



BECKER
MORGAN
GROUP

ARCHITECTURE
ENGINEERING



Architectural & Engineering Design Services

POCOMOKE CITY COMMUNITY CENTER

RFP: PC-2026-01 | 09.18.2025



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BECKER MORGAN GROUP PROJECT COMPLETED 2003







ARCHITECTURE
ENGINEERING

PLANNING OUR
CLIENTS' SUCCESS

September 18, 2025

City of Pocomoke
Attention: Melinda Stafford, City Clerk
101 Clarke Avenue
Pocomoke City, MD 21851

Re: **Architectural & Engineering Design Services**
Pocomoke City "Family Life Center" Community Center

Dear Ms. Melinda Stafford and Selection Committee,

Becker Morgan Group, Inc. is pleased to respond to the City of Pocomoke's Request for Proposal for Architectural and Engineering Design Services. With deep experience in Worcester County, we are ideally suited to provide the full scope of services requested. Our team offers the following strengths:

Breadth of Experience – With more than 40 years of expertise, Becker Morgan Group has successfully delivered a wide range of governmental projects, including public works, public safety, parks and recreation, community centers, and administrative facilities. Our in-house resources extend beyond architecture to include surveying, civil and structural engineering, landscape architecture, and interior design. We are also well-versed in designing for coastal, storm-prone environments.

Local Knowledge – We maintain a strong working relationship with local government agencies, having completed more than 2,000 projects within Worcester County, including over 80 in Pocomoke City. Notable public projects include Pocomoke Elementary School and High School, Pocomoke Athletic and Practice Fields, Pocomoke Police Station and Pocomoke City Hall, Taylor Bank and Lankford Sysco. We continue to shape the region with ongoing projects such as the 153 Market Street Multi-Family Complex and Pocomoke City Community Energy Initiative. Our team is highly experienced with county standards, City requirements, and USDA and CDBG grant processes.

Integrated Staff – What sets Becker Morgan Group apart is our experience relevant to your scope of work, as well as our deep roots in the Pocomoke City community. Our proposed leadership team has worked together for more than 30 years, ensuring continuity and efficiency. With a staff of 138 professionals, we have the capacity and resources to effectively meet the City's schedule and project needs.

We look forward to the opportunity to continue our partnership with the City of Pocomoke.

Sincerely,
BECKER MORGAN GROUP, INC.

Jack E. Mumford, III, AIA, LEED AP
Principal-in-Charge

BECKER MORGAN GROUP, INC.

PORT EXCHANGE
312 WEST MAIN STREET, SUITE 300
SALISBURY, MARYLAND 21801
410.546.9100

309 SOUTH GOVERNORS AVENUE
DOVER, DELAWARE 19904
302.734.7950

THE TOWER AT STAR CAMPUS
100 DISCOVERY BOULEVARD, SUITE 102
NEWARK, DELAWARE 19713
302.369.3700

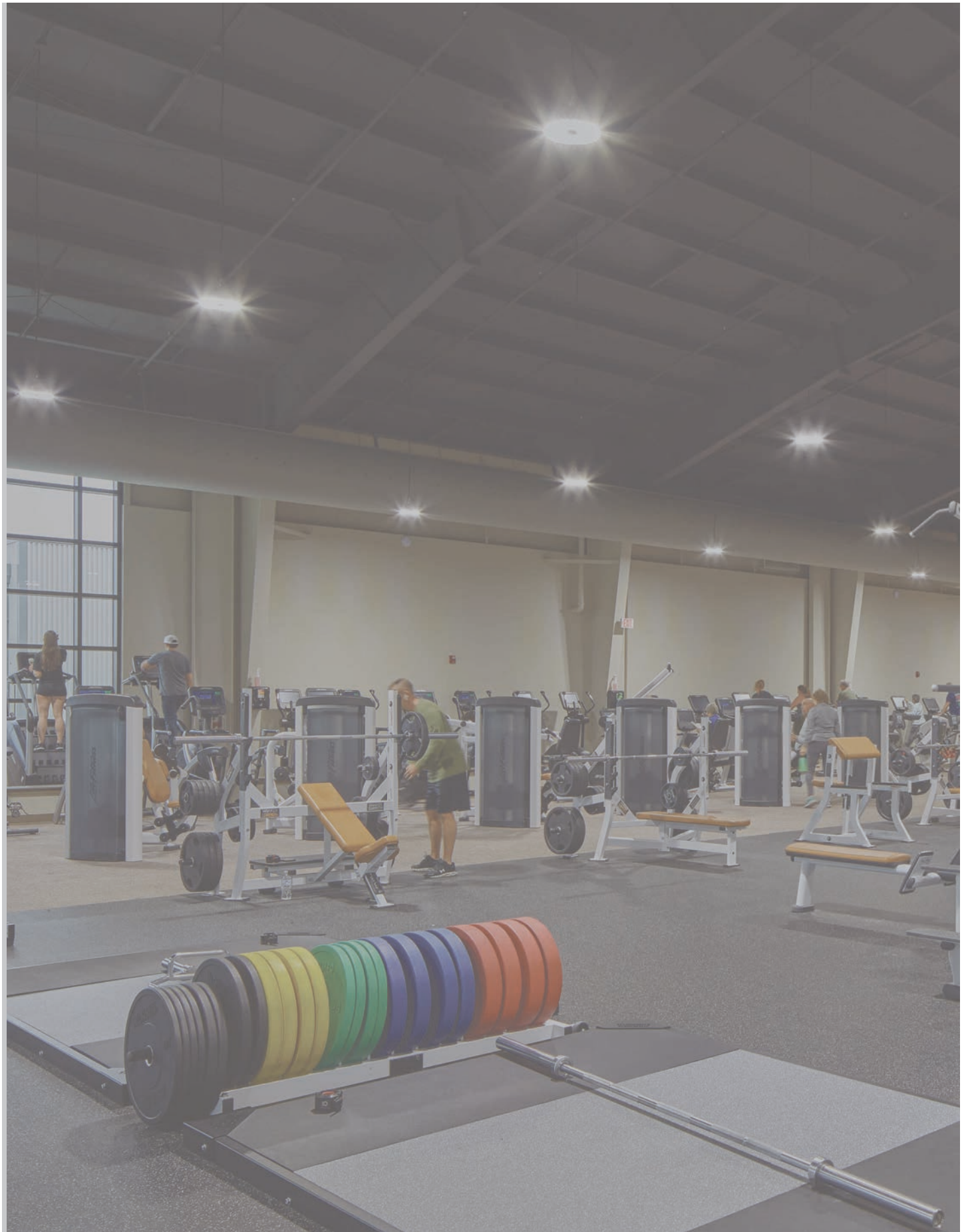
780 LYNNAVEN PARKWAY
SUITE 400-444
VIRGINIA BEACH, VIRGINIA 23452
757.734.9110

