



**TOWN MEETING
March 10, 2022
8:00 PM**

AGENDA

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Approval of Agenda**
4. **Consent Agenda**
 - **Approval of Minutes** (February 10, February 24, Budget Meeting March 2)
 - **CERT Grant Approval**
 - **RESOLUTION R-3-22** - Appointment of Election Clerks
5. **Resident Input** – Public comment period on items not on the agenda. All comments are limited to 3 minutes. Residents are asked to please state name and ward.
6. **Committee Reports**
 - Recreation Council
 - Green Infrastructure Committee
 - Cheverly Day Committee
 - Planning Board
 - Board of Elections
7. **Women’s History Month Proclamation** – Mayor & Council will read proclamation in honor of Women’s History Month
8. **Girls Scouts Day Proclamation**– Mayor & Council will read proclamation in honor of Girls Scouts Day
9. **Town Administrator Report** – Town Administrator will provide a report to the Mayor and Council regarding Town operations and a summary of actions taken under the COVID-19 state of emergency.
10. **Police Report** – Interim Chief Miller will give monthly report.
11. **Public Works Report** – Director Brayman will give update on the Department of Public Works.
 - a) *Approval of asphalt and concrete contract with VMP
 - b) Public Works Building Update
12. **Water Mitigation**
 - a) *Parkway Place Proposal
 - b) *Storm Drain Cleaning Contract
 - c) *MPP MOU with Prince George's County Crestlawn Ave
13. ***ARPA Budget** - Mayor and Council will vote on the ARPA budget.
14. ***Town Seal** – Mayor and Council will vote on town seal.



15. **Fence Ordinance Amendment** – Mayor and Council will conduct the second reader to approve houses located on corner lots to construct side yard fences.
16. **Traffic Calming Ordinance** – Mayor and Council will conduct the second reader
17. **Review of March Work session Meeting agenda and future requests** and Town Administrator will offer a forecast of the March Work Session Meeting agenda. Mayor will seek Council input on agenda items for consideration for future meetings.
18. **Mayor and Council Announcements** – Opportunity for Mayor and Council to share community happenings and events. The mayor will afford each elected official up to five minutes to speak. Unused time may not be transferred, and formal council business will not be conducted.
19. **Adjourn**

(*) denotes an agenda item requiring action (typically expressed by a vote) of Mayor and Council.

*In addition to general Resident Input, for regular meetings, as part of action items, presentations and discussion items on the agenda, residents seeking to speak will be recognized by the presiding officer. Residents may speak once, for no more than three minutes on each eligible agenda item.

Please Note: Pursuant to the Annotated Code of Maryland, State Government Article Section 10-508(a), the Council by majority vote may retire to executive or closed session at any time during the meeting. Should the Council retire to executive or closed session; the Mayor will announce the reasons and a report will be issued at a future meeting disclosing the reasons for such session.

Topic: Cheverly Town Meeting

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/84025983118?pwd=cEhsbmU2aEs5MGViaGJnWVh6c1h6UT09>

Webinar ID: 840 2598 3118

Passcode: 213079

Or One tap mobile :

US: +13017158592,,84025983118#

Dial(for higher quality, dial a number based on your current location):

US: +1 301 715 8592



TOWN MEETING
February 10, 2022
8:00 PM

Minutes

Call to Order
Meeting called to order at 8:00 pm via Zoom.

In attendance: Mayor Munyeneh, Council Members Nettles, Watson, McCann, Dalaker, Garces and Fry

Town Attorney: Jason Deloach

Staff: Town Administrator – Dylan Galloway, Assistant to the Town Administrator -Priscilla Matthews, Town Accountant – Mike Lightfield, Director of Public Works – Steve Brayman, Interim Chief of Police – Carl Miller, Town Clerk – Giselle Richards, Communications Specialist – Tonya Jones

Pledge of Allegiance: Led by Micah Watson
Flag, Micah Watson

Approval of Agenda

Motion to Approve the Agenda: by CM Dalaker seconded by CM Garces. Approved unanimously.

Motion to Approve the Consent Agenda: by CM Nettles seconded by CM Garces. Approved unanimously.

Items on the Consent Agenda:

- A. **Approval of Minutes** (January 13th, 27th, and February 1st)
- B. **Lockwood Speed Humps** (3 and 4)

Resident Input –

- Donna Charles, Ward 1 – “Is there further discussion about additional speed bumps on Belleview Ave & Lockwood intersection towards Kilmer?”
- Fred Price Ward 4 – Thank you to all who participated in Cheverly Park Drive, requests that whoever is on Marblewood Ave to up fence and for businesses there to install cameras to deter illegal dumping.
- Chris Garces Ward 5 – Interested in discussion to extend programs in Cheverly Boys & Girls club.

Committee Reports -

Recreation Council: *No updates.*

Green Infrastructure Committee: *Sheila Salo-* Presented annual report of volunteer work for 2021. Total number of volunteer hours were 2,868 hours and calculable volunteer value \$89,779.32 all from various community organizations. Thanks to all volunteers and their leaders.

- Town Administrator Galloway mentioned that the town has received the Prince George's County Beautification Award.

Cheverly Day Committee: *Nick D'Angelo-* Kicked off another season of planning. Cheverly Day will be October 1, 2022. An assessment has been done from previous Cheverly Day and the results have been shared with the Mayor & Council for comments. Three main takeaways. One takeaway was that we did not do a good job in accommodating all members of the community. Would like to work with the town to address changes to ensure accessibility for all residents. CM Dalaker thanks the committee for addressing accessibility as a priority.

Planning Board: *No updates.*

Board of Elections: *Robin Kaye -* Three new members added. Working on a plan to see what the budget allows them to do. Submitted updates and new forms for the website. Mayoral election and special election for Wards 4 & 5. Updated map for ward boundaries. Reviewing streets by ward. Holding public meetings on 1st and 3rd Thursdays of the month. Anyone in the public is welcome to attend. Deadline for candidates to apply is Friday, March 18, 2022.

Strategic Plan Update – Ms. Tia Blount –A draft of the Strategic Plan is ready for review by the mayor & council. [Staff and Community Input Summary Report](#) posted on website. Captured feedback from community input sessions from residents, staff, and surveys. 76 respondents from survey from all wards.

Town Administrator Report –

COVID-19 Report – Prince George's County Health Department and Office of Emergency Management continue to hold vaccine clinics and distribute masks and test kits to residents at designated locations throughout the county. There will be a distribution event of KN95 masks and Covid 19 test kits Friday, February 11, 2022, at town hall to residents of Cheverly. Cheverly Police Department hosting a vaccination clinic Wednesday, February 16, 2022. Blood Drive will be in at town hall on Thursday, March 17th, 2022.

Staff introduction: administrative office team is now fully staff. New Town Clerk Giselle Richards, Office Aide Ahjah Prom, temporary Youth Development Coordinator Yvonne White. The next step for hiring a Chief of Police is to review candidates and interview them. Final selection should be made by mid-March.

Cheverly will be the first municipality to join the PGFD to host Community Driven Senior Risk Reduction seminar which will be held Wednesday, March 9, 2022

Boom meeting has been rescheduled to Tuesday, February 22, 2022.

An onsite meeting with residents, town staff and engineer to address the traffic calming petitions on Dewey St and Carlyle St will be held Friday, March 4, 2022.

Community organization renewals are due by COB 2/15/22 to Mrs. Tonya Jones.

Police Report – Interim Chief Miller gave the crime report update. Four new hires, two are recruits that will be joining the department upon completion of academy. Officer White has returned to the department. Captain Silvers started Monday, February 7, 2022, introduced

himself and gave his background. Captain Silvers stated he believes in transparency and accountability. CM Watson asked what is the command staff? Chief Miller replied to CM Watson, that the command staff are Interim Chief Miller, Captain Silvers and Acting Sergeant. Interim Chief Miller would like to promote from within.

Public Works Report – Director Brayman – Update on Woodworth Park, presented design and final costs from Playground Specialist. Recommends that the town moves forward with ordering for the project to start in June before prices rise again. Stated that the town could seek funds from a grant like Open Space to cover the additional amount that was not budgeted for in the next fiscal year. CM McCann asked if we budgeted \$130,000 but the proposal is \$185,000, would the additional cost displace funds from another project how certain are you that you can get additional funding next year? Mr. Brayman stated that yes, it would displace something else. CM McCann asked is there another type of material that can be used instead of the rubber material since that seems to be what is driving up the cost? Woodchips can be used as a less expensive alternative but would cost more in maintenance and longevity.

CM Dalaker asked if rubber or woodchips are the only surfaces available? Director Brayman stated that those are the only options.

Mayor Muniyeneh asked if the rubberized option is considered better for people with special needs.

CM McCann prefers woodchips due to the costs. CM Fry stands firm against wood chips as a parent and stated that the intention of the update to Woodworth Park is to make it the only accessible park in the town.

CM Nettles asked if there is anything portion of the park that may be put off until the next budget to reduce costs upfront? Director Brayman will ask to get an itemized list.

Mayor Muniyeneh stated that we if we piece the project together it may send a negative message to the accessible community.

CM Dalaker acknowledges CM McCann's concern about the budget but wanted to acknowledge the residents in his ward regarding their concern for safety in Woodworth Park.

CM Fry asked if the town could find other options to fund the project such as bonds? CM Nettles to state for the record that when she asks questions it's for fiscal responsibility and did not appreciate the mayor making it a political statement regarding going against the accessible community.

CM Watson asked if it was established that the town can pay itself back from \$700,000 that due to ARPA funds.

CM Fry asked if Mr. Brayman needs decision tonight? Mr. Brayman stated that the quote was good for 30 days and the costs may go up if not approved.

Previous motion amended to: Move to authorize Mr. Galloway to enter into a contract of \$185,000 for the purpose of renovating Woodworth Park including the rubber surface by CM Dalaker.

2nd by CM Fry. CM Nettles, CM Watson, CM Dalaker, CM Garces, CM Fry voted Yes. CM McCann voted no. Motion passed 5-1.

Cheverly Inlet Repair sites identified by the county. The county will address two on Montrose Rd and one on Cheverly Ave to make them larger to avoid flooding. Submitted request to county to get repairs done on catch basins on Forest Rd, Euclid St, and Valley Way.

Presented draft design for upstairs floor of future William Eley Jr. Public Works Building. Design provides space for community groups usage. Seeking approval in April.

[Fence Ordinance Amendment](#) – Mayor Munyeneh read Ordinance 2022-1. Will be published in newspaper twice and will be read 2 more times and have a public hearing.

[Traffic Calming Ordinance](#) – **First reading of** Ordinance 2022-02 by Mayor Munyeneh read. Town Administrator reviewed updates to Ordinance 2022-02. 60% of households on the street/block/250 ft of site. Town clerk will validate percentage of petition. CM McCann stated that the biggest concern was regarding the emergency vehicles accessibility, and would the traffic engineer consider this? Attorney Deloach stated that the traffic study being discussed is the technical study that is currently in the ordinance which would not be removed. The change is adding that the council has the option to request a more robust study.

Annexation – Mayor presented exploration of annexation opportunities after closed meetings with town attorneys. [Map](#) posted on website.

Mayor stated that annexation of all these locations at one time would allow them to control entry points to the town.

CM McCann would not like to proceed with all these at the time until receiving numbers from the county for the costs/revenues for these.

CM Dalaker would also like to see the accounting. More in favor of moving to annex all at one time. Would like to know what the school needs would be for these areas.

Mr. Galloway is working on getting a new study for annexation to provide numbers.

CM Watson is concerned with adding 500 houses to the town.

CM Fry would like to clarify what is the request for tonight?

CM Dalaker is concerned with how this will impact the public works department and the possibility of it costing a lot to the town. Also is concerned with how annexing may change the dynamics of the current close-knit culture of the town.

Motion to give Mr. Galloway and Mr. Pounds the directive to explore annexing opportunity. 2nd by CM Nettles. Councilmembers Nettles, Fry, Dalaker, Garce voted yes.

CM McCann & Watson opposed.

Proclamation Recognizing February as Black History Month in Cheverly, MD read by Mayor Munyeneh.

Move to adopt proclamation made by CM Watson. 2nd by CM Nettles. Approved unanimously.

House Bill 537 – CM Fry stated that this bill was introduced by Del. Ivey in response to the floods that affected homes in Prince George’s County. CM Fry would like to provide a letter of support for [House Bill 537](#).

CM McCann asked if submitting letters of support for house bills. The bill is scheduled to be discuss February 15, 2022. CM Nettles, Dalaker, Garces, Fry in support of sending letter. CM McCann & Watson abstain.

Review of February Work session Meeting agenda and future requests –

CM Watson- Update on bike trail February or March

CM Fry – Will bring it up bike trail update to the planning board to discuss

Town Administrator Galloway –

- ARPA Budget
- Town Seal
- Update from Ms. Ganesha Martin

Mayor and Council Announcements –

- Mayor - CAACO Black History Event on February 28, 2022, Happy Valentine’s Day, Keep an eye out for the date for the State of Cheverly address.
- CM Dalaker has a website **DalakerPublicAffairs.com** provides additional context around issues before the town, reminders and debriefs of town events, and links to various resources on other websites.
- CM McCann – St Ambrose Men’s Club Dinner on February 27, 2022, in Fanon Hall
- CM Fry – Welcomes new police department and town staff
[Senate Bill 462](#) is before the senate next week
- CM Watson – American Legion will host a St Patrick’s Day celebration on March 17, 2022, Coffee and pastries sales still happening sporadically on Fridays & Saturdays.
- CM Nettles – Cheverly Methodist Church hosting Trove Tuesday Pancake Supper on March 1, 2022, Concert Series 108 happening at the Legion Friday, February 11, 2022

Adjourn: by CM McCann, seconded by CM Nettles. Approved anonymously.



WORK SESSION
February 24, 2022
7:30 PM

Minutes

Call to Order

Meeting called to order at 7:32 pm via Zoom.

In attendance: Mayor Munyeneh, Council Members Nettles, Watson, McCann, Dalaker, Garces and Fry

Town Attorney: Jason Deloach

Staff: Town Administrator – Dylan Galloway, Assistant to the Town Administrator -Priscilla Matthews, Town Accountant – Mike Lightfield, Director of Public Works – Steve Brayman, Interim Chief of Police – Carl Miller, Communications Specialist – Tonya Jones

Pledge of Allegiance: Led by Micah Watson
Flag, Micah Watson

Town Seal - Sophie Marley presented top three designs from the survey. Mayor and Council will vote on the final design at the next town .

