

The Town of Upper Marlboro

RESOLUTION: 2022-24
SESSION: Regular Town Meeting
DATED: October 25th, 2022

A RESOLUTION OF THE TOWN BOARD OF COMMISSIONERS OF THE TOWN OF UPPER MARLBORO TO AMEND THE TOWN'S CONTRACT WITH MEAD AND HUNT, INC.

WHEREAS, pursuant to the Town's Charter Section 82-56 (Purchasing and Contracts) All expenditures for contracts and purchases with an anticipated cost of more than ten thousand dollars (\$10,000) shall be subject to competitive seal bidding unless the Board, by unanimous vote of the full Board, finds another method of procurements to be more advantageous; and

WHEREAS, pursuant to the Town's Charter Section 82-56 (Purchasing and Contracts) the Town, at any time and its discretion, may employ its own force for the construction or reconstruction of public improvements without advertising for (or re-advertising for) or receiving bids; and

WHEREAS, the Board of Town Commissioners released RFP #UM 2021-03 and published it for at least 15 days to seek interested applicants from Thursday, October 14th, 2021, through Friday, November 19th, 2021, and approved a Contract with MEAD AND HUNT, INC on February 8th, 2022, by Resolution 2022-03; and

WHEREAS, the Town Board of Commissioners hereby finds that certain road surveys requested in RFP #UM 2021-03 were not part of the initial contract approved on February 8th, 2022 and that amendments had to be made to meet the scope of work for the RFP.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners for The Town of Upper Marlboro, sitting in regular session this 25th day of October, 2022, that the Town Board of Commissioners hereby authorizes the President to execute Amendment No. 1 for an amount not to exceed \$3,000 as described in a Contract for Roadway Engineering Survey & Design Firm Amendment No. 1: Supplemental Scope of Work dated September 10th, 2022, attached hereto and incorporated in reference herein, as Attachment A, thereby amending the MEAD AND HUNT, INC. Contract initially approved on February 8th, 2022.

ATTEST:

THE TOWN OF UPPER MARLBORO



Clerk: John Hoatson

Date: 10.25.22




Sarah Franklin, President


Charles Colbert, Commissioner


Janice Duckett, Commissioner


Thomas Hanchett, Commissioner

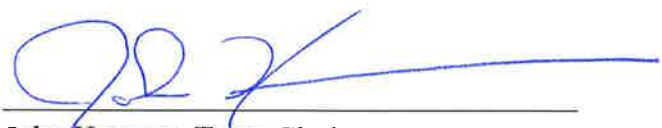

Karen Lott, Commissioner

ATTACHMENT A: Amendment No.1 Supplemental Scope of Work dated September 10th, 2022

CERTIFICATION

I, the undersigned, hereby certify that I am the Town Clerk of the Town of Upper Marlboro and that the Board of Town Commissioners of the Town of Upper Marlboro at a public meeting at which a quorum was present adopted this Resolution, and that said Resolution is in full force and effect and has not been amended or repealed.

In witness whereof, I have hereunto set my hand and seal of the municipal corporation, this 25 day of October, 2022.


John Hoatson, Town Clerk



September 10, 2022
Revised September 15, 2022

Town of Upper Marlboro
Kyle Snyder, Town Administrator
Town Hall
14211 School Lane
Upper Marlboro, MD 20772

Subject: Contract for Roadway Engineering Survey & Design Firm
Amendment No. 1: Supplemental Scope of Work

Dear Mr. Snyder:

Based on original Request for Proposals for Roadway Engineering Survey & Design Firm RFP# UM 2021-43 and recent discussions with Mr. Darnell regarding the subject Contract, Mead & Hunt, Inc. is submitting an amendment to the original scope and fee proposal submitted dated November 19, 2021. The scope of work is as follow:

- Survey, inspect and provide repaving estimates for the travel lanes of Marlborough Lane, Marlborough Circle, Marlboro Terrace, Marlborough Court, and Marlborough Grove. These roadways are currently owned by an HOA, with plans to have them turned over to the Town.
- Mead & Hunt team will perform visual observations of the entire roadway and perform Ground Penetration Radar (GPR) at randomly selected locations on above mentioned streets to collect the pavement thickness information.
- The project site pavement conditions will be rated as poor, fair, good, or excellent. Accordingly, the pavement rehabilitation priorities will be recommended for schedule and budgeting purposes. The proposed pavement section recommendations will be in accordance with Prince George's County Standards and Specifications.
- Project plans will be prepared on 8.5"x11" sheets using GIS mapping and field measurements using a wheel and tape.
- Plan sheets will also show any improvements required for other cross section elements such as curb and gutter, sidewalk, and improvements necessary for ADA compliance.
- Mead & Hunt will prepare a planning level cost estimate for budgeting purposes.
- Pavement cores and detailed analysis is not included in scope of work which will be required prior to final pavement/ rehabilitation recommendations and preparing the construction plans.
- Pavement evaluation will be performed by subconsultants, DMY Engineering Consultants, Inc.

Please refer to our price proposal for detailed itemized design tasks required to complete the project work.

Contract for Roadway Engineering Survey & Design Firm
Amendment No. 1: Supplemental Scope of Work
September 10, 2022; Revised September 15, 2022
Page 2

The Project Manager and primary contact for this contract will be Shashikant (Shashi) Patel, PE, PTOE, DBIA. Shashi may be reached directly, via email, at Shashi.Patel@meadhunt.com or via phone at (443) 741-3688. Doug Bobb, PE will serve as deputy project manager and a secondary point of contact. Doug can be reached via email at Doug.Bobb@meadhunt.com or via phone at 681-313-4448.

Sincerely,
MEAD & HUNT, Inc.



Shashikant B. Patel, PE, PTOE, DBIA
Department Manager, Civil Engineering

Attachment/Enclosure:

1. Summary of Contract Fee
2. Fee Estimate – Amendment No. 1
3. Subconsultants, DMY scope and fee proposal

APPROVED
TOWN COMMISSIONERS
UPPER MARLBORO, MD
10/25/2022 (K35)
CLERK

PRICE PROPOSAL SUMMARY
Contract for Roadway Engineering Survey & Design Firm
RFP No. UM 2021-03

Consultant: Mead & Hunt, Inc.	
Base Contract Fee	\$ 249,930.00
Project: Future Improvements for Planning Budget for: Marlborough Lane, Marlborough Circle, Marlboro Terrace, Marlborough Court, and Marlborough Grove.	\$ 9,094.26
Total Project Design Cost	\$ 259,024.26

**GEOTECHNICAL ENGINEERING
SUPPLEMENTAL SCOPE AND COST PROPOSAL**

**Town of Upper Marlboro
DMY Proposal No. 03.05586.01
August 28, 2022**

Project Understanding:

We understand that there are additional six streets (Marlborough Lane, Marlborough Circle, Marlboro Terrace, Marlborough Court, and Marlborough Grove) which require visual pavement condition survey. These roadways are currently owned by an HOA, with plans to have them turned over to the Town.

Scope of Work & Work Plan:

Based on the information, we develop the scope of work and work plan as below:

- a) DMY will perform a visual pavement condition survey to identify the existing pavement conditions for those additional six streets.
- b) DMY will perform Ground Penetration Radar at randomly select location on these 6 streets to collect pavement thickness information
- c) We understand no pavement coring or boring is required for these six streets.
- d) DMY will include pavement condition survey results in the pavement evaluation memorandum which will summarize the subsurface exploration, summarize subsurface conditions, pavement evaluation results, and our recommendations for pavement Maintenance, Rehabilitation and Repair (MR&R).

Fee:

The additional fee to complete the scope of work above will be \$2085.00



September 10, 2022
Revised September 15, 2022

Town of Upper Marlboro
Kyle Snyder, Town Administrator
Town Hall
14211 School Lane
Upper Marlboro, MD 20772

Subject: Contract for Roadway Engineering Survey & Design Firm
Amendment No. 1: Supplemental Scope of Work

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The Project Manager and primary contact for this contract will be Shashikant (Shashi) Patel, PE, PTOE, DBIA. Shashi may be reached directly, via email, at Shashi.Patel@meadhunt.com or via phone at (443) 741-3688. Doug Bobb, PE will serve as deputy project manager and a secondary point of contact. Doug can be reached via email at Doug.Bobb@meadhunt.com or via phone at 681-313-4448.