3333 JAECKLE DRIVE, SUITE 120
WILMINGTON, NORTH CAROLINA 28403
910.341.7600

1942 EAST 7TH STREET, SUITE 240
CHARLOTTE, NORTH CAROLINA 28204
980.270.9100

314 EAST MAIN STREET
CLAYTON, NORTH CAROLINA 27520
919.243.1332

www.beckermorgan.com



SCOPE OF SERVICES, PROJECT EXPERIENCE & REFERENCES

BECKER MORGAN GROUP PROJECT COMPLETED 2010



ask help research assistance inform

and no future.
Ray Bradbury

printer copier

Libraries are fun, educational
and the biggest bargain on
the face of the earth.
- Madeline Albright

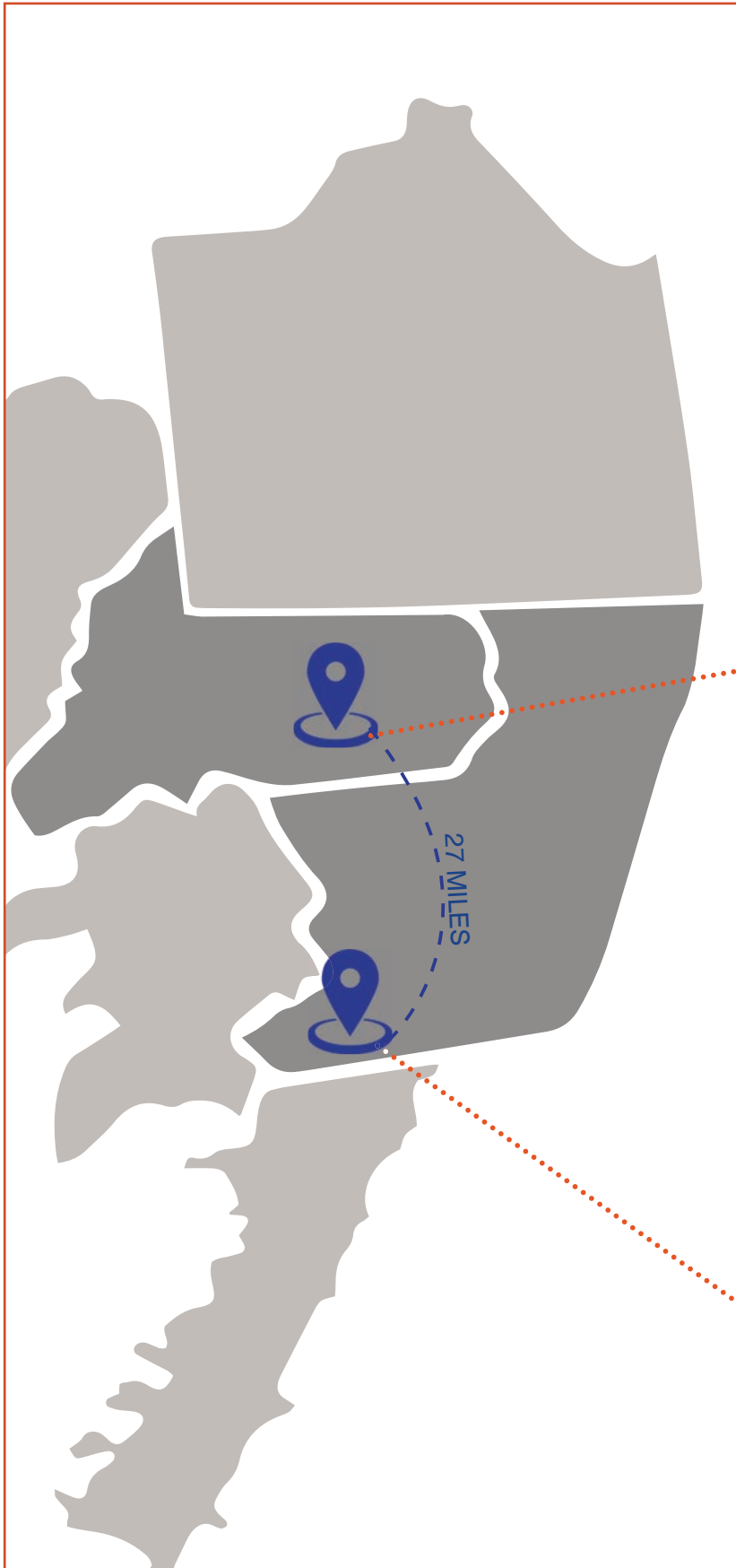
answers

self
check
out



2,000+
PROJECTS
IN WORCESTER COUNTY
SINCE 1984

80+
PROJECTS
IN POCOMOKE CITY
SINCE 1989



SALISBURY, MD

27
MILES
36 MINUTES
TO POCOMOKE CITY



INTEREST STATEMENT



"When I first heard about this project, I thought, "Wow, the Armory will be replaced with a newer, better facility." Having coached youth basketball—including Mayor Todd Nock—and other sports in Pocomoke, and serving as President of the Lions Club for six years sponsoring programs like the Junior Warrior Program, I know this facility will greatly benefit our children. Located across from Salem Church, where I serve on the Board of Trustees, and as a Chamber of Commerce member, I also see its potential to bring more activity and revitalization to Downtown Pocomoke. Living here and raising my three children, it has been especially meaningful to contribute to hometown projects like Pocomoke High School, Dockside Restaurant, and the solar facility by the water treatment plant."

CHARLES "BUCKY" DENNIG, PLS

Becker Morgan Group, Inc.

City of Pocomoke Resident



FOUNDED IN 1983 with the philosophy of “Planning Our Clients’ Success”, Becker Morgan Group is committed to responsive customer service, design excellence, and problem solving utilizing creative yet functional design. Our dynamic team of multi-disciplined professionals works toward design solutions that contribute to the quality of the built environment while achieving clients’ goals. The firm’s emphasis on client interaction has helped build many on-going relationships resulting in an extensive volume of repeat clients.

Becker Morgan Group’s ability to provide comprehensive design services in-house, including Architecture, Civil Engineering, Structural Engineering, Landscape Architecture, Interior Design and Surveying allows the firm to effectively manage quality control from start to finish. Through our integrated approach, multiple disciplines work together simultaneously **resulting in better quality control, better cost control, more complete drawings, and fewer change orders**. Our architects think through their design plans with an engineering lens. Our engineers keep building intent in mind as they design walkways, parking lots, and stormwater. An integrated approach is a part of our culture, and we believe it is invaluable for our clients. In order to further enhance customer service, the firm’s staff is organized into specialized market sector studios. This diversity of experience allows Becker Morgan Group to address a variety of needs, while providing the specialized experience to help address the unique needs of each client.

