



PROPOSAL FOR

# CITY COUNCIL CHAMBER DAIS

## CITY OF HYATTSVILLE

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MAY 16, 2024 | RFP DPW24-003

**Design**  
**Collective**

ARCHITECTURE  
PLANNING  
INTERIORS  
LANDSCAPE  
ARCHITECTURE  
PLANNING  
INTERIORS  
LANDSCAPE  
ARCHITECTURE  
PLANNING  
INTERIORS  
LANDSCAPE  
ARCHITECTURE

[WWW.DESIGNCOLLECTIVE.COM](http://WWW.DESIGNCOLLECTIVE.COM)

**Baltimore**

100 East Pratt Street, 18th Floor  
Baltimore, Maryland 21202  
Tel 410.685.6655  
Fax 410.539.6242

**Chicago**

233 South Wacker Drive  
Chicago, Ill 60606  
Tel 312.625.4747

May 16, 2024

Ms. Laura Reams  
City of Hyattsville  
4310 Gallatin Street  
Hyattsville, MD 20781

RE: Architectural Design Services  
City Council Chamber Dais  
Hyattsville, MD

Dear Laura,

On behalf of the Design Collective Team, I am pleased to submit our qualifications to provide architectural design and consulting services for the City Council Chambers Dais. The body of our proposal contains our qualifications, and our responses to the criteria requested in your Request for Proposal.

We believe you will find us eminently qualified for this project and we encourage you to call us with any questions or comments as you review this material.

We look forward to hearing from you.

Sincerely,



Matt Herbert, AIA  
Principal

## **PROPOSAL DOCUMENTS**

In order to qualify for this Project, Contractors must submit all information requested in the following pages.

### **CONTRACTOR INFORMATION**

Proposals must adhere to the format of these Proposal forms and content of this RFP. Proposals will not be evaluated unless all parts of the Proposal form are submitted in a complete package. The information set forth is the minimum required in order to qualify for consideration.

Firm Name	Design Collective, Inc.
Address	100 East Pratt Street, 18th Floor
City, State, Zip	Baltimore, MD 21202
Contact Person	Matt Herbert
Phone Number	410.685.6655
Email Address	mherbert@designcollective.com

## COMPANY BACKGROUND

Company Name	Design Collective, Inc
Main Office Location	100 East Pratt Street, 18th Floor
	Baltimore, MD 21202
Year Founded	1979
Project Manager Name	Matt Herbert
Project Manager Phone	410.685.6655
Project Manager Email	mherbert@designcollective.com
Years of Experience	23

Has the company ever operated under another name? If yes, what name?

Columbia Design Collective

Do you have the equipment and staff available to start within 10 days of notice to proceed?

Yes

If no to the previous question, how long would it take to have the equipment and staff available?

Has the company ever done work with the City of Hyattsville? If yes, when and what type of work.

No

## REFERENCES

Complete and submit the following for three (3) projects of similar nature as the project specified. Make copies and/or attach additional pages as needed.

Name of Project New City Hall

Owner of Project City of College Park & University of Maryland

Address of Project 7401 Baltimore Avenue, College Park, MD 20740

Contact Person Bill Gardiner

Phone Number 240.487.3501

Email address bgardiner@collegeparkmd.gov

Description of  
work

The new City Hall for the City of College Park includes 38,000 GSF for the City, 45,000 GSF of office space for the University of Maryland and 7,000 GSF of retail on the ground level. The building is organized around a new civic plaza that marks the heart of the City of College Park, Maryland. The building includes a new city council chamber, public meeting space, and a central lobby connecting the neighborhood to the East with the plaza on the building's West side. Retail fronts on Baltimore Avenue with outdoor dining activating the plaza. Both the plaza and building incorporate sustainable features for energy and responsible treatment of water.

Comments



# NEW CITY HALL

CITY OF COLLEGE PARK & UNIVERSITY OF MD  
COLLEGE PARK, MARYLAND

DESIGN COLLECTIVE, INC.



