June 23, 2020

Sent via e-mail to: **sbrayman@cheverly-md.gov**

Mr. Steve Brayman, Director Public Works
Town of Cheverly, Maryland
6401 Forest Rd.
Cheverly, Maryland 20785
301-773-2666

RE: Town of Cheverly Public Works New Facility
Feasibility / Scope Study Proposal

Mr. Brayman,

Following our initial conferences, Keller Construction Management, a Division of Keller Brothers, Inc. is pleased to submit this proposal for a Feasibility / Scope Study. The purpose of this study is to develop a comprehensive scope of work by identifying what requirements are necessary to redevelop the Public Works site and construct a new Public Works building.

Project Description and Background

The Town of Cheverly Public Works is located at 6401 Forest Rd, Cheverly, Maryland 20785. Our team understands that the Town desires to replace the Public Works administrative building and replace or renovate the garage/maintenance building. The existing administrative building was constructed over 60 years ago and is well beyond its expected service life. There are several critical site and site utility issues that need to be investigated in order to assess their potential impact on the redevelopment of the Public Work site.

There are currently two (2), 10,000 gallon underground fuel tanks, 1 diesel and 1 gasoline. The gasoline tank had a leak and has since been pumped out and this tank is currently part of a separate mitigation effort in cooperation with Maryland Department of the Environment (MDE) and the Town's environmental consulting engineer. In preliminary discussions between Keller and Public Works, it has been recommended that the mitigation of the tank and any contaminated soils needs to be mitigated promptly to comply with MDE. This would include removal of both tanks and infilling with stone or other acceptable backfill material. This will allow the Scope Study to proceed unhindered by the fuel tank issue and also give Public Works and Keller's team an opportunity to discuss how fuel may be managed as part of the new building/site plan. That is, whether to keep fuel storage on the Public Works site, or whether to fuel vehicles and equipment via retail or partnership with the County, or another option.

Contaminated soils have been identified as part of the environmental consulting engineer's services and it is assumed these soils will be mitigated prior to any site redevelopment. There is assumed to be potential of additional contaminated soils during site work involved with the redevelopment, but these would require additional soils testing and quantifiable assessment which are not included as part of this Scope Study.

The existing building is currently on a septic system which may not be able to support the new building. The Scope Study will assess whether or not an upgraded septic system could be considered or whether the Public Works site will be required to include a connection to the existing sanitary sewer system. This will involve communication with WSSC and DPIE.

The existing waterline serving the building appears to only be a 1 ½" line. This would likely need to be increased to an 8" incoming line to support an automatic sprinkler system. The Scope Study will include this evaluation and this will also involve communication with WSSC and DPIE.

There appear to be some storm water runoff drainage issues present which will need mitigated as part of the project redevelopment. These will be evaluated and involve communication with DPIE, SCD, and MNCPPC.

The existing electrical service is provided by Pepco and the size and type of service will be evaluated as part of the Scope Study. This will be necessary to determine what will govern the type of equipment, lighting, and HVAC system can be considered for the new building.

Currently there is no space program for the new building and this will be generated as part of the Scope Study.

A Phase 1 Environmental Site Assessment (ESA) has not been performed. This may be recommended as a result of the Scope Study, but it will not be included as part of the Scope Study.

A Geotechnical Subsurface Investigation Report with soil borings has not been performed. This may be recommended as a result of the Scope Study, but it will not be included as part of the Scope Study.

Scope of Services

The purpose of the proposed Scope Study is to develop a comprehensive scope of work for the redevelopment of the site for a new public works facility. Our team will provide professional services and research to more precisely determine what is required to redevelop the site. As discussed in our initial conferences, it is prudent and necessary to determine the 'must have' requirements for the project, so that a budget can be established that covers the required work and subsequently reflects how much of the remaining budget can be allocated to the 'like to have' items.

Our team will generate a report summary and budget estimate as deliverables. The Scope Study will include assessments of the noted site utilities and the regulatory permit process. The permit process research will include code consultation with DPIE to determine what Permit(s) will be required and what the process will be, i.e., Mandatory Referral, or Development Review. Our team will meet with MNCPPC for planning & zoning to determine what requirement and restrictions there are for the parcel and subsequently, what the potential is for redevelopment. The code consultation will also be used to determine a rough order of magnitude that the project will trigger for storm water management (SWM) mitigation, depending on how they will classify the project.

Our team will also visit the existing site to gather information for the assessment and we anticipate interviewing select Public Works staff and stakeholders to help develop a space program for the new building. Our team understands the Town has an active Green Initiatives Committee and a Planning & Zoning Committee and we will also meet with them to discuss the project and get their input into the process. It is assumed that all meetings will be virtual, online due to the ongoing covid-19 pandemic and recommendations for social distancing.

Our Civil Engineer will provide due diligence with specific regard to stormwater management and overall permitting process including research, communication with the various permitting and utility authorities, and recommendation. They will assess the sanitary/septic, water line, storm water, and

electrical service to determine impact on redevelopment and a new building. A site schematic concept drawing will be generated using this information.

Our Architect will lead interviews with the Public Works stakeholders to generate the space program. The Architect will identify the various codes which will govern this project to more precisely determine the County's requirements for project classification, use type, construction type, and life safety requirements. A concept site plan and building plan will be generated using the results of this information.

Keller Construction Management will provide oversight and management of the design professionals and will generate the Budget Estimate based on the report and the findings.

Deliverables

1. Scope Study Report - The aforementioned research and investigative work will be summarized into a Scope Study Report that will include narratives of the findings.

2. Budget Estimate – The estimate will include a realistic budget for the cost to replace the existing building and redevelop the site. The estimate will include costs for the professional A/E design services required with anticipation that this project may be a Design-Build delivery contract.

3. Design Concept – A design concept sketch will be provided for the new site and building incorporating findings from the Scope Study.

Schedule

The proposed Scope Study itself is an expected duration of 2-3 weeks depending upon the availability of the permit office(s).

Design-Build Delivery and Team Members

As this project moves forward after this initial Scope Study process, Keller Construction Management is proposing that the Town of Cheverly use the Design-Build delivery method for this project. This means that the Town would hire a design-builder who would assume the risk for the project design as well as construction. This process allows a qualified builder to take a leadership role and provide input in the design phase of the project and also manage the design team to ensure the project schedule and budget remain on target. Keller Construction Management would be the Design-Builder and would have a Contract with the Town of Cheverly. The Architect and the Engineers would all be contracted under the Design-Builder as consultants. The Design-Builder would be responsible, "turnkey" for the entire process from concept, permitting, bidding, construction, and delivery of the new building.

Our proposed team members involved in this Scope Study would continue on and be our Design-Build Team members as follows:

- Design-Builder — Keller Construction Management
- Architect — RRMM Architects
- Structural Engineer — Rathgeber/Goss Associates
- Civil Engineer — KCI Technologies
- MEP Engineer — KCI Technologies

Fees
Itemized by professional services discipline, the fees for the Scope Study work as described are:

- Design-Builder $ 4,000
- Architectural Services $11,880
- Civil Engineer $ 7,802

Total Scope Study Fee Proposal: **$23,682**

Keller appreciates the opportunity to work with the Town of Cheverly Public Works on this exciting project. Please feel free to contact me if you have any questions or require additional information to assist in your review of this proposal. I can be reached directly at 240-405-2145 or by email at dtremblay@kellerbrothers.com.

Respectfully,

David Tremblay
Project Development Manager
Keller Construction Management