BECKER MORGAN GROUP’s hospitality experience spans the diverse mix of project types found typically in the resorts and destinations along the Atlantic coast, including hotels, motels, restaurants, bars, clubhouses, activity and community centers. Project designs strive to reflect the uniqueness of the local surroundings, while creating environments that enhance customer experiences.



PROJECT APPROACH AND UNDERSTANDING

BECKER MORGAN GROUP, INC.

has a team of experienced design professionals that are uniquely qualified to contribute in meaningful ways to the success of the Pocomoke City Community Center. From design through bidding and construction, we will be a trusted and reliable partner—leading the team in identifying, collaborating, and solving the project's most complex and unique challenges.

The local design team will be led by Jack Mumford III, AIA, LEED AP with support from Bill Sieg, AIA, Project Manager, Bucky Dennig, PLS, Land Surveyor, and Jeffrey Harman, PE, Entitlement and Permitting Expert.

We will also bring **long-standing partnerships with our Structural Engineering team, Pilottown Engineering, Harvey Construction, Cunningham Recreation and Allen & Shariff along with Clark Retail Solutions, kitchen design experts—firms with whom we have worked successfully for more than 30 years on Maryland's Upper Shore.** These established relationships allow our team to operate seamlessly across all project phases, ensuring enhanced communication and efficient problem-solving.

OUR PORTFOLIO reflects a commitment to enhancing communities through thoughtful and functional design solutions. We are proud to contribute to the growth and development of Maryland, with a strong presence in Pocomoke City. Notable projects include **Pocomoke Elementary School and High School, Pocomoke Athletic and Practice Fields, Pocomoke Police Station and Pocomoke City Hall, Taylor Bank, and Lankford Sysco.** Our team continues to shape the region with ongoing projects such as the 153 Market Street Multi-Family Complex and Pocomoke City Community Energy Initiative.

If awarded the project, our first priority will be to meet with City officials to validate and review the project site, goals and functional requirements and programming completed to date. We will revisit previous design decisions where beneficial, evaluate alternatives, and align the design approach with project goals. At the same time, we will begin developing base documents of existing site and building conditions to support all subsequent phases. This work will include civil, structural, mechanical, electrical, and plumbing (MEP) analyses as well as preliminary design narratives outlining system options for your review and input.

Our team has thoroughly reviewed the RFP and supporting documents and is confident that we are the right partner for this project.