Police Complaints Board Update – Ms. Ganesha Martin provided an update to mayor and council on the police complaints board. Waiting on more information from the general assembly to move forward with finalizing the complaints board.

Police body worn camera -Interim Chief Miller proposed new body worn cameras. Chief Miller stated the total amount for the system is \$116,000 and is looking to offset the expense with the SAP Grant that the department was granted. Raleigh Edwards from Axon presented body camera presentation.

Motion to move forward with Axon body cameras in the amount of \$116,542 to be executed by Town Administrator. CM Nettles. 2nd by CM Fry. Approved unanimously.

Grant Request – Cheverly Cert will present a grant request.

Public Works Building – David Tremblay, Brad Otto of Keller Construction Management, the Town’s Design Build partner, presented a preview of the draft preliminary plan of the new William Eley, Jr. Public Works Building. Mr. Brayman would like for the mayor and council to move to phase 3 by approving the pricing.



Infrastructure / Water Woes Updates

Mr. Brayman presented and updated MOU with Prince George's County for Crestlawn Ave storm drain project due to an increase in the cost from \$317,000 to \$370,000. Pointed out two sections for review.

- *Paragraph 13- The county will ensure the Project remains authorized in the Capital Improvement Program until the project is accepted.*
- *Paragraph 14 - This Agreement is subject to availability of County funds.*

Parkway Place Proposal

- Mr. Clar of Ecosite detailed steps needed to repair flooding at Parkway Place. Proposed budget for the project is \$22,425
- Mr. Brayman recommends that the council accept this project to mitigate the flooding on Parkway Place
- Upon completion of the project the county would be liable for maintenance.

Catch basin improvements

- Catch basins at Montrose & Cheverly Ave, Cheverly Ave have been identified to get changed from grate in roadway to curb inlets by the county
- Looking to change catch basins at Parkway & Forest from grated to open throat.
- Requesting DPW&T to allow VMP to contract with the Town to fix County Storm Drain Infrastructure to include underdrainage work on or around certain sidewalks with water issues.
- Developing a proposal with REI/Drayco (DPW&T contractor) to clean the 24 worst clogged inlets (catch basins) in the County's storm drain system in the Town. Estimated cost \$35,000 per County contracted day rate (\$1,650) and some additional traffic control costs.
- Looking into hiring county

Asphalt / Concrete

- Mr. Brayman identified [Road Evaluation Priorities](#) – streets listed are phase 1 of a 3-5 year project.

ARPA Budget – Town Administrator presented proposed ARPA budget.

DC Circulator – Mayor Munyeneh provided an update on the DC Circulator project; it was requested for County Executive Alsobrooks reach out to Mayor Bowser. The response was the same as the that the town received.

Town Administrator Update - Town Administrator Galloway - provided a report to the Mayor and Council of actions taken under the COVID-19 state of emergency.

Review of March Town Meeting agenda and future requests –

Cheverly

- Town Seal vote
- Public Works Budget report
- Historic Preservation update
- Report from Board of Election
- Traffic Calming Ordinance
- Resolution R-3-22 update consent

Adjourn: by CM McCann, seconded by CM Watson. Approved anonymously.



Budget Meeting
Wednesday 2, 2022
7:00 pm
Minutes

Call to Order
Meeting called to order at 7:00 pm via Zoom.

In attendance: Mayor Munyeneh, Council Members Nettles, Watson, McCann, Dalaker, Garces and Fry

Staff: Town Administrator – Dylan Galloway, Assistant to the Town Administrator -Priscilla Matthews, Town Accountant – Mike Lightfield, Director of Public Works – Steve Brayman, Town Clerk – Giselle Richards,
ASL Interpreters

Approval of Agenda

Pledge of Allegiance: Led by Micah Watson
Flag, Micah Watson

Resident Input -N/A

Budget Meeting Fiscal Year 2023

- **Revenues**
FY2022 Budget \$6,322,2250 Proposed FY2023 Budget \$9,304,954
- **General Government Activities / Divisions**
FY2022 Budget \$ 1,351,850 Proposed FY2023 Budget \$ 837,700
- **Mayor & Town Council**
FY2022 Budget \$ 146,900 Proposed FY2023 Budget \$ 149,000
- **Administrative Division**
FY2022 Budget \$656,400 Proposed FY2023 Budget \$769,175
- **Committees and Debt Service**
FY2022 Budget \$ 79,800 Proposed FY2023 Budget \$ 69,800

Adjourn: by CM Dalaker, seconded by CM Watson. Approved anonymously.

GRANT ACQUISITION AGREEMENT

All grants issued by the Mayor and Cheverly Town Council are from appropriated funds of the Town of Cheverly and must be accounted for to specified auditing standards.

Name: Christopher Blegen Phone: 301-613-5457

Address: 2800 Crest Ave
Cheverly, MD 20785

Organization: Cheverly CERT

- I hereby agree NOT to expend funds allocated to the designated organization for salaries, stipends and/or personal income.
- As duly authorized by the above named organization to accept this grant, I assume full responsibility for the proper expenditure of funds for the requested expenses and will report to the town staff the manner in which expended.
- Receipts and a full accounting of all grant funds are required by the end of the given Fiscal Year ending June 30th.
- I also understand that the funds provided are not for my own personal use, and that violation of this agreement will result in the reimbursement to the Town of Cheverly of any/all funds spent outside the parameters as denoted in the grant application.

Date: 2/8/2022

Signature of Grant Recipient

PLEASE ATTACH THE FOLLOWING:

- ❖ *THE PURPOSE OF THE GRANT REQUEST.*
- ❖ *A DETAILED DESCRIPTION OF THE PROJECT/PROGRAM YOU WISH TO EXECUTE WITH THE CHEVERLY GRANT PROGRAM FUNDING.*
- ❖ *A DETAILED ACCOUNTING OF AMOUNTS AND ACTIVITIES/ITEMS FOR WHICH THE GRANT FUNDS SHALL BE UTILIZED.*
- ❖ *A DETAILED TIMELINE FOR THE EXPENDITURE OF FUNDS.*
- ❖ *THE OVERALL BENEFIT TO THE COMMUNITY.*

RESOLUTION R-3-22

Appointment of Election Clerks

WHEREAS, the Mayor and Council of the Town of Cheverly, Maryland desire to make appointments to the positions of Election Clerk.

NOW, THEREFORE, BE IT RESOLVED that in accordance with the provisions of Section C-18 C of the Charter of the Town of Cheverly, Maryland, the following persons are appointed as election judges to assist the Board of Election Supervisors in the conduct of elections in **2022**:

- Giselle Richards (Primary)
- Priscilla Matthews
- Tonya Jones

These appointments are effective on the date of this resolution.

Adopted: March 10, 2022

Attest: _____

Mayor Kayce Munyeneh

Councilmember Marverly Nettles

Councilmember Joseph Dalaker

Councilmember Micah Watson

Councilmember Charly Garces

Councilmember Ted McCann

Councilmember Amy Fry



Thursday, March 10, 2022

Proclamation

WOMEN'S HISTORY MONTH

WHEREAS, Every March, Women's History Month provides an opportunity to honor the generations of trailblazing women and girls who have built our Nation, shaped our progress, and strengthened our character as a people.

WHEREAS, women of every race, class, and ethnic background have made historic contributions to the growth and strength of our Nation in countless recorded and unrecorded ways;

WHEREAS, women have played and continue to play critical economic, cultural, and social role in every sphere of the life of the Nation by constituting a significant portion of the labor force working inside and outside of the home;

WHEREAS, women have been leaders, not only in securing their own rights of suffrage and equal opportunity, but also in the abolitionist movement, the emancipation movement, the industrial labor movement, the civil rights movement, and other movements, especially the peace movement, which create a more fair and just society for all; and

WHEREAS, despite these contributions, the role of American women in history has been consistently overlooked and undervalued, in the literature, teaching and study of American history:

WHEREAS, as we reflect on the achievements of women and girls across the centuries and pay tribute to the pioneers who paved the way, let us recommit to the fight and help realize the deeply American vision of a more equal society where every person has a shot at pursuing the American dream. In doing so, we will advance economic growth, our health and safety, and the security of our Nation and the world.

WHEREAS the 2022 Women's History Month theme "Break the Bias" is chosen in solidarity with International Woman's Day and women around the world. As we continue to move through the pandemic and try to build more humane and equitable systems, we are making a call to action. Break the bias and build communities that are inclusive and just for all. Take steps to break the bias against women and those with intersecting identities, so that we all may be uplifted.

NOW, THEREFORE, The Cheverly Mayor and Council, do hereby proclaim that March is designated as "Women's History Month in Cheverly, MD and encourage all residents to observe this month.

So signed on Thursday, 10 March 2022

Kayce Munyeneh
Mayor

Marverly Nettles
Councilmember

Joseph Dalaker
Councilmember

Micah Watson
Councilmember

Charly Garces
Councilmember

Ted McCann
Councilmember

Amy Fry
Councilmember



Thursday, March 10, 2022

Proclamation

GIRL SCOUT WEEK March 6-12, 2022, GIRL SCOUT DAY March 12, 2022, in Cheverly, MD

WHEREAS, March 12, 2022, marks the 110th anniversary of Girl Scouts of the USA, founded by Juliette Gordon Low in 1912 in Savannah, Georgia; and,

WHEREAS, Girl Scouts unleashes the G.I.R.L. (The Go-Getter, Innovator, Risk-Taker, Leader) in every Girl preparing her for a lifetime of leadership and,

WHEREAS, throughout its distinguished history, Girl Scouting has inspired millions of girls and women with courage, confidence, and character to make the world a better place; and,

WHEREAS, through the Girl Scout Leadership Experience girls develop the skills and lessons that will serve them throughout their lives so that they may contribute to their communities; and,

WHEREAS, Girl Scouting takes an active role in increasing girls' awareness of the opportunities in math, science, sports, technology, and many fields of interest that can expand their horizons; and,

WHEREAS, with more than 100 years of experience, Girl Scouts brings a wealth of knowledge to programs that deliver girls cornerstone experiences with benefits that last a lifetime.

NOW, THEREFORE, The Cheverly Mayor and Council, do hereby proclaim March 6-12, 2022, as GIRL SCOUT WEEK and March 12, 2022 as GIRL SCOUT DAY. I encourage all residents to support and celebrate Girl Scouts and their accomplishments.

So signed on Thursday, 10 March 2022

Kayce Munyeneh
Mayor

Marverly Nettles
Councilmember

Micah Watson
Councilmember

Ted McCann
Councilmember

Joseph Dalaker
Councilmember

Charly Garces
Councilmember

Amy Fry
Councilmember



Rusham L. Baker, III
County Executive

PRINCE GEORGE'S COUNTY GOVERNMENT

Department of Public Works and Transportation
Office of Engineering and Project Management



Darrell B. Mobley
Director

March 9, 2017

Mr. Valter M. Ramos
President
VMP Construction Company, Inc.
9635 Annapolis Road
Lanham, Maryland 20706

RE: **NOTICE TO PROCEED**, Contract No. 925-H (F) /A
Asphalt Resurfacing and Related Roadway Improvements in Councilmanic Districts
5 Contracts

Dear Mr. Ramos:

You were advised by letter of December 8, 2016, that Prince George's County, subject to the Administrative Review Committee approval, intended to accept your bid proposal of \$2,874,850.00 and award your firm Contract No. 925-H (F)/A, Asphalt Resurfacing and Related Roadway Improvements in Councilmanic Districts - 5 Contracts.

Enclosed with this letter are the approved Contract documents and a copy of the tabulation of the bids. The Notice to Proceed date for this contract is established as March 27, 2017. You are hereby directed to proceed with the construction in accordance with this contract effective this date. Construction is to begin within ten (10) business days of this Notice to Proceed date.

The contractor is reminded of his obligation under this contract to obtain all required permits, approvals, source of supply, shop plans, submittals or approved schedules required for the commencement of this work.

This Notice to Proceed may be modified, suspended or cancelled if it is determined to be in the best interest of the County that this contract can not commence as indicated. The required insurance must be maintained throughout the life of the Contract.

Inglewood Centre 3
(301) 883-5642

9400 Peppercorn Place, Suite 400
FAX (301) 883-5131

Largo, Maryland 20774
Maryland Relay 711

3003	30	EA	Furnish and Install Six Inch (6") Solid PVC Cleanout Assembly (Schedule 40) at <u>THREE HUNDRED DOLLARS & ZERO CENT</u> per Each	380 00	9,000 00	VR
5001	9,500	TON	Hot Mix Asphalt SUPERPAVE 12.5 MM, PG 70-22, Low ESALS at <u>SEVENTY SEVEN DOLLARS & NINETY CENTS</u> per Ton	77 90	740,050 00	VR
5002	9,500	TON	Hot Mix Asphalt SUPERPAVE 9.5 MM, PG 64-22, Low ESALS at <u>SEVENTY SEVEN DOLLARS & NINETY CENTS</u> per Ton	77 90	740,050 00	VR
5004	6,000	SY	Full Depth Patching at <u>FORTY FIVE DOLLARS & ZERO CENT</u> per Square Yard	45 00	270,000 00	
5005	100,000	SY	Milling Hot Mix Asphalt Pavement, One Inch (1") at <u>TWO DOLLARS & FIFTY CENTS</u> per Square Yard	1 ⁿ 2 50	250,000 00	VR
5007	650	SY	Remove and Replace Concrete Intersection Swale at <u>NINETY DOLLARS & ZERO CENT</u> per Square Yard	90 00	58,500 00	
5008	4,000	SY	Remove and Replace Residential Driveway Entrance at <u>FIFTY EIGHT DOLLARS & ZERO CENT</u> per Square Yard	58 00	232,000 00	VR
5010	5,500	LF	Five Inch (5") Yellow Thermo-plastic Pavement Marking at <u>ONE DOLLAR & TWENTY FIVE CENTS</u> per Linear Foot	1 25	6,875 00	
5011	5,500	LF	Five Inch (5") White Thermo-plastic Pavement Marking at <u>ONE DOLLAR & TWENTY FIVE CENTS</u> per Linear Foot	1 25	6,875 00	
5012	450	LF	Twenty Four Inch (24") Wide Thermoplastic Stop Bars at <u>TWENTY FIVE DOLLARS & ZERO CENT</u> per Linear Foot	25 00	11,250 00	
5013	250	SF	Thermoplastic Pavement Marking Arrows or Letters at <u>FIFTEEN DOLLARS & ZERO CENT</u> per Square Foot	15 00	3,750 00	

