuit with control transformers, contactor pressure lugs or terminal block for power wiring. Units shall have single point power connections. Field wiring of zone controls to be NEC Class II.
- B. Provide microprocessor unit-mounted control which when used with an electronic zone sensor provides proportional integral room control. This UCM shall perform all unit functions by making all heating, cooling and ventilating decisions through resident software logic.
- C. Provide factory-installed indoor evaporator defrost control to prevent compressor slugging by interrupting compressor operation.
- D. Provide an anti-cycle timing and minimum on/off between stages timing in the microprocessor.
- E. Economizer Preferred Cooling: Compressor operation is integrated with economizer cycle to allow mechanical cooling when economizer is not adequate to satisfy zone requirements. Compressors are enabled if space temperature is recovering to cooling setpoint at a rate of less than 0.2 degrees per minute. Compressor low ambient lockout overrides this function.
- F. Provide factory installed condensate overflow switch. The switch, when triggered, shall shut the RTU down and show an alarm.
- G. Provide a wall mounting CO2 sensor per RTU to work with the RTU controls to provide demand control ventilation.
- H. Provide wall mounting humidity sensor per each RTU to work with the RTU controls to provide dehumidification control with the Hot gas reheat coil within the RTU.

2.12 STAGING CONTROLS

- B. Provide programmable thermostat Trane “Pivot” model EMS control.
 - 1. Zone control shall incorporate:
 - a. Automatic changeover from heating to cooling.
 - b. Set-up for at least 2 - sets of separate heating and cooling temperatures per day.

OLD GREENBELT THEATRE

2. Refer to the Controls Section 15824 for the sequences of operation.
3. Provide Trane Touchscreen Human Interface with the following.
 - a. Data Trending
 - b. Historical Alarm Messages
 - c. Real Time Sensor Messages
 - d. On board system setpoints
 - e. USB port for downloading information
 - f. Customizable Reports

2.13 38-INCH-TALL CUSTOM ACCOUSTICAL ROOF CURB WITH CATWALK

- A. Manufacturer shall provide custom acoustical roof curb, 14-gauge Prime Galvanized steel welded construction with side supply and return opening. Side supply and return openings shall include duct flanges. Curb shall Ship fully assembled. Knocked down curbs are not acceptable
- B. The curb shall be 38 inches tall with side supply and return. A 1 X 4 Wood Nailer shall be provided.
- C. Provide 36 wide steel catwalk with steel safety rail.
- D. Provide welded steps on one side up to the catwalk for easy access. Include a handrail of steel construction.
- E. Curb shall be acoustically insulated on all sides and on the bottom with 1-1/2" thick, 3 lbs. density fiberglass insulation.
- F. The Curb shall include integral spring vibration isolation.
- G. Curb shall be manufactured in accordance with the National Roofing Contractors Association guidelines.
- H. Curb basis of design, CURBS PLUS. Contractor shall verify existing roof slope. Provide all necessary shimming for proper levelling.

PART 3 EXECUTION

3.01 EXAMINATION

- A. Contractor shall verify that roof is ready to receive work and all opening dimensions are correct.
- B. Contractor shall verify that proper power supply is available.

3.02 INSTALLATION

PACKAGED ROOFTOP AIR CONDITIONING UNITS

OLD GREENBELT THEATRE

- A. Contractor shall install in accordance with manufacturer's instructions.
- B. Mount units on factory-built roof mounting frame providing watertight enclosure to protect ductwork and utility services. Install roof mounting curb level.

3.03 MANUFACTURER'S FIELD SERVICES

- A. The manufacturer's service company shall startup the rooftops and provide two-year labor warranty.
- B. The contractor shall furnish manufacturer complete submittal wiring diagrams of the package unit as applicable for field maintenance and service.
- C. Manufacturer to provide 8 hours, City of Greenbelt instruction for both units. Units shall be tested for Summer as well as heating by factory approved technicians which shall provide results in a written report format.

See attached cut sheets for Roof Curb and Package Gas/Electric Rooftop Units.

END OF SECTION 15733

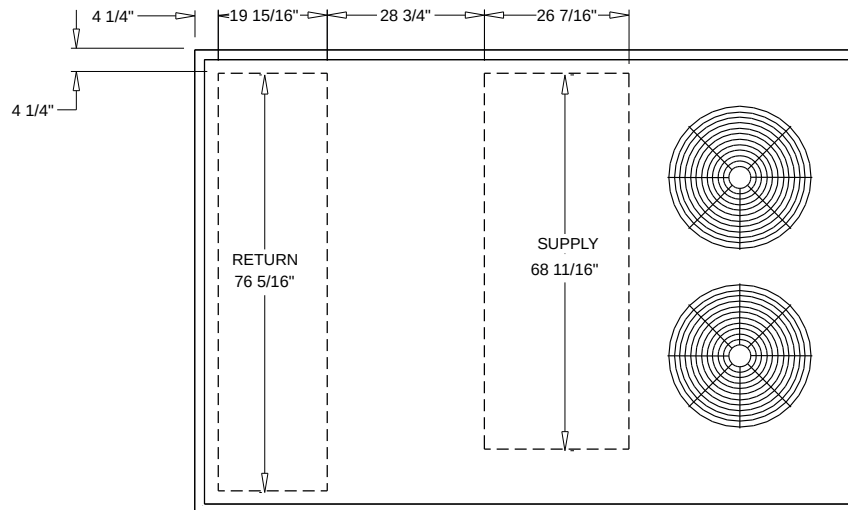
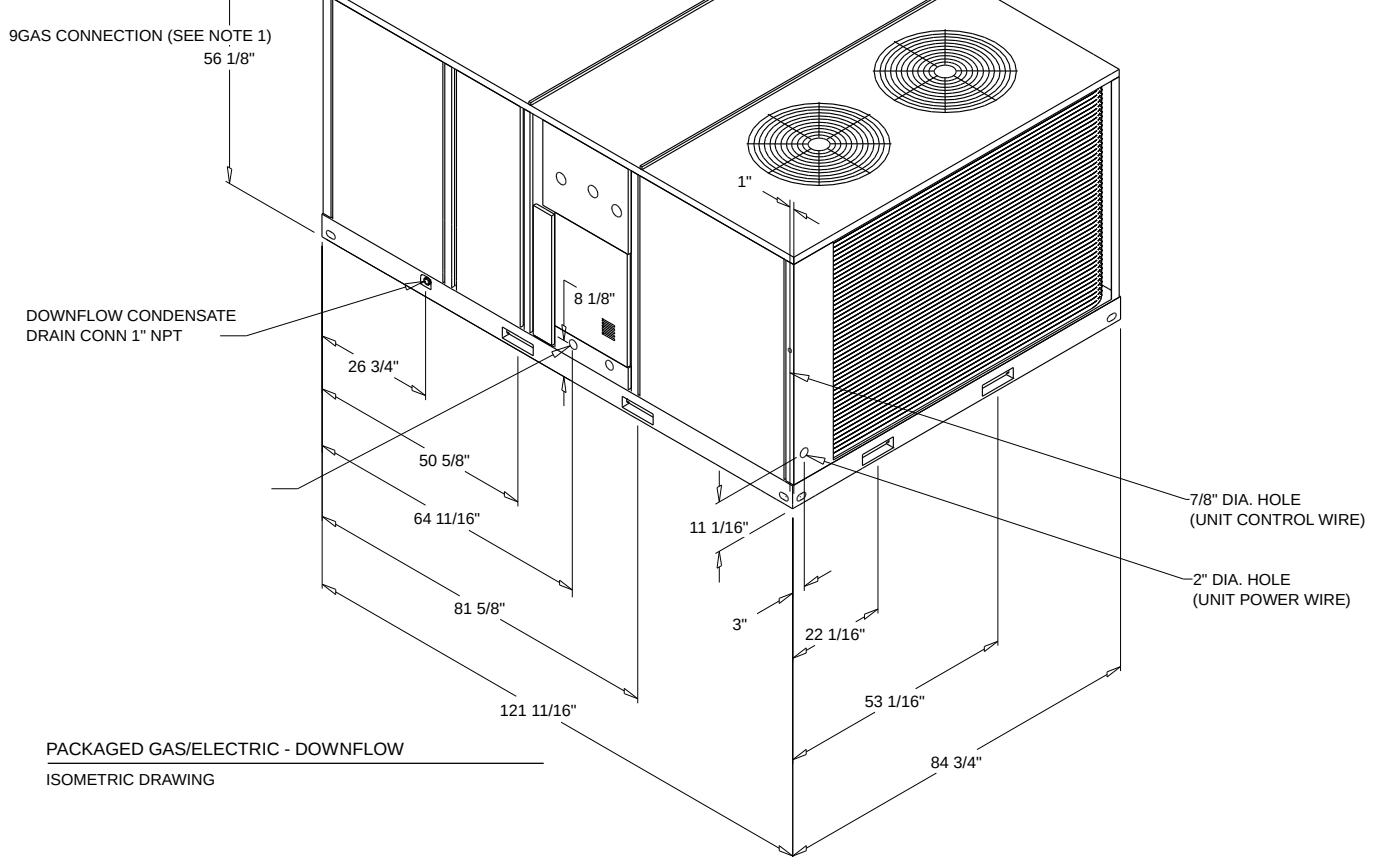
Unit Dimensions - Packaged Gas/Electric Rooftop Units

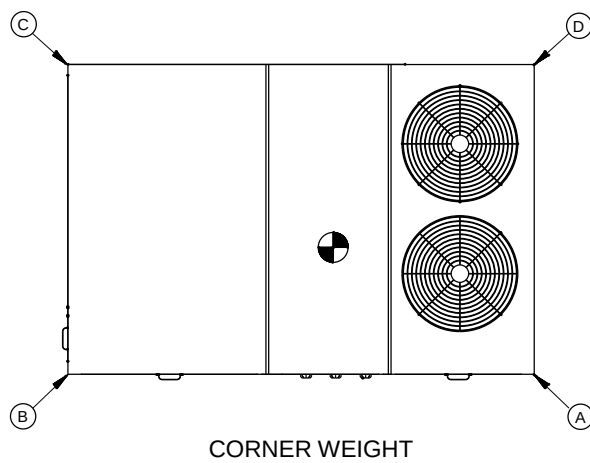
Section 15733 Package Rooftop A/C Units

Item: A1 Qty: 2 Tag(s): RTU-12.5 Tons

NOTES:

1. GAS CONNECTION PIPE SIZE 1/2"
2. THRU - THE - BASE GAS AND ELECTRICAL IS NOT STANDARD ON ALL UNITS. (SELECTED OPTION: SEE ACCESSORY SHEET)
3. VERIFY WEIGHT, CONNECTION, AND ALL DIMENSION WITH INSTALLER DOCUMENTS BEFORE INSTALLATION



Weight, Clearance & Rigging Diagram - Packaged Gas/Electric Rooftop Units**Item: A1 Qty: 2 Tag(s): RTU-12.5 Tons****Base Unit and Corner Weights only**

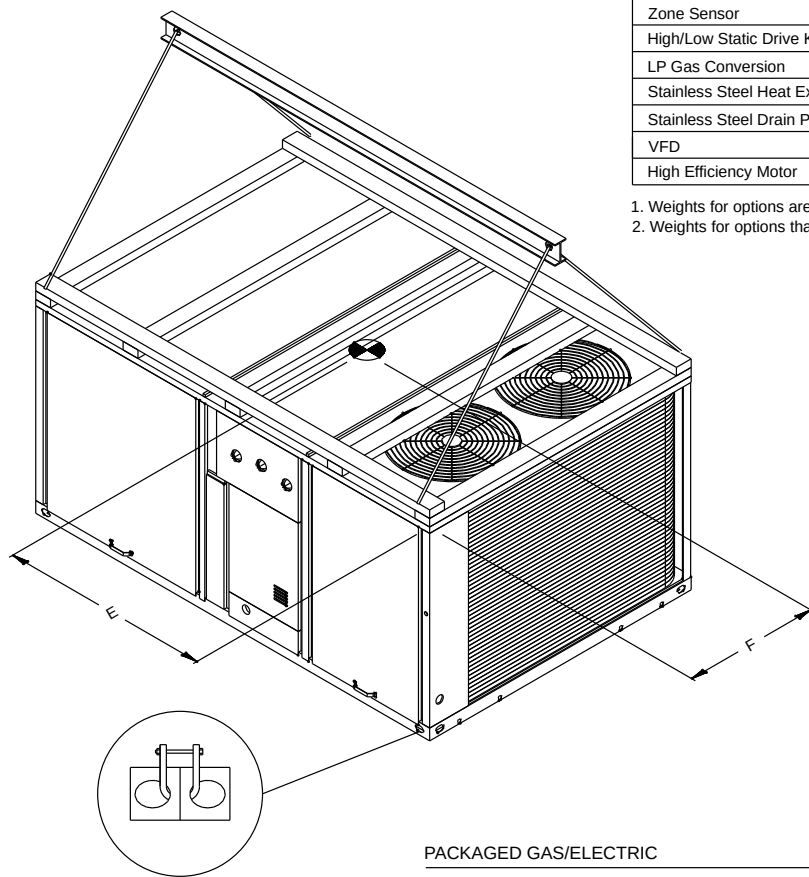
Base unit weights		Corner Weights				Center of Gravity	
SHIPPING	NET	(A)	(B)	(C)	(D)	E	F
2465.0 lb	2034.0 lb	722.0 lb	487.0 lb	354.0 lb	478.0 lb	54"	34"

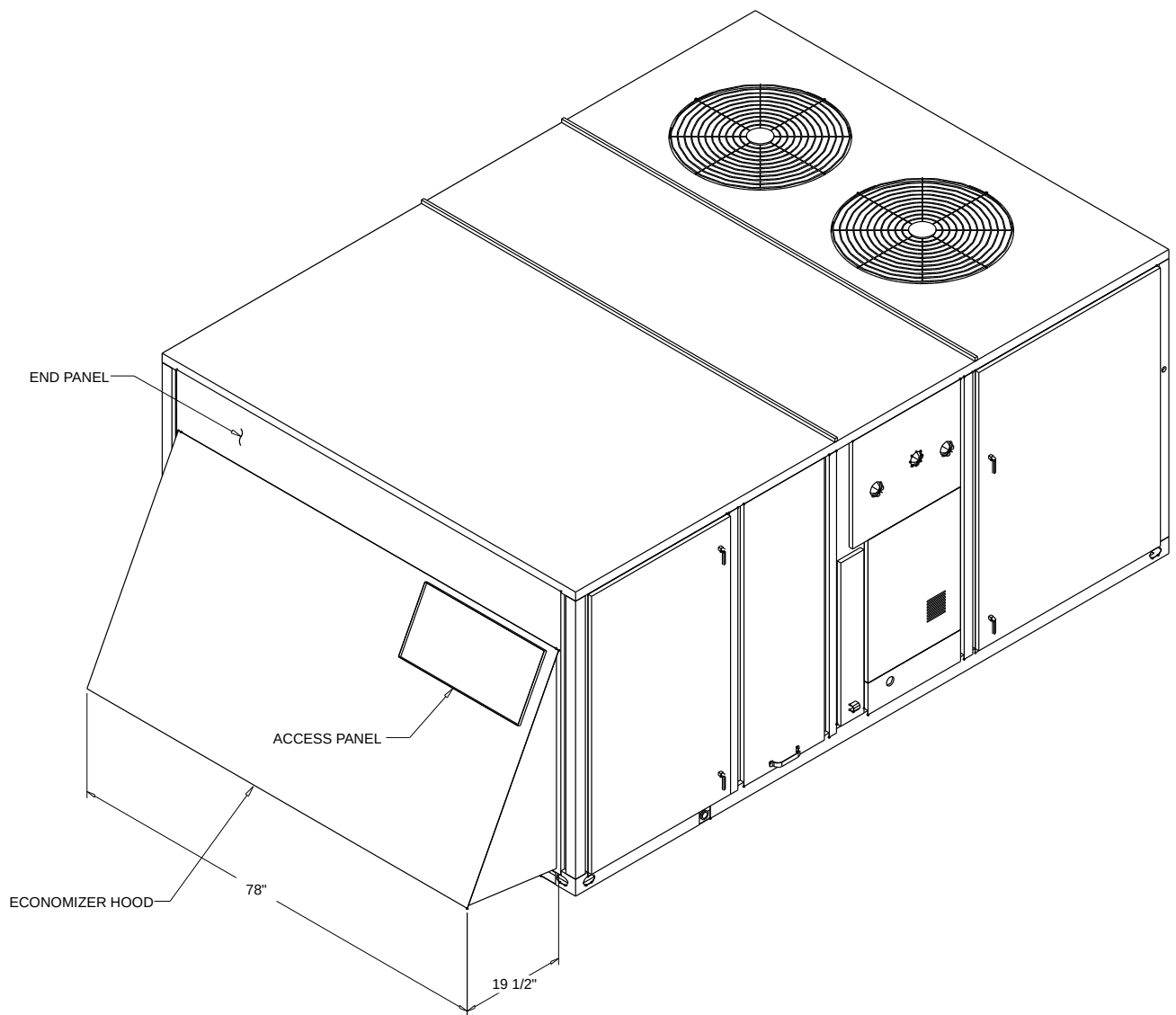
1. All weights are approximate.
2. The actual weight are listed on the unit nameplate.
3. Refer to unit nameplate and installation guide for weights before scheduling transportation and installation of unit.
4. The weight shown represents the typical unit operating weight for the configuration selected. Estimated at +/- 10 % of the nameplate weight. .
5. Verify weight, connection, and all dimension with installer documents before installation.
6. Corner weights are given for information only.
7. Net/Shipping weight of optional accessories should be added to unit weight when ordering factory or field installed accessories.

