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To: Lesley Riddle  
Public Works Director  
Department of Public Works  
City of Hyattsville  
4310 Gallatin Street  
Hyattsville, MD, 20781

From: Kelly Fleming, PLA  
Program Director  
Neighborhood Design Center  
4318 Gallatin Street  
Hyattsville, MD 20781

Date: November 18, 2022

Subject: **NDC Proposal Hyattsville Teen Center Landscape Design**

Dear Lesley:

NDC is happy to submit a proposal for design development and construction documentation of the grounds of the new Teen Center at 5812 40th Avenue and adjacent Nicholson Park. The Neighborhood Design Center will team with DesignGreen for engineering support.

Our work will build upon the existing conceptual design for the exterior of the center and additional visioning focused on the teenage users of the new space. Please contact me with any questions you may have. We look forward to working with you.

Sincerely,

Kelly Fleming

# Hyattsville Teen Center and Nicholson Park

## Project Overview

The proposed project is the design and construction documentation for the park at the City of Hyattsville's new Teen Center at 40th Avenue and Nicholson Street. Existing preliminary concepts will be revised to include additional features to accommodate teenage park users. Teenage user groups will be engaged through a workshop to elicit feedback. The revised concept plan will be used to produce a set of construction documents to be used by the City for pricing, permitting and bidding the project.

## Project Team

**The Neighborhood Design Center (NDC)** - project manager, community outreach, meeting facilitation, park program, landscape design and landscape construction documents (tree preservation, planting, materials and layout).

**DesignGreen (DG)** - civil engineering and stormwater management support, supporting construction documents (grading, erosion and sediment control, stormwater management, paving and footing details) for permitting.

## Project Scope, Timeframe & Deliverables

The scope of services outlines the NDC team tasks, deliverables, timelines and fee for design refinement to accommodate additional user groups, design development and construction documentation of the proposed park. These proposed services can be adjusted as needed through discussions with City of Hyattsville staff.

NDC proposes the following tasks and deliverables to be completed within 10 months barring delays due to directives from the City or other unforeseen circumstances. Tasks have been broken out by timing.

Month(s)	Task	Deliverable
1	1	Kickoff Meeting with City of Hyattsville Alignment of Engagement with City, Confirm timeline
1-2	2	Site Visits & Documentation Precedent and Code Research
3-4	3	Engagement Planning & Workshop
4-5	4	Concept Design Revisions
5-6	5	Design Development

7-9	6	Construction Documentation (50% CD and 90% CD submissions)
10	7	Final Deliverables (100% CD for permitting and construction)

NDC requires 4 weeks' notice prior to project kick off to properly staff the project.

### **Task 1 Kickoff Meeting with City of Hyattsville**

NDC and DesignGreen will attend a project kickoff meeting with the City of Hyattsville staff to finalize the project scope, timeframe, major milestone dates and preliminary outreach strategy. Following the meeting, the team will develop a draft communications & outreach strategy to include ongoing social media, identification of existing stakeholder groups, and possible new target audiences for outreach.

**\$1,510.00**

### **Task 2 Site Visits & Documentation**

NDC will photograph existing conditions, review site orientation & context, identify existing plant species, review previous concepts and research precedents. DesignGreen will coordinate topographic, tree and sub-utility surveys, and soils investigation, review site drainage, and research code and permitting restrictions.

**\$13,700.00**

### **Task 3 Engagement Planning & Workshop**

NDC will design the engagement process in close partnership with the Client and DesignGreen. NDC will provide guidance and direction about formats best suited to reach identified groups and gather appropriate information. NDC staff will leverage our relationships in the neighborhood to help the team understand who is currently engaged and who might be absent from the conversation and decisions being made. NDC staff will attend (4) stakeholder meetings, design the workshop session structure, promote and lead the session (in conjunction with the City) with support from DesignGreen, document the process, and provide findings.

**\$12,450.00**

### **Task 4 Concept Design Revisions**

NDC will synthesize the findings from Task 3 and the existing preliminary concept design to create an updated Concept Plan. Deliverables will include rendered plan and section, precedent images and narrative.

**\$4,320.00**

## **Task 5 Design Development**

NDC and DesignGreen will develop the landscape design refined in Task 4 (to include planting, hardscape materials, site furnishings, fences and/or rails, play equipment and surfaces, grading and stormwater management ). Design development will include a level of specificity to include materials (basis of design), locations and quantities described to the level needed for preliminary pricing.

**\$6,770.00**

## **Task 6 Construction Documentation (50% CD and 90% CD submissions)**

During the Construction Documents Phase the Project will be further refined and a package of plans, sections, details, and specifications suitable for bidding or contract negotiations will be prepared. This phase will include coordination with DesignGreen. Deliverables include but are not limited to: Existing Conditions Plan, Erosion & Sediment Plan, Tree Protection Plan, Stormwater Management Plan, Grading Plan, Layout Plan, Planting Plan & Schedule, Materials Plan & Schedules and Construction Details.

**\$17,170.00**

## **Task 7 Final Deliverables**

The Construction Documents Phase includes up to three drawing package submissions including a 100% Issue For Construction set.

Preparation and coordination for additional submissions will be provided as an additional service.