6001	8,500	LF	Concrete Curb and Gutter at <u>TWENTY SEVEN DOLLARS & ZERO CENTS</u> per Linear Foot	27 00	229,500 00
6003	25,000	SF	Concrete Sidewalk at <u>SIX DOLLARS & ZERO CENTS</u> per Square Foot	12 6 00	150,000 00
6004	3,500	SF	Concrete Handicap Access Ramp at <u>FIFTEEN DOLLARS & ZERO CENTS</u> per Square Foot	15 00	52,500 00
6005	2,000	SY	Shoulder Restoration Using Graded Aggregate, CR-6 at <u>TWO DOLLARS & ZERO CENTS</u> per Square Yard	2 00	4,000 00
7001	1,000	SY	Shoulder Restoration Using Furnished Topsoil, Seed and Curlex-Quickgrass at <u>FOUR DOLLARS & ZERO CENTS</u> per Square Yard	4 00	4,000 00
TOTAL FOR PROPOSAL - GROUP A					2,874,850.00

CONTINGENT ITEMS (NOT INCLUDED IN THE TOTAL FOR PROPOSAL):

ITEM NO.	APPROXIMATE QUANTITIES		ITEMS AND UNIT PRICES BID	UNIT PRICES		AMOUNT	
	Quantity	Unit		Dollar	Cents	Dollar	Cents
2001	100 (contingent)	CY	Class 1-A Excavation at <u>TWENTY DOLLARS & ZERO CENTS</u> per Cubic Yard	20	00	2,000	00
2002	100 (contingent)	CY	Borrow Excavation at <u>TWENTY DOLLARS & ZERO CENTS</u> per Cubic Yard	20	00	2,000	00
2003	10 (contingent)	CY	Test Pit Excavation at <u>FIFTY DOLLARS & ZERO CENTS</u> per Cubic Yard	50	00	500	00
3001	250 (contingent)	LF	High Density Polyethylene (HDPE) Corrugated Smooth Lined Dual Wall Pipe - 24 Inch Dia. at <u>SIXTY DOLLARS & ZERO CENTS</u> per Linear Foot	60	00	15,000	00
3004	200 (contingent)	SF	Remove and Replace Reinforced Concrete Inlet Top Slabs at <u>FORTY DOLLARS & ZERO CENTS</u> per Square Foot	40	00	8,000	00

3005	50 (contingent)	LF	Remove and Replace Storm Drain Inlet Throat at <u>SIXTY DOLLAR & ZERO CENTS</u> per Linear Foot	60 00	3,000 00
4001	500 (contingent)	SY	Roll or Sheet Waterproofing Membrane at <u>FIVE DOLLARS & ZERO CENTS</u> per Square Yard	5 00	2,500 00
5003	100 (contingent)	TON	Hot Mix Asphalt SUPERPAVE 19.0 MM, PG 64-22, Low ESALS at <u>NINETY DOLLAR & ZERO CENTS</u> per Ton	90 00	9,000 00
5006	10 (contingent)	EA	Hot Mix Asphalt Speed Humps at <u>FIVE THOUSAND FIVE HUNDRED DOLLAR & ZERO CENT</u> per Each	5,500 00	55,000 00
5009	150 (contingent)	SY	Remove and Replace Commercial Driveway Entrance at <u>NINETY DOLLAR & ZERO CENTS</u> per Square Yard	90 00	13,500 00
6002	500 (contingent)	LF	Concrete Header Curb up to 12 Inch Height at <u>TWENTY DOLLAR & ZERO CENTS</u> per Linear Foot	20 00	10,000 00
TOTAL FOR CONTINGENT ITEMS - GROUP A					120,500 00

The above unit prices shall include all labor, supervision, materials, shoring, removal, overhead, profit, insurance, etc. to cover the finished work of the several kinds called for. Changes shall be processed in accordance with the General Conditions.

Special Terms and Conditions

- A. Failure to properly and completely fill in all blanks may be cause for rejection of this proposal.
- B. It is understood that the proposal price will be firm for a time period of one hundred twenty (120) calendar days from the proposal due date, and it is anticipated that within this period, the successful Offeror/Contractor will be notified of acceptance of the proposal, and the Offeror/Contractor and the County shall execute a contract for the above stated compensation. It is further understood that the successful Offeror/Contractor shall complete work within seven hundred thirty (730) calendar days after the "Notice To Proceed;" and agrees that, if the work is not completed in the time noted above the Offeror/Contractor will be liable for "Liquidated Damages" of Five Hundred Dollars (\$500.00) per calendar day late as specified in Article 7.12 of the General Terms and Conditions of Contract (Part II).

Recommendation – authorize continuing to use attached asphalt and concrete contract with VMP. This is the same contract used in FY21 and recognizes substantial savings. Liquid asphalt pricing does fluctuate with market pricing.

Ecosite, Inc.

Ecologically Sensitive Design Technology

February 11, 2022
Rev. February 18, 2022

SUBMITTED VIA EMAIL: sbrayman@chverly-md.gov

Mr. Stephen A. Brayman
Director of Public Works
6401 Forest Road
Cheverly, MD 20785

RE: Parkway Place Alleyway

Dear Mr. Brayman,

Ecosite, Inc. is pleased to submit the attached technical and fee proposal and short form contract to provide the required engineering services related to the proposed storm drain improvements for Parkway Place Alleyway.

The scope of work, schedule and costs for these services are summarized below. The proposed budget for this work is detailed in Attachment 1, and totals \$ 22,425.00. which includes the survey services of \$ 7,500.00. A copy of the survey services proposal is attached.

We appreciate this opportunity to offer our services. If you have any questions or need additional information please let me know.

Sincerely,



Michael L. Clar, PE
President

**4600 Powder Mill Rd, Suite 450-S16
Beltsville, MD 20705**

Tel: 410-804-8000

SCOPE OF WORK

The proposed work will be conducted in five (5) major tasks which include:

- Task 1 – Site Topographic Survey
- Task 2 - 30% Concept Plan Design
- Task 3 - 70% Construction Plans Design
- Task 4 – Final Design & Bid Phase Services
- Task 5 – Construction Support Services

Task 1 – Site Topographic Survey

Ecosite will subcontract to and coordinate with CDDI to establish horizontal and vertical survey control for the purpose of providing survey services for an area as provided in an attachment (Attachment 1) to an e-mail sent to CDDI from Client dated 1-31-2022 and providing a full topographic survey for Parkway Place Road in Cheverly from its intersection with Forest Road to its intersection with the alley on Parkway Place (approximately 185') as well as the entire aforementioned alley itself (approximately 265'). CDDI will also reflect right-of-way lines based on record plats for the area as corroborated by field observations (this does not constitute the preparation of a boundary survey). CDDI will also locate the structure and provide surface and inlet elevations for each pipe in the structure at the intersection of Parkway Place and Forest Road.

Task 2 – NRI Application (MNCPPC)

Ecosite will document the site environmental features including; soils, wetlands (if any), vegetation, and watershed features to provide the data required for the NRI application to MNCPPC

Task 3 - E&S Plan (SCD)

Ecosite will prepare the required Standard Erosion Control Plan and submit to SCD for review and approval. It is anticipated that the proposed limit of disturbance will not exceed 5,000 square feet, otherwise a full blown E&S plan might be required.

The plan will address the erosion and sediment requirements to improve the storm drain system, and flooding conditions. A sequence of construction, construction access, and applicable notes and details will be provided on the erosion and sediment control plan.

Task 4 – Preliminary Concept Plan (30% Design)

Task 4.1 - Hydrologic / Hydraulic Analysis

Using the survey task information, as well as soils and land use data, Ecosite will develop the existing hydrology for the project. Drainage divides and land use conditions will be field verified. Times of concentration and runoff curve numbers will be developed using either the Rational Method or standard NRCS Technical Release 55 (TR-55) methodology. This data will be used to derive the 1-, 2-, 10-, and 100-year existing and ultimate land use conditions storm flows. The analysis will include:

- Develop a drainage area map
- Calculate storm flows for the 1,2,10 and 100-year storms
- Evaluate the required pipe size and hydraulic condition
- Develop preliminary pipe alignment and hydraulics

Task 4.2 – 30% Concept Plan

Based on the analysis in Task 2.1, Ecosite will prepare a preliminary concept plan for the proposed storm drain project. The plan will show the proposed size and alignment of the storm drain system including all proposed structures. This plan will be reviewed with the Town of Cheverly, property owners, and the Prince George's County DOE.

If the area of proposed disturbance exceeds 5,000 square feet, an erosion and sediment control (ESC) concept plan will also be prepared for SCD review and approval.

The approved ESC concept plan and the 30% drainage improvement plans will be submitted to DPIE for review and approval. The plan will be prepared on standard 24 x36 black and white plan view drawings and may include typical details for any proposed drainage structures or stormwater practices.

Task 4.3 – 30% Conceptual Plan Cost Estimate

A preliminary order-of-magnitude cost estimate for the construction and oversight of the proposed plan will be provided. Also, a cost estimate for the replacement of the existing 18-inch culvert across Crestlawn Ave. will be provided as an optional item.

Task 4.4 - Meetings / Coordination

Ecosite will attend up to two meetings with the Town, DOE and property owners to review, discuss and finalize the 30% concept plan and take it to the next design phase. Meetings can occur on site, or at the Town offices, as requested.

Task 5 – 70% DESIGN SERVICES

Upon receipt of review comments from the Town, property owners, SCD, and DPIE, Ecosite will perform engineering design, prepare design plans and memorandum to support the storm drain and flooding improvements design and develop these plans to a 70% design level. No interim submittals are planned. The following subtasks will be performed:

Task 5.1 - Detailed Design of Storm Drain Improvements

To obtain the applicable regulatory approvals, the required H&H computations to document the proposed hydraulics including sizing of all temporary and permanent erosion and sediment control measures will be prepared.

Task 5.3 - 70% Design Submittal

The following contract documents will be prepared and submitted to the Town, DOE, PGSCD and DPIE

- Title Sheet: Including vicinity map, index of sheets, legend, and project title. The Contract Number, tax map, grid/block, parcel, and lot information (will be displayed in the title block of all sheets).
- Geometry Sheets: Includes geometric data, benchmarks, and other information necessary to locate the proposed design features.
- Plan Sheets: Includes horizontal and vertical alignment of proposed improvements,

proposed outfall sections and structures, profiles, and details, existing and proposed contours, stabilization structures, existing utilities, construction access locations, property boundaries with property owner information (parcel/lot number, zoning, and ownership), existing and proposed tree line, floodplain boundaries, topographic base map information, and general notes and details.

- Profile Sheets: Including a profile of the proposed outfall alignment.
- Detail Sheets: Includes special details necessary for this project. Erosion and Sediment Control Sheets: Includes existing contours and proposed grading, sequence of construction, drainage area map, general notes and details, erosion and sediment control devices, in-outfall work, and methods of diverting outfall flow during construction.

Task 5.4 - Engineer's Construction Cost Estimate

A final construction cost estimate will be provided in list format with required materials, quantities, and unit costs.

Task 6 – FINAL DESIGN & BID PHASE SERVICES

Task 6.1 - Final (100%) Contract Documents

After Town and DOE approval of the items included in the Semi-final, 70% design phase, the Contract Documents will be advanced to Final.

Task 6.2 - Obtain Required Regulatory Approvals

The project team will coordinate PGSCD / DPIE plan approval and obtain signatures.

Task 6.3 - Bid Phase Services

Under this task, Ecosite will prepare a full Bid Document package that the Town can use to procure a Contractor for the project. The Bid Document package will include the following items.

NOTICE TO CONTRACTORS

PART I	INFORMATION / INSTRUCTIONS TO BIDDERS
PART II	GENERAL TERMS AND CONDITIONS OF THE CONTRACT
PART III	SUPPLEMENTAL GENERAL CONDITION
PART V	SPECIAL PROVISIONS
PART VI	LIST OF CONTRACT DRAWINGS
PART VII	ATTACHMENTS
PART VIII	BID RESPONSE PACKAGE

Ecosite will attend up to two site meetings including a pre-bid meeting, and respond to up to two contractor requests for information.

Task 7 – CONSTRUCTION SUPPORT SERVICES

Ecosite will provide the required construction management services related to the proposed storm drain improvement project. These construction management services include the following tasks:

- Task 5.1 Pre-construction Meeting
- Task 5.2 Weekly Inspection Services
- Task 5.3 Review and Certification of Invoices
- Task 5.4. Final Project Inspection
- Task 5.5. Documentation & Reporting

Task 7.1 – Pre-construction Meeting

Prior to the start of construction, Ecosite will schedule a pre-construction meeting with the selected contractor. The meeting will review the contractor’s proposed schedule, traffic control procedures, and details of proposed improvement activities.

Task 7.2 – Weekly Inspection Services

Ecosite will provide limited construction inspection services consisting of 3 weekly visits to the construction site to inspect construction activities. The inspection activities will be coordinated with the contractor’s schedule to ensure that Ecosite is present at all critical points of construction. In addition, Ecosite will be on call during all working hours to assist the contractor with any questions that may arise during construction.

For costing purposes Ecosite has estimated that the contractor will require four (4) weeks to complete the work, which will result in a total of 12 inspection visits to the work site.

Task 7.3 – Review and Certification of Invoices

Ecosite will review all invoices submitted by the contractor and verify that all the work and material quantities included in the invoice are correct. It is anticipated that some field changes and change orders may arise during the project and Ecosite will review all change orders and recommend to the Town whether to accept, modify or reject any change order.

Task 7.4– Final Project Inspection

When all the work is completed, Ecosite will schedule a final inspection and walk through with the contractor and Town representative. If needed, Ecosite will develop a check list of any final clean up and restoration activities required by the contractor to complete the work and leave the site in a clean and safe condition.

Task 7.5– Documentation and reporting

Ecosite will prepare a monthly progress report that documents the status of the restoration work identifies any issues that arise from the work and the manner in which they are addressed. Upon completion of all work. An as-built survey of the constructed project will be conducted and the required as-built plans will be prepared and submitted to the Town and DOE as part of this Task.