Installed Options Net Weight Data

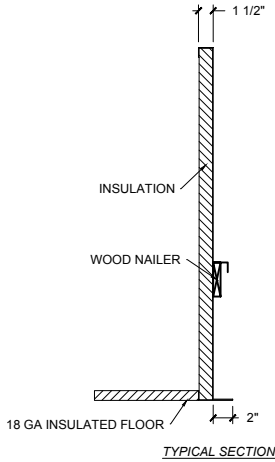
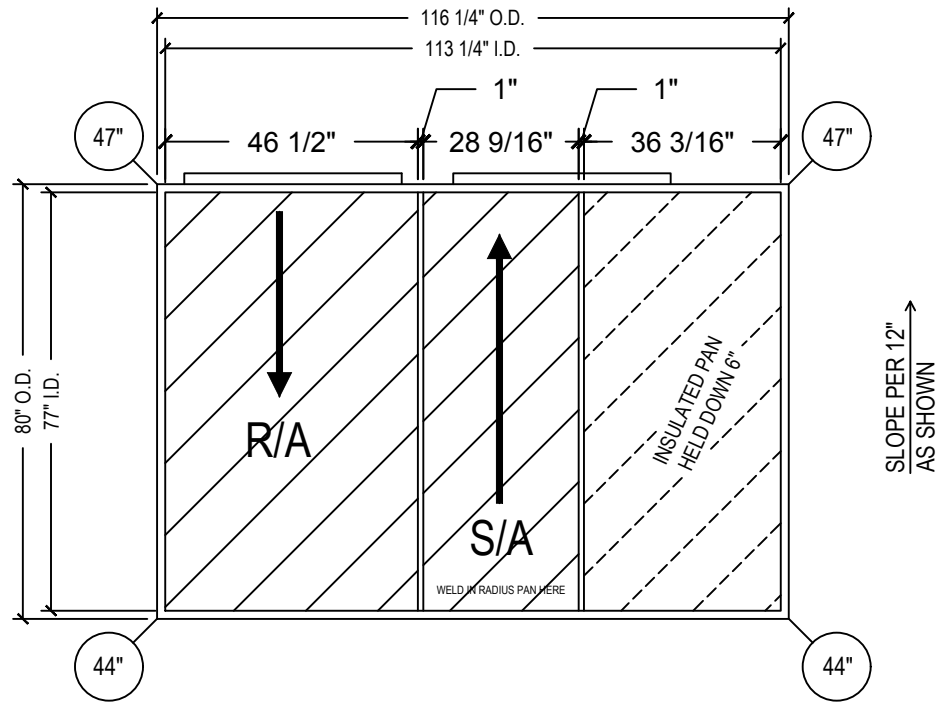
Accessory	Weight
Economizer, Manual and Motorized Outside Air Damper	80.0 lb
Power Exhaust	
Roof Curb	
Oversized Motor	5.0 lb
Hail Guard	43.0 lb
Hinged Access Doors	27.0 lb
Power Conv. Outlet	
Through the Base Electrical	
Circuit Breaker	
Disconnect	
Smoke Detector	
Novar	
Zone Sensor	
High/Low Static Drive Kit	
LP Gas Conversion	
Stainless Steel Heat Exchanger	
Stainless Steel Drain Pan	
VFD	
High Efficiency Motor	

1. Weights for options are approximate.
2. Weights for options that are not list refer to Installation guide.

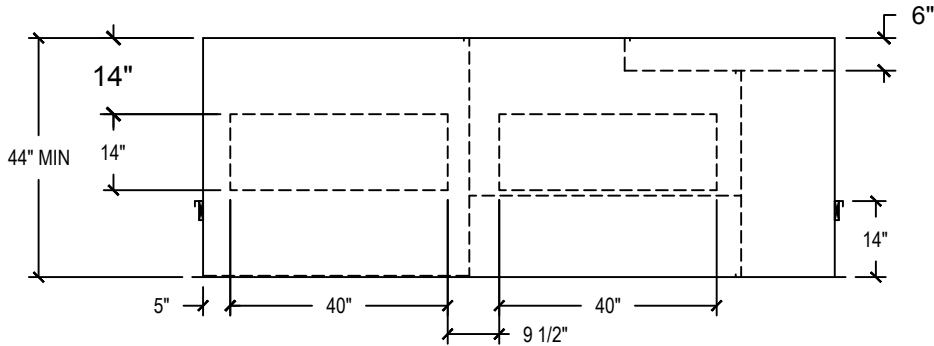


Accessory - Packaged Gas/Electric Rooftop Units**Item: A1 Qty: 2 Tag(s): RTU-12.5 Tons**

ECONOMIZER HOOD
PLAN VIEW DRAWING



ACOUSTICAL PACKAGE TO BE DETERMINED



WELD BULK-HEADS TO CURB WALL ON 24" CENTERS

NOTE: IN ALL PLENUM CURBS, CURB WALLS ARE INSULATED WITH 2" DUCT-LINER, CHANNELS AND PANS ARE INSULATED WITH 1" DUCT-LINER

- STANDARD FEATURES**
- 1. 14ga. Galvanized Steel Construction.
 - 2. Fully Welded Watertight One-piece Construction.
 - 3. Prime Painted after Fabrication.
 - 4. Pressure Treated 1x4 Wood Nailer.
 - 5. 1-1/2" Thick 3# Density Fiberglass Insulation.
 - 6. Internal Angle Reinforcement.

- AVAILABLE OPTIONS:
- 1.
 - 2.
 - 3.
 - 4.
 - 5.

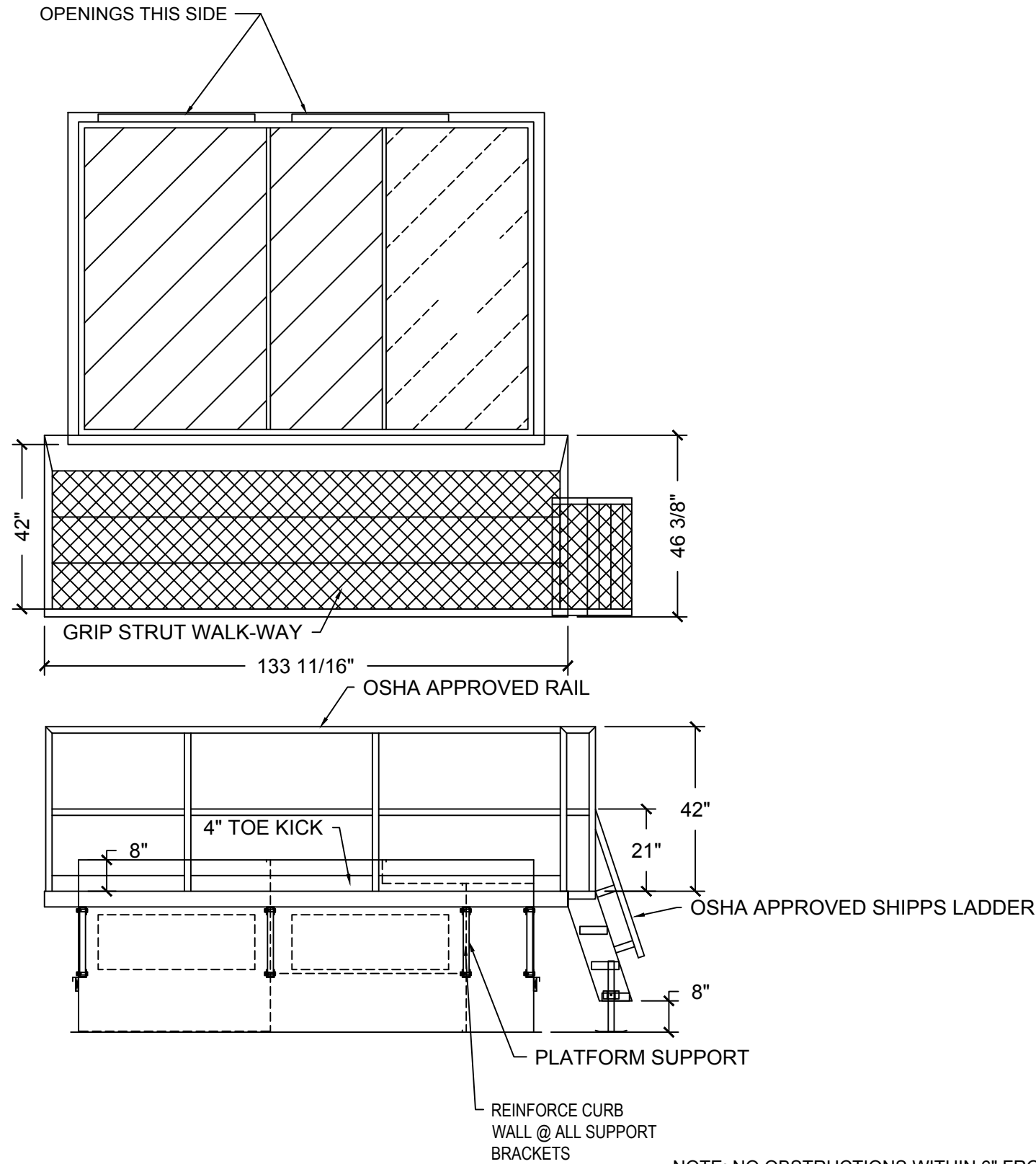


Headquarters
8767 Alabama Hwy
Ringgold, GA 30736
Toll Free: (888)-639-2872
Fax: (706)-866-2339

Kansas Plant
205 Metcalf Road
El Dorado, KS 67042
Website: www.curbs-plus.com

QTY	TAG:
1	

CPC-3 (INSULATED) CONVENTIONAL ROOF CURB



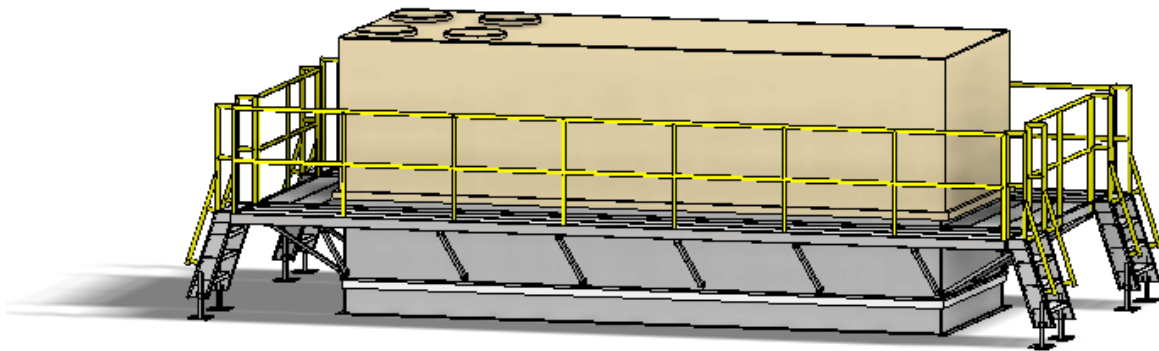
NOTE: NO OBSTRUCTIONS WITHIN 6" FROM UNIT SIDE OF WALK-WAY.
ALL FRAME WORK AND BRACKETS CONSTRUCTED FROM 14 GA GALVANIZED STEEL.
ALL WELDS PRIMED WITH A COLD GALVANIZED ZINC COATING, AND ENTIRE WALK-WAY/RAILS
TO BE FULLY PAINTED WITH OUR IN HOUSE SILVER PAINT.

TRANE YCD-181-301C HORIZONTAL 44.0 HEIGHT FLASHING CURB 40.0 X 14.0 OPENINGS 1 SIDED WALK-WAY



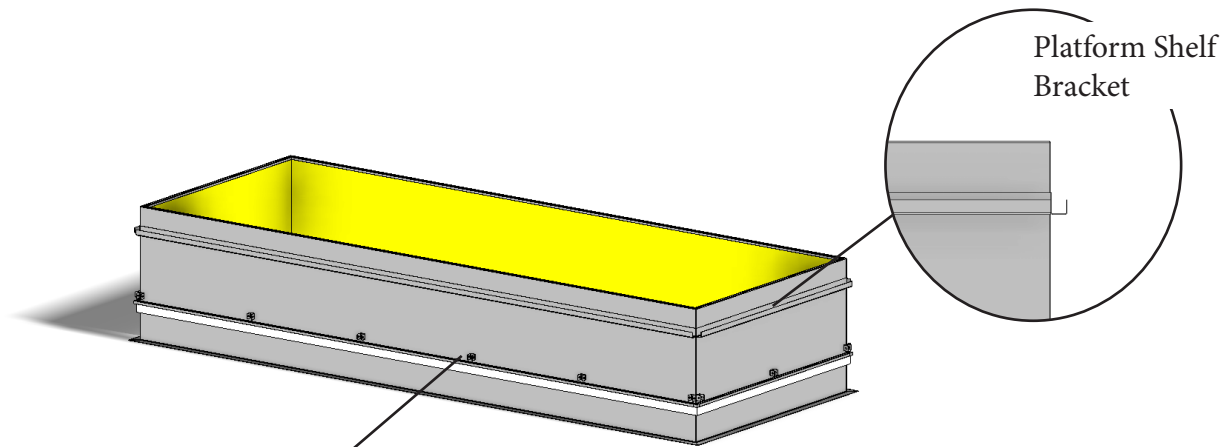
Headquarters 8767 Alabama Hwy Ringgold, GA 30736 Toll Free: (888)-639-2872 Fax: (706)-866-2339	Kansas Plant 205 Metcalf Road El Dorado, KS 67042 Website: www.curbs-plus.com
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Curbs Plus, Inc Service Platform INSTALLATION MANUAL

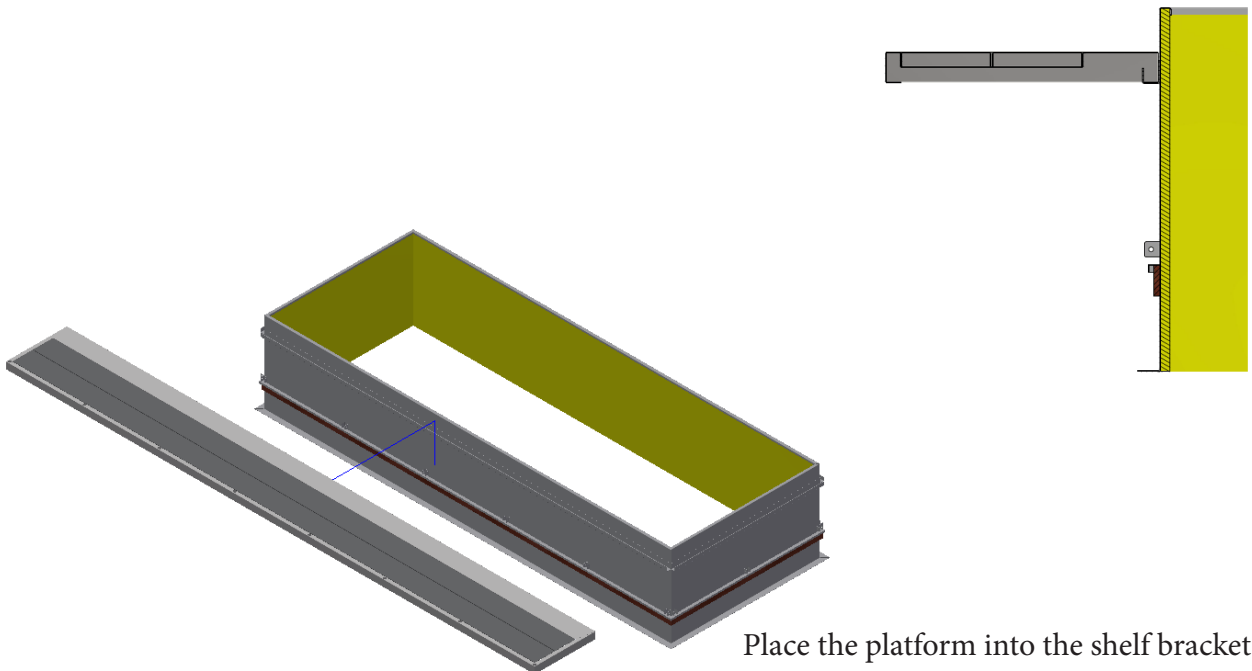


This installation manual is intended to provide a general reference to the assembly of the Curbs Plus, Inc. Service Platform. Your actual service platform may vary from the following illustrations. Please reference the job specific prints when installing your platform.

Platform Installation.

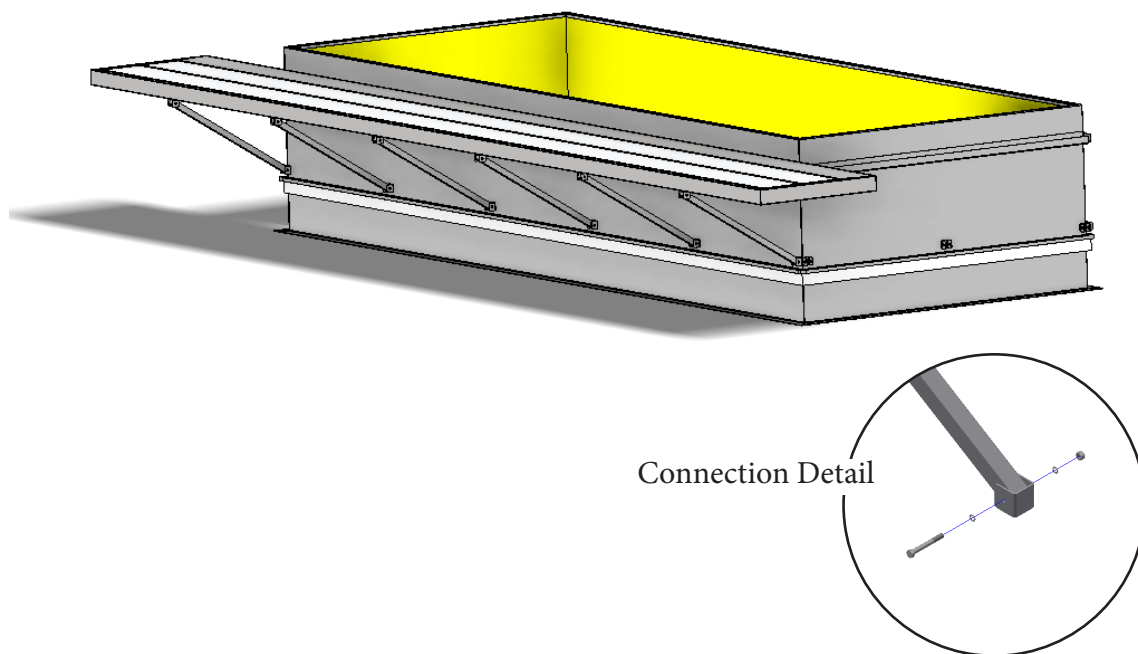


The roof-curb will have the needed attachment brackets installed. Near the top of the roof-curb is a platform shelf bracket. Below the shelf, you will find the support-leg attachment brackets.

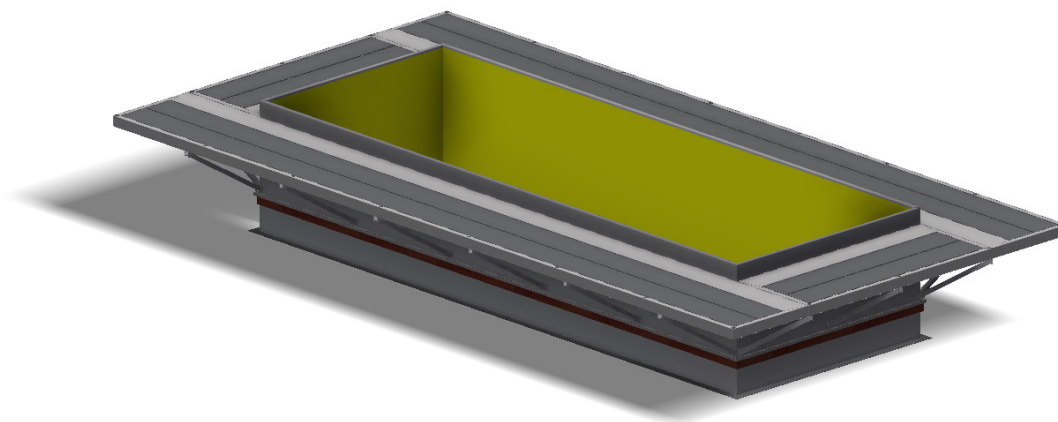


Place the platform into the shelf bracket. Once the platform is in place, temporarily support the platform for the installation of the angled support legs.