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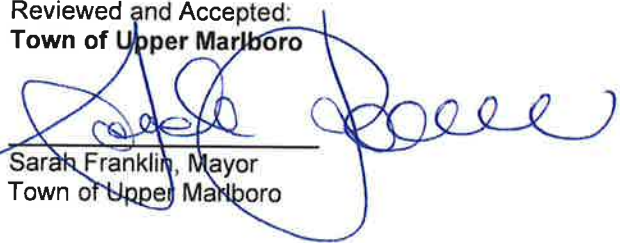


Shashikant B. Patel, PE, PTOE, DBIA
Department Manager, Civil Engineering

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Reviewed and Accepted:
Town of Upper Marlboro



Sarah Franklin, Mayor
Town of Upper Marlboro

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Fee Estimate

Contract for Roadway Engineering Survey & Design Firm

Amendment No. 1: Supplemental Scope of Work

Project: Future Improvements for Planning Budget for: Marlborough Lane, Marlborough Circle, Marlboro Terrace, Marlborough Court, and Marlborough Grove.

Consultant: Mead & Hunt, Inc.

Item Description	Man-Hour Estimate										Task Hourly Subtotals	
	Project Manager	Project Surveyor	Survey Tech	Survey CAD Tech	Survey Crew Chief	Survey Field Tech	SUE Tech	Professional Engineer	Design Engineer	Technician		
A. Roadway/Street Evaluation for Planning Budget:												
1. Project Kick-off Meeting and Data Collection (virtual)	1							1				2
2. Prepare and distribute meeting notes								1				1
3. Prepare preliminary base mapping and roadway center line using GIS data on 8.5'x11" sheets (up to 12 streets)								1		16		17
4. Perform site visit of above listed streets and review for pavement conditions, drainage issues and ADA compliance for sidewalk									8	8		16
5. Update base mapping based on field measurements, label roadway widths and label issues on plans									2	8		10
6. Perform quantity take-off of proposed improvements needed for each street and prepare planning level cost estimate								4	8			12
7. Prepare two-three page summary report of improvements needed and submit along with concept plans and cost estimate	1							2	8			11
Subtotal	2	0	0	0	0	0	0	9	26	32		69
Total Hours	2	0	0	0	0	0	0	9	26	32		69
Hourly Rate	\$79.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$73.95	\$38.81	\$25.00		\$ 2,633.81
Labor Cost	\$ 159.20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 665.55	\$ 1,009.06	\$ 800.00		\$ 3,687.33
Overhead Cost @ 140.00%												\$ 6,321.14
Sub-Total												\$ 6,321.14
Fee (10% of Total)												\$ 632.11
Subtotal - Labor including Overhead and Fee												\$ 6,953.26
Direct Costs												
Mileage								Quantity	Unit	Rate		
Printing Full Size Paper Plans (24"x36")								100	mile	0.56		\$ 56.00
Utility Test Holes Mobilization								0	Each	1.5		\$ -
Perform Utility Test Holes (assumed 3)								0	LS	1000		\$ -
Others (Shipping, Mailing)								0	Each	800		\$ -
SubTotal - Direct Costs												\$ 56.00
Total Cost - Mead & Hunt Design Fee including direct costs												\$ 7,009.26
Subconsultants Support Services												
DMY Engineering- Geotechnical Engineering												\$ 2,085.00
SubTotal - Subconsultants Support Services												\$ 2,085.00
Total Project Design Cost												\$ 9,094.26



Chantilly, VA
Williamsburg, VA
Washington, DC
Gaithersburg, MD

GEOTECHNICAL ENGINEERING SUPPLEMENTAL SCOPE AND COST PROPOSAL

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