SCHEDULE

The schedule for the project is presented by Task in Table 1 below;

Table 1. Project Schedule

TASK	Completion Schedule
Task 1 – Site Topographic Survey	To be determined (TBD)
Task 2 – NRI Application	2 weeks after completion of Task 1
Task 3- E&S Plan	4 weeks after completion of Task 1
Task 4 - 30% Concept Plan	6 weeks after completion of Task 1

Task 5 – 70% Design	30 days after receipt of Town and agency review comments on Task 4
Task 6 – Final Design & Bid Phase Services	30 days after receipt of Town and agency review comments on Task 3
TASK 7 – Construction Support Services	6 weeks after start of project construction

ASSUMPTIONS / EXCLUSIONS

This proposal is based upon the following exclusions and assumptions:

- This scope of work includes a total of three submittals to the regulatory agencies (the initial concept submittal, 70%, and final anticipating two rounds of comments) to account for potential changes in site plans and/or agency comments. Any additional processing or studies required to address supplementary information requested above and beyond that which is normally required by the regulatory agencies will require an addendum to this scope of work and fee.
- It is assumed that only incidental comments at each review phase and excludes major redesign.
- Utility data collection will be limited to MD Miss Utility flagging prior to survey.
- No additional work, other than that described in the Scope of Services, is included.
- All work will be performed utilizing programs such as AutoCAD, Photoshop, excel, etc.
- Construction Documents will be submitted as 70% and 100% complete.

FEES AND PAYMENTS

The following fees are for the performance of the Work listed in the Scope of Services above, at the location described above. The fees listed in this FEES AND PAYMENTS section do not cover any Additional Work (defined above), or any other services that are not specifically described as part of the Work listed in the Scope of Services above. ECOSITE’s lump sum fee for the Work listed in the Scope of Services is as follows:

Tasks	DESCRIPTION	FEE
1	Site Topographic Survey	\$ 8,100.00
2	NRI Application	\$ 1,160.00
3	E&S Plan	\$ 2,320.00
4	30% Concept Plan	\$ 3,260.00
5	70% Design	\$ 3,640.00
6	Final Design & Bid Phase Services	\$ 1,910.00
5	Construction Support Services	\$ 1,850.00
	Other Direct Expenses	\$ 205.00
Total		\$ 22,425.00

EXHIBIT A - FEE PROPOSAL

TASK	Labor Category / Hourly Rate					Amount
	PE /PLS /PM \$ 140 / hr	Sr. Engr \$ 120 / hr	Eng /LA \$ 100 / hr	CAD Tech \$ 70 / hr	Survey Crew \$ 150 / hr	
TASK 1 – BACKGROUND INFORMATION						
1-1: Site Survey (CCDF)						\$ 7,500
1.2 Ecosite Coordination	4/ 560					\$ 560
		Subtotal				\$ 8,060
TASK 2 – NRI APPLICATION						
NRI Application	2/280		4/600	4/280		\$ 1,160
TASK 3 – E&S PLAN						
Concept Plan	2/280		6/600	4/280		\$ 1,160
Construction Plan	2/280		6/600	4/280		\$ 1,160
		Subtotal				\$ 2,320
TASK 4 – 30% CONCEPT PLAN						
4-1: Hydrologic / Hydraulic Analysis	2 / 280		4 / 400			\$ 680
4-2: 30% Concept Plan	2/ 280		10 / 1,000	6 / 420		\$ 1,700
2-3: Concept Cost Estimate	1 / 140		2 / 200			\$ 340
2-4: Meetings / Coordination	4 / 560					\$ 560
		Subtotal				\$ 3,280
TASK 5 – 70% DESIGN						

5-1: Detailed Storm Drain Design	2 / 280		12 / 1,200	8 / 560		\$ 2,040
5-2: 70% Design Submittal	2 / 280		6 / 600	4 / 280		\$ 1,160
5-3: Construction Cost Estimate	1 / 140		3 / 300			\$ 440
		Subtotal				\$ 3,640
TASK 6 – FINAL DESIGN & BID PHASE SERVICES						
6-1: Final (100%) Contract Documents	1 / 140		4 / 600	4/280		\$ 1,020
6-2: Obtain Required Regulatory Approvals	2/ 280		2 / 200	1/70		\$ 550
6-3: Bid Phase Services	1 / 140		2/ 200			\$ 340
		Subtotal				\$ 1,910
TASK 7 – CONSTRUCTION SUPPORT SERVICES						
Task 7.1 Pre construction Meeting			2 / 200			\$ 200
Task 7.2 Weekly Inspection Services			8 / 800			\$ 800
Task 7.3 Review and Certification of Invoices			2 / 200			\$ 200
Task 7.4 Final Project Inspection	1 / 140		1 / 100			\$ 240
Task 7.5 Documentation & Reporting	1 / 140		2 / 200	1/70		\$ 410
		Subtotal				\$ 1,850
		TOTAL LABOR				\$ 22,240
OTHER DIRECT COSTS (ODCs)	QTY (Miles)	Unit Cost				

Travel	100	\$ 0.545			\$ 55.00	
Copies					\$ 50.00	
Prints					\$ 100.00	
		TOTAL ODC's				\$ 205.00
	TOTAL CONTRACT COST					\$ 22,445.00

SCHEDULE

Task 1 will completed within 45 days after the authorization to proceed.

Task 2 will be complete within 45 days after completion of Task 1

ATTACHMENT A
SHORT FORM SUBCONTRACT AGREEMENT

Ecosite, Inc.

Ecologically Sensitive Design Technology

SHORT FORM SUBCONTRACT AGREEMENT

CONTRACT NO. 2022-01

CLIENT ADDRESS: Mr. Steve Brayman
Public Works Director
6401 Forest Road
Cheverly, MD 20785

TEL.: 301-773-2666
FAX:
Cell:
E-Mail: rbrayman@cheberly-md.gov

PROJECT NAME: Parkway Place Alleyway Storm Drainage Improvements
DATE ORDERED: January 21, 2022
COMPLETION DATE: TBD
ORDERED BY: Steve Brayman

DESCRIPTION OF SERVICES: Provide required engineering services to improve storm drainage conditions and alleviate flooding of downstream properties on the Parkway Place Alleyway.

FEE BASIS: X FIXED PRICE T&M

BUDGET ESTIMATE OR FEE AMOUNT: \$22,445.00
REQUIRED RETAINER: N/A

THE TERMS AND CONDITIONS ARE IN COMPLIANCE WITH THE ENGINEERING CONSULTANT AGREEMENT DATED FEBRUARY 3, 2022 BETWEEN THE MAYOR AND TOWN COUNCIL OF CHEVERLY AND ECOSITE, INC.

CLIENT

Signature of Authorized Representative

Date

Print Name and Title of Authorized Representative

Print Name of Firm or Corporation

ECOSITE, INC.



Officer's Signature

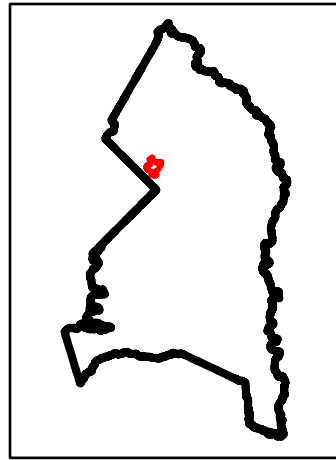
Date: February 18, 2022




**4600 Powder Mill Rd, Ste 450-16
Beltsville, MD 20705**

Tel: 410-804-8000

Recommendation – authorize attached contract with Ecosite to design drainage fix for alleyway off of Parkway Place.

Blocked Inlets within the Town of Cheverly



-  Inlets with >76 % Blockage (Quantity: 6)
-  Inlets with 26 - 75 % Blockage (Quantity: 18)
-  Cheverly Community



0 0.25 0.5 Miles

A horizontal scale bar with three segments. The first segment is labeled '0', the second '0.25', and the third '0.5 Miles'.

Recommendation – authorize the Town Administrator to enter into a contract with REI/Drayco not to exceed \$40,500 to clean the 24 storm drain inlets (see attached diagram) per the Prince George’s contract (\$1,650 per day) for up to 20 days (\$33,000) plus a contingency of \$7,500 for traffic control or additional work days.



REVIERA ENTERPRISES INC.
(REI/DRAYCO)

7600 Penn Belt Drive 6801 Moravia Park Drive
Forestville, MD 20747 Baltimore, MD 21237

Phone: (301) 420-7197 Phone: (410)325-4091
Fax: (301) 420-0317 Fax: (410)325-4094
www.reidrayco.com

February 23, 2022

Stephen Brayman
Director of Public Works
Town of Cheverly

Ref: Cleaning of 24 Priority Inlets, Town of Cheverly, MD

Mr. Brayman

A review of the draft Storm Drain System (SDS) for the Town of Cheverly was performed. The draft SDS, identified inlets with varying degrees of blockage. Storm drain inlets are usually repositories for debris from stormwater runoff as well as trash, discarded materials, etc. Consequently, the inlet drains and exit pipes are often laden with debris which affect both their holding and flow carrying capacities. Flooding and overflows occur with holding and flow carrying capacities compromised.

The draft SDS has identified 6 inlets with grater than 75 percent blockage and 18 inlets with grater than 25 percent blockage and up to 75 percent of their holding and flow carrying capacities compressed.


The Town of Cheverly desires to have these 24 inlets cleaned as soon as possible to prevent flooding and overflow.

Reviera Enterprises, Inc. (REI) is proposing to clean these high priority inlets using the firm's current pricing doing similar work for Prince George's County, Department of Public Works. REI's current contract with the County commenced on January 10, 2022 and is active. The Pricing Page of REI's contract with the County is attached for your information and reference.

It is estimated that the cleaning of the 24 priority inlets would be completed within 20 working days. The temporary control of traffic while the work is being performed beyond the use of cones is not anticipated. In the event that temporary control of traffic beyond the use of cones is encountered, a charge of \$1,500.00 a day will apply.

Please let me know if this proposal is acceptable and if it is, we can mobilize to commence work within 48 hours.

Thank you


Stan Udhiri
President

REVISED Group A: Cleaning of Storm Drain Systems and Structures
--

BID ITEM	DESCRIPTION		ESTIMATED ANNUAL QUANTITY		UNIT PRICE	EXTENDED TOTALS
001.	8 hrs. of Inlet cleaning (2-man crew @ normal hours)	Daily	260	X	\$ <u>1,650.00</u>	\$ <u>429,000.00</u>
002.	High Pressure Pipe Cleaning (2-man crew @ normal hours)	Daily	100	X	\$ <u>1,650.00</u>	\$ <u>165,000.00</u>
003.	DVD of Pipe System (2-man crew @ normal hours)	Daily	100	X	\$ <u>900.00</u>	\$ <u>90,000.00</u>
004.	8 hrs. Inlet of cleaning (2-man crew @ overtime hours)	Daily	25	X	\$ <u>900.00</u>	\$ <u>22,500.00</u>
005.	High Pressure Pipe Cleaning (2-man crew @ overtime hours)	Daily	15	X	\$ <u>900.00</u>	\$ <u>13,500.00</u>
006.	DVD of Pipe System (2-man crew @ overtime hours)	Daily	15	X	\$ <u>900.00</u>	\$ <u>13,500.00</u>
Total Group A ONLY						\$ <u>733,500.00</u>

SUBMIT THIS FORM WITH BID/PROPOSAL (PRICE BID/COST PROPOSAL)

REVISED Group B: Closed Circuit Television – Inspection of Storm Drains
--

DESCRIPTION	UNIT PRICE	ESTIMATED ANNUAL QUANTITY	EXTENDED TOTALS
Furnish all labor, equipment and material necessary to provide color television inspection of storm drains:			
A. Up to 8" pipe	\$ <u>2.00</u> /L.F.	x 750 L.F.	\$ <u>1,500.00</u>
B. 8" to 12" pipe	\$ <u>2.95</u> /L.F.	x 1000 L.F.	\$ <u>2,950.00</u>
C. 13" to 36" pipe	\$ <u>2.00</u> /L.F.	x 2000 L.F.	\$ <u>4,000.00</u>
D. 37" to 60" pipe	\$ <u>2.00</u> /L.F.	x 1000 L.F.	\$ <u>2,000.00</u>
E. Minimum project charge for Closed Circuit Television inspection (PROJECTS LESS THAN 200 LINEAR FEET ONLY)	\$ <u>750.00</u> /Each	x 10 projects	\$ <u>7,500.00</u>
Total Group B ONLY			\$ <u>17,950.00</u>
F. Emergency call-up for one work crew consisting of labor and equipment (four hours minimum per call)			\$ <u>495.00</u> /Per Hour

NOTE: Inspections may be conducted after the emergency operation is completed.

SUBMIT THIS FORM WITH BID/PROPOSAL (PRICE BID/COST PROPOSAL)

MUNICIPAL PARTICIPATION AGREEMENT

THIS AGREEMENT made this _____ day of _____, 2022, by and between Prince George's County, Maryland, (hereinafter the "County") a body corporate and politic and the Town of Cheverly (hereinafter the "Town").

WHEREAS, the County has included funding in its FY 2022-2027 Capital Improvement Program for Municipal Participation Storm Drainage Improvement Projects and makes Three Hundred and Seventy Thousand Dollars and Zero Cents (\$370,000.00) available to correct and improve the storm drains in and around Crestlawn Avenue and Parkway Street in Cheverly, MD and as described in the attached technical proposal found in Attachment A - (hereinafter called the "Project"), and

WHEREAS, the Project will consist of tasks or components including the installation and upgrading of public storm drain systems to County standards in and around the Crestlawn Avenue and Parkway Street and as described in Attachment A, and

WHEREAS, the Project has been accepted as a participation project by the County through adoption and approval by the Prince George's County Council of CB-35-2021 on May 27, 2021, in accordance with the qualifying guidelines listed in the guideline entitled October 1996, "Prince George's County Municipal Storm Drainage Participation Program Guidelines," dated October 1996

and revised April 2015 (hereinafter called Municipal Participation Guidelines), and

Whereas, the parties wish to define their responsibilities with respect to the design, construction and funding of the Project.

NOW, THEREFORE, the parties in consideration of the promises exchanged herein, the receipt and sufficiency of which are mutually acknowledged, agree as follows:

1. The Project will be designed and constructed according to County standards and as described in the technical proposal prepared by Ecosite, Inc., revised and dated September 1, 2021 and titled "Storm Drain Improvements: Crestlawn and Parkway Streets" found in Attachment A, including the storm drain verification correspondence from Ecosite, Inc. dated July 20, 2021.
2. Unless otherwise specified in this Agreement, the procedures and requirements for carrying out and funding the Project shall follow the provisions set forth in the revised April 2015, "Prince George's County Municipal Storm Drainage Participation Guidelines" attached hereto as Attachment B and specifically incorporated herein.
3. The Town agrees to submit to the County all plans, specifications and contract documents, including all

Federal and State permits for construction of the Project. The Town will obtain concept approval and project case number assignment from the Department of Permitting, Inspections and Enforcement (DPIE). The County's Department of the Environment (DoE) Project Manager will be responsible for the technical review of the plan.