AIA MARYLAND  
"PUBLIC BUILDING OF  
THE YEAR," - 2022



## SIZE

90,000 SF

## COMPLETED

2021



The new City Hall for the City of College Park includes 38,000 GSF for the City, 45,000 GSF of office space for the University of Maryland and 7,000 GSF of retail on the ground level. The building is organized around a new civic plaza that marks the heart of the City of College Park, Maryland. The building includes a new city council chamber, public meeting space, and a central lobby connecting the neighborhood to the East with the plaza on the building's West side. Retail fronts on Baltimore Avenue with outdoor dining activating the plaza. Both the plaza and building incorporate sustainable features for energy and responsible treatment of water.

## REFERENCES

Complete and submit the following for three (3) projects of similar nature as the project specified. Make copies and/or attach additional pages as needed.

Name of Project      Municipal Center Renovations

Owner of Project      New Carrollton City Municipal Center

Address of Project      6016 Princess Garden Parkway New Carrollton, MD 20784

Contact Person      Maisha Williams, MBA

Phone Number      301.459.6100

Email address      mmwilliams@newcarrolltonmd.gov

Description of work      The City of New Carrollton engaged Design Collective to provide renovation design services, the development of a cost estimate for those renovations and related construction management of the renovations at the New Carrollton Municipal Center. The scope of work includes the relocation of Council chambers, renovation to the entrance of the building and space reallocation in the Admin wing.  
  
The Municipal Center is a single story 24,000SF former elementary school (circa 1960). The 24,000 SF is roughly divided into 3 wings: police department (8,300 SF); administration (7,100 SF); and a multipurpose room (7,200 SF) which is a former cafeteria/auditorium with 20' ceilings and an entryway hallway. The Phase 1 design work will cover the admin wing and a portion of the multipurpose room and adjoining hallway. The Phase 2 work will encompass the entire building.

Comments



# MUNICIPAL CENTER RENOVATIONS

NEW CARROLLTON

NEW CARROLLTON, MARYLAND

DESIGN COLLECTIVE, INC.

## SIZE

24,000 SF

## COMPLETED

2018



The City of New Carrollton engaged Design Collective to provide renovation design services, the development of a cost estimate for those renovations and related construction management of the renovations at the New Carrollton Municipal Center. The scope of work includes the relocation of Council chambers, renovation to the entrance of the building and space reallocation in the Admin wing.

The Municipal Center is a single story 24,000 SF former elementary school (circa 1960). The 24,000 SF is roughly divided into 3 wings: police department (8,300 SF); administration (7,100 SF); and a multipurpose room (7,200 SF) which is a former cafeteria/auditorium with 20' ceilings and an entryway hallway. The Phase 1 design work will cover the admin wing and a portion of the multipurpose room and adjoining hallway. The Phase 2 work will encompass the entire building.

## REFERENCES

Complete and submit the following for three (3) projects of similar nature as the project specified. Make copies and/or attach additional pages as needed.

Name of Project	New Headquarters
Owner of Project	Housing Opportunities Commission of Montgomery County
Address of Project	2nd & Fenwick, Silver Spring MD
Contact Person	Jay Shepherd
Phone Number	240.627.9400
Email address	jay.shepherd@hocmc.org
Description of work	<p>The Housing Opportunity Commission of Montgomery County will be relocating from their existing headquarters in Kensington, Maryland to a new building to be constructed on the corner of 2nd Avenue and Fenwick Lane in Silver Spring, Maryland. The new headquarters for the Housing Opportunity Commission of Montgomery County will be an 82,000 s.f. ground up building containing various public and private spaces. On the first floor a public, two story, lobby welcomes visitors and provides direct ground level access to the customer service center where citizens can get assistance with housing. A grand stair connects to the public hearing room on level 2 and its pre-function space which overlooks the lobby below. A roof terrace on level 9 connects office amenity space with the views of the surrounding neighborhoods and allows for public functions indoors and out. Between the roof terrace and lower level public functions sits 6 levels of office space with corner conference rooms expressed with large areas of glass on the building's exterior.</p>
Comments	

# NEW HEADQUARTERS

## HOUSING OPPORTUNITIES COMMISSION OF MONTGOMERY COUNTY SILVER, MARYLAND

DESIGN COLLECTIVE, INC.