YOUR LOCAL TEAM

JACK MUMFORD III,
AIA, LEED AP

WILLIAM SIEG,
AIA

WE LOOK FORWARD TO THE **OPPORTUNITY** TO CREATE AND DESIGN YOUR BRAND **NEW COMMUNITY "LIFE" CENTER** AND TO DISCUSS OUR TEAM'S APPROACH FURTHER **COLLECTIVELY.**

QUEEN ANNE'S COUNTY FAMILY YMCA

NEW CONSTRUCTION

PROJECT SUMMARY

YMCA on a +/- 18.7 acre site located in Centreville, Maryland on the corner of Little Kidwell Avenue Extended and Vincit Avenue. The project includes three playing fields, site improvements, outdoor pool and pool house and a new +/- 48,000 sf building with a variety of uses as detailed in the building program elements. Becker Morgan Group provided Architecture, Interiors, Master Planning, Structural and Civil Engineering, and Landscape Architecture services – Feasibility Design through Construction Phase.

PROJECT DATA

Cost.....**\$22,000,000**
Size.....**75,727 SF**
Completion Date.....**2023**
Location.....**Centreville, MD**

CLIENT

YMCA of the Chesapeake, Inc.
111-1 E. Dover Street
Easton, MD 20601
Robbie Gill, CEO
410.770.3890
rgill@ymcacheseapeake.org



KENT COUNTY FAMILY YMCA

NEW CONSTRUCTION

PROJECT SUMMARY

KRM Development partnered with YMCA of the Chesapeake to provide a 58,000-sf facility for the Kent County Family YMCA in Chestertown. The community asset will offer programming to identify and address specific community needs. A competition pool, gym, basketball courts, studio space, indoor track, multipurpose rooms, and children's area are all features of the state-of-the-art community hub. The design intent behind the building was to create a multi-use space that could continue to grow with the community. This YMCA of the Chesapeake location has seen exponential growth and the new space is designed to accommodate up to 5,000 members. Becker Morgan Group provided Architectural and Structural Engineering services.

PROJECT DATA

Cost.....**\$13,600,000**
Size.....**58,000 SF**
Completion Date.....**2022**
Location.....**Chestertown, MD**

CLIENT

YMCA of the Chesapeake, Inc.
111-1 E. Dover Street
Easton, MD 20601
Robbie Gill, CEO
410.770.3890
rgill@ymcachesapeake.org



PROJECT SUMMARY

Becker Morgan Group had the pleasure of partnering with the Food Bank of Delaware to plan and design their new Milford campus. Their passion and commitment to nourishing the community inspired each step of the process. The new 70,000 sq. ft. facility provides a large warehouse for food storage, classrooms for workforce development programs, a healthy pantry center, community café and student-led commercial kitchen, volunteer room and administrative spaces. The entrance plaza connects the main building to the agricultural functions of the site including greenhouses, farming plots, and a packing barn. Collaboration with neighboring non-profits and the Delaware Veterans Home strengthened the site design and inspired a memorial garden and pavilion.

PROJECT DATA

Cost.....**\$3,400,000**
Size.....**70,000 SF**
Completion Date.....**2024**
Location.....**Milford, DE**

CLIENT

Food Bank of Delaware
102 Delaware Veterans Blvd,
Milford, DE 19963
Trevor Turner, COO
tturner@gbd.org
302.294.0192



OCEAN CITY POLICE SUBSTATION

NEW CONSTRUCTION

PROJECT SUMMARY

Becker Morgan Group, Inc. provided comprehensive services through all phases of design including programming, conceptual design, schematic, design development, construction documents, bidding and construction phase services for the new 9,438 sf police substation located in downtown Ocean City. The three-story building serves a variety of program functions for both the police department and the Town of Ocean City including the following: public bathrooms and bus pavilion, bike patrol storage and repair area, police department offices, roll call room and all associated support spaces for the department's downtown operations. The building was a true mixed-use project with the third floor entirely dedicated to housing the town's seasonal police officers. Site work included on-site stormwater management features, staff parking, bike patrol parking, emergency generator, and public vending and seating areas. The aesthetic of the building was designed to meet the requirements of the downtown design standards which emphasize the historic seaside tradition of downtown Ocean City. Emphasizing this aesthetic was the design of a vertical tower at the corner of Baltimore Avenue and Somerset Street which served multiple functions: entry canopy/pedestrian shelter, vertical marker, and area for police security systems.

PROJECT DATA

Cost.....**\$4,078,138**
Size.....**9,348 SF**
Completion Date.....**2025**
Location.....**Ocean City, MD**

CLIENT

Town of Ocean City
301 North Baltimore Avenue
Ocean City, MD 21842





REFERENCES

TERENCE J. MCGEAN, PE | CITY MANAGER
TOWN OF OCEAN CITY | ENGINEERING

TMcgean@oceancitymd.gov
410.289.8845

MARY BOHLEN | TOWN ADMINISTRATOR
TOWN OF BERLIN | PUBLIC WORKS FACILITY

mbohlen@berlinmd.gov
410.641.4314

ROBBIE GILL | CHIEF EXECUTIVE OFFICER
YMCA OF THE CHESAPEAKE

rgill@ymcachesapeake.org
410.770.3890

JOHN DONEGAN | ADMINISTRATIVE SERVICES DIRECTOR
TRI-COUNTY COUNCIL FOR THE LOWER EASTERN SHORE OF MARYLAND

jdonegan@tcclesmd.org
443.783.0723

TREVOR TURNER, COO
FOOD BANK OF DELAWARE

tturner@fbd.org
302.294.0192

MAYOR RANDOLPH TAYLOR
CITY OF SALISBURY

rtaylor@salisbury.md
410.548.3100

JOE PRICE | FACILITIES PLANNER
WORCESTER COUNTY PUBLIC SCHOOLS

JJPrice@worcesterk12.org
443.783.9335



BECKER MORGAN GROUP PROJECT COMPLETED 2011



A modern, bright interior space with exposed green ductwork and large windows. The ceiling features large, circular, illuminated light fixtures. The floor is covered in a patterned carpet with blue and green stripes. A glass door and large windows provide a view of the outdoors. A small table with chairs is visible in the background.