4. The Town will prepare Schedule A, description of perpetual storm drain easement, and Schedule B, sketch of perpetual easement, for all easements required for construction, installation and future County maintenance of proposed storm drainage systems. Once Schedule A(s) and Schedule B(s) are prepared for all required easement(s), the Town shall submit to DoE for County Engineer to review. Once approved by the County Engineer, the County Engineer will provide through DoE the actual Storm Drainage Easement document to accompany each Schedule A and B to the Town. The Town will obtain signature and notary from property owner(s) for each required easement. The Town shall submit final, executed easement documents to County Engineer through DoE for recordation into County Land Records. Construction shall not be authorized until all easements have been obtained by the Town and

submitted to the County Engineer through DoE. Payment for any construction work will be denied by County until all required easements are provided by the Town. The Town agrees to perform and complete design, permit acquisition, obtain requisite approvals, and obtain any necessary easements, if any, for construction in accordance with the design and construction schedule included in Attachment A. The Town Shall be responsible for the future maintenance of the public under drain system if included in the project.

5. This Agreement shall take effect upon execution and shall continue for three years from that date.

6. The Town shall obtain a minimum of three (3) certified quotations or bids to perform construction of the Project and shall follow the bid guidelines set forth in the attached Municipal Participation Guidelines.

The Town shall award the bid to the lowest qualified bidder and shall present that bid to the Prince George's County Department of the Environment, Sustainability Division (formerly Sustainable Initiatives Division) for bid approval as required in the Municipal Participation Guidelines.

7. The Town shall provide for the payment of prevailing wages to all workmen and apprentices employed on the

construction of the Project. Prior to obtaining quotations or bids, the Town shall obtain from the County current applicable wage rates for the Project improvements and incorporate into each bid package the current version of the County's Wage Rates and Additional Clauses, for compliance by successful bidders when awarded contracts.

8. The Town shall provide for the utilization of State or County certified Minority Business Enterprises (hereinafter "MBE") to perform no less than Thirty (30%) of the total County funds committed by the County by utilizing the MBE utilization package. Additionally, the Town shall comply with Prince George's County Jobs First Act CB-17-2011 and meets the requirement of one hundred percent (100%) certified County based small business participation if the value of Agreement is below five hundred thousand (\$500,000.00) dollars in accordance with Section 10A-161.
9. The Town shall not engage in trade in contravention with County laws concerning embargoed nations or conduct business with person or firms which have been suspended or barred from participation in contract activities with any government.

10. Upon receipt of supporting documentation specified in the Municipal Participation Guidelines, the Department of the Environment agrees to reimburse the Town for a portion of the costs incurred in the design and construction of the Project, not to exceed Three Hundred and Seventy Thousand Dollars and Zero Cents (\$370,000.00), unless otherwise agreed upon by the parties. The schedule and requirements for reimbursement shall follow the Municipal Participation Guidelines. The County retains the right to review and adjust the invoices where it believes that the amount of work performed has been less than the invoiced amount. Final approval and final payment will not be considered until the provisions set forth in the "Payment Schedule" and "Final Payment/Project Closeout" of the Municipal Participation Guidelines are met. Unless otherwise agreed to by the County, the County shall not be responsible for reimbursing the Town for costs after the termination date of this Agreement.
11. The Town shall submit and certify a final accounting of the costs of the Project which shall be the basis of the County's payment to the Town. This final accounting shall be audited by the County and shall

not exceed the total cost as provided in paragraph 10 herein.

12. The Town agrees up until the time the County accepts the Project to indemnify, save harmless and defend the County from and against any and all claims, demands, suits, liabilities, losses, damages, judgments, and payments including attorney fees claimed or made by persons not party to this Agreement.
13. The County warrants that it's participation in the Project is authorized and that it shall employ every effort to ensure the Project remains authorized in the Capital Improvement Program until the project is accepted.
14. This Agreement is subject to availability of County funds.
15. The terms and conditions of this Agreement shall be governed by the laws of the State of Maryland and Prince George's County Maryland.
16. The Town shall not discriminate in employment because of religion, race, sex, age, color, occupation, familal status, marital status, political opinion, personal appearance, sexual orientation, physical/mental handicaps or national origin.

17. The County shall have the right to terminate this Agreement upon (30) days written notice should the Town fail to abide by the terms of this Agreement, including the attached Municipal Participation Guidelines.
18. Failure of the County to enforce any provisions or terms of this Agreement and the attached Municipal Participation Guidelines shall not be deemed a waiver of said provisions and terms.
19. No changes, modifications or amendments shall be effective for any purpose without prior written approval of the County.
20. In the event that any provision of this Agreement shall be held invalid or not enforceable by any Court of competent jurisdiction, such provision shall not invalidate or render unenforceable any other provision hereof

IN WITNESS WHEREOF, the parties have executed this Agreement on the day and date first written above.

TOWN OF CHEVERLY, MARYLAND

Witness

By: _____

Printed Name: _____

Title: _____

Employer ID# _____

PRINCE GEORGE'S COUNTY, MARYLAND

Witness

By: _____

Floyd E. Holt

Deputy Chief Administrative Officer
for Office of the County Executive

Reviewed & Recommend Approval:

Andrea L. Crooms, Director
Department of the Environment

Reviewed for legal sufficiency

Office of Law

Attachments:

- A - Technical Proposal of Ecosite, Inc. revised and dated February 21, 2022 titled Storm Drain Improvements: Crestlawn and Parkway Streets, including the storm drain verification correspondence from Ecosite, Inc. dated July 20, 2021.
- B - Prince George's County Municipal Storm Drainage Participation Guidelines

Ecosite, Inc.

Ecologically Sensitive Design Technology

Rev. February 21, 2022

SUBMITTED VIA EMAIL: sbrayman@cheverly-md.gov

Mr. Stephen A. Brayman
Director of Public Works
6401 Forest Road
Cheverly, MD 20785

RE: Storm Drain Improvements: Crestlawn and Parkway Streets

Dear Mr. Brayman,

Ecosite, Inc. is pleased to submit an updated technical and fee proposal and short form contract to provide the required engineering services related to the proposed storm drain improvements for Crestlawn and Parkway Streets. In addition, I have attached a preliminary construction cost estimate, as required by the Department of the Environment (PGDoE).

The scope of work, schedule and costs for these services are summarized below.

The proposed budget for this work is detailed in Attachment 1, and totals \$ 47,025.00

The preliminary construction cost estimate totals \$ 322,975.00 and the combined design and constructions costs total \$ 370,000.00

We appreciate this opportunity to offer our services. If you have any questions or need additional information please let me know.

Sincerely,



Michael L. Clar, PE
President

**4920 Niagara Road, Suite 311
College Park, MD 20740**

Tel: 410-804-8000

SCOPE OF WORK

The proposed work will be conducted in five (5) major tasks which include:

- Task 1 – Background Information
- Task 2 - 30% Concept Plan Design
- Task 3 - 70% Construction Plans Design
- Task 4 – Final Design & Bid Phase Services
- Task 5 – Construction Support Services

Task 1 – Background Information

Task 1.1 – Site Survey

Ecosite will develop a base map of the project site which will include the following features:

- Property lines
- Topographic mapping (elevation) including invert of existing 10-inch culvert
- Environmental features (floodplain, soils, wetlands, vegetation)
- Existing improvements (roads, buildings, etc.)

In addition, 2 storm drain easement documents will be prepared for submittal to DPIE.

Task 1.2 – Wetlands Assessment & NRI Report

MNCPPC regulatory requirements for this project call for the submission of a NRI application to be completed by a FCA Qualified Professional. Ecosite, using a qualified subcontractor, HLS, will complete the NRI application required by the MNCPPC to include the following required information:

1. Identification of boundaries of all lots and/or parcels included in the project limits.
2. Completion of a forest stand delineation and subsequent report.
3. Completion of a specimen tree analysis.
4. Completion of a soils report.
5. Completion of a wetland delineation (if applicable).
6. Completion of NRI application including all required documentation.

Task 1.3 – Downstream Storm drain Structures Field Verification

Ecosite will conduct a field verification and documentation of downstream structures as shown in Figure 1. It includes the following structures:

- Inlet in front of 2302 Crestlawn Ave.
- Inlet at corner of Crestlawn Ave. & Arbor St.
- Manhole in front of 6115 Arbor St
- Manhole at intersection of Arbor & Parkway St
- Outfall adjacent to 6121 Arbor St
- Inlet on Cheverly Circle
- Inlet in front of 2309 Parkway

- Calculate storm flows for the 1,2,10 and 100-year storms
- Evaluate the required pipe size and hydraulic condition
- Develop preliminary pipe alignment and hydraulics

Task 2.2 – 30% Conceptual Design

Based on the analysis in Task 2.1, Ecosite will prepare a preliminary concept plan for the proposed storm drain project. The plan will show the proposed size and alignment of the storm drain system including all proposed structures. This plan will be reviewed with the Town of Cheverly, property owners, and the Prince George’s County DOE.

If the area of proposed disturbance exceeds 5,000 square feet, an erosion and sediment control (ESC) concept plan will also be prepared for SCD review and approval.

The approved ESC concept plan and the 30% drainage improvement plans will be submitted to DPIE for review and approval. The plan will be prepared on standard 24 x36 black and white plan view drawings and may include typical details for any proposed drainage structures or stormwater practices.

Task 2.3 – 30% Conceptual Plan Cost Estimate

A preliminary order-of-magnitude cost estimate for the construction and oversight of the proposed plan will be provided. Also, a cost estimate for the replacement of the existing 18-inch culvert across Crestlawn Ave. will be provided as an optional item.

Task 2.4 - Meetings / Coordination

Ecosite will attend up to two meetings with the Town, DOE and property owners to review, discuss and finalize the 30% concept plan and take it to the next design phase. Meetings can occur on site, or at the Town offices, as requested.

TASK 3 – 70% DESIGN SERVICES

Upon receipt of review comments from the Town, property owners, DOE, and DPIE, Ecosite will perform engineering design, prepare design plans and memorandum to support the storm drain and flooding improvements design and develop these plans to a 70% design level. No interim submittals are planned. The following subtasks will be performed:

Task 3.1 - Detailed Design of Storm Drain Improvements

To obtain the applicable regulatory approvals, the required H&H computations to document the proposed hydraulics including sizing of all temporary and permanent erosion and sediment control measures will be prepared.

Task 3.2 - Detailed Erosion and Sediment Control Design

The proposed limit of disturbance is anticipated to exceed 5,000 square feet, therefore, PGSCD review and approval of a comprehensive erosion and sediment control plan is required. The plan will address the erosion and sediment requirements to improve the storm drain system, and flooding conditions. A sequence of construction, construction access, and applicable notes and details will be provided on the erosion and sediment control plan.

Task 3.3 - 70% Design Submittal

The following contract documents will be prepared and submitted to the Town, DOE, PGSCD and DPIE

- Title Sheet: Including vicinity map, index of sheets, legend, and project title. The Contract Number, tax map, grid/block, parcel, and lot information (will be displayed in the title block of all sheets).
- Geometry Sheets: Includes geometric data, benchmarks, and other information necessary to locate the proposed design features.
- Plan Sheets: Includes horizontal and vertical alignment of proposed improvements, proposed outfall sections and structures, profiles, and details, existing and proposed contours, stabilization structures, existing utilities, construction access locations, property boundaries with property owner information (parcel/lot number, zoning, and ownership), existing and proposed tree line, floodplain boundaries, topographic base map information, and general notes and details.
- Profile Sheets: Including a profile of the proposed outfall alignment.
- Detail Sheets: Includes special details necessary for this project. Erosion and Sediment Control Sheets: Includes existing contours and proposed grading, sequence of construction, drainage area map, general notes and details, erosion and sediment control devices, in-outfall work, and methods of diverting outfall flow during construction.
- As-built plans of existing storm drain structures on Crestlawn, Arbor, Parkway and Cheverly Circle.

Task 3.4 - Engineer's Construction Cost Estimate

A final construction cost estimate will be provided in list format with required materials, quantities, and unit costs.

Task 3.5 - Advance 70% to Final

The project team will attend up to three (3) meeting with the Town, DOE project managers, PGSCD, and DPIE to review the 70% Submittal; address agency comments and prepare comment responses; and prepare and resubmit the Final Contract Documents to the Town, DOE, PGSCD and DPIE for final review and approval.

TASK 4 – FINAL DESIGN & BID PHASE SERVICES

Task 4.1 - Final (100%) Contract Documents

After Town and DOE approval of the items included in the Semi-final, 70% design phase, the Contract Documents will be advanced to Final.

Task 4.2 - Obtain Required Regulatory Approvals

The project team will coordinate PGSCD / DPIE plan approval and obtain signatures.

Task 4.3 - Bid Phase Services

Under this task, Ecosite will prepare a full Bid Document package that the Town can use to procure a Contractor for the project. The Bid Document package will include the following items.

NOTICE TO CONTRACTORS

PART I	INFORMATION / INSTRUCTIONS TO BIDDERS
PART II	GENERAL TERMS AND CONDITIONS OF THE CONTRACT
PART III	SUPPLEMENTAL GENERAL CONDITION
PART V	SPECIAL PROVISIONS
PART VI	LIST OF CONTRACT DRAWINGS
PART VII	ATTACHMENTS
PART VIII	BID RESPONSE PACKAGE

Ecosite will attend up to two site meetings including a pre-bid meeting, and respond to up to two contractor requests for information.

TASK 5 – CONSTRUCTION SUPPORT SERVICES

Ecosite will provide the required construction management services related to the proposed storm drain improvement project. These construction management services include the following tasks:

- Task 5.1 Pre-construction Meeting
- Task 5.2 Weekly Inspection Services
- Task 5.3 Review and Certification of Invoices
- Task 5.4. Final Project Inspection
- Task 5.5. Documentation & Reporting

Task 5.1 – Pre-construction Meeting

Prior to the start of construction, Ecosite will schedule a pre-construction meeting with the selected contractor. The meeting will review the contractor’s proposed schedule, traffic control procedures, and details of proposed improvement activities.