### SIZE

82,000 SF

### COMPLETED

2025



The Housing Opportunity Commission of Montgomery County will be relocating from their existing headquarters in Kensington, Maryland to a new building to be constructed on the corner of 2nd Avenue and Fenwick Lane in Silver Spring, Maryland. The new headquarters for the Housing Opportunity Commission of Montgomery County will be an 82,000 s.f. ground up building containing various public and private spaces.

On the first floor a public, two story, lobby welcomes visitors and provides direct ground level access to the customer service center where citizens can get assistance with housing. A grand stair connects to the public hearing room on level 2 and its pre-function space which overlooks the lobby below. A roof terrace on level 9 connects office amenity space with the views of the surrounding neighborhoods and allows for public functions indoors and out. Between the roof terrace and lower level public functions sits 6 levels of office space with corner conference rooms expressed with large areas of glass on the building's exterior.



# MATT HERBERT

AIA, LEED AP, NCARB

## PRINCIPAL-IN-CHARGE & PROJECT MANAGER | DESIGN COLLECTIVE

Matt is one of Design Collective's most accomplished technical project managers. He has managed many of the firm's largest and most complex mixed-use, new construction and renovation in place projects. Matt has served as project manager for more than \$400 million of built mixed-use projects for developer, university and institutional clients. He serves as a trusted Design Collective studio leader, managing projects requiring large teams while serving as a technical, BIM, and construction systems resource within his studio. He is exceptionally experienced in a variety of delivery methods, including design-build, CM-at-Risk, and design-bid-build delivery.

### EDUCATION

- University of Maryland College Park  
Master of Architecture, 2000
- University of Maryland College Park  
Bachelor of Science Architecture, 1998

### YEARS WITH FIRM

21

### TOTAL YEARS EXPERIENCE

23

### LOCATION

Baltimore

### REGISTRATION

Registered Architect: MD, FL

### PROFESSIONAL AFFILIATIONS

- American Institute of Architects
- U.S. Green Building Council
- National Council of Architectural  
Registration Board

### AVAILABILITY TO WORK ON PROJECT

20%

## SELECT PROJECTS + RELEVANT EXPERIENCE

### NEW CITY HALL | CITY OF COLLEGE PARK, COLLEGE PARK, MD

*The new City Hall includes 38,000 GSF for the City, 45,000 GSF of office space for the University of Maryland and 7,000 GSF of retail on the ground level. The building is organized around a new civic plaza that marks the heart of the City. The building includes a new city council chamber, public meeting space, and a central lobby connecting the neighborhood to the East with the plaza on the building's West side. Retail fronts on Baltimore Avenue with outdoor dining activating the plaza. Both the plaza and building incorporate sustainable features for energy and responsible treatment of water.*

### HOUSING OPPORTUNITIES COMMISSION HEADQUARTERS, SILVER SPRING, MD

*The HOC of Montgomery County will be relocating from their existing headquarters in Kensington, Maryland to a new building to be constructed on the corner of 2nd Avenue and Fenwick Lane in Silver Spring, Maryland. A new 9-story building of approximately 82,000sf will be constructed at this site. The building will be fully occupied by the Housing Opportunity Commission with their public facing Customer Service Center on the first floor.*

### HAMPTON PARK OFFICE BUILDING | VELOCITY CAPITAL, LARGO, MD

*Part of a larger mixed-used developed located just inside the capital beltway off of Central Avenue, the development includes office space as well as outdoor green space. The office building is a 6-story, 115,000sf building design for the Prince George's County Health and Human Services (HHS) division. In addition to office space for the various departments of HHS, the building has a 26,000sf senior center located on the ground and section floor of the building. The senior center has a separate exterior entrance, an elevator between levels and access to nearby green space on the site. The building also has a conference center located on the second floor of the building of 15,000sf. This center will be available for use by the community as well as the departments within the building. The remaining floors contain office space for the various departments that make up the HHS group.*

### B&O SOUTH CAR SHOP | B&O RAILROAD MUSEUM, BALTIMORE, MD

*The project envisions the redevelopment of the campus, creating a new guest experience, entry sequence and arrival to the museum. The 50,000 square foot renovation envisions new food service, gift shop, classrooms and meeting space as well as a new exhibit hall highlighting the past, present and future of American railroading. The project features a new amphitheater plaza.*