Invest in those,
Who invest in **YOU.**
Local Matters.

KEY PERSONNEL BIOGRAPHIES



JACK E. MUMFORD III, AIA, LEED AP, PRINCIPAL-IN-CHARGE

Jack E. Mumford III, AIA, Principal and Vice President at Becker Morgan Group, brings three decades of architectural expertise with a focus on hospitality and recreational design. Since joining the firm in 1990, he has led numerous high-profile projects, including the Pocomoke City Restaurant, Pocomoke Police Department, Ocean City Convention Center Phases 1,2 and 3 as well as The Towns of Berlin and Ocean City Public Works facilities. A registered architect in six Mid-Atlantic states and NCARB certified, Jack is committed to sustainable, high-quality design. He studied Architectural Design and Building Technology at Delaware Technical Community College and earned professional certificates in Construction Practices and Construction Estimating from San Diego State University. His work blends creative vision with technical precision, delivering exceptional environments that meet client needs and enrich communities.



WILLIAM E. SIEG, AIA, PROJECT MANAGER, RECREATION EXPERT

Bill Sieg, AIA, has been with Becker Morgan Group for over 25 years. As Senior Associate and leading Architect, Bill is a local native with a long list of successful projects specializing in clubhouses, community centers and natatoriums. Some of his projects include Seagrove Clubhouse, Bayside Golf Clubhouse, Ocean Pines Yacht Club Complex, Queen's Landing Clubhouse and Kent County Community Center. With a Master's in Architecture from Morgan State University, he continues to lead the charge within his division, designing incredible projects within the community.



JEFFREY HARMAN, PE, CIVIL ENGINEER, ENTITLEMENT & PERMITTING EXPERT

Jeff Harman, PE, is a highly respected civil engineer with over 31 years of experience, currently serving as a Senior Associate at Becker Morgan Group. A graduate of Penn State University and an alumnus of Dover High School, Jeff specializes in entitlement and permitting, feasibility studies, site planning, and roadway design, in addition to comprehensive water, wastewater, drainage, and stormwater system engineering. He excels in project leadership—managing collaboration between clients, governmental agencies, and public stakeholders—while also overseeing construction management, inspections, and cost estimating. Prior to joining Becker Morgan Group in November 2001, Jeff was a Project Engineer at Scott Engineering, Inc. (1994–2001). With such a deep and diverse portfolio, he stands out in the field of civil engineering.



TIM CHATTERTON, PE, MEP, PRINCIPAL-IN-CHARGE

Tim Chatterton, PE, is a mechanical engineer with 26 years of experience and leads Allen + Shariff Corporation's Salisbury office. He specializes in HVAC design, system selection, energy studies, specifications, and interdisciplinary coordination. Tim manages personnel, client relations, budgets, and proposals, ensuring quality results that meet code, budget, and schedule requirements. He works across sectors including healthcare, education, commercial, municipal, residential, and retail, with a strong focus on delivering cost-effective, client-centered engineering solutions.



FRANK HARVEY, LEAD COST ESTIMATOR

Frank Harvey's career spans over 46 years, primarily in the commercial construction industry. Prior to graduating from the University of Richmond, Frank worked at almost every level of the construction industry, providing extensive training for his career. Following graduation in 1984, Frank joined the family-owned F.M. Harvey Construction Company. He has managed a variety of new construction and tenant improvement projects for customers in financial services, health care, assisted living/nursing homes, education, churches as well as corporate and individual clients who are involved in commercial office, industrial and retail projects. The expertise of Harvey Construction also extends to design build services and construction management. Frank became President of the company in 1992.



JAMES BAKER, PE, STRUCTURAL ENGINEER

James Baker, PE, from 2000 to 2006, he worked with MacIntosh Engineering in Wilmington, DE, starting as a Project Designer before being promoted to Project Engineer, focusing on structural design and construction administration for various building types, including healthcare. From 2006 to 2019, he opened and managed MacIntosh Engineering's Sussex County office, overseeing projects across healthcare, commercial, industrial, educational, and residential sectors. In 2019, he co-founded Pilottown Engineering in Lewes, DE, where he serves as Managing Partner. He is responsible for business operations, structural design oversight, and business development.



BRIAN LEWIS, RECREATION EXPERT

Brian Lewis of Bishopville, MD, is Cunningham Recreation's local representative for Delaware and the Eastern Shore of Maryland. Brian is a NPSI certified playground safety inspector with a strong background in park and playground planning, design and project management, having worked in this field since 1999. Brian is available to meet on-site for any design and compliance questions. He will be the main point of contact for this project.



ALYCEN KUS, GEOTECHNICAL PROJECT MANAGER

Alycen has over 11 years of experience in Geotechnical Engineering services. Major areas of responsibility include testing and inspections of soil and groundwater geotechnical investigations, soil and groundwater sampling, infiltration testing, Phase I and Phase II ESA's, tank inspections and removals, remediation projects, and NEPA Assessments.