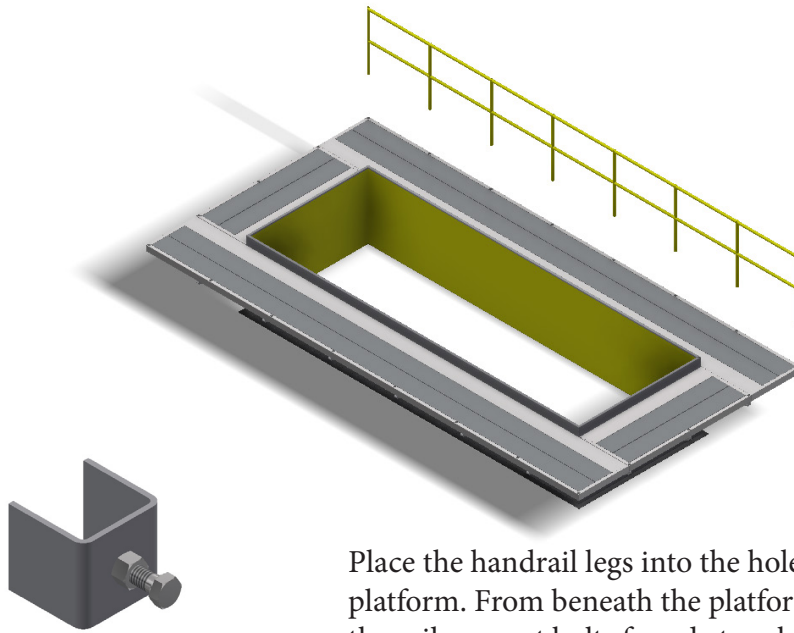
While the platform is being supported, install the angled supports.



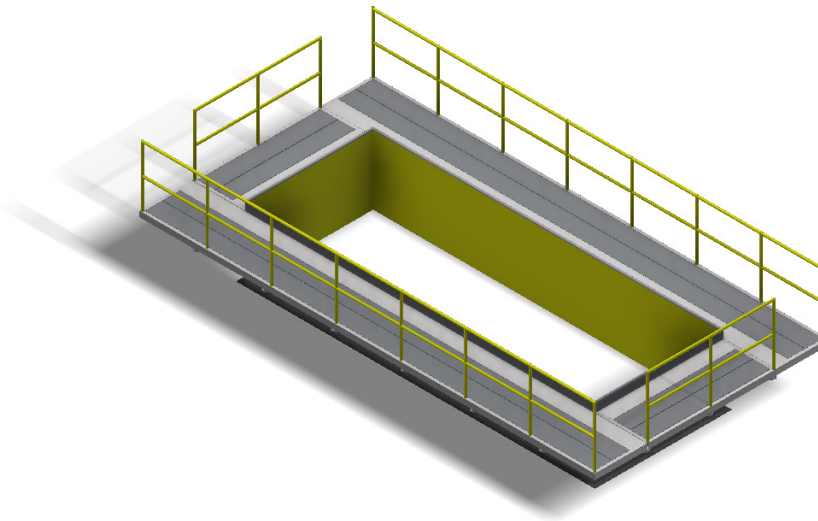
Install all the platforms and support angles.



Handrail Installation.

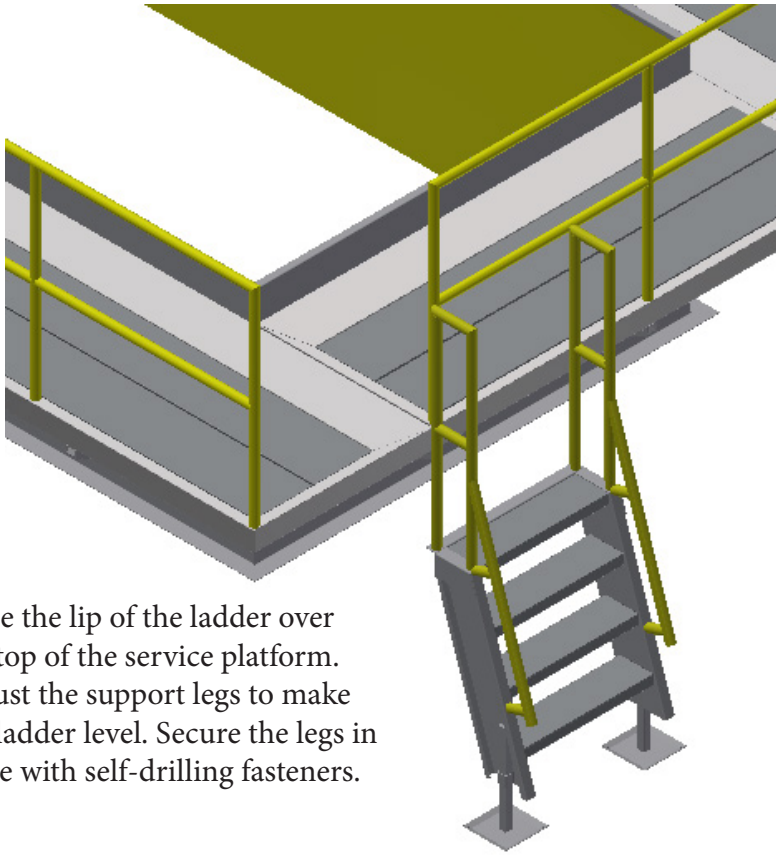


Place the handrail legs into the holes in the platform. From beneath the platform, tighten the rail support bolts found at each of the hand-rail leg locations.

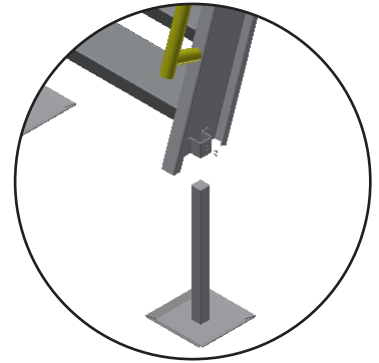


Continue installing all the handrails.

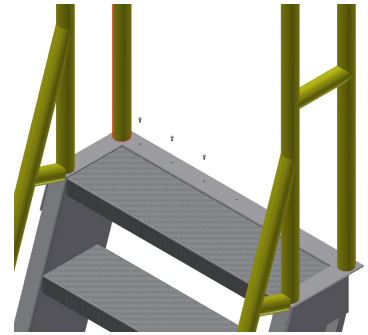
Ship Ladder Installation.



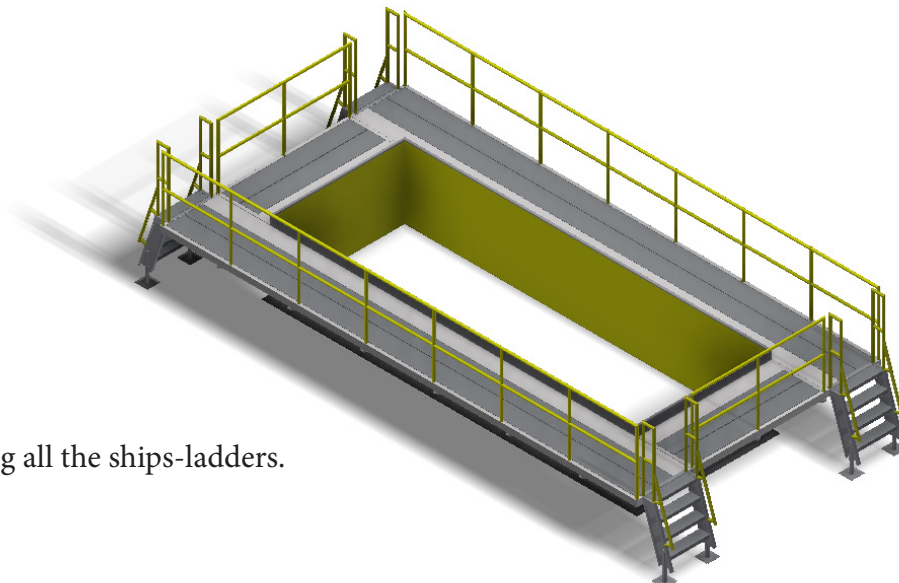
Place the lip of the ladder over the top of the service platform. Adjust the support legs to make the ladder level. Secure the legs in place with self-drilling fasteners.



Slide the adjustable legs into the brackets at the bottom of the ladder.



Attached the lip of the ladder to the platform with self-drilling fasteners.



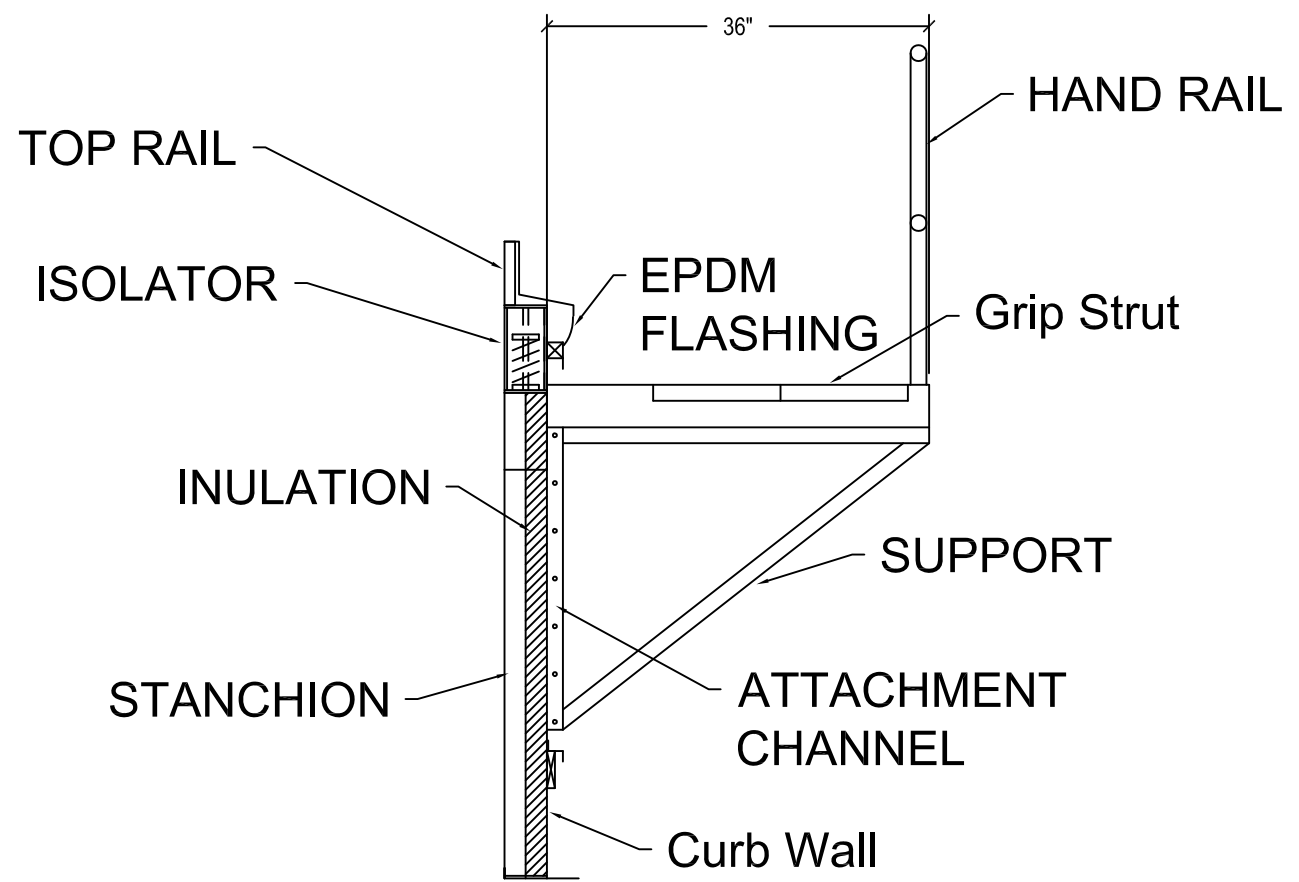
Continue installing all the ships-ladders.

Drawing Date:

REV:

Approved By:

SERVICE PLATFORM



SECTION VIEW
TYPICAL SECTION AT EACH ISOLATOR

CURBS PLUS, INC.

1200 Carline Rd.
Rossville, GA 30741
Phone: (706) 858-1188 / Fax: (706) 866-2339
website: www.curbs-plus.com

CPISO-1

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QTY.:	GA.:
TAG:	

Note: Design subject to change without notice.

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OLD GREENBELT THEATRE

SECTION 15765 - DUCTWORK (LOW PRESSURE)

PART 1 - GENERAL

1.1 DESCRIPTION

- A. Furnish all labor, materials, tools, equipment and services necessary for a complete duct installation.

1.2 RELATED SECTIONS

- A. Section 15800: Duct Insulation
- B. Section 15881: Test and Balance

1.3 SUBMITTALS

- A. Provide shop drawings of HVAC duct layout for new to be installed ductwork.

1.4 QUALITY ASSURANCE

- A. All air supply duct systems shall comply with NFPA, latest edition.
- B. All ductwork required for a complete and satisfactory installation shall be erected in a first class and workmanlike manner. Ducts shall be properly seamed, braced, stiffened and supported. Seams and slips shall be made as indicated in the latest edition of SMACNA Guide. Provide Flexible Collars between HVAC Rooftop Units and supply and return ductwork to avoid noise transmission.
- C. Unless specified otherwise, all ductwork shall be constructed of galvanized steel sheets in strict accordance with SMACNA recommendations.
- D. For Sound Lining of ductwork see this section of specifications and Section 15800. Ductwork shall be increased in size according to sound lining thickness requirements.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. Ductwork Classification
 - 1. Supply air ductwork shall be of low-pressure sheet metal construction. Duct sizes indicated on drawings shall be increased to compensate for the thickness of lining as required.

OLD GREENBELT THEATRE

B. Low Pressure Ducts - Materials

1. Construction, metal gauge, and reinforcements shall conform to SMACNA LPDCS and NFPA 90A. Supply ductwork shall be 2" W.C. with gages as follows:

0 - 12"	26 ga.
13 - 30"	24 ga.
31 - 54"	22 ga.

Ductwork shall be airtight and shall not vibrate or pulsate when system is in operation. Except as modified herein, air leakage shall be less than 5 percent of system capacity. Construct ductwork of galvanized steel. Provide "Hard Cast" for all duct fittings outdoors serving new Theater Units.

2. Curved Elbows: Make a centerline radius not less than 1-1/2 times the width of diameter of the duct.
3. Joints: Make substantially airtight. No dust mark from air leaks shall show at duct joints or connections to grilles, registers and diffusers.
4. Laps: Make laps at joints in the direction of air flow. Button-punch or bolt-connection in standing seams shall be spaced at fixed centers not greater than 6-inches. Horizontal locks or seams, known as "Button Punch Snap-Lock" may be used in lieu of Pittsburg Lock.
5. Fittings: Elbows, vanned elbows, take-offs, branch connections, transitions, splitters, volume dampers, fire dampers, flexible connections, and access door shall conform to Section II, SMACNA LPDS. Test holes shall be factory fabricated, airtight, and non-corrosive with screw cap and gasket.

C. Duct Sleeves and Prepared Openings

1. Duct Sleeves and Closure Collars: Fabricate sleeves and collars from 20-gauge galvanized steel. Where sleeves are installed in bearing walls or partitions, use black steel, standard weight.
2. Prepared Openings: Provide one-inch clearance between the duct and the sleeve. Seal with fire-stopping material around opening and finish with angle iron.
3. Deflectors: Factory-fabricated and factory-to-field assembled units consisting of curved turning vanes for uniform air distribution and change of direction with minimum turbulence and pressure loss. Provide curved vanes for square elbows.

PART 3 - EXECUTION

3.1 INSTALLATION

OLD GREENBELT THEATRE

- A. Complete installation of new ductwork shall be coordinated with existing building systems. Ductwork shall be fabricated only after verifying proper clearances.
- B. Installation shall conform to NFPA 90A and SMACNA. Provide mounting including, but not limited to, structural supports, hangers, stands, clamps and brackets, access doors, and dampers.
- C. Ductwork: Install air-tight ductwork. When air distribution systems are operated, there shall be no clatter, vibration, or dust marks.
- D. Field Changes to Ductwork: Field changes of ducts such as those required to suit sizes of factory fabricated equipment actually furnished shall be designed to minimize expansion and contraction. Use gradual transitions in field changes as well as modifications to connecting ducts.
- E. Outdoor Duct Supports: Unless otherwise indicated, provide duct supports for Theater Unit. Attach supports only to structural framing members. See detail on drawings for Outdoor Duct Supports.
- F. All indoor and outdoor ducts supports shall be in accordance to SMACNA recommendations.
- G. Sound-lining shall be provided for all supply and return air ducts for Theater Rooftop units. Sound-lining shall be two-inch thick for exterior of building ductwork and one inch thick for all interior of building ductwork and shall be suitable for air velocities up to 4000 FPM. All lining fasteners shall be applied in accordance with liner manufacturer's printed instructions. Sound-lining shall be UL and NFPA approved. Density of liner shall be two pounds per cubic foot.

END OF SECTION 15765

OLD GREENBELT THEATRE

SECTION 15767 – HANGER AND SUPPORTS- GAS PIPING

PART 1 - GENERAL

1.1 DESCRIPTION

- A. Furnish all labor, materials, tools, equipment and services necessary for and reasonably incidental to complete the supports work as indicated on the drawings or specified.

1.2 QUALITY ASSURANCE

- A. All supports shall be the product of a manufacturer who has been engaged in their manufacture for a period of at least five (5) years.

1.3 RELATED SECTIONS

- A. Section 15016: General Conditions to Mechanical and Electrical

PART 2 - PRODUCTS

2.1 MATERIALS

- A. Hangers for gas piping shall be of the commercially-marketed adjustable type. Wires, chains, perforated straps or other field-fabricated hangers will not be accepted. Hangers shall be Miro, Grinnell or Mason Industries.
- B. Support rods shall be threaded bar stock. If attached to structural bar joists use "C" clamps especially manufactured for this purpose or span joists with angle iron. Use lock nuts to secure into position after alignment. Wherever piping is secured to vertical walls, use brackets securely anchored into wall construction. Support from top chord of joists.
- C. Supports for gas piping on roof of existing building shall be manufactured for this use by Miro Industries Inc. Model No. 1.5 or equal.

PART 3 - EXECUTION

3.1 INSTALLATION

- A. Hangers or pipe supports for gas piping shall be placed as required and shall be adjusted to bear proportionate load. Regardless of spacing, support shall be provided at all change of direction. All equipment, appurtenances or devices shall be supported independently of any existing piping.

END OF SECTION 15767

227

OLD GREENBELT THEATRE

SECTION 15770 - DIFFUSERS AND GRILLES

PART 1 - GENERAL

1.1 DESCRIPTION

- A. Furnish all labor, materials, tools, equipment and services necessary for and reasonably incidental to complete the installation of air devices as indicated on the drawings or specified.

1.2 QUALITY ASSURANCE

- A. Diffusers and grilles shall be the product of a manufacturer who has made diffusers and grilles for a period of at least five (5) years.
- B. Diffusers and air direction changers shall be of suitable size to fit the duct opening to which they are attached and the surface on which they are to be mounted. Adapters of other field-fabricated devices will not be accepted. Diffusers, grilles and their appurtenances shall be installed in an airtight manner without discernible leakage at joints or seams.
 - 1. Diffusers and Grilles shall be equipped with external field mounted air volume control devices, operable through the exposed face. Supply diffusers shall be equipped with multi-directional airflow vanes.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. Diffusers shall be of the louvered type either for surface mounting in gypsum board ceiling. Diffusers shall be of steel construction Titus, MetalAire or equal see drawings for models.
- B. Supply diffusers for wall mounting shall be of the double deflection type.
- C. Return grilles shall have bars fixed at 45 degrees, MetalAire or Titus

PART 3 - EXECUTION

3.1 INSTALLATION

- A. Install grilles and diffusers so that they can be key adjusted from the face without other special tools.
- B. Install vanes and volume control dampers so that they can be removed through the

OLD GREENBELT THEATRE

diffuser for access to the duct.

- C. Provide balancing dampers and grids for all diffusers.
- D. Install hangers on all ceiling supply and return air devices (diffusers). Do not support from ceiling.
- E. Interior of unlined ductwork behind grilles shall be painted black.