### GUINNESS OPEN GATE BREWERY & TAPHOUSE | DIAGEO-GUINNESS, RELAY, MD

*In 2001 Diageo, the parent company of Guinness, purchased the former Calvert Distilling Company in Baltimore County, Maryland. The site consisted of four existing whiskey barrel aging buildings that were underutilized. Diageo decided to dedicate one of these barrel houses to be repurposed to a 60,000 SF facility including a brewery, taproom, restaurant, barrel room, retail store, outdoor event and gathering space.*





# MATT HAWKINS

ASSOC. AIA, ASSOC. NOMA

ARCHITECTURAL DESIGNER | DESIGN COLLECTIVE, INC.

Matt Hawkins is an architectural designer with three years of professional experience to his credit, most recently working on the New Cultural Center, a mixed-use multi-family project in Columbia, Maryland. As a staff architect, he will be responsible for the preparation of architectural drawings and specifications, as well as document production. The staff architect will coordinate closely with the Project Manager, engineers and other team members to ensure that documents are accurate and complete.

## EDUCATION

- Morgan State University, Master of Architecture, 2021
- Kent State University, Bachelor of Science in Architecture, 2017

## YEARS WITH FIRM

3

## TOTAL YEARS EXPERIENCE

7

## REGISTRATION

- AIA, Member
- NOMA, Member

## AVAILABILITY TO WORK ON PROJECT

50%

## SELECT PROJECTS + RELEVANT EXPERIENCE

### NEW CULTURAL CENTER | ORCHARD DEVELOPMENT, COLUMBIA, MD

*Aspiring to be Maryland's paradigm for community-centric arts, Columbia's New Cultural Center marries a dynamic arts and recreation program with mixed-income living above. Inspired by the confluence between the arts and daily living, the design explores bending the boundaries between performance, visual, and recreational arts to render a community 'stage' for Howard County residents to live, work, and play.*

### COTTON ANNEX | CARMEL PARTNERS, WASHINGTON, DC

*Design Collective was tasked with the redevelopment of the Cotton Annex building, located just south of the National Mall in Washington, DC. Built in 1936 by the Department of Agriculture for the classification and standardization of cotton and tobacco, the designated historic structure has been vacant for over a decade and required significant restoration. This transformational multifamily project includes the alteration of the existing seven story historic building, a newly constructed thirteen story tower, and below-grade parking. The project includes up to 564 dwellings (with 97 located in the existing Cotton Annex Building), below-grade parking spaces, 15,000 square feet of indoor amenity space, and additional courtyard and roof level exterior amenities.*

### PARCEL H | LCOR, NORTH BETHESDA, MD

*Parcel H, a high-rise multi-family building for LCOR in North Bethesda, Md. Parcel H is adjacent to Arrowwood, another recently completed mixed-use multi-family building for LCOR, and is the final block of development to complete the Quad masterplan.*

### ARBOR ROW | WASHINGTON PROPERTY COMPANY, MCLEAN, VA

*Arbor Row Block A2 is a 3A construction type, five-story wood-frame construction, over a 1A construction type, two-story concrete podium with a 1A 16 story concrete tower. Block A2 contains 349 dwelling units, 398,959 GSF of residential area, and 7,955 GSF of retail area. This project is established by the approved FDP and CDP sharing a parking garage below and a public mews with Block A1. These buildings areas were designed to the 2015 Virginia Building Code.*

## PROPOSAL RATE SHEET

In compliance with your Invitation to Proposal, we propose to furnish all materials, labor, equipment and services, necessary to complete the work as outlined in the Scope, per the pricing stated below:

Item	Qty	Unit	Description	Unit Rate	Proposal Amount
1	1	Lump Sum	<b>Design and Documentation</b>		12,000
2	1	Lump Sum	<b>Construction Administration and Inspection</b>		3,500
3	40	Hours	<b>Structural Engineering (allowance)</b>		5,000
4	40	Hours	<b>MEP Engineering (allowance)</b>		5,000
				<b>Total Proposal</b>	25,500

The quantities on this Proposal form are an estimate. Contractor will be only paid for work that is authorized, inspected, and accepted by the City.