JOHN (JACK) E. MUMFORD, III,
AIA, NCARB
Principal-in-Charge



WILLIAM E. SIEG,
AIA
Project Manager
Recreation Expert



CHARLES (BUCKY) G. DENNIG JR.,
PLS
Professional Land Survey



JEFFREY A. HARMAN,
PE
Civil Engineer
Entitlement & Permitting Expert



BRIANNA M. HALL
ASSOC. AIA
Architectural Designer



CHAD CARTER,
RLA, ASLA
Landscape Architect



BETH S. BRENNER,
NCIDQ
Interior Designer

**ARCHITECTURE, CIVIL ENGINEERING,
SURVEYING, LANDSCAPE ARCHITECTURE
& INTERIOR DESIGN**



TIM CHATTERTON, PE
Principal-in-Charge



JAMES GROVE
Senior Mechanical Engineer



PATRICK GIORDANO, CPD, CFPS, CET, LEED, GA
Senior Plumbing Designer



STEVEN MARINER, PE
Senior Electrical Engineer

MEP ENGINEERING



FRANK HARVEY
President



LOGAN HARVEY
Project Manager
Estimator



MEG LESOCKY
Project Manager



RYAN PINTER
Superintendent

COST ESTIMATING



JAMES R. BAKER, PE
Managing Partner



RYAN CONNELL, PE
Associate



JESSICA . ROGERS
BIM|CAD Manager

STRUCTURAL ENGINEERING



BRIAN LEWIS
Project Manager



SCOTT CUNNINGHAM
President



LISA SCHENK
Vice President of
Operations



JASON KOVARIK
Regional Sales Manager

RECREATION EXPERTS



ALYCEN KUS
Project Manager



ANDREW HAJEC, PE
Regional Geotechnical
Project Manager



WILL HOLDEN
Drill Manager

GEOTECHNICAL ENGINEERING

JOHN (JACK) E. MUMFORD, III, AIA, NCARB

PRINCIPAL-IN-CHARGE



PROJECT EXPERIENCE

POCOMOKE POLICE DEPARTMENT

Pocomoke City, MD

POCOMOKE CITY RESTAURANT

Pocomoke City, MD

EDGEWATER RECREATION CENTER

Edgewater, MD

OCEAN CITY CONVENTION CENTER | EXPANSION

PHASE 1, 2 & 3

Ocean City, MD

OCEAN CITY FIRE DEPARTMENT HEADQUARTERS

Ocean City, MD

OCEAN CITY BEACH PATROL HEADQUARTERS

Ocean City, MD

TOWN OF OCEAN CITY | DEPARTMENT OF PUBLIC WORKS

Ocean City, MD

WICOMICO COUNTY YOUTH AND CIVIC CENTER

Salisbury, MD

HERON HARBOR ISLE AMENITY CENTER

Ocean City, MD

HOPE COMMUNITY CENTER

Ocean View, DE

NIR FAMILY YMCA

Wilmington, NC

QUALIFICATIONS

EDUCATION

Architectural Design
Delaware Tech College, 1987

Professional Certificate
Construction Estimating
San Diego State University, 2011

Professional Certificate
Construction Practices
San Diego State University, 2013

REGISTRATIONS & CERTIFICATIONS

NCARB: No. 111612, 2024
Maryland: No. 13731, 2003
Delaware: No. S5-0019442, 2025
Virginia: No. 0401020789, 2025
North Carolina: No. 17233, 2024
South Carolina: 11997, 2025
Texas: No. 17978, 2002

CAREER

Becker Morgan Group, Inc.: 35 years
Years in Industry: 40 years

COMMUNITY & PROFESSIONAL AFFILIATIONS

Member, Ocean City Chamber of Commerce, 2002 - Present
Member, Ocean City Hotel Motel Restaurant Association, 2002 - Present
Member, Virginia Beach Hotel Association, 2022 - Present
Member, Wilmington Area Hospitality Association, 2022 - Present
Director, Berlin Lions Club, Board of Directors, 2011 - Present
President, Berlin Lions Club, Board of Directors, 2018 - 2021
Treasurer, Berlin Lions Club, Board of Directors, 2014-2018
Treasurer, Berlin Lions Club, Board of Directors, 2021 - Present
Director, Oyster Harbor, Board of Directors, 2007 - 2019
President, Oyster Harbor, Board of Directors, 2008 - 2018

WILLIAM E. SIEG, AIA, NCARB

PROJECT MANAGER | RECREATION EXPERT



PROJECT EXPERIENCE

YMCA POCOMOKE

Pocomoke City, MD

POCOMOKE HIGH SCHOOL

Pocomoke City, MD

POCOMOKE ELEMENTARY SCHOOL | ROOF REPLACEMENT

Pocomoke City, MD

POCOMOKE CITY | MARKET STREET | FEASIBILITY STUDY

Pocomoke, MD

SNOW HILL HIGH SCHOOL

Snow Hill, MD

QUEEN ANNE'S COUNTY FAMILY YMCA

Centreville, MD

KENT COUNTY FAMILY YMCA

Chestertown, MD

EDGEWATER RECREATION & COMMUNITY CENTER

Edgewater, MD

KENT COUNTY COMMUNITY CENTER

Worton, MD

SOMERSET COUNTY COMMUNITY CENTER

Westover, MD

ULMSTEAD RECREATION CENTER

Arnold, MD

SEA COLONY FITNESS CENTER

Bethany Beach, DE

QUALIFICATIONS

EDUCATION

Master of Architecture
Morgan State University, 1999

Bachelor of Arts
University of Delaware, 1990

REGISTRATIONS & CERTIFICATIONS

NCARB: No. 68561, 2009
Maryland: No. 16346, 2009

CAREER

Becker Morgan Group, Inc.: 26 years
Years in Industry: 26 years

COMMUNITY & PROFESSIONAL AFFILIATIONS

Member, AIA,
Member, AIA Chesapeake Bay,
Member, Ocean City Hotel Motel Restaurant Association,
Board of Directors, Ocean City Development Corp.,
Member, Ocean Pines Association, Inc.,