Task 5.2 – Weekly Inspection Services

Ecosite will provide limited construction inspection services consisting of 3 weekly visits to the construction site to inspect construction activities. The inspection activities will be coordinated with the contractor’s schedule to ensure that Ecosite is present at all critical points of construction. In addition, Ecosite will be on call during all working hours to assist the contractor with any questions that may arise during construction.

For costing purposed Ecosite has estimated that the contractor will require four (4) weeks to complete the work, which will result in a total of 12 inspection visits to the work site.

Task 5.3 – Review and Certification of Invoices

Ecosite will review all invoices submitted by the contractor and verify that all the work and material quantities included in the invoice are correct. It is anticipated that some field changes and change orders may arise during the project and Ecosite will review all change orders and recommend to the Town whether to accept, modify or reject any change order.

Task 5.4– Final Project Inspection

When all the work is completed, Ecosite will schedule a final inspection and walk through with the contractor and Town representative. If needed, Ecosite will develop a check list of any final clean up and restoration activities required by the contractor to complete the work and leave the site in a clean and safe condition.

Task 5.5– Documentation and reporting

Ecosite will prepare a monthly progress report that documents the status of the restoration work identifies any issues that arise from the work and the manner in which they are addressed. Upon completion of all work. An as-built survey of the constructed project will be conducted and the required as-built plans will be prepared and submitted to the Town and DOE as part of this Task.

SCHEDULE

The schedule for the project is presented by Task in Table 1 below;

Table 1. Project Schedule

TASK	Completion Schedule
TASK 1 – Background Information	3 weeks after receipt of notice to proceed
TASK 2 - 30% Concept Design	45 days after completion of Task 1
TASK 3 – 70% Design	30 days after receipt of Town and agency review comments on Task 2
TASK 4 – Final Design & Bid Phase Services	30 days after receipt of Town and agency review comments on Task 3
TASK 5 – Construction & As-built plans	TBD & 2 weeks after completion of project construction

ASSUMPTIONS / EXCLUSIONS

This proposal is based upon the following exclusions and assumptions:

- This scope of work includes a total of three submittals to the regulatory agencies (the initial concept submittal, 70%, and final anticipating two rounds of comments) to account for potential changes in site plans and/or agency comments. Any additional processing or studies required to address supplementary information requested above and beyond that which is normally required by the regulatory agencies will require an addendum to this scope of work and fee.
- It is assumed that only incidental comments at each review phase and excludes major redesign.
- Utility data collection will be limited to MD Miss Utility flagging prior to survey.
- No additional work, other than that described in the Scope of Services, is included.

- All work will be performed utilizing programs such as AutoCAD, Photoshop, excel, etc.
- Construction Documents will be submitted as 70% and 100% complete.
- Excludes negotiations between the Town and the County regarding easements, plats, and ownership of storm drain. All proposed work is for the Town.

FEES AND PAYMENTS

The following fees are for the performance of the Work listed in the Scope of Services above, at the location described above. The fees listed in this FEES AND PAYMENTS section do not cover any Additional Work (defined above), or any other services that are not specifically described as part of the Work listed in the Scope of Services above. ECOSITE’s lump sum fee for the Work listed in the Scope of Services is as follows:

Tasks	DESCRIPTION	FEE
1	Background Information	\$ 20,477.
2	30% Concept Design	\$ 7,620.
3	70% Design	\$ 11,040.
4	Final Design & Bid Phase Services	\$ 3,320.
5	Construction Support Services	\$ 3,880.
	Subtotal	\$ 46,337.
	Other Direct Expenses	\$ 688.
Total		\$ 47,025.

NOTE: See attached Exhibit A, for price break down.

EXHIBIT A - FEE PROPOSAL

	Labor Category / Hourly Rate					Amount
TASK	PE /PLS /PM \$ 140 / hr	Sr. Engr \$ 120 / hr	Eng /LA \$ 100 / hr	CAD Tech \$ 70 / hr	Survey Crew \$ 150 / hr	
TASK 1 – BACKGROUND INFORMATION						
1-1: Site Survey						\$ 10,500
1.2 Wetlands & NRI Report						\$ 8,117
1.3 Downstream structures Verification						\$ 900.
1.4 Preliminary Cost Estimate						\$ 960
		Subtotal				\$ 20,477
TASK 2 – 30% DESIGN						
2-1: Hydrologic / Hydraulic Analysis	4 / 560		24 / 2,400	4 / 280		\$ 3,240
2-2: 30% Concept Plan	4 / 560		24 / 2,400	6 / 420		\$ 3,380
2-3: Concept Cost Estimate	1 / 140		3 / 300			\$ 440
2-4: Meetings / Coordination	4 / 560					\$ 560
		Subtotal				\$ 7,620
TASK 3 – 70% DESIGN						
3-1: Detailed Storm Drain Design	2 / 280		30 / 3,000	20 / 1,400		\$ 4,680

3-2: Detailed E&S Design	2 / 280		12 / 1,200	10 / 700		\$ 2,180
3-3: 70% Design Submittal	4 / 560		20 / 2,000	10 / 700		\$ 3,260
3-4: Construction Cost Estimate	1 / 140		3 / 300			\$ 440
3-5: Advance 70% to Final	2 / 280		2 / 200			\$ 480
		Subtotal				\$ 11,040
TASK 4 – FINAL DESIGN & BID PHASE SERVICES						
4-1: Final (100%) Contract Documents	2 / 280		6 / 600			\$ 880
4-2: Obtain Required Regulatory Approvals	4 / 560	0	8 / 800			\$ 1,360
4-3: Bid Phase Services	2 / 280		8 / 800			\$ 1,080
		Subtotal				\$ 3,320
TASK 5 – CONSTRUCTION SUPPORT SERVICES						
Task 5.1 Pre construction Meeting			2 / 200			\$ 200
Task 5.2 Weekly Inspection Services			20 / 2,000			\$ 2,000
Task 5.3 Review and Certification of Invoices			4 / 400			\$ 400
Task 5.4 Final Project Inspection	1 / 140		3 / 300		2 / 300	\$ 740
Task 5.5 Documentation & Reporting	1 / 140		4 / 400			\$ 540
		Subtotal				\$ 3,880

		TOTAL LABOR				\$ 46,337.
OTHER DIRECT COSTS (ODCs)	QTY (Miles)	Unit Cost				
Travel	500	\$ 0.545			\$ 272.50	
Copies					\$ 200.00	
Prints					\$ 215.50	
		TOTAL ODC's				\$ 688.00
	TOTAL CONTRACT COST					\$ 47,025.

ATTACHMENT A
SHORT FORM SUBCONTRACT AGREEMENT

Ecosite, Inc.

Ecologically Sensitive Design Technology

SHORT FORM SUBCONTRACT AGREEMENT

CONTRACT NO. 2021-15

CLIENT ADDRESS: Mr. Steve Brayman
Public Works Director
6401 Forest Road
Cheverly, MD 20785

TEL.: 301-773-2666
FAX:
Cell:
E-Mail: rbrayman@cheberly-md.gov

PROJECT NAME: Crestlawn Ave Storm Drainage Improvements
DATE ORDERED: June 7, 2021
COMPLETION DATE: TBD
ORDERED BY: Steve Brayman

DESCRIPTION OF SERVICES: Provide required engineering services to improve storm drain system on Crestlawn Ave

FEE BASIS: X FIXED PRICE T&M

BUDGET ESTIMATE OR FEE AMOUNT: \$47,025.00
REQUIRED RETAINER: N/A

THE TERMS AND CONDITIONS ARE IN COMPLIANCE WITH THE ENGINEERING CONSULTANT AGREEMENT DATED FEBRUARY 3, 2022 BETWEEN THE MAYOR AND TOWN COUNCIL OF CHEVERLY AND ECOSITE, INC.

CLIENT

Signature of Authorized Representative

Date

Print Name and Title of Authorized Representative

Print Name of Firm or Corporation

ECOSITE, INC.



Officer's Signature

Date: August 23, 2021

**4600 Powder Mill Road, Ste 450-S16
Beltsville, MD 2070**

Tel: 410-804-8000

ATTACHMENT B

CHEVERLY - CRESTLAWN & PARKWAY						
ESTIMATED	ENGINEERING	CONSTRUCTION	COST	ESTIMATE		
ITEM			QTY	Unit	Unit Cost	Amount
Mobilization			1	LS	13,416	13416
Maintain Traffic			1	LS	16,770	16770
Steel Plates for Traffic Maint			2	EA	67	134
Construction Stakeout			1	LS	6708	6708
Clear grub			0.1	AC	11,180	1118
Class I Excavation & Disposal			658	CY	95	62530
Class 5 Excavation & Disposal			275	CY	73	19984
Saw Cuts			440	LF	6	2460
Removal & replacemnt of ex inlet			1.0	EA	11180	11180
15" RCP			220	LF	112	24596
18" RCP			150	LF	134	20124
Select Backfill			4.63	CY	168	777
Headwall			1	CY	3354	3354
manhole			3	EA	6708	20124
Restore paving			245	SY	134	32869
Plant material			1.0	LS	11,180	11180
			1.0	LS	1118	1118
					Subtotal	248442
					Contingencies (30%)	74533
					TOTAL	322975
				Engineering Design	47,025	370000

Memo

To: S. Brayman, Town of Cheverly
From: Michael Clar, Ecosite
cc: N. Wenstein
Date: 7/20/2021
Re: Crestlawn, Arbor & Parkway Stormdrain Verification

Ecosite conducted a stormdrain verification of existing stormdrain pipes and structures on Crestlawn, Arbor and Parkway streets. The objective of this verification is to evaluate the existing stormdrain infrastructure with respect to compliance with the County's (DPIE) standards and thus help to define the scope of work required to upgrade the system so that the Town can ask DPIE to accept ownership of the system.

Figure 1 in the attached PDF file presents the system layout that was verified. As the Figure indicates the majority of the system complies with DPIE standards with a few exceptions. The exceptions include:

- Structure S9. This structure is drained by a 12" iron pipe (See Figure 3) and will need to be upgraded to a 15" RCP from inlet S9 to the junction box S8 (See Figure 3).
- Junction box S8 also does not comply with DPIE standards and will need to be upgraded to a new manhole structure.
- Junction box S8 is connected to both the 12 " iron pipe from S9 and to a 15" terra cota from inlet box at 2309 Parkway (See Figure 3). This terra cota pipe and inlet box are not DPIE standards compliance and will need to be upgraded.

**STORMDRAIN STRUCTURES
VERIFICATION**

**FIGURE 1 –
SYSTEM LAYOUT**

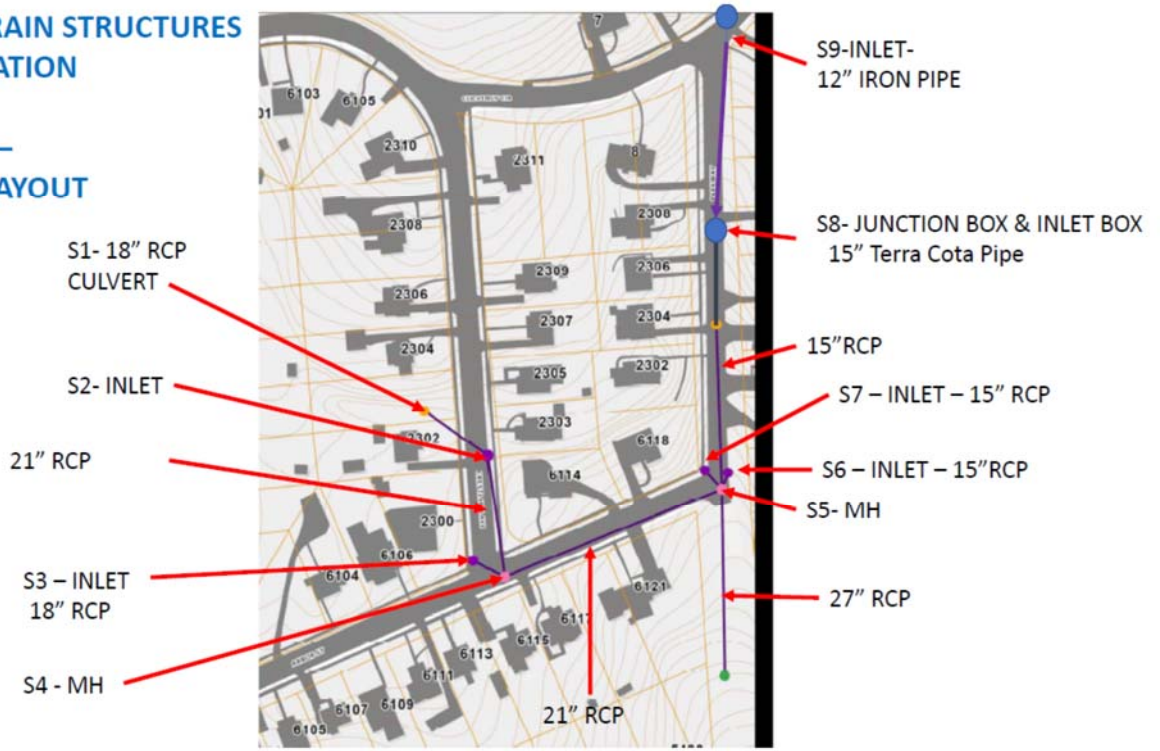


FIGURE 2 - SYSTEM PHOTOS



FIGURE 3 – SYSTEM PHOTOS



PRINCE GEORGE'S COUNTY
MUNICIPAL STORM DRAINAGE
PARTICIPATION PROGRAM GUIDELINES



SUSTAINABLE INITIATIVES DIVISION

OCTOBER 1996
REVISED APRIL 2015

GUIDELINES AND PROCEDURES
FOR
MUNICIPAL STORM DRAINAGE PARTICIPATION PROJECTS

PURPOSE:

The following guidelines are established to provide administration of the Capital Improvement Participation with the Prince George's County Department of the Environment (DoE). The program is funded through the County's Capital Improvement Program (CIP) and duly approved by the County Council for the improvement of storm drainage systems to safeguard life and property of the citizens. Municipalities within Prince George's County (with the exception of the City of Bowie) are eligible to request storm drainage construction funds up to 100% of the storm drainage system from DOE's Sustainable Initiatives Division (SID).

I. SUMMARY OF THE STORM DRAINAGE CAPITAL IMPROVEMENT PROGRAM

The following summation of the different stages involved in the program is provided for the purposes of helping the applicant determine the procedure necessary to request, process, construct, and complete a storm drainage participation project.