END OF SECTION 15770

SECTION 15800 - DUCT INSULATION – SOUND LINING

PART 1 - GENERAL

1.1 DESCRIPTION

- A. Furnish all the labor materials, tools, equipment and services necessary for and reasonably incidental to complete duct installation.

1.2 QUALITY ASSURANCE

- A. All insulation shall not exceed flame spread of 25, smoke developed of 50 and fuel contributed of 50. All ratings shall be based in accordance with ASTM E 84 or by the Underwriters Laboratories, Inc.

1.3 RELATED SECTION

- A. Section 15765: - Ductwork (Low Pressure).

PART 2 - PRODUCTS

2.1 MATERIALS

- A. Materials shall be Owens Corning, J.M., or C.S.G.
- B. Provide 2 inch sound lining for all exterior HVAC ductwork and 1 inch for all interior to the building HVAC ductwork, suitable for air velocities up to 4000 FPM.
- C. All lining fasteners shall be applied in accordance with liner manufacturers' printed instructions. Sound-lining shall be UL and NFPA approved. Density of liner shall be two pounds per cubic foot.

OLD GREENBELT THEATRE

D. Insulation

1. For all ductwork on **roof** exposed to outdoor conditions provide the following.

Insulate with CSG Group IB 600, 6 lbs./cu. ft. 2 inches fiberglass insulation board having a K-value of 0.22 at 75° F mean temperature. Provide clad jacket as follows:

- 13 PLY: Self Adhesive heavy duty white, natural or natural embossed. .000 permeability when tested per ASTM-E-96 (ASTM-C-1136). Standards grades, white, natural and natural embossed. All products contain mold inhibitors. Exceed strict toxicity tests. Tested per UL 723/ASTM-E-84.
 - The insulation contractor should follow the jacket manufacturer's installation recommendations for field applied to the specified insulation
2. For all ductwork **inside the building** provide 1 inch fiberglass insulation board having a K-value of 0.28 at 75° F mean temperature.

PART 3 - EXECUTION

3.1 INSTALLATION

- A. Install sound lining in accordance with liner manufacturer's recommendations.

See section 15765 of specification for additional Sound Lining requirements.

END OF SECTION 15800

OLD GREENBELT THEATRE

SECTION 15824 – CONTROLS SEQUENCE OF OPERATIONS

PART 1 - GENERAL

1.1 DESCRIPTION

- A. Furnish all labor, materials, tools, equipment and services necessary for and reasonably incidental to complete temperature control system as indicated on drawings or specified.
- B. Related Sections.
 - 1. Section 15016
 - 2. Section 15733

1.2 QUALITY ASSURANCE

- A. All work shall be performed in accordance with the National Electric Code City of Greenbelt and Prince George's County regulations.
- B. Control system, as described, shall be complete with controls, accessories, damper motors, etc. Temperature controls shall be direct digital controls operated unless otherwise indicated.
- C. Complete controls system shall be guaranteed from defects for two (2) years after building is accepted by its City of Greenbelt.

PART 2 - PRODUCTS

2.1 EQUIPMENT AND MATERIALS

- A. Thermostats - Locate where shown on the plans or specified. Thermostat shall be Trane "Pivot" with touchscreen WiFi programmable thermostat. Control of the thermostat shall be accessible via a smart phone or through a computer.

2.2 SEQUENCE OF OPERATION

Summer Mode- Rooftop Units

With thermostat set in the "AUTO" position, indoor fan shall cycle "ON" & "OFF" with compressor and condensing fan in order to satisfy thermostat setting. When thermostat is set in "ON" position, indoor fan shall run continuously, and compressor and condensing fan shall cycle "ON" & "OFF" in order to satisfy thermostat setting.

A separate humidity sensor shall control space relative humidity at set point (+/- 55%) by unit provided reheat cycle.

An economizer cycle shall be provided for new rooftop units as described under

OLD GREENBELT THEATRE

section 15733 of these specifications.

Winter Mode

When thermostat is set in "AUTO" position, indoor fan shall cycle "ON" and "OFF" with gas heat exchanger in order to satisfy thermostat setting. When thermostat is set in "ON" position, indoor fan shall run continuously, and gas heat exchanger shall cycle "ON" and "OFF" in order to satisfy thermostat setting.

Unoccupied Cycle - Shall be provided for Summer & Winter operation as follows:

Summer – Rooftop Unit shall keep cycling cooling section with fresh air intake damper closed to coil to maintain theater space temperature not higher than 78°F and relative humidity not higher than 55%.

Winter – Rooftop unit shall keep cycling gas heating section with fresh air intake damper closed to exchanger to maintain theater space temperature not lower than 70°F.

Smoke Detectors – One for supply and one for return air for (2) Rooftop Units shall be provided and part of (2) Rooftop Units. Detectors shall be installed and part of the existing Fire Alarm System for the Theater.

DEMAND CONTROL VENTILATION

RTU-1 CO2 Sensor Setpoint: 800 PPM (Adj)
RTU-2 CO2 Sensor Setpoint: 1000 PPM (Adj)

The indoor space mounted space carbon dioxide sensor(s) shall control operation on the supply fan of the respective rooftop unit. If the carbon dioxide sensor remains within its set-point, the rooftop unit shall operate at the lower outside air value shown on the schedule. If the sensor exceeds its set-point, the rooftop unit shall operate at the higher outside air value shown on the schedule.

If any of the CO2 sensors fail, demand control ventilation shall be disabled and the lower outside air value shall be maintained.

PART 3 - EXECUTION

3.1 INSTALLATION

- A. Install system and materials in accordance with manufacturer's instructions.

OLD GREENBELT THEATRE

- B. Thermostat shall be mounted 52" above the floor line for all for (2) New Rooftop Units.
- C. All thermostats shall be of the 7-day programmable type.

END OF SECTION 15824

OLD GREENBELT THEATRE

SECTION 15881 - TEST AND BALANCE (HVAC)

PART 1 - GENERAL

1.1 DESCRIPTION

- A. Furnish all labor, materials, tools, equipment and services necessary for and reasonably incidental to complete the test and balance work as indicated on the drawings or specified.

1.2 QUALITY ASSURANCE

- A. The Contractor to engage services of an independent agency that regularly performs air systems testing and balancing. Minimum qualifications for acceptance shall be general membership standards of AABC, except that affiliation with manufacturers, installing contractors, or engineering firms will not preclude their acceptance. Testing organization shall be certified member of the AABC or shall submit adequate documentation to satisfy City of Greenbelt as to its competence.
- B. Instrument Calibration: Calibrate all instruments required for air balance within a period of six months prior to using on this project.
- C. Tests shall be conducted in presence of City of Greenbelt personnel.

1.3 SHOP DRAWING SUBMITTALS

- A. Contractor shall submit name of agency he proposes to employ to City of Greenbelt for approval within 14 days after Contract award. Submittal shall further include certified individual qualifications of all persons responsible for supervising and performing actual balancing, name of certifying engineer and qualifications of Registered Professional Engineer certifying report.
- B. Submit proposed test procedure along with sample report forms. Support forms shall be similar to format recommended by AABC.
- C. Submit test and instrument location plans.

1.4 TEST REPORT SUBMITTALS

- A. Balancing and Performance Test Reports - Submit within two weeks of test completion, four copies of complete air balance report certified by a licensed Engineer. Report to include types, serial numbers and rates to calibration of all instruments. Submit copies of the report to City of Greenbelt.

PART 2 - PRODUCTS - NOT APPLICABLE

OLD GREENBELT THEATRE

PART 3 - EXECUTION

3.1 PROCEDURE

- A. Test and Balance Agency shall use the specific equipment required to perform the work specified herein. Apparatus used shall be the standard of the industry.
- B. After completion of installation of air conditioning systems, and prior to acceptance, adjust and balance appurtenances applicable to those systems to deliver air as specified and as shown. Make final tests after all necessary system modifications are completed. Seal instrument test holes upon completion of balancing operation.
- C. Contractor shall put all heating, ventilating and air conditioning systems and equipment to full operation and shall continue operation of same during each working day of testing and balancing, at no cost to City of Greenbelt. Power and Gas for Testing provided by City of Greenbelt.
- D. Contractor shall allot sufficient time in construction schedule for test and balance completion and shall assist test and balance agency to coordinate its work with other trades.
- E. Final tests are required in both heating and cooling seasons.

3.2 CONTRACTOR'S RESPONSIBILITY

- A. Contractor shall furnish from test and balance agency two complete sets of approved Air Balance submittal data and approved, up-to-date or shop drawings.
- B. Contractor installing new (2) Rooftop Units shall replace pulleys, belts, and dampers as required for correct balance as required by test and balance agency.
- C. Contractor shall prepare air side for balancing as follows:
 - 1. Mechanically check Rooftop equipment and make available to operate under design conditions.
 - 2. Set splitters, volume dampers, and vanes in their neutral positions in new ductwork.
 - 3. New diffusers installed, with vanes, blades in their neutral positions.
 - 4. Mechanically check added controls, and make available to operate under design conditions.
 - 5. Filters installed and acceptable to test and balance agency with regard to design static drops for clean filters.

OLD GREENBELT THEATRE

6. Dampers and locking devices marked in an inconspicuous permanent manner to truly represent position of their respective dampers.

3.3 TEST AND BALANCE AGENCY RESPONSIBILITY

- A. Air Test and Balance: Test and balance agency will balance and record data for each item of equipment simultaneously with data from all associated equipment, together with coincident outside air dry bulb and wet bulb temperatures and atmospheric conditions to permit evaluation of total system performance. Test and data shall include, but not be limited to the following:
 1. Make pitot tube traverse of main supply & return & ducts.
 2. Test and record air volumes and velocities for Rooftop Units (2).
 3. Test and record voltage and motor load amperes under working conditions. Current must not exceed full load amperes nameplate rating. Calculate indicated field measured brake horsepower. Record nameplate data.
 4. Test and record static pressure of all systems, supply and return.
 5. Test and adjust systems for design supply, return, outside and exhaust air, CFM.
 6. During balancing and testing period, all supply fans shall have speeds adjusted and drive changes where necessary so that fan delivers design CFM at actual static pressure developed by installed system. Increasing static pressure by dampers adjustments at the fan will not be permitted.
 7. Entering and leaving air dry bulb and wet bulb temperatures for each cooling and heating system.
 8. Adjust all supply and exhaust air ducts to proper design CFM. Total air quantities shall be adjusted by volume or splitter dampers.
 9. Test and adjust each diffuser and grille within plus or minus 10 percent of design requirements. Volume adjusters may be used to balance air quantities at outlets and inlets, providing final adjustment does not produce objectionable drafts or sound levels in excess of acceptable limits. Design positive and negative pressure in each area must be maintained.
 10. Each diffuser shall be identified on test report as to location and area.
 11. Identify and list size, type, and manufacturer of diffusers and grilles and all tested equipment. Manufacturer's ratings and coefficients for all equipment shall be used to make required calculations on reports. State coefficients used.

OLD GREENBELT THEATRE

12. Readings and tests of diffusers and grilles shall include required FPM velocity and test resultant velocity, required CFM and test resultant CFM after adjustments.
 13. Automatically operated dampers shall operate as specified or indicated. Testing agency shall check all controls for proper calibrations and provide a list of controls that require adjustment.
- B. Diffusers and grilles shall be adjusted to minimize drafts in all areas.
 - C. Final tests are required in both heating and cooling season.
 - D. Upon completion of air balance, the Test & Balancing contractor shall provide the City of Greenbelt with 2 copies Book Bound Results.

END OF SECTION 15881

OLD GREENBELT THEATRE

SECTION 16010 - ELECTRICAL GENERAL PROVISIONS

PART 1 - GENERAL

1.1 DESCRIPTION

- A. Provide and install all electrical systems as indicated and required, complete and operable.
- B. Furnish all labor, materials, tools, equipment, services and skilled supervision necessary for the construction, rigging, erection, installation, connection, testing and adjustment of all circuits and electrical equipment specified herein or shown, or noted on the drawings. Deliver materials and equipment to site protected, complete in all respects, ready for installation.
- C. Applicable codes, regulations & practices: all work shall be performed in accordance with the following codes, regulations & publications:
 - 1. IBC INTERNATIONAL BUILDING CODE, 2015
 - 2. IMC INTERNATIONAL MECHANICAL CODE, 2015
 - 3. IPC INTERNATIONAL PLUMBING CODE, 2015
 - 4. NFPA 101, LIFE SAFETY CODE 2015
 - 5. NEC NATIONAL ELECTRICAL CODE 2014

1.2 REQUIREMENTS

- A. The general provisions of the Contract, including General and Supplementary Conditions and General Requirements, apply to the work specified in this Section.
- B. Provisions of this Section apply to each and every Section of this Division.

1.3 SCOPE

- A. It is the intention of these Specifications and the Contract Drawings to call for finished work, tested and ready for operation.
- B. Any apparatus, appliances, materials, or work not indicated but mentioned in these Specifications, or vice versa, or any incidental accessories necessary to make the work complete and perfect in all respects and ready for operation, even if not particularly specified, shall be furnished, delivered, and installed by this Contractor at no additional expense to the Owner.
- C. Minor details not usually shown or specified, but necessary for the proper installation and operation shall be included the same as if herein specified or shown on the Drawings.
- D. With submission of bid, this Contractor shall give written notice to the Owner's Representative of any materials or apparatus believed: inadequate or unsuitable; in violation of federal, state, and local laws, codes, and ordinances, including Prince George's County electrical inspection rules or regulations; and any necessary items of the work which have been omitted. In the absence of such written notice, it shall be mutually agreed that the Contractor has included the cost of all required items in the proposal and

ELECTRICAL GENERAL PROVISIONS

16010 - 1

OLD GREENBELT THEATRE

that the Contractor shall be responsible for the approved satisfactory functioning of the entire electrical system at no additional expense to the Owner.

- E. During construction, contractor shall provide and install all necessary appurtenances, including but not limited to control panels, devices, wiring and conduit etc., to ensure that remaining original school building (remaining during construction of phase II) will be connected to the school. This shall include, fire alarm, security, power, telephone, data and all other subsystems necessary for the daily operation of the original building.

1.4 APPLICABLE SPECIFICATIONS, CODES, STANDARDS, AND PERMITS

- A. Materials, equipment, and installation shall be in accordance with the requirements of the National Electrical Code (NEC).
- B. Unless otherwise specified herein the work and material shall conform to the applicable requirements of the following codes, standards, and regulations:
 - 1. International Building Code, Inc. (IBC).
 - 2. National Electrical Code (NEC).
 - 3. Prince George's Code and Amendments
 - 4. National Electrical Contractor's Association (NECA).
 - 5. National Electrical Manufacturer's Association (NEMA).
 - ~~10.6.~~ 6. National Fire Protection Association (NFPA).
 - 7. Occupational Safety and Health Association (OSHA).
 - 8. Underwriters Laboratories, Inc. (UL).
- C. All electrical materials and equipment shall be new, listed by UL, and bear the UL label. This applies to all equipment for which UL standards have been established and label service is regularly furnished.
- D. Workmanship shall conform to the "Standard of Installation" published by the NECA. This Contractor shall provide a minimum of one (1) licensed journeyman electrician for each three (3) electrical workers assigned to this project. Such certification shall be provided to the Owners' Representative upon request.
- E. This Contractor shall: give all necessary notices; obtain all permits (including a low voltage wiring permit); pay all government taxes, fees, and other costs; file all necessary plans; prepare all documents; and obtain required certificates of inspection for work and deliver same to the Owner's Representative before any request for acceptance and final payment for the work.

1.5 REVIEWS AND SHOP DRAWINGS

- A. The materials, workmanship, design, and arrangement of all work installed under this contract shall be subject to the review of the Owner's Representative and Owner.
- B. Where any specified materials, process, or method of construction or manufactured article is specified by name, or by reference to the catalog number of a manufacturer, the specifications are to be used as a guide and are not intended to take precedence over the basic duty and performance specified or noted on the Drawings.

ELECTRICAL GENERAL PROVISIONS

16010 - 2

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OLD GREENBELT THEATRE

- C. In all cases, the Contractor shall verify the duty and available electric characteristics with the specific characteristics of the equipment offered for review.
- D. All component parts of each item of equipment or device shall bear the manufacturer's name plate giving name of manufacturer, description, size, type, serial or model number, electrical characteristics, etc., in order to facilitate maintenance or replacement. The nameplate of a Contractor will not be acceptable.
- E. If materials or equipment are installed before they have been reviewed without comment by the Owner's Representative, the Contractor shall be liable for their removal and replacement at no additional expense to the Owner, if in the opinion of the Owner's Representative, material or equipment does not meet the intent of the Drawings and Specifications.
- F. This Contractor shall call to the attention of the Owner's Representative by letter or on shop drawing submittals, any instance in which the shop drawings differ from the requirements of the Drawings and Specifications.
- G. Data and shop drawings shall be coordinated and included in a single submission. Multiple submissions are not acceptable except where prior approval has been obtained from the Owner's Representative. In such cases, a list of data to be submitted later shall be included with the first submission. No delays in construction occasioned by the Contractor's failure to submit material in accordance with the approval schedule will be excused.
- H. Catalogs, pamphlets, or other documents submitted to describe items on which review is being requested shall be specific and identifications in catalog, pamphlets, etc., of items submitted shall be clearly made in a contrasting ink. Data of a general nature shall not be acceptable.
- I. Submitted samples, Drawings, specifications, catalogs, and the like shall be properly labeled and shall indicate: specified service for which the material or equipment is to be used; Section and Article number of Specifications governing; Contractor's name; and name of the job.
- J. Shop drawings shall be identified by the name of the item and system and the applicable Specification paragraph number. This Contractor shall submit the following components/systems described herein and as specified in other Sections of this Specification.
 - 1. Boxes including device, junction, outlet, and pull types.
 - 2. Conduit and associated fittings.
 - 3. Fuses and spare fuse cabinet.
 - 4. Panelboards.
 - 5. Safety switches.
 - 6. Wires, cables, and connectors.
 - 7. Wiring devices.
- K. No item or system listed in the schedule above shall be delivered to the site or installed until successful completion of the review. After review of the proposed materials have

ELECTRICAL GENERAL PROVISIONS

16010 - 3

OLD GREENBELT THEATRE

been successfully completed, no substitution shall be permitted except where approved by the Owner's Representative in writing. Should the Contractor fail to comply with the requirements of this paragraph, the Owner reserves the right to select any and all items and systems required by this Specification. Materials so selected shall be used in the work at no additional expense to the Owner.

- L. The successful review rendered on shop drawings shall not be considered as a guarantee of building conditions. Where Drawings have been successfully reviewed, said review does not mean that the Drawings have been checked in detail and does not in any way relieve the Contractor from the responsibility, nor the necessity of furnishing the material or performing the work as required by the Drawings and Specifications.
- M. Failure to submit shop drawings that meet the requirements of the Drawings and Specifications in ample time for review shall not entitle the Contractor to an extension of contract time, and no claim for extension by reason of such default shall be allowed.
- N. All equipment and materials to be furnished under this Division of these Specifications shall be as manufactured by the manufacturer(s) listed on the Drawings or herein specified. All requests by any bidder to provide equipment and/or material manufactured by a manufacturer not listed on the Drawings or specified herein must be submitted to the Owner's Representative not less than ten (10) calendar days prior to the bid date. Any and all replies to said requests will be made in the form of an addendum which shall be made available to all bidders. Any equipment and/or materials installed by this Contractor not manufactured by a specified manufacturer or covered under an addendum shall be removed by this Contractor and the proper equipment or materials installed at no additional expense or delay to the Owner.

