



July 27, 2021

Mr. Hal Metzler, Jr.  
City of Hyattsville  
4310 Gallatin Street  
Hyattsville, MD 20781

RE: Proposed Task Order 01E for Project/Construction Management Services  
for City of Hyattsville Public Safety Building, 3505 Hamilton Street  
DPW07132015 / JMT #16-1916-01E REV.1

Dear Mr. Metzler,

JOHNSON, MIRMIRAN & THOMPSON is pleased to provide JMT's Task Order 01E Rev.1 proposal to the City of Hyattsville for Project/Construction Management Services for the New Public Safety Building located on 3505 Hamilton Street.

The proposal has been prepared on the City's described scope and anticipated construction, FF&E, and Closeout duration of a total of 17 months.

The scope of work and deliverables will include:

- Full-time Construction Management services; defined as 40 hours per week
- Part-time Project Manager services; defined as 25 hours per week
- Attend Pre-Construction meeting
- Conduct bi-weekly progress meetings including providing agenda and meeting minutes
- Facilitate communication between City of Hyattsville and Contractor
- Record daily construction, site activities and visitors, and provide Daily Reports
- Ensure work is compliant with contract documents
- Provide Monthly Reports to all stakeholders; narrative, photographs, schedule and logs
- Review construction schedules, pay applications, and proposed change orders
- Schedule and assist in final walkthroughs
- Forward all submittals and RFI's to Architect/Engineer of Record for review
- Maintain all logs, including change orders, submittals, and RFI's and logs
- Oversee Prince George's County required 3<sup>rd</sup> party inspections
- Oversee closeout process; City's receipt of operation and maintenance manuals, and staff's operations and maintenance personnel training receipt of spare parts
- Provide final report to include all logs, photographs, and any other closeout documents
- Assist in scheduling and oversight of City's installation of communication systems, and FF&E

**Total Amount Not to Exceed**

**\$557,189.00**

**Exclusions:**

- a. Project design or bid phase service
- b. Project cost estimating; CM will verify change order proposals for reasonableness
- c. Field office including utilities, and HVAC; City to provide. CM will provide computer, phone and other basic office equipment
- d. Utility coordination by the City and/or construction contractor.

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- e. Permitting, or independent agency services and fees
  - f. Commissioning services
  - g. Survey services

Thank you for selecting JOHNSON, MIRMIRAN & THOMPSON to provide these services.

Very truly yours,

JOHNSON, MIRMIRAN & THOMPSON, INC

A handwritten signature in black ink, appearing to read 'J. Ryan', is positioned above the printed name.

Jonathan J. Ryan, PE, CCM, PMP  
Senior Vice President

cc: Soli Guille, JMT

Johnson, Mirmiran & Thompson				
COST SUMMARY FORMAT				
PART I - GENERAL				
CLIENT: City of Hyattsville	Hyattsville Public Safety Building PM/CM Services		DPW07132015	Task Order 01E
CONSULTANT: Johnson, Mirmiran & Thompson	JMT -16-1916-01E Rev.1		PROPOSAL DATE 7.21.2021	
ADDRESS: 601 New Jersey Ave, Suite 210 Washington, DC 20001				
COST SUMMARY				
1. DIRECT LABOR (Specify labor categories)	HOURS	HOURLY RATE	ESTIMATED COST	TOTALS
Project Manager	1,865	\$125.00	\$ 233,125.00	
Construction Manager	2,984	\$108.00	\$ 322,272.00	
Total Hours	4,849			
DIRECT LABOR SUBTOTAL:			\$ 555,397.00	
2. INDIRECT COSTS (Specify)	RATE	X DIRECT LABOR TOTAL =	ESTIMATED	
OVERHEAD AND PAYROLL BURDEN	0%		\$ -	
INDIRECT COSTS SUBTOTAL			\$ -	
3. TOTAL OF DIRECT LABOR & INDIRECT COSTS (Combined Sum of Items 1 & 2)				\$ 555,397.00
4. PROFIT - (Fixed Hourly Rate)				\$ -
5. TOTAL PROFESSIONAL FEE (Combined Sum of Items 3 & 4)				\$ 555,397.00
6. OTHER DIRECT COSTS (refer to attached itemization)				
7. EXPENSES	QTY.	COST	ESTIMATED COST	
a. Transportation (personal car)	3,200	\$ 0.56	\$ 1,792.00	
c. Photocopies (internal)	NA	included in contract	\$ -	
d. Photocopies (Outside Copying)	0	sheets X \$0.10/sheet	\$ -	
e. Drawing Prints	0	sheets X \$1/sheet	\$ -	
f. Mylar Prints		sheets X \$25/sheet	\$ -	
EXPENSES SUBTOTAL			\$ 1,792.00	
8. EQUIPMENT, MATERIALS, SUPPLIES (See attached itemization)	QTY.	COST	ESTIMATED COST	
EQUIPMENT SUBTOTAL:			\$ -	
9. SUBCONSULTANT(S)			ESTIMATED COST	
	0	#REF!	\$ -	
SUBCONSULTANT(S) - SUBTOTAL:			\$ -	
10. SUBCONSULANT MARKUP			ESTIMATED COST	
		0.10	\$ -	
b.			\$ -	
c.			\$ -	
SUBCONSULTANT(S) - SUBTOTAL:			\$ -	
OTHER SUBTOTAL			\$ -	
OTHER DIRECT COSTS TOTAL: (Combined Sum of Items 7, 8, 9, 10)				\$ 1,792.00
TOTAL PRICE (Combined Sum of Items 5 & 10)				\$ 557,189.00