A. Project Qualifying Guidelines

In order for DoE to recommend inclusion of a Participation Project request from an applicant, the Project must include major road improvements and meet the following criteria:

1. The project must involve an improvement of an existing inadequate storm drain system; or
2. The project must alleviate an existing drainage problem.
3. The applicant must demonstrate that water quality improvements will be attained through the use of a County approved Best Management Practice (BMP) or technique.

Note: New roadway projects are not eligible for this Program. Applicants wishing to pursue funding for those types of projects should contact the Prince George's County Department of Public Works and Transportation (DPW&T).

B. Project Funding Limitations

Project funding limitations are outlined below in order to assist the applicant in estimating the maximum amount of funding available from the Program. Funding sources for participation projects vary depending upon the scope of the project.

- a. The Program will allow up to 100% of design and construction related costs for a new or reconstructed storm drain system, provided the municipality is administering the overall improvement project.
- b. The Program will allow up to 50% of utility relocation costs resulting from storm drainage construction. Other funding sources may be available for water and sewer relocation. Adjustments may be made through the Washington Suburban Sanitary Commission (WSSC) Facilities Relocation Section.
- c. The Program will provide 100% of costs attributed to the design and construction of the water quality BMP or technique.
- d. The Program will allow up to 10% for contingencies related to storm drain costs only for the purposes of submitting an engineering cost estimate. Once the bids are submitted, only actual storm drain construction items will be considered.
- e. Funding approved under this Program is generally paid for in two stages. Stage one is design, and Stage two is construction. Planning that precedes Stage one will not be funded by this program. However, County personnel are available for technical consultation. In addition, separate funding may not be provided for the design stage for all projects.

II. PARTICIPATION APPLICATION

A. Application Submission

The application submission process is quite simple. However, the applicant must meet the following criteria in order to be considered for funding through this program:

1. Only municipalities may apply for funding under these guidelines.
2. The applicant must be a qualified representative of the municipality, i.e., Mayor or Town Administrator.
3. If an applicant believes that the proposed storm drainage related project qualifies for funding through this Program, a request letter on municipal letterhead should be submitted to the Director of DoE for consideration. In addition to the request letter, the following information must also be included with the request:
 - a. Supporting documentation for project justification:
 - include justification for storm drain improvement project.
 - include copies of any complaint letters, pictures, etc.
 - b. A plan or sketch showing the layout of the proposed system and description of the existing problem:
 - include a drainage area map.
 - show drainage problem locations on the storm drain plan view.

- c. A preliminary cost estimate based on information available at the time of submission. The applicant's engineer is allowed a 10% contingency inclusion in the cost estimate only. Design costs should be shown separately from construction costs and included as a line item.
 - d. A statement from the applicant indicating that they have examined alternative cost effective methods and that the proposed project is the most effective.
 - e. A statement from the applicant indicating any other source of funding that is being utilized for the project (i.e., community development block grant, Federal, State or other local funding).
 - f. A statement from the applicant indicating a commitment of funds for the roadway improvement portion of the project.
 - g. A statement from the applicant indicating that water quality improvements will result from project improvements.
4. The Project must meet all technical and administrative requirements as previously set forth above, and should be in accordance with all applicable County laws and regulations.

B. Application Review

- 1. Once a request is received from an applicant, an acknowledgement letter will be returned to the applicant. The acknowledgement letter shall be sent to the applicant directly from the Participation Project Manager.
- 2. The Participation Project Manager will review the application and determine the project eligibility.
- 3. Financial commitment to a project can only be made once a recommended CIP project becomes adopted and approved by the Prince George's County Council.

III. FUNDING

A. Notification

1. Upon the approval of the CIP project by the County Council, SID will notify the applicant in writing of the award and availability of participation funds.
2. The conditions of the funding award will be mailed to the applicant with the funding award notification. The applicant must acknowledge the conditions and inform the County's Participation Project Manager of their intent to proceed with the proposed project. The acknowledgement must be received by SID within 30 days of receipt.
3. Distribution of funds must be accomplished within the scheduled time in order to reduce the possibility of cost overruns created by projects not completed within a timely manner.

B. Distribution of Funds

1. The funds shall be distributed to the applicant only after approval of the design and verification of work are completed on the project.
2. See "Concurrence with Cost Estimate and Bid Tabulation" Section.

IV. GENERAL PROVISIONS AND REQUIREMENTS

A. Applicant - Project Management

The most important task of the funding recipient is to manage the project from the planning stage to the completion of the project. The recipient must ensure the completion of the project in a timely and economical manner. To make sure a project progresses smoothly, the recipient should assign a Project Manager who will oversee all project activities. The Project Manager can also make sure that the project remains on schedule. To do this, the recipient's Project Manager must keep excellent records and logs and ensure that nothing is overlooked. The recipient's Project Manager will

coordinate and provide necessary information for the County's Participation Project Manager. The responsibilities of the recipient's Project Manager are as follows:

1. To obtain necessary funding, permit and plan approvals from the County, State or other governmental agencies.
2. To obtain necessary rights-of-way, bonds, and easements, if required.
3. To maintain adequate and competent engineering supervision of construction and inspection to ensure that the completed project substantially conforms with approved plans and specifications.
4. To arrange pre-design and pre-construction meetings with the County's Participation Project Manager, as necessary. This may provide an opportunity to review the County's requirements.
5. To allow and assist SID in inspecting the site while under construction during normal working hours.
6. To provide a project time schedule to the County and update the schedule as necessary or as determined by the County's Project Manager.
7. To adhere to all applicable laws and regulations as they pertain to the project.
8. To provide as-built plans to the SID prior to final acceptance by the County of the storm drainage project.
9. To provide public notification and public information as may be necessary.
 - a. Provide a sign at project locations.
 - b. Provide adequate public information through meetings notification, etc.

B. County Participation Manager - Project Management

The project management of all storm drainage participation CIP projects will be handled by SID's Participation Project Manager. Any inquiries about new, existing, or proposed participation projects shall be directed to the Participation Project Manager. Please see the last section of this package for the address and telephone number.

V. SPECIFIC PROVISIONS AND REQUIREMENTS

A. Planning

Project planning is to be considered in order to develop and evaluate various solutions to the storm drainage problem. Cost effectiveness, as well as other considerations such as aesthetic, social and environmental concerns, should be addressed. After all alternative considerations have been explored, the most economical solution must be submitted to the Department of Public Works & Transportation (DPW&T) Office of Engineering for review and approval. In addition, a plan must be submitted to the Office of Engineering to determine if there is a need for stormwater management quantity or quality controls.

1. Concept Approval - Concept approval must be obtained from the Office of Engineering after the project is approved for inclusion in the CIP as per these guidelines, but prior to storm drain technical approval.
2. The most cost-effective solution to the storm drainage problem shall be submitted to SID for approval.

B. Project Design

Preliminary and final design plans and specifications must be submitted to the Participation Project Manager for review and approval.

1. Standard storm drain plan submittal package;

2. Itemized cost estimate with storm drain items "red lined" and separated out:
 - a. Storm drain construction costs only.
 - b. 10% contingency allowed in engineer's cost estimate.
3. The cost estimate unit costs must compare favorably with the County's current master cost estimate file. Any variance will need to be justified.

C. Concurrence with Cost Estimate and Bid Tabulations

1. During the design review, an itemized cost estimate must be established by the applicant's engineer. The cost estimate must be approved by the Participation Project Manager and shall be in accordance with the preliminary cost estimate originally submitted.
2. After the plans and specifications have been approved and necessary permits are obtained, the applicant may invite bids for the project. A copy of the bid package should be sent to SID for the review.
3. The bid tabulation will then be provided to the County's Participation Project Manager for "bid concurrence" with recommendations of bid to be accepted.
4. After SID approves the bid, the applicant (now known as the recipient) can award the contract.
5. Payments shall be made in accordance with the Payment Schedule Section.

D. Project Construction

Prior to construction, the applicant must make sure that all applicable rules, regulations and procedures have been addressed. The project construction stage must meet the following criteria and requirements:

1. Prior to accepting bids on a project, the recipient's Project Manager must obtain all necessary rights-of-way and construction permits. A minimum of the three bids are required to formulate a bid tabulation.
2. Once bids are received, the recipient is to provide the Participation Project Manager with a bid tabulation. Only bid amounts related to storm drain construction will be considered.
3. The recipient's Project Manager must provide a statement from the low bidder that he/she has received all addenda prior to submitting the bid.
4. When the Participation Project Manager has the Department's approval of the low bid, a "Letter of Bid Concurrence" will be sent to the recipient.
5. Minority Business Enterprise Awards - DoE has an established goal of 30 percent of all awarded contracts to approved minority firms. The bid contractor must meet this goal prior to distribution of funds. Please call DoE or the Office of Central Services to determine the approved minority firms.
6. The recipient contractor must provide a copy of the "Notice to Proceed" to SID prior to the start of construction.
7. The recipient must provide accurate and updated project schedules and shall notify the County of all significant changes. In order for the County to keep accurate records of the project status, the recipient is requested to provide progress reports as requested by the Participation Project Manager.

E. Insurance Requirements

Prior to issuance of "Notice To Proceed" with construction, the municipality shall provide a certificate of insurance or a certificate of self-insurance, naming Prince Georges County, Maryland as an additional insured as related to duties and services performed under the Municipal Participation Agreement.

Prior to issuance of "Notice To Proceed" with construction, the municipality will provide the County with evidence of its Contractor's commercial insurance coverage's for the following exposures:

1. Worker's Compensation: An insurance policy complying with the requirements of the statutes of the jurisdiction(s) in which the work will be performed, and if there is any exposure to the Contractor or any of the Contractor's personnel due to the U.S. Longshoremen's and Harbor Workers' Act, Jones Act, Admiralty Laws or the Federal Employers' Liability Act, the Contractor will provide coverage for these exposures on an "if any basis. The coverage under such an insurance policy or policies shall have limits not less than:

Worker's Compensation: STATUTORY Limit's (State of Maryland)

Employer's Liability:	Each Accident	\$500,000
	Disease Policy Limits	\$500,000
	Disease - Each Employee	\$500,000

2. Commercial General Liability Insurance (CGL): An insurance policy covering the liability of The Contractor for all work or operations under or in connection with this Project; and all obligations assumed by the Contractor under this Contract. Products, Completed Operations and Contractual Liability must be included, in addition to coverage for explosion, collapse, and underground hazards (XCU), wherever required.

The coverage under such an insurance policy or policies shall have limits not less than:

BODILY INJURY AND PROPERTY DAMAGE LIABILITY
\$1,000,000/\$2,000,000
Per occurrence/aggregate

PREMISES MEDICAL PAYMENTS	\$5,000
FIRE LEGAL LIABILITY	\$500,000
PERSONAL INJURY/ADVERTISING	\$1,000,000

or combined single limit not less than \$2,000,000

Prince George's County must be included as an additional insured under the general liability insurance coverage with respect to activities related to this Contract.

3. Automobile Liability Insurance: An insurance policy covering the use of all owned, non-owned, hired, rented or leased vehicles bearing license plates appropriate for the circumstances for which they are being used, as required by the Motor Vehicle Laws of the District of Columbia, Maryland or Virginia, and not covered under The Contractor's aforementioned Commercial General Liability Insurance.

The coverage under such an insurance policy or policies shall have limits not less than:

BODILY INJURY AND PROPERTY DAMAGE LIABILITY
\$1,000,000 Combined Single Limit

Prince George's County must be included as an additional insured under the automobile liability insurance coverage with respect to activities related to this Contract.

(If hauling contaminants, pollutants):

The Contractor must adhere to Sections 29 and 30 of the Motor Carrier Act of 1980, which shall include coverage Form MCS-90.

Contract employees are not permitted to operate any vehicle owned by Prince George's County whether in commission of the contract or outside of same.

4. Contractor's Pollution Liability Insurance: (Also called: Environmental Impairment Liability) An insurance policy covering the liability of The Contractor during the process of removal, storage, transport and disposal of hazardous waste and contaminated soil and or asbestos abatement. The policy should also include coverage for bodily injury, and loss of, damage to, or loss of use of property, directly or indirectly arising out of the discharge,

dispersal release or escape of smoke, vapors, soot, fumes, acids, alkalis, toxic chemicals, liquids, or gas, waste materials or other irritants, contaminants or pollutants into or upon the land, the atmosphere or any water course or body of water, whether it be gradual or sudden and accidental.

The Contractor shall supply limits not less than the following: \$3,000,000 Per Occurrence

The policy form shall include an extended reporting period of at least three years. This coverage shall be secured from an "A" rated insurance carrier acceptable to the County and in accordance with the information provided. The County shall be included as an additional insured. Prior to commencement of work on this contract the policy form shall be submitted to the County for review and approval.

TO BE INCLUDED IF PROJECT INCLUDES HAULING HAZARDOUS WASTE OR CLEANUP OF SITE PREP WORK

5. Railroad Protective Liability Insurance: An insurance policy including the County as additional insured, covering the liability of the Contractor for the work to be performed on, adjacent to, above or underneath an operating railroad property for any personal injuries or deaths or any damage to the property, equipment and facilities caused by the activities of the Contractor resulting from performance of this PROJECT WORK.

Such insurance shall be written on the ISO Form. The coverage under such an insurance policy shall have a limit of liability not less than:

BODILY INJURY AND PROPERTY DAMAGE LIABILITY
\$5,000,000 per occurrence / \$10,000,000 aggregate

TO BE INCLUDED IF WORK WITHIN 50 FEET of RR PROPERTY OR WORK FOR RR PROPERTY OWNER

6. Professional Errors And Omissions Liability Insurance:

A separate insurance policy to pay on behalf of The Contractor all costs The Contractor shall become legally obligated to pay as damages due to any claim caused by any negligent act, error or omission of The Contractor or any other person for whose acts The Contractor is legally liable arising out of the performance under this PROJECT WORK. The coverage under such an insurance policy shall have a limit of liability not less than:

BODILY INJURY AND PROPERTY DAMAGE LIABILITY
\$3,000,000 per occurrence / \$3,000,000 aggregate

F. Fiscal Accounting Requirements

Fiscal accounting records are essential to help keep the project on schedule. For CIP projects, the recipient must maintain a general account system which addresses the following items:

1. Separate accounting for storm drainage items is necessary to allow the Participation Project Manager to determine storm drain construction costs of each item.
2. Itemization of all supporting records, funding receipts, and expenditures in sufficient detail to show the nature of where the funds have been used.
3. Supporting data for each expenditure with reference to a properly approved voucher or billing.
3. Recipient's accounting records shall be made available for inspection or audit by Prince George's County.