1.6 EQUIPMENT DEVIATIONS

- A. Where this Contractor proposes to use, and/or uses, an item of equipment other than that specified or detailed on the Drawings, which requires any redesign of any other part of the electrical, mechanical, or architectural layout, all such redesign and all new Drawings and detailing required shall be prepared by this Contractor at no additional expense to the Owner and shall be reviewed by the owner's Representative. Contractor will be responsible for all costs associated with the Designers Review.
- B. Where such approved deviation requires a different quantity and arrangement of duct work, piping, wiring, conduit, and equipment, this Contractor shall furnish and install any such duct work, piping, structural supports, insulation, controllers, motors, starters, electrical wiring and conduit, and any other additional equipment required by the system at no additional expense to the Owner.

1.7 QUALIFICATIONS FOR BIDDERS

- A. This Contractor shall examine Drawings and Specifications relating to the work of all trades and become fully informed as to the extent and character of work required and its relation to all other work in the project prior to submission of bid or prior to the start of any construction.
- B. Before submitting bid, this Contractor is encouraged to visit the site and examine all adjoining existing buildings, equipment, and space conditions including areas above

ELECTRICAL GENERAL PROVISIONS

16010 - 4

OLD GREENBELT THEATRE

accessible ceilings on which his work is in any way dependent, for the best workmanship and operation according to the intent of the Specifications and Drawings. This Contractor shall verify dimensions and become fully informed as to the nature and scope of the proposed work and also the conditions under which it is to be conducted. This Contractor shall report to the Owner's Representative any conditions which, in their estimation, might preclude them from installing the equipment and work in the manner as intended and noted on the Drawings and in this Specification. Failure to take the above precaution shall in no way relieve this Contractor from his obligation to provide the material and work as indicated and as specified at no additional expense to the Owner within the stipulated completion time period.

- C. No consideration or allowance shall be granted for failure to visit the site, or for any alleged misunderstanding of materials to be furnished, or work to be done, it being agreed that tender of proposal carried with it agreement to items and conditions referred to herein or indicated in the Drawings.

1.8 DRAWINGS

- A. The Drawings are diagrammatic and indicate the general arrangement of systems and work included in the Contract. Do not scale the Drawings. Consult the Drawings for the exact location of fixtures and equipment. Where same are not definitely located, this Contractor shall obtain this information from the Owner's Representative.
- B. This Contractor shall follow the Drawings in laying out work and check the Drawings of other trades to verify spaces in which work is to be installed. This Contractor shall maintain maximum headroom and space conditions at all points. Where headroom or space conditions appear inadequate, this Contractor shall notify the Owner's Representative before proceeding.
- C. If directed by the Owner's Representative, this Contractor shall, at no additional expense to the Owner, make reasonable modifications in the layout as needed to prevent conflict with other trades for proper execution.
- A. When failure by this Contractor to comply with the work set forth in the above paragraphs results in a conflict, the work shall be modified by this Contractor as directed by the Owner's Representative at no additional expense to the Owner.

1.9 CONTRACTOR'S WARRANTY

- A. This Contractor shall warrant the workmanship, materials, and equipment against defects and/or non-operation for a period of two (2) years (unless longer periods are otherwise herein specified) from the day of final acceptance as described in SECTION 01740 WARRANTIES AND BONDS.

1.10 COOPERATION WITH OTHER TRADES

ELECTRICAL GENERAL PROVISIONS

16010 - 5

OLD GREENBELT THEATRE

- A. This Contractor shall give full cooperation to other trades and shall furnish in writing to the Owner's Representative any information necessary to permit the work of all trades to be installed satisfactorily with the least possible interference or delay.
- B. Where the work of this Contractor will be installed in close proximity to work of other trades, or where there is evidence that work shall interfere with the work of other trades, this Contractor shall assist in working out space conditions to make a satisfactory adjustment. If directed by the Owner's Representative, this Contractor shall prepare composite working Drawings at a scale not less than 1/4 inch equals 1'-0", clearly showing how the work is to be installed in relation to the work of the other trades. If this Contractor installs the work before coordinating with other trades or as to cause any interference with work of other trades, this Contractor shall make necessary changes to the work to correct the condition at no additional expense to the Owner.
- ~~C.B.~~ This Contractor shall furnish to other trades, all necessary templates, patterns, setting plans, and shop details for the proper installation of the work and for the purpose of coordinating adjacent work.

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PART 2 - PRODUCTS

2.1 STANDARD PRODUCTS

- A. Unless otherwise shown on the Drawings or herein specified, each item of equipment furnished by this Contractor shall be essentially the standard product of the manufacturer. Where two (2) or more equipment items of the same kind or class or equipment are required, they shall be the product of a single manufacturer.
- B. For equipment consisting of an assembly of multiple components, such multiple components do not have to be the products of a single manufacturer.

2.2 PERFORMANCE DATA

- A. All performance data specified herein shall be considered actual performance of equipment as installed. If installation details are such that actual operating conditions unfavorably affect performance as compared to conditions under which the equipment was rated, suitable allowance shall be made by this Contractor.

2.3 QUIET OPERATION

- A. All equipment shall operate under all conditions of load without transmission of sound and/or vibration, which is found to be objectionable in the opinion of the Owner's Representative. In case of sound or vibration noticeable outside of the room or space in which it is installed, or annoyingly noticeable inside its' own room or space, it shall be considered objectionable. Sound or vibration eliminators as recommended to eliminate any objectionable sound or vibration shall be furnished and installed by this Contractor if deemed necessary by the Owner's Representative.

2.4 ELECTRICAL WORK

- A. All electrical motors for mechanical equipment shall be furnished and installed under Division 15.

ELECTRICAL GENERAL PROVISIONS

16010 - 6

OLD GREENBELT THEATRE

- B. All starters and phase failure relays required for equipment shall be furnished under Division 15, and shall be installed and wired under this Division of these Specifications.
- C. All other electrical devices such as pushbutton stations, selector switches, flow switches, pilot lights, thermostats, etc., for the control or operation of mechanical and plumbing equipment shall be furnished and installed under Division 15. These items shall comply with all Sections of this Division of these Specifications.
- D. In all cases where starters are actuated by automatic controls or other devices specified, all necessary components to actuate starters shall be furnished and installed under Division 15.
- E. Wiring for automatic temperature control shall be furnished and installed under Division 15. All other line voltage control wiring, including interlock wiring for equipment, shall be furnished and installed under this Division unless otherwise noted.
- F. Power supply wiring for all equipment shall be furnished and installed under this Division of these Specifications.
- G. This Contractor shall coordinate with Division 15 for wiring of approved equipment, and shall coordinate specified control functions.
- H. This Contractor shall install all starters furnished under Division 15, and provide all wiring from the power source, through the starter, to the motor.
- I. This Contractor shall make final power connections to all items of equipment and electrical heat furnished under Division 15.

2.5 PLATES AND SLEEVES

- A. All electrical system conduit shall have sleeves for passing through slabs except concrete slabs in contact with grade. All conduit 1-1/2" inch and larger shall have sleeves where the conduit passes through masonry, concrete, tile, and gypsum wall construction. Conduit passing through concrete slabs on grade shall not require sleeves.
- B. This Contractor shall furnish and install sleeves in exterior walls below grade for conduits and, the space between the conduit and the sleeve shall be packed with silicon and made completely watertight.
- C. This Contractor shall fasten sleeves securely in floors and walls so that they will not become displaced when concrete is poured or when other construction is built around them. This Contractor shall take precautions to prevent concrete, plaster, or other materials from being forced into the space between the conduit and sleeve during construction.
 - 1. This Contractor shall terminate sleeves flush with walls, partitions, and ceilings.
 - 2. In areas where conduits are concealed, this Contractor shall terminate sleeves flush with the floor.

ELECTRICAL GENERAL PROVISIONS

16010 - 7

OLD GREENBELT THEATRE

- D. Escutcheon plates shall be furnished and installed by this Contractor for all exposed conduit passing through walls, floors, and ceilings. Plates shall be nickel-plated, of the split ring type, and of a size to match the conduit. Where plates are provided for conduits passing through sleeves, which extend above the floor surface, this Contractor shall furnish and install deep recessed plates to conceal the sleeves.
- E. Sleeves shall be constructed of galvanized rigid steel conduit unless otherwise indicated on Drawings.

PART 3 - EXECUTION

3.1 INSTALLATION OF WORK

- A. This Contractor shall examine the site and all Drawings before proceeding with the layout and installation of this work.
- B. This Contractor shall arrange the work essentially as shown on the Drawings, exact layout shall be made on the job to suit actual conditions. This Contractor shall confer and cooperate with other trades on the job so all work shall be installed in proper relationship. Precise location of parts to coordinate with other work shall be the responsibility of this Contractor.
- C. This Contractor shall arrange for required sleeves and openings. This Contractor shall be liable for cutting or patching made necessary by failure to make proper arrangements in this respect.

3.2 DELIVERY AND STORAGE

- A. All materials and equipment shall be delivered in the manufacturer's original packages with seals unbroken and with manufacturer's name and contents legibly marked thereon. This Contractor shall store all materials off the ground, under cover, and protected from the weather and construction.

3.3 SCAFFOLDING, RIGGING, AND HOISTING

- A. Unless otherwise specified, this Contractor shall furnish all scaffolding, rigging, hoisting, shoring, and services necessary for the erection and delivery into the premises of any equipment and apparatus furnished and removal of same from premises when no longer required.

3.4 ACCESSIBILITY

- A. This Contractor shall be responsible for the sufficiency of the size of shafts and chases, the adequate thickness of partitions, and the adequate clearance in double partitions and hung ceilings for the proper installation of the work. This Contractor shall cooperate with all other trades whose work is in the same space, and shall advise each trade of their requirements. Such spaces and clearances shall, however, be kept to the minimum size required.

ELECTRICAL GENERAL PROVISIONS

16010 - 8

OLD GREENBELT THEATRE

- B. This Contractor shall locate all equipment, which must be serviced, operated, or maintained in fully accessible positions. This equipment shall include, but not be limited to, disconnect switches, panelboards, transformers, controllers, switchgear, motor control centers, generators, junction boxes and pullboxes, and the like. If required for better accessibility, this Contractor shall furnish access doors or panels for this purpose. Minor deviations from the Drawings may be made to allow for better accessibility, and all changes shall be approved by the Owner's Representative.

3.5 DEMOLITION

- A. This Contractor shall perform all electrical demolition work as shown on the Drawings and specified herein.
- B. The procedures used for the accomplishment of demolition work shall provide for safe conduct of the work, careful removal and disposition of material specified to be salvaged, protection of property, which is to remain undisturbed, coordination with other work in progress, and timely disconnection of utility services.
- C. Work shall be performed in sequence, locations, and time periods as agreed to by the Owner prior to commencement of work.
- D. The amount of dust resulting from demolition shall be controlled to avoid creation of a nuisance in the surrounding area. Masks shall be worn for protection against dust inhalation by all persons in the vicinity of work involving removal of masonry.
- E. Protection of existing work:
 - 1. Existing work and finishes to remain shall be protected from damage. Work damaged by this Contractor shall be repaired to match existing work at no additional expense to the Owner.
 - 2. This Contractor shall cover equipment as necessary to protect it from dust.
 - 3. Theater Floors shall be protected by this Contractor from damage.
 - 4. At the end of each workday and during inclement weather, this Contractor shall close exterior openings with weatherproof covers.
 - 5. At the end of each workday this Contractor shall broom clean the entire project.
- F. This Contractor shall comply with all Federal and local regulations pertaining to environmental protection.
- G. Existing equipment and materials shall be dismantled and/or cut-up so as to be removable through existing access passages. No alterations to the building shall be made for the purpose of removing existing equipment and material.
- H. All equipment removed shall remain in the property of the Owner and shall be stored or disposed of as directed.
- I. Clean-up:
 - 1. This Contractor shall remove debris and rubbish from the site. Do not allow to accumulate in building or on site.
 - 2. This Contractor shall remove and transport debris in a manner so as to prevent spillage on site or adjacent areas.

ELECTRICAL GENERAL PROVISIONS

16010 - 9

OLD GREENBELT THEATRE

3. Local regulations regarding hauling and disposal shall apply.

J. Modifications to existing electrical systems:

1. This Contractor shall remove such existing work as called for on the Drawings and/or as required to clear the areas for new construction.
2. Except as otherwise noted on the Drawings, all existing electrical work which will not be rendered obsolete and which may be disturbed due to any changes required under this Contract, shall be restored to its original operating condition. Other electrical work or material rendered obsolete shall be abandoned where concealed in walls and floor slabs and removed where exposed, and/or where made exposed by the removal of walls and/or ceilings. Old unused wiring and devices shall be removed from the abandoned (concealed) conduits. Outlets shall be provided with blank covers.
3. Where existing electrical work interferes with new work, and where such installations are to remain in use, the installation shall be disconnected and/or reconnected to coordinate with the work indicated on the Drawings and as herein specified.
4. Where existing raceways interfere with new work, these raceways shall be removed. Except as otherwise indicated, panelboard cabinets shall not be used for other purposes than circuit protection and distribution points and shall not be used as junction or pullboxes.

K. The contractor shall be responsible for and repair the existing fire alarm panel and system if any damage occurs during demolition and new work that results in a trouble condition in the existing fire alarm panel and overall system.

3.6 CUTTING AND PATCHING

A. All cutting and patching of existing construction required for work under this DIVISION of these Specifications shall be performed by this Contractor.

3.7 PERSONNEL INSTRUCTION AND OPERATING INSTRUCTIONS

- A. This Contractor shall furnish to the Owner's Representative for delivery to the Owner, four (4) bound and indexed copies of an approved operations and maintenance instruction booklet along with a copy of the submittal data for each item of equipment installed under this Contract.
- B. After all tests are conducted and approved as specified below, this Contractor shall furnish a competent operations engineer for a period of two (2) days to instruct and demonstrate to the Owner, or his authorized representative, the operation of each system. This Contractor shall notify the Owner's Representative in writing of the person to whom this instruction was given and the date given. This Contractor shall provide at least one (1) week's notice to the Owner when conducting tests or demonstrations of equipment.
- C. This Contractor shall furnish to the Contractor as part of the Owner's operating and personnel instruction package, one (1) bound set of marked up Drawings indicating any changes made during construction to the original contract Drawings. The set shall be clearly labeled, "As Built Plans."

OLD GREENBELT THEATRE

- D. This Contractor shall furnish complete Technical Service Manuals with component schematics and parts lists as indicated in appropriate Section for each system.

3.9 TESTS

- A. This Contractor shall, at his expense, conduct a capacity and general operating test on each system. The test shall demonstrate the specified capacities of the various pieces of equipment, and shall be conducted in the presence of the Owner's Representative and the Owner. The general operating tests shall demonstrate that the entire equipment system is functioning in accordance with the Drawings and Specifications. This Contractor shall furnish all instructions, test equipment, and utilities.
- B. After all systems are completely tested, this Contractor shall submit four (4) copies of the test results to the Owner's Representative for review. Final inspection shall not be made until test results have been reviewed by the Owner's Representative.

3.10 CLEANING

- A. This Contractor shall thoroughly clean all electrical equipment installed under this DIVISION of these Specifications after the system has been completed or used for temporary service, but in any case prior to final inspection by the Owner's Representatives.

3.11 GUARANTEE

- A. This Contractor shall guarantee by acceptance of the contract that all work installed shall be free from any and all defects in workmanship and/or materials, and that all apparatus shall develop capacities and characteristics specified, and that if during the period of two (2) years, from date of certificate of completion and acceptance of work, such defects in workmanship, materials, or performance appear, this Contractor shall with no additional expense to the Owner, remedy such defects within a reasonable time. In default thereof, Owner may have such work done and charge the cost to this Contractor.

END OF SECTION 16010

OLD GREENBELT THEATRE

SECTION 16110 - CONDUITS, RACEWAYS, AND FITTINGS

PART 1 - GENERAL

1.1 REQUIREMENTS

- A. The general provisions of the Contract, including General and Supplementary Conditions and General Requirements, apply to the work specified in this Section.

1.2 SCOPE

- A. The work covered under this Section shall consist of furnishing and installing conduits, raceways, and fittings for all systems as shown on the Drawings and herein specified.

1.3 QUALITY ASSURANCE

- A. All equipment, materials, and their installation shall conform to the requirements of the National Electrical Code (NEC), local code requirements, and these Specifications
- B. All equipment and materials shall be listed by Underwriters Laboratories, Inc. (UL) for their intended use and shall bear the UL label.
- C. Equipment shall be constructed in accordance with National Electrical Manufacturer's Association (NEMA) standards.

PART 2 - PRODUCTS

2.1 CONDUITS

- A. Minimum conduit size shall be 3/4 inch. Materials shall be new and full length. Crushed and/or deformed conduits shall not be used.
- B. Rigid steel and intermediate metal (IMC) conduits shall be full weight threaded and galvanized steel pipe of standard pipe dimensions.
- C. Electrical metallic tubing (EMT) shall be threadless thin wall conduit, galvanized or zinc metallized.
- D. Flexible steel conduit shall be single-strip type, galvanized. Use for short connections where rigid conduits are impractical, for expansion joint crossing, from outlet box to a recessed lighting fixture (minimum, 4 feet; maximum, 6 feet in

OLD GREENBELT THEATRE

length), for final connections to motor terminal boxes or other vibrating equipment, and weatherproof installations with maximum lengths of twenty four (24) inches. Flexible weatherproof conduit shall have polyvinyl sheathing similar to AMERICAN METAL HOSE "Sealtite" type "UA" and shall be used where exposed to the weather, to connect all motors, to connect all rooftop mounted equipment, and all other wet locations. Use only connectors approved for flexible conduit. Provide an internal ground wire with proper fittings for #4 conductors and larger. Other uses on the project shall not be permitted.

- E. Plastic conduits shall be installed only underground or in a concrete slab on grade. Only heavy wall (Schedule 40) plastic conduit shall be used. Where conduit turns out of a concrete slab, provide a rigid steel conduit elbow and suitable adaptor between plastic and steel conduits. No plastic conduit shall be used inside the building or exposed outside the building, unless otherwise noted on the Drawings.

2.2 FITTINGS

- A. Fittings, couplings, and accessories shall be compatible with the conduit material.
- B. Unions, couplings, and fittings for rigid and IMC conduits shall be of galvanized steel of conventional dimensions and shall be internally threaded at each end to fit the nontapered thread standard for the corresponding size conduit. Couplings and fittings for electrical metallic tubing shall be of steel and shall be of the compression or setscrew type. Cast pot metal and crimp types are not acceptable.

2.3 BUSHINGS AND LOCKNUTS

- A. Use OZ/GEDNEY type 'B' insulated or type 'BLG' bushing where necessary to bond conduit to ground connection. Bushings shall be as manufactured by OZ/GEDNEY, THOMAS & BETTS, or CROUSE-HINDS.
- B. Locknuts shall be used on both sides of conduit connections to a box or a panelboard in addition to the bushing. Where a larger size opening occurs than the size of the conduit, use reducing locknuts. Do not use reducing washers.

2.4 WIRING TROUGHS

- A. Wiring troughs complete with screwed covers shall be used where indicated and for mounting groups of switches and/or starters. Wiring troughs shall be the standard manufactured product of a company regularly producing wiring troughs and shall not be a local shop assembled unit. Wiring trough shall be UL listed and of sizes indicated or as required by NEC, if not indicated. The interior, including couplings shall be completely open without interference. Finish shall be ASA #49 medium

OLD GREENBELT THEATRE

light gray enamel over a rust inhibitor. Wiring troughs shall be UL listed "Suitable For Wet Locations" and so labeled where indicated "WP" on the Drawings.