## PROPOSAL FORM PRICE AUTHORIZATION

By signing this Proposal form, such action certifies that the Contractor has personal knowledge of the following:

That said Contractor has examined the RFP and specifications, carefully prepared the Proposal form, and has checked the same in detail before submitting said Proposal; and that said Contractor, or the agents, officers, or employees thereof, have not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive Proposing in connection with this Proposal.

That all said work will be performed at the Contractor's own proper cost and expense. The Contractor will furnish all necessary materials, labor, tools, machinery, apparatus and other means of construction in the manner provided in the applicable specifications, and at the time stated in the contract.

The undersigned, being a reputable Contractor and having submitted the necessary pre-qualification forms, hereby submits in good faith and in full accordance with all specifications, attached or integral, his/her Proposal:

Name of Contractor Design Collective, Inc.

Authorized Signature 

Name and Title of Signatory Matt Herbert, Principal

Date May 15, 2024

Type of Organization (circle One): Corporation Partnership Proprietorship

SEAL:  
(If corporation)



# TERMS & CONDITIONS

*Design Collective, Inc.*

*Standard Contract Terms and Conditions*

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## 1. DUTIES AND STANDARD OF CARE:

Design Collective, Inc., the “Architect,” agrees to provide those professional services, including architectural design and construction documents as well as consultations as agreed to in the scope of services. Additional services may be performed if requested, subject to an agreed-upon revision in the scope of services and authorized additional compensation. Services will be performed in accordance with generally accepted principles of architectural practice and in a manner consistent with the level of professional care and skill ordinarily exercised by members of the architectural profession for similar projects. No other warranty, expressed or implied, is made. The other party to this agreement will be termed “Client”, and will have various duties and responsibilities as outlined in the Contract. Client shall communicate these standard contract terms and conditions to each and every third party to whom the Client transmits any part of the Architect’s plans and/or specifications.

## 2. EARLY BID DOCUMENTS/ FAST TRACK PROJECTS:

When the Client requests submission of early bid documents, it is acknowledge that the Architect’s drawings are issued to contractors for pricing or bid purposes in advance of full completion of construction documents by the Architect. The Client agrees to hold the Architect harmless from additional construction costs arising from subsequent revisions, addenda, and corrections to the architectural drawings, made in order so as to conform same to the final drawings.

## 3. HIDDEN CONDITIONS

The Instruments of Service are based on observable conditions. A condition is hidden if it is concealed by existing finishes or cannot be investigated by reasonable visual observation. In the event Architect, in the performance of the services, uncovers a hidden condition, Architect shall not be responsible for costs associated with repairing, restoring, removing or otherwise correcting said condition. Architect shall have no responsibility for hidden conditions or any subsequent damage to persons or property related to any hidden conditions.

## 4. CONSTRUCTION COST ESTIMATES:

Since the Architect has no control over the cost of labor, materials, or equipment, or over the contractor’s method of determining prices, or over competitive bidding or market conditions, his opinions of probable construction cost are made on the basis of his experience and qualifications. These opinions when rendered, represent his best judgment as a design professional familiar with the construction industry, and are not to be construed as a guarantee that proposals, bids, or the construction cost will not vary from opinions of probable cost rendered by him. If the owner wishes greater assurance as to the construction cost, he shall employ an independent cost estimator.

## 5. OWNERSHIP AND REUSE OF DOCUMENTS:

It is acknowledged that the architectural plans and specifications are instruments of professional service and the Architect shall retain copies of drawings for the project. The Drawings and Specifications shall not be used by the Owner on other projects. The Owner does not have the right to use or modify

the Drawings and Specifications to complete this Project with another architect without further permission from and further compensation to Design Collective. If the Owner so elects to use or modify the contract documents with the permission of and appropriate compensation to Design Collective, the Owner hereby agrees to indemnify and hold harmless Design Collective from and against liability for any and all claims, losses, damages and expenses arising from or associated with this use.

## 6. INVOICE PAYMENTS:

The Architect will submit invoices to the Client monthly and a final bill upon completion of services. Invoices will show charges on the basis of services performed during the preceding month. A separate invoice will show reimbursable expenses due. Unless disputed in writing by Owner, payment is due upon presentation of invoice and is past due thirty days from invoice date.