G. Payment Schedule

Payment requests for completed, inspector-verified work shall be processed as quickly as possible. In order to process payments quickly, please address the following items accordingly:

1. All payment requests must be made to DoE through the Participation Project Manager.
2. Incremental progress payments will be made upon

receipt of supporting documentation which indicates the percentage of the construction work completed to date. Payment will be made at 25% increments based upon the appropriate progress on construction items.

3. The final 10% will be held until the construction of the storm drain portion of the project is completed.
4. The project is not considered completed until DoE receives a Job Completion Notice, Inspector Report, and an As-Built Plan approval (by DoE's Site Review Section). Once this information has been received, the final 10% payment shall be made to the applicant within 30 days.
5. For small projects (less than \$25,000), the total payment will be withheld until the completion of the project unless other arrangements are made.

H. Final Payment/Project Closeout

The final payment/project closeout stage shall proceed only after all of the above items have been addressed. Once they have been completed, please address the following closeout procedure:

1. The recipient must notify DoE or the Participation Project Manager of final completion in writing.
2. If any cost overruns are projected, DoE must be notified as soon as possible. A written request must be made for additional funding approval. Approval is based on DoE's discretion and limited to the availability of funding.
3. The recipient must notify the appropriate inspection agency and request a final inspection. They will send DoE a copy of the final inspection notice prior to the final 10% being released.

I. Change Orders

1. A Change Order that alters the project is one which requires new alignment, concept, different area of service, etc. In addition, any Change Order that results in a 5% greater increase in the

original storm drain construction costs must be approved prior to construction.

All Change Orders that will significantly alter the project scope will require prior written approval by DoE. Change Orders that do not significantly alter the project do not require prior approval, but must be submitted to the Participation Project Manager for concurrence and for determination of additional payments that may be necessary.

2. Approval of Change Orders shall be considered for approval of content only. The recipient should request, in writing, additional funding approval for a Change Order. However, this does not in itself authorize an increase in the total participation by the County. If DoE determines the Change Order is necessary and no alternative solution is possible, DoE may provide additional funds in the cost increases and overruns.

There is no commitment, either explicit or implicit, on the part of DoE to fund construction overruns or increases for any reason. Since approval of the CIP has been reserved by the County Council, no commitment can be made to increase the amount of funds prior to the new CIP approval.

As a general policy, DoE will approve cost increases that, according to such information as may be available, are deemed unavoidable due to such factors as essential changes in the scope with DoE's approved Change Orders, inflationary costs, escalation, etc. Where contingency or other authorized funds are not available within the CIP fund award, DoE will recommend approval of such costs in the next CIP approval by the County Council.

IV. INSPECTION AND MAINTENANCE RESPONSIBILITIES

Inspection is an essential element of the project construction phase. In addition to assuring adequate construction practices, inspection reports are required to process payment requests.

- A. The recipient is responsible for coordinating the necessary permits and inspections for the project. The applicant is also responsible for notifying the appropriate inspection agencies throughout project construction.
- B. DoE will identify the appropriate inspector(s).
- C. Inspection reports are to be attached to the payment request package and sent to the County's Participation Project Manager.
- D. The final 10% payment shall be distributed only after a final inspection notice has been received by the Participation Project Manager from the inspecting agency.

VII. PROJECT INFORMATION

To inquire about project submission, funding, status, and/or general information concerning all phases of the project contact:

Department of the Environment
Sustainable Initiatives Division
Engineering Services Section
1801 McCormick Drive, Suite 500
Largo, Maryland 20774
(301) 883-5832

Recommendation – authorize attached MOU to participate in the County’s Municipal Participation Program for storm drain upgrades for Crestlawn Avenue. The price has increased to \$370,000 and the Town expects to be reimbursed by the County at the end of the project.

American Rescue Plan Act

FY22 Proposed Budget

	Storm Water Management	Infrastructure Improvements	Reimbursement to Town	Total
Initial funding				\$ 2,697,431
 <u>Storm Water Management</u>				
Projects	\$ 958,715			\$ 958,715
Water Engineer/Consultants			\$ 220,000	\$ 220,000
Subtotal				\$ 1,178,715
 <u>Infrastructure Improvements</u>				
Projects		\$ 958,716		\$ 958,716
Sidewalk/Curb/Gutter			\$ 150,000	\$ 150,000
Road Projects			\$ 100,000	\$ 100,000
Subtotal				\$ 1,208,716
 <u>Loss Revenue Category</u>				
Town HVAC/Gym Renovation			\$ 310,000	\$ 310,000
Total Expenditures	\$ 958,715	\$ 958,716	\$ 780,000	\$ 2,697,431
 Ending Balance 6/30/2022				\$ -



45% liked this design



39% liked this design



36% liked this design

TOWN OF CHEVERLY
ORDINANCE No.: _____

**An Ordinance whereby the Mayor and Council of the Town of
Cheverly amend Chapter 8-9(f)(3) of the Town Code for the
purpose of creating right of special exceptions for corner lot properties.**

WHEREAS, pursuant to § C-23 of the Town’s Charter, the Mayor and Council are vested with the authority to pass ordinances and take such measures as they may deem necessary for the good government and improvement of the Town; and

WHEREAS, the Mayor and Council have reviewed the Town Code’s and desires to amend section 8-9 covering the installation of fences.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the Town of Cheverly in regular session assembled, Section 8-9(f)(3) of the Town of Cheverly Code is hereby deleted and of no further effect; with new language being:

(3) The Mayor and Town Council may not grant a special exception for a fence in the prohibited locations outlined above in subsection (b), except that the Mayor and Town Council may grant a special exception for a fence to be built on a lot bounded by two or more roadways as long as that fence is not constructed in a manner that obstructs the front door of the structure and is not constructed less than two feet from the property boundary.

AND BE IT FURTHER ORDAINED that this Ordinance shall take effect 30 days from the date of its adoption.

AND BE IT FURTHER ORDAINED that a fair summary of this Ordinance shall forthwith be published twice in a newspaper having general circulation in the Town and otherwise be made available to the public.

INTRODUCED by the Town Council of the Town of Cheverly, Maryland, at a regular public meeting on _____, 2021.

ADOPTED by the Town Council of the Town of Cheverly, Maryland, at a regular public meeting on _____, 2021.

ADOPTED: _____

Attest: _____

Mayor

Councilmember

Councilmember

Councilmember

Councilmember

Councilmember

Councilmember

ORDINANCE -2022-02

OF THE MAYOR AND COUNCIL OF THE TOWN OF CHEVERLY AMENDING CHAPTER 24 “STREETS, SIDEWALKS AND OTHER PUBLIC WORKS PROJECTS” OF THE TOWN CODE, BY REPEALING AND RE-ENACTING § 24-16.1(c) AND (d), TO REQUIRE A MEETING BETWEEN RESIDENTS AND THE TRAFFIC ENGINEER AFTER A PETITION TO INSTALL SPEED HUMPS IS VALIDATED, AND REQUIRING THE TRAFFIC ENGINEER TO SUBMIT ITS RECOMMENDATIONS TO THE MAYOR AND COUNCIL FOR CONSIDERATION; AND ELIMINATING THE REQUIREMENT THAT A TECHNICAL STUDY BE PERFORMED WITH EACH PETITION TO INSTALL SPEED HUMPS.

WHEREAS, pursuant to § C-23 of the Town’s Charter, the Mayor and Council are vested with the authority to pass ordinances and take such measures as they may deem necessary for the good government and improvement of the Town; and

WHEREAS, the Mayor and Council has determined the process to evaluate the need for installation of speed humps needs revision to make the process more effective and cost efficient; and

WHEREAS, the Mayor and Council have determined it is in the public interest to amend Chapter 24 “Streets, Sidewalks and Other Public Works Projects”, § 24-16.1(c) and (d) to require a meeting between certain residents and the traffic engineer, who will then make recommendations to the Mayor and Council prior to the public hearing, and to eliminate the requirement of a technical study, which will be at the discretion of the Mayor and Council.

SECTION 1. NOW THEREFORE, IT BE ORDAINED AND ENACTED, by the Mayor and Council of the Town of Cheverly, that Chapter 24 “Streets, Sidewalks and Other Public Works Projects”, § 24-16.1(c) and (d), “Traffic calming devices”, be, and is hereby, repealed, re-enacted and amended to read as follows:

CAPS	:Indicate language added to existing law
[Brackets]	:Indicate language deleted from existing law
Asterisks ***	:Indicate language remaining unchanged in existing law but not set forth in Ordinance

Sec. 24-16.1. – Traffic calming devices

(a) – (b) * * * *

(c) *Request for speed hump installation.* Request for a speed hump installation can be made by petition.

(1) *Petition request:*

- a. Residents of a street can submit a petition to the town administrator indicating that the residents of at least sixty (60) percent of the households of the street want speed humps to be installed on that street.
- b. If traffic calming installation(s) are being requested for only a block of a street the petition must be signed by residents of at least sixty (60) percent of the households on the block of the requested installation site, as well as those households on the street within two hundred fifty (250) feet of the requested installation site, as determined by the town administrator.
- c. The town clerk will validate the petition, will determine the total number of eligible households on the street, and will compute the percentage of households signing the petition. If that percentage is sixty (60) percent or greater, the town administrator will so inform the mayor, who shall schedule a public hearing WITHIN 60 DAYS OF VALIDATION OF THE PETITION.
- d. IMMEDIATELY AFTER NOTIFICATION TO THE MAYOR OF THE VALIDATED PETITION, THE TOWN ADMINISTRATOR SHALL SCHEDULE A MEETING BETWEEN THE RESIDENTS OF THE STREET OR BLOCK AT ISSUE AND THE TRAFFIC ENGINEER. AT SAID MEETING, THE TRAFFIC ENGINEER SHALL DISCUSS THE CONCERNS OF THE RESIDENTS AND SHALL VISIT THE STREET OR BLOCK WITH THE RESIDENTS. AFTER MEETING WITH THE RESIDENTS, THE TRAFFIC ENGINEER SHALL SUBMIT ITS RECOMMENDATIONS TO THE MAYOR AND COUNCIL AT LEAST 30 DAYS BEFORE THE SCHEDULED PUBLIC HEARING.

(2) *Town clerk authorized to develop standard form.* To assist residents in petitioning for speed humps, the town clerk is authorized to develop and distribute a standard "request for traffic calming installation" petition form.

(d) *Procedures for public hearing on speed hump petitions:*

(1) *Conduct of public hearing.*

- a. After having been notified by the town clerk that a valid petition has been received, the mayor will schedule a public hearing WITHIN 60 DAYS to solicit the opinions of the entire neighborhood and the town at large.
- b. The town clerk shall send notice of the public hearing to all residents of the street, or block as the case may be, which is proposed to receive traffic calming action,

CAPS :Indicate language added to existing law
 [Brackets] :Indicate language deleted from existing law
 Asterisks *** :Indicate language remaining unchanged in existing law but not set forth in Ordinance

and to the local neighborhood citizen association. The public hearing shall be advertised in the Cheverly Newsletter.

- c. After conducting the public hearing and declaring the hearing record closed, the mayor and council shall announce its decision within fifteen (15) days of the close of the hearing record. Under extraordinary circumstances, this time limit may be extended by majority vote of the council.
 - d. The mayor and council may approve, approve with modifications, or deny the requested traffic calming installation. THE MAYOR AND COUNCIL MAY ALSO REQUEST A TECHNICAL STUDY PROVIDED BY THE DIRECTOR OF PUBLIC WORKS COMMENTING ON ANY HILL, CURVE OR STREET CONDITIONS OF CONCERN IN THE PLACEMENT OF THE DESIRED TRAFFIC CALMING.
 - e. The town clerk shall notify the petitioners, and their neighborhood or civic association of the mayor and council's decision, which shall also be published in the Cheverly Newsletter.
- (2) *Guidelines for evaluating public hearing.* The following criteria are intended to guide the mayor and council in determining whether a request for speed hump action is reasonable and justified. These shall not be considered exclusive criteria:
- a. The street proposed for a traffic calming installation has an identified speeding problem which cannot be alleviated in any other reasonable way than by a speed hump installation. Such a problem can be identified through a combination of resident complaints, police radar surveillance and ticketing practices, accident statistics, or history of previous efforts to control speeding on the street.
 - b. The street carries a higher volume of nonresidential traffic than would normally be expected.
 - c. The street has not been identified and is not used by the fire departments serving Cheverly as the primary fire and rescue route into Cheverly.
 - d. The installation of traffic calming be assessed for their potential impact on public transportation.
 - e. The potential impact of speed humps on adjacent neighborhoods be assessed.
 - f. [~~A~~] IF DIRECTED BY THE MAYOR AND COUNCIL, THE technical study provided by the director of public works commenting on any hill, curve or street conditions of concern in the placement of the desired traffic calming will be assessed.
 - G. RECOMMENDATIONS OF THE TRAFFIC ENGINEER, WHO SHALL MEET WITH THE RESIDENTS OF THE STREET OR BLOCK SUBJECT TO THE PETITION.

AND BE IT FURTHER ORDAINED that if any provision of this Ordinance or the application thereof to any person or circumstance is held invalid for any reason, such invalidity

CAPS :Indicate language added to existing law
 [Brackets] :Indicate language deleted from existing law
 Asterisks *** :Indicate language remaining unchanged in existing law but not set forth in Ordinance

shall not affect the other provisions or any other applications of the Ordinance which can be given effect without the invalid provision or applications, and to this end, all the provisions of this Ordinance are hereby declared to be severable;

AND BE IT FURTHER ORDAINED that this Ordinance shall take effect 30 days from the date of its adoption;

AND BE IT FURTHER ORDAINED that a fair summary of this ordinance shall forthwith be published at least once in a newspaper having general circulation in the Town, and in the period between its passage and the effective date, and a complete copy of the ordinance shall be available for public inspection at the office of the Town Clerk during the aforesaid period.

INTRODUCED by the Town Council of the Town of Cheverly, Maryland, at a regular public meeting on February 10, 2022.

ADOPTED by the Town Council of the Town of Cheverly, Maryland, at a regular public meeting on _____, 2022.

Kayce Munyeneh
Mayor

Marverly Nettles
Councilmember

Joseph Dalaker
Councilmember

Micah Watson
Councilmember

Charly Garces
Councilmember

Ted McCann
Councilmember

Amy Fry
Councilmember

CAPS :Indicate language added to existing law
[Brackets] :Indicate language deleted from existing law
Asterisks *** :Indicate language remaining unchanged in existing law but not set forth in Ordinance