PART 3 - EXECUTION

3.1 CONDUITS

- A. Panelboard feeders shall be run in galvanized rigid steel conduit, intermediate grade metal conduit, or electrical metallic tubing (only to be used where steel fittings are also used).
- B. Branch circuit raceways for motors twenty (20) horsepower (or tons) and larger, or a combination of motors totaling twenty (20) horsepower and larger requiring a single point connection shall be EMT, galvanized rigid steel conduit or intermediate grade metal conduit.
- C. Branch circuits installed in all wet locations shall be run in galvanized rigid steel conduit.
- D. Conduits for the fire alarm system installed underground, under slab on grade, in concrete, or in wet locations shall be galvanized rigid steel, intermediate grade metal, or plastic conduit as described herein.
- E. Electrical metallic tubing (EMT) shall be used for branch circuits, feeders, and the fire alarm system in exposed dry locations, above hung ceilings, in hollow block walls, and in furred spaces.
- F. Branch circuits installed underground, under slab on grade, in concrete or in crawl spaces shall be run in galvanized rigid steel conduit, intermediate grade metal conduit, or plastic conduit as described herein.
- G. EMT with steel fittings may be used in boiler & any mechanical rooms.

3.2 RACEWAY SYSTEM

- A. Raceways shall be continuous from outlet to outlet; from outlet to cabinets, junction boxes, or pullboxes; and secured to all boxes so that each system is electrically continuous from service to outlets. Provide termination of raceways with double lock nuts and bushings.
- B. Raceways shall be securely and rigidly supported to the building structure in a neat and workmanlike manner, and wherever possible, parallel runs or horizontal conduit shall be grouped together on adjustable trapeze hangers. Support shall be

OLD GREENBELT THEATRE

provided at appropriate intervals not exceeding ten (10) feet with straps, hangers, and brackets specifically designed for the application. Channels shall be 1 inch for 24-inch wide trapeze and 1-1/2 inch for larger than 24 inch. Perforated steel strap hangers or tie-wire supports are not acceptable. Conduits installed along wall surfaces shall be supported with galvanized steel brackets specifically designed for conduits and sized for the conduit used.

- C. Run exposed raceways parallel with or at right angles to walls. In mechanical rooms and similar non-utilitarian spaces where exposed conduits are used, provide "condulets", and similar fittings in lieu of junction boxes. Exposed outlet boxes of adequate size, however, shall be used to contain wire junctions.
- D. No raceway shall be installed within three (3) inches of hot water pipes, or appliances, except at crossings where raceway shall be at least one (1) inch from pipe cover.
- E. Install raceway to prevent collection of trapped condensation and be devoid of traps. Slope underground raceways away from the building or provide weep holes when sloping away from the building is not possible.
- F. Do not terminate in, or fasten raceways to, motor foundations.
- G. Raceways installed outside underground shall have a minimum of eighteen (18) inches top cover if steel and code required depth if plastic. Separate electric and telephone raceways with a minimum of twelve (12) inches of well-tamped earth, or six (6) inches of concrete.
- H. Joints in raceways in concrete or underground shall be water-tight. Steel conduits shall have ends cut square. Ream smooth and paint male threads with graphite-base pipe compound and draw up tight with conduit couplings. Do not paint female threads; where required, use Erickson, or equal, conduit fittings. Running threads shall not be permitted. Place caps in ends of conduits as soon as located to prevent entry of foreign material. Screwed on caps shall be used for threaded conduits.
- I. After conduit installation, clean and paint marred surfaces affecting galvanizing with asphaltum, galvanized-iron primer.
- J. Horizontal or cross runs in solid partitions and walls shall not be permitted.
- K. Openings in floor slabs for raceways and other electrical equipment shall, after installation of the raceway, be fire stopped using a product similar to THOMAS & BETTS "Flame-Safe" fire retardant.

OLD GREENBELT THEATRE

- L. In conduits designated on the Drawings as empty conduits (EC), furnish and install a No. 12 galvanized steel pull wire or a two hundred (200) pound test handline.

- M. In all wet and damp locations, equipment rooms, mechanical rooms, pump rooms, fire sprinkler service room, and all other similar spaces, all final electrical connections to any and all equipment, regardless of the type, shall consist of conductors run in polyvinyl sheathed flexible metal conduit ("Sealtite") with lengths as herein before specified.

END OF SECTION 16110

OLD GREENBELT THEATRE

SECTION 16120 - WIRE, CABLE AND CONNECTORS

PART 1 - GENERAL

1.1 REQUIREMENTS

- A. The general provisions of the Contract, including General and Supplementary Conditions and General Requirements, apply to the work specified in this Section.

1.2 SCOPE

- A. The work covered under this Section shall include furnishing and installing wire, mineral insulated cable, and connectors for all power wiring systems as shown on the Drawings and herein specified.

1.3 QUALITY ASSURANCE

- A. All equipment, materials, and their installation shall conform to the requirements of the National Electrical Code (NEC), local code requirements, and these Specifications.
- B. All equipment and materials shall be listed by Underwriters Laboratories, Inc. (UL) for their intended use and shall bear the UL label.
- C. Equipment shall be constructed in accordance with National Electrical Manufacturer's Association (NEMA) standards.
- D. Submittals are required in accordance with Section 16010 of these Specifications.

PART 2 - PRODUCTS

2.1 MATERIALS AND COMPONENTS

- A. All conductors shall be new soft drawn high conductivity copper and shall be delivered to the site in their original unbroken packages plainly marked as follows:
 - 1. UL Label.
 - 2. Size, type and insulation rating of the wire marked every four (4) feet along the length.
 - 3. Name of the manufacturing company and the trade name of the wire.
- B. The minimum operating temperature of the insulation shall be Type THW rated 75° C.
- C. Where conductors are installed in a raceway, exposed to excessive temperatures, conductor insulation shall be type THHN rated 90° C.

OLD GREENBELT THEATRE

- D. The minimum conductor size shall be No. 12 AWG except for control wiring and as stated in other Sections of these Specifications, or as shown on the Drawings. Conductors to lighting control devices shall not be considered as control wiring.
- E. Branch circuits for emergency lighting, including illuminated exit signs, shall be a minimum of No. 12 AWG.
- F. Conductors smaller than No. 8 shall be solid; No. 8 and larger shall be stranded.
- G. Branch circuits No. 8 AWG and smaller shall be THW, THHN, or THWN, 600 volt.
- H. Branch circuits No. 6 AWG and larger shall be THWN, THHN, XHHW or THW, 600 volt.
- I. Panelboard feeders shall be THWN, THHN, XHHW or THW, 600 volt.
- J. All conductors throughout the project shall be color coded to identify phases, neutral, and ground. Color coding shall be as follows:

<u>CONDUCTORS</u>	<u>SYSTEM VOLTAGE</u> <u>120/208</u>
Phase A	Black
Phase B	Red
Phase C	Blue
Neutral	White
Ground	Green

- K. Wiring for data, communication, electronic, or other special systems shall be provided as specified in the appropriate specialty Section of this Specification.

PART 3 - EXECUTION

3.1 IDENTIFICATION OF CONDUCTORS

- A. All branch circuits shall be tagged in the panelboards, in all gutters, and in all junction boxes where circuits terminate for the purpose of identifying the various circuits.
- B. Feeders and mains shall be tagged in the distribution switchboards and panelboards.
- C. The method of tagging shall be with an adhesive type of marker. Tagging shall clearly distinguish between 120/208 volt conductors.

OLD GREENBELT THEATRE

- D. Tags shall be applied after wire is installed in conduit.
- E. Where it is impractical to use printed markers on certain wires or cables, use blank type with identification marked thereon in indelible pencil.

3.2 INSTALLATION

- A. Conductors shall be continuous between outlets or junction boxes and no splices shall be made except in outlet boxes, junction boxes, and handholes.
- B. All joints, splices and taps for conductor sizes No. 10 and smaller (including fixture pigtails) shall be connected with a THOMAS & BETTS Type "PT" connector or SCOTCHLOCK connector; No. 8 and larger shall be connected with solderless THOMAS & BETTS high pressure connectors with heat shrink insulation equivalent to that of the conductor.
- C. Oil or grease shall not be used when pulling conductors. Use only cable lubricants approved for that purposes.
- D. Train conductors neatly in panelboards, cabinets, and other electrical equipment.
- E. Tighten pressure type lugs on panelboard and equipment. Retighten twenty four (24) hours later to manufacturer's recommended torque.
- F. Conductors in vertical conduit runs shall be supported with split-wedge type fittings which clamp each conductor and tighten under the weight of the conductors at intervals required by the NEC.
- G. All wiring within the building structure, crawl-spaces, and slabs shall be installed in conduit unless indicated or specified otherwise.
- H. Homeruns longer than one hundred (100) feet from a 120/208 volt panelboard shall be not less than No. 10 AWG, copper.
- I. Install No. 12 galvanized steel pull wire or two hundred (200) pound test handline in all empty conduits.
- J. No more than three (3) current carrying conductors shall be installed in any one (1) conduit.

3.3 WIRE AND CABLE TESTING

- A. Inspect wire and cables for physical damage and proper connection in accordance with plans and diagrams.

OLD GREENBELT THEATRE

- B. Conductor connections and terminations shall be torque tested to manufacturer's recommended values.
- C. Perform continuity test on all power and equipment branch circuit conductors. Verify proper phasing connections.
- D. Perform insulation resistance test on each conductor in cable or conduit with respect to ground and to adjacent conductors. Insulation resistance tests shall be performed at 1000 volts DC for 0.5 minutes. Conduct tests before making connections to distribution and load equipment. When insulation resistance must be determined with all switchboards, panelboards, fuse holders, switches, and over-current device in place, the insulation resistance when tested at 500 volts D.C. shall be no less than Table 7.5.1.

TABLE 7.5.1

MINIMUM INSULATION RESISTANCE

<u>Conductor or Circuit Size</u>	<u>Minimum Resistance</u>
No. 14 and 12 AWG	1,000,000 ohms
25 ampere circuits and above	250,000 ohms

END OF SECTION 16120

OLD GREENBELT THEATRE

SECTION 16130 - WIRING DEVICES

PART 1 - GENERAL

1.1 REQUIREMENTS

- A. The general provisions of the Contract, including General and Supplementary Conditions and General Requirements, apply to the work specified in this Section.

1.2 SCOPE

- A. The work covered under this Section shall include furnishing and installing wiring devices, including non-regulated clocks, for all electrical systems as shown on the Drawings and herein specified.

1.3 QUALITY ASSURANCE

- A. All equipment, materials, and their installation shall conform to the requirements of the National Electrical Code (NEC), local code requirements and these Specifications.
- B. All equipment and materials shall be listed by Underwriters Laboratories, Inc. (UL) for their intended use and shall bear the UL Label.
- C. Equipment shall be constructed in accordance with National Electrical Manufacturer's Association (NEMA) standards.
- D. Submittals are required in accordance with SECTION 16010 of these Specifications.

PART 2 - PRODUCTS

2.1 MOTOR SWITCHES

- A. Motor switches shall be totally enclosed, 20 amp, 120-277 volt with screw-type wire terminals to accept No. 14 through No. 10 AWG solid copper conductors and a grounding terminal. Motor switches shall be as follows:
 - 1. Single phase HUBBELL HBL1222

2.2 RECEPTACLES

- A. Receptacles shall be manufactured by HUBBELL only as listed below.

OLD GREENBELT THEATRE

- B. Receptacles shall be of the types listed below, complete with an impact resistant brown nylon face, and screw type wire terminals to accept copper conductors, high strength thermoplastic back body, and grounding terminal.
1. Duplex 2P, 3W, 20A, 125V, NEMA 5-20R:
HUBBELL HBL5362
 2. Single 2P, 3W, 20A, 125V, NEMA 5-20R:
HUBBELL HBL5361
 3. Duplex 2P, 3W, 20A, 125V, NEMA 5-15R
safety (tamper resistant) type:
HUBBELL HBL8300SE
 4. Duplex 2P, 3W, 20A, 125V, NEMA 5-20R
ground fault interrupter type:
HUBBELL GF5352

2.7 COVER PLATES

- A. A cover plate shall be furnished and installed over each wiring device. Plates shall be stainless steel with satin finish, 0.032" nominal thickness as manufactured by HUBBELL only. All cover plates shall be UL listed.
- B. Cover plates shall be of a configuration to match the type of wiring device to be covered. Where more than one flush outlet (switch, receptacle, etc.) is indicated in the same location and at the same mounting height, all (except dimmer switches) shall be ganged in a single multi-gang outlet box under a common cover plate.
- C. Wiring devices located in wet or damp locations, or noted "WP" on the Drawings, shall be complete with a weatherproof metallic cover plate. Plates for duplex devices shall have two (2) individually hinged covers, and plates for single devices shall have a single hinged cover. All weatherproof cover plates shall be UL listed.

PART 3 - EXECUTION

3.1 INSTALLATION

- A. This Contractor shall furnish and install all wiring devices, material, and hardware as indicated on the Drawings, as specified, or as required for a complete installation.
- B. Before installation, the exact type of wiring devices shall be coordinated with all associated trades.

OLD GREENBELT THEATRE

- C. This Contractor shall check all wiring devices for damages during construction and replace where necessary. All devices shall be cleaned and left in a complete operable condition.
- D. This Contractor shall verify all door swings before installing lighting switches.
- E. Receptacles shall be installed only on clear wall spaces, not in tackboards, chalkboards, pipe chases, mechanical equipment, or built-in type furniture and cabinets. If receptacles are shown on the Drawings to be installed therein, this Contractor shall call it to the attention of the City of Greenbelt Representative and obtain a new location.

END OF SECTION 16130

OLD GREENBELT THEATRE

SECTION 16140 - DEVICE AND OUTLET BOXES

PART I - GENERAL

1.1 REQUIREMENTS

- A. The general provisions of the Contract, including General and Supplementary Conditions and General Requirements, apply to the work specified in this Section.

1.2 SCOPE

- A. The work covered under this Section shall include furnishing and installing device and outlet boxes complete for all electrical systems as shown on the Drawings and herein specified.

1.3 QUALITY ASSURANCE

- A. All equipment, materials, and their installation shall conform to the requirements of the National Electrical Code (NEC), local code requirements, and these Specifications.
- B. All equipment and materials shall be listed by Underwriters Laboratories, Inc. (UL) for their intended use and shall bear the UL label.
- C. Equipment shall be constructed in accordance with National Electrical Manufacturer's Association (NEMA) standards.

PART 2 - PRODUCTS

2.1 MATERIALS AND COMPONENTS

- A. Boxes shall be steel, hot-dipped galvanized after fabrication, of the type and size for the intended use, and shall have only the holes necessary to accommodate the conduits at point of installation. Sectionalized boxes shall be used only to group adjacent devices under a single plate.
- B. Outlet boxes for lighting switches and receptacles in finished walls shall be of a suitable size for the device to be mounted in the partitions in which they are installed. The boxes shall have covers with rectangular openings of appropriate size and shape. Provide covers with raised openings on all outlets in masonry walls with plaster or tile finishes. Wall switch outlets shall be located within eight (8) inches of the trim on the latch side of the door. Outlets shall be set flush with the wall.

OLD GREENBELT THEATRE

- C. Single gang outlet boxes installed in concrete or masonry shall be a minimum four (4) inches square, 1-1/2 inches deep with appropriate tile ring, set flush with wall surface and provided with a single gang cover plate.
- D. Outlet boxes for exposed lighting switches and receptacles shall be of the cast "FS" type.
- E. Outlet boxes for telecommunications wall outlets shall be (four) 4 inches square and 2 - 1/8 inches deep.
- F. Outlet boxes for devices shown on the Drawings to be flush mounted in existing gypsum wallboard partitions shall be three (3) inches by two (2) inches by 2-3/4 inches deep gangable switch box type complete with ears and conduit knockouts.

PART 3 - EXECUTION

3.1 INSTALLATION

- A. Before locating outlet boxes, check all of the Drawings for the type of construction and to make sure that there is no conflict with other equipment. The outlet boxes' location shall not interfere with other work or equipment and shall be accessible after completion.

END OF SECTION 16140

OLD GREENBELT THEATRE

SECTION 16150 - JUNCTION AND PULL BOXES

PART I - GENERAL

1.1 REQUIREMENTS

- A. The general provisions of the Contract, including General and Supplementary Conditions and General Requirements, apply to the work specified in this Section.

1.2 SCOPE

- A. The work covered under this Section shall include furnishing and installing junction and pull boxes complete for all electrical systems as shown on the Drawings and herein specified.

1.3 QUALITY ASSURANCE

- A. All equipment, material, and their installation shall conform to the requirements of the National Electrical Code (NEC), local code requirements, and these Specifications.
- B. All equipment and materials shall be listed by Underwriters Laboratories, Inc. (UL) for their intended use and shall bear the UL label.
- C. Equipment shall be constructed in accordance with National Electrical Manufacturer's Association (NEMA) standards.

PART 2 - PRODUCTS

2.1 MATERIALS AND COMPONENTS

- A. Junction and pull boxes shall be provided where indicated and required and shall be of the type and size for the installation of the electrical system. Junction or pull boxes not over one hundred (100) cubic inches in volume shall be constructed in accordance with the requirements of NEC. All junction boxes shall have removable screwed covers and be accessible after completion of the building. Where several feeders pass through a common pull box, the feeders shall be tagged to indicate clearly their electrical characteristics and branch circuit numbers and panelboard designation. This same information shall be stenciled in paint on cover of each box.
- B. Pull and junction boxes shall be made of code gauge galvanized sheet steel with removable screw covers. Minimum size shall be 4 inch x 4 inch x 2-1/8 inches deep.

OLD GREENBELT THEATRE

- C. Cast metal pull boxes shall be provided in damp or wet locations, with a gasketed screwed cover, and drilled and tapped holes as required. Screws shall be brass or bronze.
- D. Pull boxes shall be provided in any conduit run which exceeds one hundred (100) feet in length, or any run having more than three hundred sixty (360) total degrees of bend.
- E. Applications requiring the use of an exterior/underground junction and/or pull box shall make use of watertight, NEMA 4 enclosures. Enclosures and covers shall be constructed of polymer concrete and reinforced by a heavy-weave glass fiber with a gray finish and solid base. The enclosure and cover shall be rated for no less than 15,000 pounds over a 0.10 inch square with a minimum test load of 22,568 pounds and tested to temperatures of -50 degrees F. Enclosures and covers shall be the "Composolite" type as manufactured by QUAZITE complete with the proper cover logo designating the use of the box.

PART 3 - EXECUTION

3.1 INSTALLATION

- A. Pull and junction boxes shall be installed where indicated on the Drawings or as herein specified. Boxes shall be located so as to be un-accessible to the general public.
- B. All boxes and conductors therein shall be marked as herein before specified to indicate the voltage and circuit numbers.
- C. Pull and junction boxes shall be concealed except in electrical and mechanical equipment rooms, or as otherwise indicated on the Drawings.
- D. All system junction boxes and covers shall be painted as follows:
 - 1. 120/208 Volt - Black
 - 2. Fire Alarm - Red

3.2 ARC-PROOFING

- A. All feeders entering a pull box containing more than one (1) feeder shall be arc-proofed as follows. Conductors of the same feeder (a total of 3 or 4 conductors per feeder) shall be tightly grouped together and held in place with random wrapped 3M No. 27 glass cloth tape. Grouped cables shall be arc proofed using spirally wound and half-wrapped 3M No. 77 fire and arc-proofed tape which shall be held in place with random wrapped 3M No. 27 tape.