CHARLES (BUCKY) G. DENNIG, JR., PLS

PROFESSIONAL LAND SURVEYOR



PROJECT EXPERIENCE

YMCA POCOMOKE

Pocomoke City, MD

POCOMOKE HIGH SCHOOL | MULTIPLE PROJECTS

Pocomoke City, MD

POCOMOKE CITY RESTAURANT | DOCKSIDE

Pocomoke City, MD

POCOMOKE WASTEWATER TREATMENT PLANT SOLAR

Pocomoke City, MD

HENSON FAMILY YMCA

Salisbury, MD

BUCKINGHAM ELEMENTARY SCHOOL

Berlin, MD

SHOWELL ELEMENTARY SCHOOL

Berlin, MD

SOMERSET COUNTY TECHNICAL HIGH SCHOOL

Westover, MD

SNOW HILL HIGH SCHOOL

Newark, MD

INDIAN RIVER EDUCATIONAL COMPLEX

Selbyville, DE

SUSSEX CENTRAL HIGH SCHOOL

Dagsboro, DE

CHINCOTEAGUE ISLAND FAMILY YMCA

Chincoteague, VA

QUALIFICATIONS

EDUCATION

Bachelor of Arts
Salisbury State College, 1983

REGISTRATIONS & CERTIFICATIONS

Maryland: No. 21305, 2006
Delaware: No. 728, 2007
Virginia: No. 002858, 2010
Geospatial Technology (GT) II & III
Intermediate GIS Training - Washington College GIS

CAREER

Becker Morgan Group, Inc.: 22 years
Years in Industry: 28 years

COMMUNITY & PROFESSIONAL AFFILIATIONS

Member, Maryland Society of Surveyors
Member, National Society of Professional Surveyors
Member, Pocomoke City Chamber of Commerce
Member, Maryland State Geographic Information Committee
Private Sector Caucus
Member, Pocomoke Lions Club
President, Pocomoke Lions Club, , 2020 - Present

JEFFREY A. HARMAN, PE

CIVIL ENGINEER | ENTITLEMENT & PERMITTING EXPERT



PROJECT EXPERIENCE

POCOMOKE FAMILY YMCA

Pocomoke, MD

HENSON FAMILY YMCA

Salisbury, MD

ST. MARY'S COUNTY FAMILY YMCA

Great Mills, MD

WCBOE CHOICES ACADEMY | COMMUNITY CENTER

Salisbury, MD

TIDALHEALTH COMMUNITY CLINIC

Salisbury, MD

WORCESTER COUNTY RECREATION CENTER | ADDITION

Snow Hill, MD

WEST SALISBURY ELEMENTARY SCHOOL

Salisbury, MD

PINEHURST ELEMENTARY SCHOOL | RENOVATIONS

Salisbury, MD

JAMES M. BENNETT HIGH SCHOOL

Salisbury, MD

WICOMICO COUNTY YOUTH AND CIVIC CENTER

Salisbury, MD

SHOWELL ELEMENTARY SCHOOL

Berlin, MD

STEPHEN DECATUR MIDDLE SCHOOL | ADDITION

Berlin, MD

QUALIFICATIONS

EDUCATION

Bachelor of Civil Engineering
Pennsylvania State University, 1993

REGISTRATIONS & CERTIFICATIONS

Maryland: No. 30331, 2004
Delaware: No. 11395, 1997
Virginia: No. 50302, 2012

CAREER

Becker Morgan Group, Inc.: 23 years
Years in Industry: 31 years

COMMUNITY & PROFESSIONAL AFFILIATIONS

Vice President, American Society of Civil Engineers / Eastern Shore Branch
Member, Asbury United Methodist Church, Board of Trustees
Member, Chesapeake Housing Mission
Member, Boy Scouts of America Troop
151 Chartered Organization Representative, 2017 - present
Troop Committee Chair, 2015 - 2017
Committee Member, 2013 - 2015