Specific Exclusions to the Construction Documents:

- Any contact with or penetrations to any roofs or structures below the site
- Line voltage electrical engineering
- Structural design for retaining walls greater than 42"

**\$6,250.00**

## **Project Administration**

NDC will serve as the main point of contact between DesignGreen and the City. NDC will administer DesignGreen's subcontract and coordinate tasks between disciplines.

**\$6080**

Excluded from this proposal and fees are structural design for pergolas, green roofs, green walls, slabs and Project elements attached to roofs, structural slabs, decks, or other surfaces that may require a structural engineer; and line voltage fixtures that require an electrical engineer.

## **Fees**

NDC's fee for this project is \$68,250. The fee includes all services outlined in the scope and deliverables. NDC will invoice for work monthly. Invoices will be sent to the City of Hyattsville.

Travel expenses for meetings within Prince George's County are included in the project fee. Printing expenses for occasional documentation in 8.5x11 or 11x17 format (approximately two hundred (200) pages total) are also included in the project fee. Expenses for refreshments, high-volume or outsourced printing, space rental, or other materials that exceed \$20 are not included in the project fee and shall be submitted to the Client for approval prior to order.

## **Add Alternate - Green Roof**

If requested, DesignGreen can provide structural assessment for a Green Roof for the existing building, provide design and permitting documents and cost estimate and/or grant support for implementation.

**\$7250**

## **Translation Services**

NDC can provide Spanish-language translation of surveys and outreach materials, at an additional cost for this project. Proposal does not include this cost. Real-time Spanish interpretation at events is the responsibility of the City.

## **Qualifications And Experience**

The Neighborhood Design Center has been operating in Prince George's County since 1993 and Baltimore since 1968. NDC is a strong, mission-driven nonprofit organization that works to improve neighborhood livability, sustainability, and viability by mobilizing resources in support of community sponsored redevelopment projects.

The following NDC program staff will be assigned to the project:

**Kelly Fleming, Landscape Design Program Director:** Kelly Fleming is a landscape architect with over 20 years of academic and professional experience that spans the public and private sectors. Kelly's experience includes numerous projects focused on environmental sustainability and community engagement. She seeks to integrate thoughtful design with emerging practices grounded in research to support the ecosystems that support us and our communities.

**Laura Robinson MLA, Program Manager:** Laura is a landscape designer with experience in residential design, stormwater management, environmental education, graphic design, and business analysis. She combines her ecological and design perspectives to create comprehensive and inclusive landscape designs that benefit both people and the natural environment.

**Additional NDC Staff:** NDC may appoint additional staff to work on projects at its sole discretion to meet desired timelines and coordinate workflow with other NDC projects and programs.

**The following DesignGreen program staff will be assigned to the project:**

**Rebecca Stack, Principal, Project Executive:** Rebecca Stack is a civil engineer, educator, and principal of Designgreen. She co-authored the District of Columbia's retention standard and is an experienced designer of complex green infrastructure. She has participated at all levels of planning, design, and construction for the implementation and maintenance of a suite of innovative stormwater management approaches. Rebecca is a sought-after communicator known for an ability to translate complex compliance obligations into constructible tasks.

**Beth Wangaar PE, Engineer of Record:** is a Professional Engineer with over 16 years of development and redevelopment experience. She is a registered professional engineer in DC, MD, and VA.. Her work focuses on green infrastructure, vegetative practices, and low impact methods. Beth brings a comprehensive knowledge of regulatory requirements to her design work gained from managing and engineering over fifty (50+) projects throughout the D.C metro region, with clients spanning private and public sectors for parcel and roadway settings for compliance and Chesapeake Bay retrofit goals.

**Andrew Whaley PE, Site Engineer:** Andy Whaley is a Professional Engineer with over 10 years in civil engineering. He is a registered professional engineer in DC, MD, and VA. His work emphasizes project timeliness and constructability. Andy has ten years of US Army service as a construction manager and logistic engineer officer. In the private sector, Andy's stormwater management experiences range from H&H analysis, design of Green Infrastructure, permitting, scheduling, to oversight of construction and long-term stormwater facility maintenance. Andy leads Designgreen's site discovery work including site surveys and soils investigations.

**Additional DesignGreen Staff:** DG may appoint additional staff to work on projects at its sole discretion to meet desired timelines and coordinate workflow with other DG projects and programs.

## **Ownership of Work Products**

NDC will retain ownership of the designs created by its staff, and grants the City of Hyattsville and project specific partners a non-exclusive license to use them. Client organizations will be provided electronic files of final documentation, typically in PDF format. Future uses of any must credit NDC as the owner and creator. This includes derivatives of the design adapted by others.

## Termination

The Neighborhood Design Center or the client may terminate this contract at any time for any reason by giving at least thirty (30) days' notice in writing to the other party. If the contract is terminated by either party, NDC will establish the balance of funds owed to NDC or the client based on work completed. Balance invoices and payments are expected within 30 days of contract termination.

## Acceptance

Please acknowledge your acceptance and agreement to the proposal by signing below. This estimate is valid for 30 days.

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Jennifer Goold, Executive Director  
the Neighborhood Design Center

Date

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Lesley Riddle, Public Works Director,  
Department of Public Works, City of Hyattsville

Date