OLD GREENBELT THEATRE

END OF SECTION 16150

OLD GREENBELT THEATRE

SECTION 16160 - FUSES

PART I - GENERAL

1.1 REQUIREMENTS

- A. The general provisions of the Contract, including General and Supplementary Conditions and General Requirements, apply to the work specified in this Section.

1.2 SCOPE

- A. The work covered under this Section shall include furnishing and installing fuses complete for all electrical systems and a spare fuse cabinet as shown on the Drawings and herein specified.

1.3 QUALITY ASSURANCE

- A. All equipment, materials, and their installation shall conform to the requirements of the National Electrical Code (NEC), local code requirements, and these Specifications.
- B. All equipment and materials shall be listed by Underwriters Laboratories, Inc. (UL) for their intended use and shall bear the UL label.
- C. Equipment shall be constructed in accordance with National Electrical Manufacturer's Association (NEMA) standards.
- D. Submittals are required in accordance with Section 16010 of these Specifications.

PART 2 - PRODUCTS

2.1 MATERIALS AND COMPONENTS

- A. Fuses shall be listed and meet UL and/or NEMA Standards for Class RK5, J, L, and RK1 fuses, or as indicated on the Drawings.
- B. Dual element cartridge fuses shall be Class RK5, or as indicated on the Drawings, high interrupting capacity with current limiting effect, 200,000 ampere RMS symmetrical at rated voltage minimum, and a minimum time delay of ten (10) seconds at five hundred percent (500%) load. Unless otherwise indicated on Drawings, Class K-5 fuses shall be used for individual motor circuit protection, for motor control centers, and motor starter panelboard protection.
- C. Class RK1, J and L fuses shall be provided as indicated on the Drawings for protection of non-motor loads.

OLD GREENBELT THEATRE

- D. Fuse voltage rating shall be 250 volts for 120/208 volt system and 480 or 600 volts for 277/480 volt system.
- E. Fuses shall be as manufactured by BUSSMAN DIVISION OF MCGRAW-EDISON CO. or GOULD SHAWMUT.
- F. Fuses over 600 amps up to 6,000 amps shall be UL Class 'L' time-delay fuses equal to BUSSMAN "HI-CAP" KRP-C. The fuses shall hold five hundred percent (500%) of rated current for a minimum of four (4) seconds and clear twenty (20) times rated current in .01 seconds or less.
- G. Fuses up to 600 amps used for service entrance equipment shall be UL Class RK1 dual-element fuses equal to BUSSMAN "LOW-PEAK" LPN-RK for 250 volts or LPS-RK for 600 volts. The fuses shall hold five hundred percent (500%) of rated current for a minimum of ten (10) seconds.
- H. Fuses protecting other than service entrance equipment rated over 100 amps up to 600 amps shall be UL Class RK5 dual-element fuses equal to BUSSMAN "FUSETRON" FRN-R for 250 volts or FRS-R for 600 volts unless otherwise noted on the Drawings.
- I. Fuses 100 amps and under shall be UL Class RK5 dual-element fuses equal to BUSSMAN "FUSETRON" FRN-R for 250 volts or FRS-R for 600 volts unless otherwise noted on the Drawings.

2.2 SPARE FUSE CABINET

- A. All spare fuses shall be stored in their original cartons in a spare fuse cabinet furnished and installed by this Contractor. The cabinet shall be steel, surface mounted, with a hinged door and flush lock, finished with gray baked enamel, and sized as required to house all spare fuses. A directory listing type and location of each fuse shall be mounted on the inside type and location of each fuse shall be mounted on the inside of the door. Spare fuse cabinet shall be similar to BUSSMAN Cat. No. SFC.

PART 3 - EXECUTION

3.1 INSTALLATION

- A. Furnish 10 percent spare fuses (no less than three of each type and ratings) to the City of Greenbelt. Ten percent spare shall include spares for all 600 volt fuses and below supplied with equipment furnished by Others.
- B. This Contractor shall furnish all fuses required for the electrical equipment furnished under this Division of these Specifications.

END OF SECTION 16160

SECTION 16200 – ELECTRICAL GENERAL

PART I – GENERAL

1.1 SCOPE

- A. Provide and install all electrical systems as indicated and required, complete and operable.
- B. Furnish all labor, materials, tools, equipment, services and skilled supervision necessary for the construction, rigging, erection, installation, connection, testing and adjustment of all circuits and electrical equipment specified herein or shown, or noted on the drawings. Deliver materials and equipment to site protected, complete in all respects, ready for installation.
- C. Applicable codes, regulations & practices: all work shall be performed in accordance with the following codes, regulations & publications:
 - 1. IBC INTERNATIONAL BUILDING CODE, 2015
 - 2. IMC INTERNATIONAL MECHANICAL CODE, 2015
 - 3. IPC INTERNATIONAL PLUMBING CODE, 2015
 - 4. NFPA 101, LIFE SAFETY CODE 2015
 - 5. NEC NATIONAL ELECTRICAL CODE 2014
 - 6. IECC INTERNATIONAL ELECTRICAL CODE 2015
- D. Drawings are diagrammatic and represent the intent of the plans and specifications. Manufacturer and catalog numbers are used here strictly as reference. They represent the type, size, construction, performance and level of quality desired. Equipment and appurtenances from other manufacturers that match or surpass the characteristics of those referenced and that will fit in the allocate space will be acceptable, subject to approval by the owner's representative.
- E. Site visit: the contractor shall visit the site and shall familiarize himself with the existing conditions, equipment, wiring, construction, finishes, and structure prior to start of work. When any discrepancy or conflict is detected at the project site (especially regarding the panel circuitry), the owner shall be notified immediately prior to commencing work.
- F. Consult plans and details for types of construction, head room, finishes, furred ceilings, exact location of fixtures, equipment and exact dimensions. Owner's representative must be notified of any variations from the dimensions and conditions shown on those drawings.

OLD GREENBELT THEATRE

- G. Coordinate mounting height of devices on finished walls to provide a neat and symmetrical appearance. Refer to architectural plans, elevations and details for heights and locations of raceways, devices, and other electrical devices.
- H. All demolition, cutting and patching, and installation of materials, conduits, wiring, and devices shall be done in a professional manner in accordance with NECA 1, shall conform to applicable codes, regulations and manufacturer's recommendations, and shall be completed in a manner acceptable to the owner's representative. Provide patching surface to match adjacent surface, and also paint color to match adjacent finishing color.

PART 2 – PRODUCTS

2.1 MATERIALS

- A. Materials and substitutions: the contractor shall submit a list of all materials and fixtures to the owner's representative for approval. No substitution will be allowed without permission in writing.
- B. Mounting heights, unless otherwise noted, are to centerline of equipment.
- C. Conduits: all conduits shall be new and shall be cut to exact lengths to suit the field conditions. Burrs shall be removed. Provide bushings where conduit ends are exposed to cabling.
- D. Conduit systems: conduit shall be EMT (electric metallic tubing). Aluminum conduit shall not be permitted. Minimum size of conduit is 3/4". Run conduit parallel to walls and ceiling. Type mc cable, 600 Volt, may be installed where permitted by national electrical code (NEC) and where provided with ground wire – with approval of owner only.
- E. Outlet boxes: four inch square for switches and receptacles. At Locations where boxes are recessed in drywall, provide devices with Rings and plates appropriate to the type of construction. Exposed Boxes less than 6 ft. AFF shall not have knockouts accessible to Occupants.
- F. Panelboards: minimum short circuit rating shall be of 10,000 RMS symmetrical amperes minimum interrupting capacity (120/208v). Provide enclosures with corrosion resistant galvanized (zinc finish) sheet metal. Doors shall be one piece bolt on front with Lockable hinged door over the overcurrent protection devices. Bus bars shall be silver plated copper. Neutral shall be full Size. Over current protection device shall be molded case circuit Breakers for branch panelboards for 120/208v panels.

OLD GREENBELT THEATRE

- G. Grounding: all systems shall be grounded in accordance with the NEC, recommended practices of IEEE STD 1100, and all local codes. Conduit or cable armor shall not be sole means of grounding for any circuit.

PART 3 – EXECUTION

3.1 INSTALLATION

- A. Identification: provide equipment enclosures with engraved laminate Placards displaying equipment designation and source of power. Label Pull, junction & outlet boxes using indelible marker or other Permanent means inside the cover with all circuit numbers contained Inside.
- B. Provide typed, accurate description of panel for all panels part of the scope of work. Include all final equipment identification served by each Circuit.
- C. Testing: all electrical work shall be tested as required by all authorities having jurisdiction, using NETA standard methods and equipment.
- D. Provide firestopping for all conduit penetrations through walls and floor slabs and roof structure.
- E. Materials: manufacturers and catalog numbers are used here strictly as a reference. They represent the type, size, construction, performance, and level of quality desired. Equipment from other manufacturers that match or surpass the characteristics of those referenced will be acceptable subject to approval by the Owners representative.

END OF SECTION 16200

OLD GREENBELT THEATRE

SECTION 16435 - BRANCH CIRCUIT PANELBOARDS

PART 1 - GENERAL

1.1 REQUIREMENTS

- A. The general provisions of the Contract, including General and Supplementary Conditions and General Requirements, apply to the work specified in this Section.

1.2 SCOPE

- A. The work covered under this Section shall include furnishing and installing circuit breaker type branch circuit panelboards complete for all systems as shown on the Drawings and herein specified.

1.3 QUALITY ASSURANCE

- A. All equipment, materials, and their installation shall conform to the requirements of the National Electrical Code (NEC), local code requirements, and these Specifications.
- B. All equipment and materials shall be listed by Underwriter's Laboratories, Inc. (UL) for their intended use and shall bear the UL label.
- C. Equipment shall be constructed in accordance with National Electrical Manufacturer's Association (NEMA) standards.
- D. Submittals are required in accordance with Section 16010 of these Specifications.

PART 2 - PRODUCTS

2.1 PANELBOARDS

- A. This Contractor shall furnish and install where indicated on the Drawings, deadfront branch circuit panelboards incorporating switching and branch circuit protective devices of the number, ratings, and type noted herein or as shown on the Drawings. Branch circuit panelboards shall have NEMA 1 general-purpose enclosures and shall be surface or flush mounted as noted. All branch circuit panelboards shall be rated for the intended voltage and shall be in accordance with UL's "Standard for Panelboards" and "Standard for Cabinets and Boxes" and shall be so labeled. Branch circuit panelboards shall also comply with

NEMA "Standard PBI for Panelboards" and the NEC. Circuit breakers shall conform to the paragraph which follows in these Specifications.

OLD GREENBELT THEATRE

B. INTERIORS

1. All interiors shall be completely factory assembled with switching and branch circuit protective devices, wire connectors, etc. All conductor connectors, except screw terminals, shall be of the anti-turn solderless type and all shall be suitable for copper conductors of the sizes indicated on the Drawings.
2. Interiors shall be designed so that switching and branch circuit protective devices can be replaced without disturbing adjacent units and without removing the main bus connectors and shall be so designed that circuits may be changed without matching, drilling, or tapping.

C. Branch circuits shall be arranged using double row construction except where a narrow column width panelboard is required or noted on the Drawings. Branch circuits shall be numbered by the manufacturer.

D. All surface mounted branch circuit panelboards shall be mounted on twelve (12) gauge formed steel channel having a cross section dimension at least 1-1/2 inches x 1-1/2 inches. The channel and fittings shall have a hot dipped galvanized finish to resist rust formation. Channels shall be installed vertically.

E. Bus Bars:

1. Bus bars for the mains shall be of copper sized in accordance with UL Standards. Unless otherwise noted, full size neutral bars shall be included. Where feed from the secondary side of a K-rated transformer, the neutral bus shall be rated 200% of the main bus rating. Bus bar taps for branch circuit panelboards with single pole branches shall be arranged for sequence phasing of the branch circuit devices. Bussing shall be braced throughout to conform to industry standard practice governing short circuit stresses in panelboards. Phase bussing shall be full height without reduction. Cross connectors shall be copper. Ground bus shall be provided for each panelboard
2. Bus shall be manufactured to accept bolt-on circuit breakers only.

F. Neutral bussing shall have a suitable lug for each outgoing feeder or branch circuit requiring a neutral connection. Neutral buss shall be insulated from panel enclosure.

G. Backboxes shall be made from unpainted galvanized code gauge steel having no knockouts. Boxes shall have gutter and wiring space sized as required per NEC but not less than four (4) inches on all sides. Where feeder cables supplying the mains of a panelboard are carried through the box to supply other electrical equipment, the box shall be so sized as to include this wiring space. This wiring space shall be in addition to the minimum gutter space specified above and the limiting width may be increased accordingly.

OLD GREENBELT THEATRE

- H. Backboxes for double and triple section panelboards shall be of the same dimensions.
- I. The backbox shall include at least four (4) interior mounting studs.
- J. The branch circuit panelboard identification number shall be on the backbox.
- K. Branch circuit panelboard backboxes shall be of one (1) piece construction.
- L. Trim:
 - 1. Hinged doors covering all switching device handles shall be included in all branch circuit panelboard trims.
 - 2. Doors in branch circuit panelboard trims shall conform to the following:
 - a. In making device handles accessible, inboard doors shall not uncover any live parts.
 - b. Doors shall have a semi-flush type cylinder lock and catch, except that doors over forty eight (48) inches in height shall have a vault handle and a three-point catch, complete with lock, arranged to fasten door at top, bottom, and center. Door hinges shall be concealed. Two (2) keys shall be furnished for each panelboard and all locks shall be keyed as requested by the City of Greenbelt to match current standard. Directory frame and card, having a transparent cover, shall be furnished the inside of on each door. Directory cards shall be neatly typewritten indicating each branch circuit number and assignment.
 - 3. The trims shall be fabricated from code gauge sheet steel.
 - 4. Trims shall include door-in-door type covers, which provide a separate outer door hinged to open to expose interior wiring. Outer door shall be keyed separately or operated by a concealed screw clamp.
 - 5. All of the panelboard's steel surfaces, exterior and interior shall be properly cleaned and finished with the manufacturer's standard paint over a rust-inhibiting phosphatized coating. The finish paint shall be of a type to which field applied paint will adhere.
 - 6. Trims for flush mounted branch circuit panelboards shall overlap the box by at least 3/4 inches on all sides. Surface trims shall be mountable by a screwdriver without the need for special tools.
- M. Branch circuit panelboards shall be as manufactured by SQUARE D. "No Substitutions"
- N. Spaces for the addition of future switching and protective devices in branch circuit panelboards shall be bussed for the maximum number of devices complete with mounting holes and knockouts in the front cover.

OLD GREENBELT THEATRE

2.2 CIRCUIT BREAKERS

- A. Electrical circuits shall be protected by molded case branch circuit breakers as indicated on the Drawings.
- B. Each pole of the branch circuit breakers shall provide inverse time delay and instantaneous branch circuit protection.
- C. The branch circuit breakers shall be operated by a toggle type handle and shall have a quick-make, quick-break over-center switching mechanism that shall be mechanically trip free from the handle so that the contacts cannot be held closed against short circuits and abnormal currents. Tripping due to overload or short circuit shall be clearly indicated by the handle automatically assuming a position midway between the manual "ON" and "OFF" positions. All latch surfaces shall be ground and polished. All poles of a multipole breaker shall be so constructed that they open, close, and trip simultaneously.
- D. The branch circuit breakers shall be completely enclosed in a molded case. Non-interchangeable trip breakers shall have their covers sealed; interchangeable trip breakers shall have the trip unit sealed to prevent tampering. Ampere ratings shall be clearly visible. Contacts shall be non-welding silver alloy. Arc extinction shall be accomplished by means of arc chutes consisting of metal grids mounted in an insulating support. Breakers shall be of the bolt-on type; plug-in, plug-on, blow-on, and clamp-on circuit breakers shall not be acceptable.
- E. The minimum interrupting ratings of the circuit breakers shall be at least equal to, or greater than, the available short circuit at the line terminals and not less than those values shown on the Drawings.
- F. Circuit breakers shall be listed with UL and conform to the applicable requirements of the latest issue of NEMA Standards Publication No. AB1.
- G. Circuit breaker ratings, modifications, etc., shall be as indicated on the Drawings. Molded case circuit breakers shall be one of the following:
 - 1. Thermal magnetic type that provides inverse time delay over-load and instantaneous short circuit protection by means of a thermal magnetic element.
 - 2. Ambient compensating type that provides inverse time delay overload and instantaneous short circuit protection by means of a thermal magnetic element.
- H. Breakers with interchangeable thermal and/or adjustable magnetic trip, the accessibility and position of the adjustment knob shall not be changed from those on the standard breaker.

OLD GREENBELT THEATRE

- I. Circuit breakers shall be manufactured by the same manufacturer as the branch circuit panelboard and factory installed.

2.3 NAMEPLATES

- A. Branch circuit panelboards shall have nameplates of 1/16 inch thick laminated plastic with 3/16 inch high white letters on a black background. Nameplates shall identify the branch circuit panelboard and shall be mounted on the front top of the enclosure. Nameplates for flush branch circuit panelboards shall be mounted inside of the door.
- B. In addition to the above, all panelboards shall have a micarta laminate plate with 1/2 inch high letters indicating where the source of power is being fed from.

PART 3 - EXECUTION

3.1 INSTALLATION

- A. Before installing branch circuit panelboards, this Contractor shall check all of the Drawings for possible conflict of space and adjust the location of the branch circuit panelboard to prevent such conflict with other items.
- B. Surface mounted branch circuit panelboards shall be securely mounted to steel framing channel at locations shown on Drawings. Construction shall be such that additional conduits can be added for future requirements.
- C. The cabinets and enclosures shall be mounted in accordance with the NEC. This Contractor shall furnish all materials necessary for mounting the branch circuit panelboards.
- D. Branch circuit panelboard interiors shall be factory assembled with circuit breakers, wire connectors, etc. Circuit breakers shall be sequence numbered to correspond with the panelboard directory.
- E. This Contractor shall thoroughly clean, adjust, and tighten all connections in all branch circuit panelboards.
- F. This Contractor shall clean, adjust, and tighten all feeder and branch circuit connections, and provide new typewritten directories (as described above) in all existing branch circuit panelboards located within areas of new construction.

END OF SECTION 16435

OLD GREENBELT THEATRE

SECTION 16440 - DISCONNECT SWITCHES

PART 1 - GENERAL

1.1 REQUIREMENTS

- A. The general provisions of the Contract, including General and Supplementary Conditions and General Requirements, apply to the work specified in this Section.

1.2 SCOPE

- A. The work under this Section shall include furnishing and installing disconnect (safety) switches as shown on the Drawings and herein specified.

1.3 QUALITY ASSURANCE

- A. All equipment, materials, and their installation shall conform to the requirements of the National Electrical Code (NEC), local code requirements, and these Specifications.
- B. All equipment and materials shall be listed by Underwriter's Laboratories, Inc. (UL) for their intended use and shall bear the UL label.
- C. Equipment shall be constructed in accordance with National Electrical Manufacturer's Association (NEMA) standards.
- D. Submittals are required in accordance with Section 16010 of these Specifications.

