



November 4, 2020

Sent via e-mail to: [hmetzler@hyattsville.org](mailto:hmetzler@hyattsville.org)

Hal Metzler, Project Manager  
City of Hyattsville  
4633 Arundel Place  
Hyattsville, MD 20781

RE: Design-Build Proposal for Hyattsville City Building Renovations  
4310 Gallatin Street Hyattsville, Maryland 20781

Mr. Metzler,

Following our recent correspondence and site visit walk with Department of Public Works, Keller Construction Management, a Division of Keller Brothers, Inc. is pleased to submit this proposal for design-build services for the aforementioned project. The design-build services will include the necessary professional architecture and engineering services to obtain the necessary permits and to bid to trade subcontractors. The design-build services will continue with construction services to deliver the anticipated building modifications.

### **Project Description and Background**

The City of Hyattsville desires to modify a portion of the first floor of the City Administration Building located at 4310 Gallatin Street in Hyattsville. Our team understands that the City wants to add a walk-up transaction window(s) at the exterior wall of the existing Multipurpose Conference Room and create a secure transaction office where the City can continue to serve the public and conduct business since the building has been closed during the ongoing COVID-19 pandemic. The designated funds for the project have to be either spent or otherwise allocated by December 15, 2020. This presents a challenge in that there is insufficient time to 1) obtain permits from Prince Georges County Department of Permits & Inspections (DPIE) before the construction needs to be completed and 2) longer lead items for the transaction windows themselves and wood doors will be delivered and installed after the December 15, 2020 date. This proposal assumes the construction will start upon receiving an NTP from the City and that a sufficient amount of the work will be completed by December 15, 2020. Concurrently, the permit drawings will be prepared and a building permit application submitted to DPIE. The City and the design-builder understand that the building permit process will be a request for DPIE to retroactively grant permit approval for the construction.

A concept sketch dated November 4, 2020 is included as an exhibit to this proposal and serves to illustrate the scope of the project. The existing Multipurpose Room is dividable by folding panel partitions. One of the folding partitions will be demolished and a new stud-framed drywall partition with a double door will be constructed in its place as well as another adjacent wall with a single door to create the new transaction office. Two (2) transaction service windows with drawers will be cut-into the existing exterior masonry wall including lintels and subsequent brick repair. A new built-in millwork transaction counter will be installed under the transaction windows inside the transaction office. The electrical work will include modification of existing lighting and controls, power and data, and fire alarm to accommodate the new office. The existing wireless ADA door operator and camera/intercom devices at the exterior wall will need to be relocated where the new transaction windows are located. The plumbing work will be limited to fire protection (sprinkler) modifications. The mechanical HVAC work will include modifications for ventilation and airflow for the new spaces and relocation of thermostat if required. The new interior spaces will include some new acoustical ceilings and salvage / reuse of some existing acoustical ceilings at the interfaces. New flooring will be VCT to coordinate with the existing VCT and painting of the new interior spaces.

### **Scope of Services**

The design-build services will include professional architecture and structural, mechanical, plumbing, and electrical engineering services to obtain the necessary permits and to bid to trade subcontractors. As noted above, the permits will be applied for retroactively because the funds for the project need to be exhausted by December 15, 2020. Therefore, the design and construction work need to be sufficiently complete by this date. Immediately upon receiving an NTP, the design team will generate bid drawings for the design-builder to solicit trade subcontractor bids. Concurrently, the design team will submit a building permit application to DPIE. The design team will hold a single (1) virtual meeting with the Owner to confirm the design. Construction services will



commence upon receipt of the NTP and on-boarding of subcontractors. The demolition, general carpentry work, masonry, electrical, and mechanical work are expected to be sufficiently complete by December 15, 2020. The transaction windows and wood doors have a 4-6 week lead time and will be installed after this date. The transaction windows are proposed to be 24x38 Level 1 bullet-resistant glazing (9mm / small caliber), clear anodized aluminum frame, with stainless steel passive speak-thru and transaction drawer.

#### **Qualifications, Exclusions:**

1. Notice of Award / Notice to Proceed issued by November 10, 2020
2. Construction work will be sufficiently complete and roughed-in by December 15, 2020
3. All invoicing to Owner will be complete by December 15, 2020
4. Design will be based on the attached modification concept plan dated November 4, 2020
5. Transaction windows are proposed to be 24x38 Level 1 bullet-resistant glazing (9mm / small caliber), clear anodized aluminum frame, with stainless steel passive speak-thru and transaction drawer.
6. A separate demolition permit will NOT be required
7. Due to time constraints, the project will be designed and constructed prior to DPIE approval of Building Permit
8. Building Permit fees and application costs are excluded
9. All design deliverables will be via PDF format
10. Specifications will be on the drawings. No spec "book"
11. Architect and Engineer CA phase services are excluded
12. Proposal assumes no prevailing wage scale requirements
13. Proposal assumes no MBE requirements
14. Proposal assumes no LEED or other sustainable design requirements
15. General Conditions exclude temporary toilets, temporary water, and temporary utilities consumption with the assumption that the Design-builder and use the Owner's facilities and utilities during construction
16. Contractor will have unrestricted access to the work area
17. Working hours are 6:00am – 3:30pm M-F
18. Weekend and evening work hours are excluded
19. Proposal assumes no modifications to the existing HVAC equipment. Scope limited to diffuser relocations.
20. HVAC rebalancing is excluded
21. FAAP relocation is by Owner as noted during site visit
22. Proposal assumes no modifications to the existing Security System or Intrusion Detection System. Design-builder will coordinate with the Owner's security, low-volt Vendor any necessary work on these systems.
23. Proposal assumes no new electric service upgrade or circuit modifications
24. Signage is excluded, Owner will provide signage
25. 3<sup>rd</sup> party Testing and Inspections and laboratory services are excluded
26. Hazardous materials surveys and abatement is excluded

#### **Allowances:**

The following Allowances have been included in the total proposal lump sum amount. These Allowances are to cover potential costs for items that are unknown at this time. Any unused funds remaining in these Allowances may be returned to the Owner. Costs the exceed these Allowances will be addressed as a change to the Contract.

1. \$3,500 Additional Permit Allowance is included and will be used to cover additional permit costs such as permit expeditor services, additional design work, additional code reviews, permit revisions, resubmissions, etc. if the DPIE permit process is not an efficiently direct process
2. \$10,000 Unforeseen Conditions Allowance to cover unforeseen conditions not reasonably identified during the design-build team's site visit
3. \$1,000 Window Treatment Allowance for blinds and shades



### Design-Build Team Members

Our proposed Design-Build Team members as follows:

- |                                  |                                 |
|----------------------------------|---------------------------------|
| • Design-Builder                 | Keller Construction Management  |
| • Architect                      | RRMM Architects                 |
| • Structural Engineer            | RRMM Architects                 |
| • MEP Engineer                   | Greenman-Pedersen, Inc. (GPI)   |
| • Permit Expeditor / Peer Review | Sheladia Associates (if needed) |

### Fee

Comprehensive Lump-Sum Design-Build Fee inclusive of Professional Design Services, Allowances (as listed), General Conditions, Subcontractor Costs (trade work), Construction Fee, P&P Bond, Insurance, Overhead & Profit

Total Design-Build Fee Proposal: **\$180,500**

Keller appreciates the opportunity to work with the City of Hyattsville 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](mailto:dtremblay@kellerbrothers.com).

Respectfully,

A handwritten signature in black ink, appearing to read 'David Tremblay'.

David Tremblay  
Project Development Manager  
**Keller Construction Management**