Unless disputed in writing by owner, failure of Owner to make payments to Architect in accordance with this Agreement shall be considered substantial nonperformance and is sufficient cause for Architect to either suspend or terminate services.

A carrying charge of ten percent (10%) per annum, compounded monthly, will be assessed against all past due invoices. Unless disputed in writing by Owner, if payment of services is not made within forty-five (45) days of the receipt of an invoice, the Architect may withhold or withdraw documents from the Owner or appropriate governmental authorities or withhold cooperation necessary to acquire building permits. It is further agreed that in the event a lien or suit is filed to enforce overdue payments under this agreement, the

prevailing party, whether Client or Architect, is entitled to legal costs, including reasonable attorney's fees.

## **7. TERMINATION OF AGREEMENT:**

The obligation to provide further services under this agreement may be terminated by either party upon seven days' written notice in the event of substantial failure by the either party to perform in accordance with the terms of this agreement through no fault of the terminating party. Unless disputed in writing by the Owner, the Architect shall be compensated by the Client for all services performed and Reimbursable Expenses incurred up to and including the termination date.

## **8. PROJECT SUSPENSION OR ABANDONMENT:**

If the project is suspended or abandoned in whole or in part through no fault of the Architect, the Architect shall be compensated for all services performed prior to receipt of written notice from the Client of such suspension or abandonment, together with any reimbursable expenses then due.

## **9. SEVERABILITY:**

In the event that any provisions herein shall be deemed invalid or unenforceable, the other provisions hereof shall remain in full force and effect, and binding upon the parties hereto. The terms of paragraphs 4 and 5 shall survive termination of this agreement.

## **10. INSURANCE/LIABILITY LIMITATION:**

The Architect represents that it and its agents, employees and consultants employed by it, is and are protected by workman's compensation insurance,

and the Architect has such coverage under public liability and property damage insurance policies to protect itself from claims arising from work performed under this agreement. Also, the Architect represents that it maintains professional liability insurance for protection from claims arising out of performance of professional services caused by any negligent error, omission or act from which the insured is legally liable. Certificates in evidence of policies of insurance will be provided to the Client upon request. The Architect shall not be responsible for any loss, damage or liability beyond the amounts, limits and conditions of such insurance, not including consultants. Limitations on liability provided in the Agreement are business understandings between the parties and shall apply to all theories of liability, including breach of contract or warranty, tort including negligence, strict or statutory liability, or any other cause of action. No employee or agent of the Architect shall have any individual professional liability in addition to, or in excess of, the Architects liability under these standard contract terms and conditions. Damages recoverable from the Architect, in the case of omissions, shall be limited to the direct extra cost to the client of necessary corrective work. Recovery for any consequential damages, for delay, impact, interference or inefficiency is expressly waived.

## **11. MEDIA ACKNOWLEDGMENT:**

The Owner hereby grants authorization to Design Collective, Inc. or its agent to photograph both the interior and the exterior of the project, as applicable, at a mutually agreed upon time; however agreement may not be unreasonably withheld so as to eventually prevent the project from being photographed.

## **12. CONSENT TO JURISDICTION:**

The Parties hereby agree to submit to the jurisdiction of the State of Maryland for the purposes of all legal proceedings arising out of or relating to this agreement and/or the transactions contemplated hereby.