PART 2 - PRODUCTS

2.1 MATERIALS AND COMPONENTS

- A. Heavy-duty type disconnect switches shall be furnished and installed by this Contractor as shown on the Drawings. Disconnect switches shall be NEMA heavy-duty type HD only and shall be UL listed. The heavy-duty disconnect switches shall be manufactured by SQUARE D (No Substitute).
- B. Switches shall have a quick-make and quick-break operating handle and mechanism, which shall be an integral part of the enclosure. Switches shall be horsepower rated 250 volt for 120/208 volt systems. The lugs shall be UL listed for copper conductors and be front removable. Ampere ratings shall be as indicated on the Drawings.
- C. Disconnect switches required and/or noted on the Drawings to be "four-wire" shall be furnished by the manufacturer complete with a solid neutral assembly.

OLD GREENBELT THEATRE

- D. Enclosures for the switches shall generally be NEMA 1 or NEMA 3R (rainproof) for exterior locations, or where noted "WP" on the Drawings.

2.2 NAMEPLATE

- A. Disconnect switches, including exterior locations, shall have nameplates of 1/16-inch thick laminated plastic with 3/16-inch high white letters on a black background. Nameplates shall identify each piece of equipment and shall be mounted on the front top of the enclosure. Nameplates shall be screw fastened using stainless steel screws.

PART 3 - EXECUTION

3.1 INSTALLATION

- A. The disconnect switches shall be securely mounted in accordance with the NEC, approximately forty eight (48) inches but no less than twelve (12) inches above the finished floor to the bottom unless otherwise noted.
- B. Mounting brackets and hardware exposed to weather shall be galvanized or otherwise suitably protected from corrosion.
- C. The fuses (type and size as noted on the Drawings) as specified shall be installed in disconnect switches requiring fuses. Rejection fuse clips shall be installed where called for on the Drawings or in these Specifications.

END OF SECTION 16440

City Council Agenda Item Report

Meeting Date: January 14, 2019

Submitted by: Bonita Anderson

Submitting Department:

Item Type: Presentations

Agenda Section:

Subject:

Legislative Dinner Follow-Up

Suggested Action:

Mayor Jordan requested that this item be added to the agenda.

Attachments:

[Legislative Dinner, December 17, 2018](#)

WORK SESSION OF THE GREENBELT CITY COUNCIL/LEGISLATIVE DINNER held Monday, December 17, 2018, at Crown Plaza, for the purpose of discussing the City's legislative priorities and other legislative matters.

PRESENT WERE: Councilmembers Colin A. Byrd (arrived late), Judith F. Davis, Leta M. Mach, Edward V. J. Putens, Rodney M. Roberts and Mayor Emmett V. Jordan. Councilmember Silke I. Pope was absent.

STAFF PRESENT WERE: Nicole Ard, City Manager; David E. Moran, Assistant City Manager; Todd Pounds, City Solicitor; and Shaniya Lashley-Mullen, Administrative Assistant.

ALSO PRESENT WERE: Senator Paul G. Pinsky; State Delegates Anne Healey and Tawanna Gaines; County Council Chair Todd Turner; and Bill Orleans.

The meeting began at 7:40 p.m.

Mayor Jordan welcomed the legislators. He noted that the purpose of the dinner was for the City to discuss its legislative priorities for 2019.

The following City priority issues were reviewed.

OPPOSE TRANSFER AND POTENTIAL PRIVATIZATION OF THE BALTIMORE WASHINGTON PARKWAY: The legislators expressed their support.

There was discussion on how the project is being funded. Mr. Roberts stated that the transfer of ownership from the federal government to the State of Maryland would have to be approved by Congress.

OPPOSE BELTWAY WIDENING: It was noted that this item was placed on the Board of Public Works meeting agenda for Wednesday.

There was a discussion on displacement of homes, increased noise levels and traffic congestion. Toll lanes would be added to some type of public-private arrangement.

BLOCK THE MAGLEV TRAIN ROUTES THROUGH GREENBELT AND PRINCE GEORGE'S COUNTY: The legislators expressed their support.

There was discussion on the funding of the project. Delegate Healey stated that a study was done 20 years ago and the developers stopped pursuing the project.

GREENBELT ROAD STREETSCAPE IMPROVEMENTS: Mayor Jordan reported that this project is #2 on the County's project planning priority list.

There was a discussion on the recent Urban Land Institute Technical Assistance Panel (ULI-TAP) study about the Greenbelt Road corridor. The project included the Town of Berwyn Heights and the City of College Park.

GREENBELT METRO STATION IMPROVEMENTS: It was noted that Prince George's County placed a \$2.75 surcharge on the parking lot and that the money hasn't been distributed back into the

City.

County Council Chair Member Turner stated that several other stations have the surcharge added. He noted that it's not for upgrading the station; it's for improving the parking lots.

There was discussion about the walking trail and the various requests by WMATA for additional modifications to the design plans.

Additional items discussed were:

- Increase M-NCPPC Funding for City Recreation Programs
- Children Living in Greenbelt Station Should Attend Greenbelt Schools
- Replace Sidewalks on State Roads
- Ban on Plastic Straws
- Maryland Municipal League Priorities

The meeting ended at 9:06 p.m.

Respectfully submitted,

Shaniya Lashley-Mullen
Administrative Assistant

City Council Agenda Item Report

Meeting Date: January 14, 2019

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: MEETINGS

Agenda Section:

Subject:

Franklin Park Work Session Locations

Suggested Action:

Councilmember Byrd requested that this item be included on the agenda this evening. The motion would be to hold all future Franklin Park-specific work sessions in Franklin Park (e.g. at the Springhill Lake Recreation Center) by default, unless otherwise requested by a majority of the City Council.

Attachments:

City Council Agenda Item Report

Meeting Date: January 14, 2019

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: MEETINGS

Agenda Section:

Subject:

Christmas Eve as a Paid Holiday for City Employees

Suggested Action:

Councilmember Byrd requested that this item be included on the agenda this evening.

The motion would be to, as a general matter, give Greenbelt city employees a day off on Christmas Eve, whenever it falls on a weekday.

The motion, however, would also give department heads and the city manager the discretion to determine whether certain offices need to remain open on the holiday and to require some employees to report to work for reasons of security or public need.

City Holidays are codified in Section 13-141 of the City Code. If Council wishes to establish an additional paid holiday to City employees, an Ordinance would be needed. Each year since 1969, the Council has granted an additional special holiday to City employees.

An additional holiday would cost about \$25,000 in overtime expenses for essential employees. The Public Works Department has concerns about the operational impact of a back-to-back holiday on waste collection.

Attachments:

City Council Agenda Item Report

Meeting Date: January 14, 2019

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section:

Subject:

Letter to President Trump on Federal Government Shutdown

Suggested Action:

This item was added by Councilmember Byrd. Mr. Byrd has drafted this letter for Council consideration.

Attachments:

[Letter to President Trump on Federal Government Shutdown.pdf](#)

Jan. 14, 2019

DRAFT

President Trump:

The Greenbelt City Council strongly urges you to work with Congress to end the ongoing federal government shutdown. The shutdown is affecting the many Greenbelt residents that are federal employees, and it is also affecting our businesses -- including federal contractors -- and our entire region.

The related interruption of services has negative impacts locally, nationally, and globally. Many affected individuals live paycheck to paycheck, and, because of the shutdown, they face increased instability in housing and food. Additionally, since money funding the IRS has not yet been approved, we are also concerned about the timeliness of tax refunds this year.

For the sake of Greenbelt and for the sake of the United States of America, we urge you to reconsider your approach to this issue and work diligently, faithfully, and cooperatively to end the shutdown.

Sincerely,

Emmett V. Jordan
Mayor
City of Greenbelt

DRAFT

City Council Agenda Item Report

Meeting Date: January 14, 2019

Submitted by: Beverly Palau

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section:

Subject:

*Cable and Wireless Attorney Fees

Suggested Action:

Reference:

BBK PEG FEE Coalition

Over the past year, several unanticipated telecommunication issues have come up concerning the City's cable franchises and proposed installations of small cells towers throughout the area. These issues require assistance from attorneys that have expertise in telecommunication matters. The City of Greenbelt and Prince George's County have used Best Best and Krieger (formerly Miller Van Eaton) for over 15 years for these issues. The cost of these services will be much higher this year due to several FCC rulings dealing with franchise fees and small cell implementation. The City has also joined in coalitions to overturn the rulings, which also come with a cost. Greenbelt also continues to be part of the negotiating team for the Comcast renewal negotiations. To date this fiscal year, the city has spent \$6,700 and anticipate additional \$7,000 in legal expenses. It is suggested that Council approve this funding in order to preserve the City's rights concerning these telecommunication issues.

Attachments:

[BBK PEG FEE Coalition.pdf](#)

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(213) 617-8100

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BBK
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Walnut Creek
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October 19, 2018

Ms. Beverly Palau
Public Information and Communications
Coordinator
City of Greenbelt
25 Crescent Road
Greenbelt MD 20770

Re: Agreement With BB&K to Participate In *Implementation of Section 621(a)(1) of the Cable Communications Policy Act of 1984 as Amended by the Cable Television Consumer Protection and Competition Act of 1992* (FCC MB Docket 05-311), Second Further Notice of Proposed Rulemaking (Second FNPRM).

Dear Ms. Palau:

ABOUT OUR REPRESENTATION

Best Best & Krieger, LLP ("BBK") is pleased to represent the City of Greenbelt, Maryland as a member of a coalition of communities formed to file comments and reply comments and, if budget allows, engage in *ex parte* meetings before the Federal Communications Commission ("Commission" or "Agency") in response to the Second Further Notice of Proposed Rulemaking ("Second FNPRM") in the docket *Implementation of Section 621(a)(1) of the Cable Communications Policy Act of 1984 as Amended by the Cable Television Consumer Protection and Competition Act of 1992* (FCC MB Docket 05-311). This letter outlines the terms of BBK representation of your community as part of the coalition.

You have agreed that we may bill you up to Two Thousand Five Hundred Dollars (\$2,500) for work performed in connection with this advocacy. The billing rates for this matter are \$355 per hour for Partners, Of Counsel and Contract Attorneys, \$285 per hour for Associates, and \$175 per hour for Paralegals, Clerks and Legislative Administrative Assistants. You will be billed for a share of total fees and expenses based on your commitment to the work. Your cumulative billings will not exceed the amount of your capped commitment, unless you have authorized an increase in your commitment level.



Ms. Beverly Palau
City of Greenbelt
Page 2

COALITION RULES

As has been the case throughout these and other FCC proceedings, cable companies, wireline and wireless voice, video and data providers such as Comcast, Charter, Verizon, Verizon Wireless, AT&T, Sprint, T-Mobile and wireless infrastructure providers such as Crown Castle, ExteNet and American Tower, in addition to each of the industry national associations (e.g., U.S. Telecom Association, NCTA, Wireless Infrastructure Association, and CTIA) have been and will continue to be adverse to the interests of members of the Coalition. Please inform us immediately if you become aware of any additional adverse parties. Because the work will be for a coalition, there are some unique elements to our representation to which we ask that you agree and would represent that all the other members of the Coalition already have.

First, the filings we make must be acceptable to all the members of the Coalition, and this may affect what issues are addressed and what positions we take. By signing this engagement letter you agree to this arrangement and agree that we may represent you and other participants as a part of the Coalition. We will consult with you and other members of the Coalition as the filings are prepared. You waive any objections that you may have to this joint representation; agree that we may represent each member of the Coalition individually and jointly; and agree that you have joint interests with the other Coalition members that will permit us to communicate information about this matter to you and other members of the Coalition without waiving privileges that may apply.

Second, the Coalition is not a fixed group, but is instead an evolving group: communities or organizations may join or leave the Coalition during the course of our representation. It may be that your community is adverse to one or more of the other members of the Coalition in another, unrelated matter. By signing this engagement letter, you agree that we may represent these additional members as part of the Coalition. Likewise, except to the extent there is a conflict that is not waivable, you agree that our representation of you as part of the Coalition will not disqualify the Firm or any of its members from representing another client in an unrelated proceeding where the client's interest is adverse to yours. We will keep you apprised of the Coalition members and we ask that you advise us immediately if you believe that there is a conflict that is not waivable.

Third, we will not represent any entity in this matter that takes a position adverse to yours. We may be asked by some clients to make individual filings in this proceeding in addition to the Coalition's. You and each entity of the Coalition may decide at any time to withdraw from participation in the matter or the Coalition. Should you do so, you also agree that we may continue to represent the other members of the Coalition in this matter.



BEST BEST & KRIEGER
ATTORNEYS AT LAW

Ms. Beverly Palau
City of Greenbelt
Page 3

We will tailor our efforts based on the total commitments we receive from all coalition members and obviously will let you know if we believe that the budget will not allow us to address issues of importance to you.

INSURANCE

We are also pleased to let you know that Best Best & Krieger LLP carries errors and omissions insurance with Lloyd's of London.

NEW MATTERS

When we are engaged by a new client on a particular matter, we are often later asked to work on additional matters. You should know that such new matters will be the subject of a new signed supplement to this retention letter. Similarly, this retention letter does not cover and is not a commitment by either of us that we will undertake any petitions for rehearing or rehearing en banc, petitions for a writ of certiorari, appeals other than the appeal described above, or any collection procedures. Any such future work would also have to be agreed upon in a signed supplement.

HOW THIS AGREEMENT MAY BE TERMINATED

You, of course, have the right to end our services at any time. If you do so, you will be responsible for the payment of fees and costs accrued but not yet paid up to the capped amount, plus reasonable fees and costs in transferring the case to you or your new counsel. By the same token, we reserve the right to terminate our services to you upon written notice, order of the court, or in accordance with our attached memorandum. This could happen if you fail to pay our fees and costs as agreed, fail to cooperate with us in this matter, or if we determine we cannot continue to represent you for ethical or practical concerns.

CLIENT FILE

If you do not request the return of your file, we will retain your file for five years. After five years, we may have your file destroyed. If you would like your file maintained for more than five years or returned, you must make separate arrangements with us.



BEST BEST & KRIEGER
ATTORNEYS AT LAW

Ms. Beverly Palau
City of Greenbelt
Page 4

THANK YOU

On a personal note, we are pleased that you have selected Best Best & Krieger LLP to represent you. We look forward to working with you and appreciate your confidence in selecting us to represent you in this matter. If you have any questions at any time about our services or billings, please do not hesitate to call me.

Very truly yours,

A handwritten signature in cursive script, likely belonging to a representative of the law firm.

BEST BEST & KRIEGER LLP

AGREED AND ACCEPTED:

By: Beverly J. Palau
Dated: 11/13/18

City Council Agenda Item Report

Meeting Date: January 14, 2019

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section:

Subject:

*Resignation from Advisory Group

Suggested Action:

Reference:

Reappointment Surveys

Email, B. Gibbons, 12/03/18

Email, P. Gregory, 12/10/18

Email, W. Britt, 12/10/18

The following individuals have tendered their resignation from the City Advisory Boards and Committees:

Brian Gibbons Advisory Planning Board

Pamela Gregory Board of Elections

Winard Britt Arts Advisory Board

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

Attachments:

City Council Agenda Item Report

Meeting Date: January 14, 2019

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section:

Subject:

*Reappointment to Advisory Boards

Suggested Action:

Reference: Advisory Group Surveys

The following individuals have indicated their desire to continue to serve on their City Advisory Boards and Committees:

Syed Shamim Advisory Planning Board

Betty Timer Senior Citizens Advisory Committee

Frank Pearlman Senior Citizens Advisory Committee

Donna Hoffmeister Forest Preserve Advisory Board

Damien Ossi Forest Preserve Advisory Board

John Paul Schmit Forest Preserve Advisory Board

Approval of this item on the consent agenda will appoint these individuals to new terms on their Advisory Boards and Committees.

Attachments:

City Council Agenda Item Report

Meeting Date: January 14, 2019

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section:

Subject:

Appointment to Advisory Board

Suggested Action:

Reference: Application

Council interviewed James Drake for appointment to the Arts Advisory Board (AAB). The applicant has attended a meeting of the advisory board.

Approval of this item on the consent agenda will indicate Council's intent to appoint Mr. Drake to the AAB.

Attachments:

City Council Agenda Item Report

Meeting Date: January 14, 2019

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: MEETINGS

Agenda Section:

Subject:

Meetings

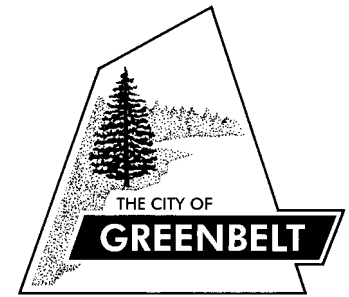
Suggested Action:

Attachments:

[meetings.pdf](#)

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

1/9/2019 4:54 PM



City Council Meetings & Work Sessions
January – February - March

Closed Session – (Personnel Matter)	Mon.	01/14	7:00 pm
Interview Advisory Board	Mon.	01/14	7:40 pm
Regular Meeting	Mon.	01/14	8:00 pm
Work Session – County Council At-Large Representatives, (CC)	Wed.	01/16	7:30 pm
No Meeting – Martin Luther King Jr. Day	Mon.	01/21	
Interview Advisory Board	Wed.	01/23	7:40 pm
Work Session – ULI – TAP Report, (CC)	Wed.	01/23	8:00 pm
Regular Meeting	Mon.	01/28	8:00 pm
Four Cities Meeting (College Park)	Wed.	01/30	7:30 pm
Work Session – TBD	Mon.	02/04	8:00 pm
Work Session – Combined Properties/Greenway Center (stakeholder), (CC)	Wed.	02/06	8:00 pm
Regular Meeting	Mon.	02/11	8:00 pm
Work Session – TBD, (CC)	Wed.	02/13	8:00 pm
No Meeting – President's Day	Mon.	02/18	
Work Session – TBD, (CC)	Wed.	02/20	8:00 pm
Regular Meeting	Mon.	02/25	8:00 pm
Work Session – TBD, (CC)	Wed.	02/27	8:00 pm
Work Session – TBD	Mon.	03/04	8:00 pm
Work Session – Greenbelt East Advisory Coalition (GEAC), (Greenbriar)	Thurs.	03/07	7:30 pm
Regular Meeting	Mon.	03/11	8:00 pm
Work Session – TBD, (CC)	Wed.	03/13	8:00 pm
Work Session – TBD	Mon.	03/18	8:00 pm
Work Session – TBD, (CC)	Wed.	03/20	8:00 pm
Regular Meeting	Mon.	03/25	8:00 pm
Work Session – TBD, (CC)	Wed.	03/27	8:00 pm

- *Councilmembers will present reports on conferences, meetings and events as the last item of business at Monday Work Sessions.*

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 MD RELAY at 711 or e-mail banderson@greenbeltmd.gov to reach the City Clerk. Unless otherwise noted, meetings will be held in the Council Room of the Municipal Building (MB) at 25 Crescent Rd. Meetings marked "CC" will be held in the Community Center at 15 Crescent Rd and "Greenbriar" will be held in the Terrace Room at 7600 Hanover Parkway.

Bonita Anderson, City Clerk

A NATIONAL HISTORIC LANDMARK

(301) 474-8000

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

MD RELAY 711

295

CITY OF GREENBELT, MARYLAND

25 Crescent Road, Greenbelt, MD 20770-1891

1/9/2019 4:54 PM

Ready to be scheduled:

Prince George's County Executive Alsobrooks
County Council member Todd Turner
State's Attorney Braveboy
WSSC
Forest Preserve/Community Gardens
Sustainable Land Care Policy
Capital Office Park
Dog Park
CRAB Report – Police Community Relations
Verizon
Greenbelt Watershed Groups
Cemetery Plans
Greenway Shopping Center
University of Maryland (2019)
Roosevelt Center Owner

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
Hotels
PRAB – Buddy Attick Park Master Plan
Forest Preserve Health Assessment