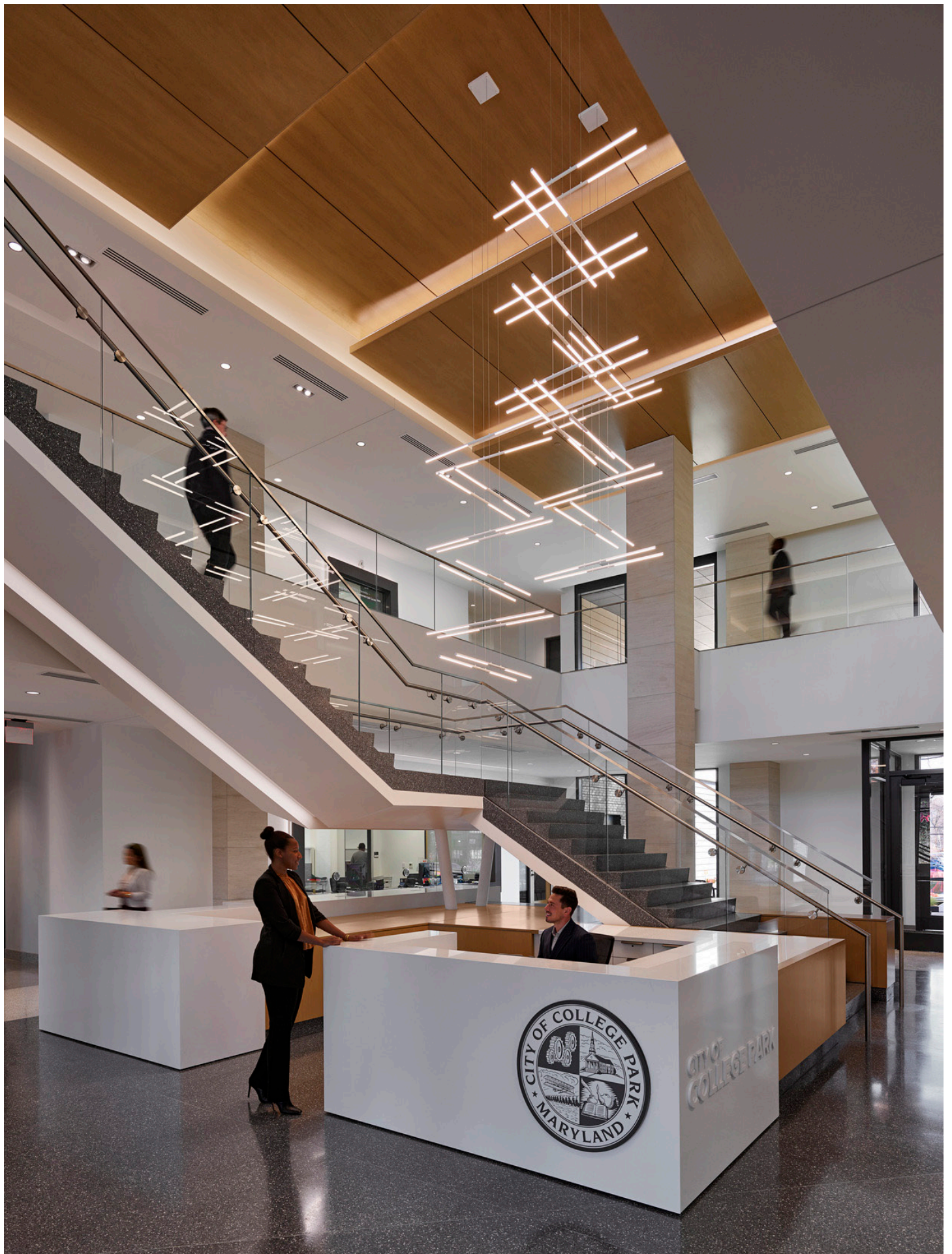
## **13. LEED SERVICES:**

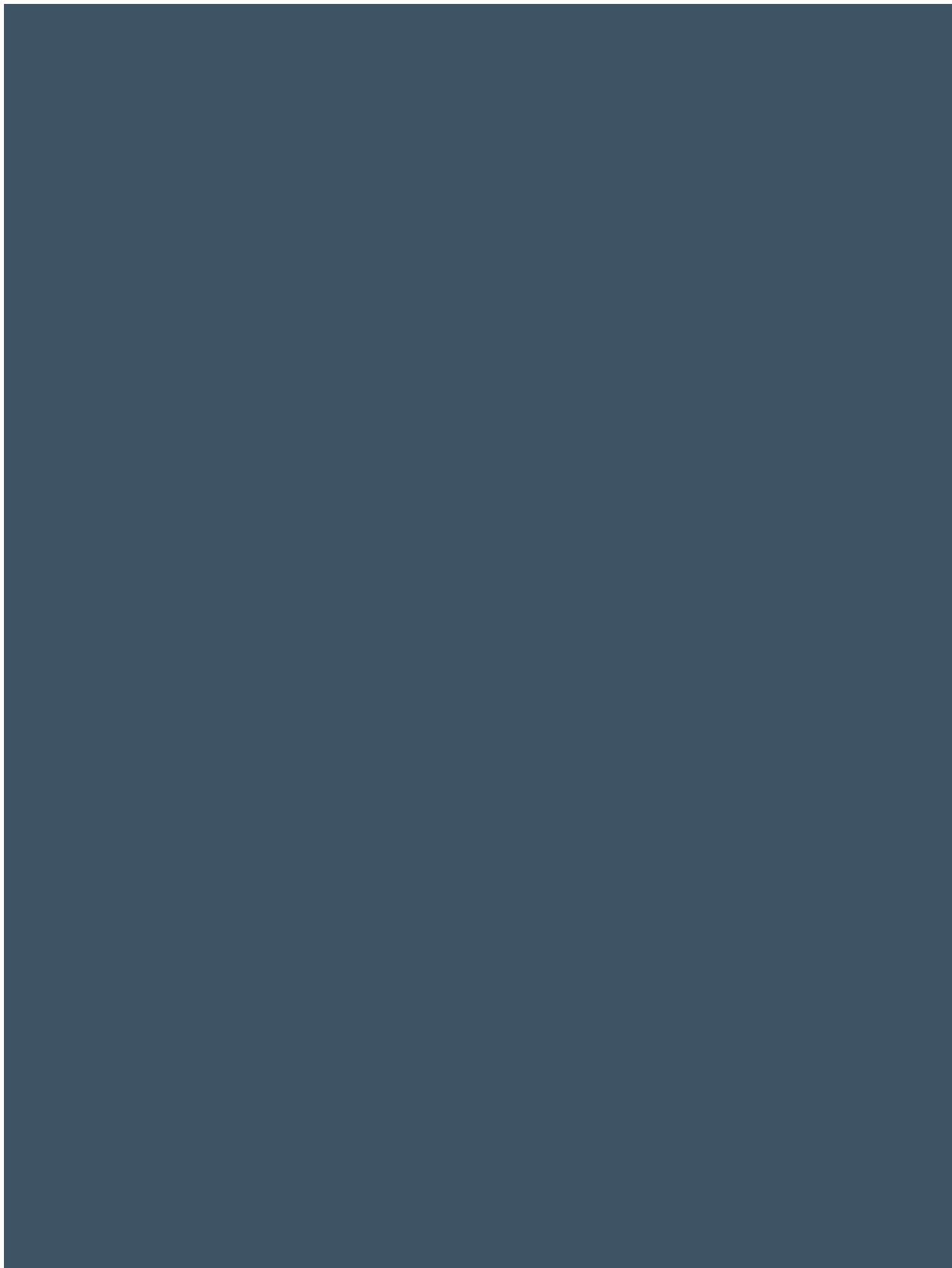
The Architect shall perform a LEED certification viability analysis, or its equivalent, by the completion of the Schematic Design Phase of the Project. The analysis shall recommend an appropriate rating system and determine the viability of certification and certification level based upon program and scope of construction. LEED documentation services, or its equivalent, shall be an additional service. As the Architect, Design Collective, Inc. does not warrant, guarantee or represent that this Project will ultimately obtain LEED Certification at any level.

## **14. INDEMNIFICATION**

Design Collective, Inc. shall indemnify Client from and against losses, damages and judgements arising from claims by third parties, including reasonable attorneys' fees and expenses recoverable under applicable law, but only to the extent they are found to be caused by a negligent act, error or omission of Design Collective, Inc. or of a sub-consultant to Design Collective, Inc. in the performance of services under this proposal.







# Design Collective

ARCHITECTURE  
PLANNING  
INTERIORS  
LANDSCAPE ARCHITECTURE  
GRAPHICS

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## Baltimore

100 East Pratt Street, 18th Floor  
Baltimore, Maryland, 21202  
P 410.685.6655

## Chicago

233 South Wacker Drive, Suite 4400  
Chicago, Ill 60606  
P 312.625.4747

[www.designcollective.com](http://www.designcollective.com)

100% Employee-Owned Design Firm