BRIANNA M. HALL, ASSOC. AIA

ARCHITECTURAL DESIGNER



PROJECT EXPERIENCE

POCOMOKE ELEMENTARY SCHOOL | ROOF REPLACEMENT
Pocomoke City, MD

QUEEN ANNE'S COUNTY YMCA
Centerville, MD

OCEAN CITY POLICE SUB-STATION
Ocean City, MD

SALISBURY STUDENT HOUSING | THE ROSS
Salisbury, MD

BUNGEE FITNESS | TWILLEY CENTER
Salisbury, MD

CLAYMONT ELEMENTARY SCHOOL | RENOVATIONS
Claymont, DE

**SUSSEX TECHNICAL HIGH SCHOOL
BUILDING & SITE ASSESSMENT**
Georgetown, DE

**SUSSEX CENTRAL HIGH SCHOOL
BUILDING ASSESSMENT**
Georgetown, DE

**CAPITAL SCHOOL DISTRICT
DISTRICT WIDE MASTERPLANNING STUDY**
Dover, DE

**HOWARD HIGH SCHOOL OF TECHNOLOGY
RENOVATION & RESTORATION**
Wilmington, DE

QUALIFICATIONS

EDUCATION

Bachelor of Architecture
Ohio State University, 2015

Master of Architecture
Northeastern University, 2017

CAREER

Becker Morgan Group, Inc.: 4 years
Years in Industry: 11 years

COMMUNITY & PROFESSIONAL AFFILIATIONS

Associate, American Institute of Architects, 2017 - Present

CHAD D. CARTER, RLA, ASLA

LANDSCAPE ARCHITECT



PROJECT EXPERIENCE

BUCKINGHAM ELEMENTARY SCHOOL

Berlin, MD

STEPHEN DECATUR MIDDLE SCHOOL | ADDITION

Berlin, MD

CONRAD SCHOOL OF SCIENCE | ATHLETIC FIELDS

New Castle, DE

DELAWARE TECHNICAL COMMUNITY COLLEGE OWENS CAMPUS BASEBALL FIELD

Georgetown, DE

GARRISON OAK BUSINESS PARK

Dover, DE

LONG NECK RECREATION CENTER

Millsboro, DE

GLASGOW COMMONS

Newark, DE

DELAWARE SOLID WASTE AUTHORITY | BLUE HEN CORPORATE CENTER

Dover, DE

DUCK CREEK BUSINESS CAMPUS

Smyrna, DE

DOVER MIDDLE SCHOOL CAMPUS

Dover, DE

BOYS & GIRLS CLUB | TEEN CENTER GYMNASIUM

Forest City, NC

QUALIFICATIONS

EDUCATION

Bachelor of Landscape Architecture
West Virginia University, 2007

REGISTRATIONS & CERTIFICATIONS

Maryland: No. 3725, 2013
Delaware: No. S1-0000499, 2012
North Carolina: No. 2185, 2020
South Carolina: No. 1725, 2024
Virginia: No. 0406002350, 2024

CAREER

Becker Morgan Group, Inc.: 7 years
Years in Industry: 18 years

COMMUNITY & PROFESSIONAL AFFILIATIONS

Board Member, Delaware Board of Landscape Architecture, 2019 - 2022
Member, American Society of Landscape Architects
Past Member, City of Milford, Board of Adjustment

BETH S. BRENNER, NCIDQ

INTERIOR DESIGNER



PROJECT EXPERIENCE

*DELTA MARRIOTT CONVERSION DESIGN

Allentown, PA

*1001 3RD ST. SW MULTI FAMILY RENOVATION

Washington, DC

*CRYSTAL CITY MARRIOTT HOTEL RENOVATION

Arlington, VA

LINCOLNTON CITY PUBLIC SERVICES BUILDINGS NEW CONSTRUCTION & RENOVATION

Lincolnton, NC

MED NORTH HEALTH CENTER, NEW CONSTRUCTION

Wilmington, NC

WINSTON-SALEM STATE UNIVERSITY CAMPUS POLICE FACILITY RENOVATION

Wilmington, NC

*GAYLORD OPRYLAND RESORT RENOVATION

Nashville, TN

*DOUBLETREE MEDICAL CENTER CONVERSION

Houston, TX

*HILTON GARDEN INN CONDADO CONVERSION

San Juan, Puerto Rico

*WAIKIKI BEACH COURTYARD RENOVATION

Oahu, Honolulu

*Project experience obtained while at another firm

QUALIFICATIONS

EDUCATION

Bachelor of Fine Arts in Interior Architecture
Marywood University, 2014

Master of Fine Arts in Interior Design
Savannah College of Art & Design (SCAD), 2017

REGISTRATIONS & CERTIFICATIONS

NCIDQ No. 21-00065652, 2021

CAREER

Becker Morgan Group, Inc.: 1 month
Years in Industry: 7

COMMUNITY & PROFESSIONAL AFFILIATIONS

NEWH Member, 2018 - Present
ArtPop Street Gallery Event Volunteer, 2025
Meal Provider for the Homeless | Charlotte Coffee Club, 2025



TIMOTHY R. CHATTERTON, PE

PRINCIPAL-IN-CHARGE | SENIOR MECHANICAL ENGINEER



PROJECT EXPERIENCE

TALBOT COMMUNITY CENTER
Easton, MD

MAC CENTER RENOVATION
Salisbury, MD

**WHARF | WICOMICO COUNTY
RECREATION & PARKS**
Quantico, MD

TALBOT COMMUNITY CENTER ADDITION
Easton, MD

MONARCH CLUBHOUSE
Middletown, DE

JAMES FARM
Sussex County, DE

JOHN DICKINSON PLANTATION VISITOR CENTER
Dover, DE

MONARCH CLUBHOUSE
Middletown, DE

JOHN DICKINSON PLANTATION VISITOR CENTER
Dover, DE

OAK ORCHARD BOYS AND GIRLS CLUB
Millsboro, DE

QUALIFICATIONS

EDUCATION

Bachelor of Architectural Engineering Technology
Vermont Technical College, 1997

Associate in Building Construction Engineering
Alfred State College, 1994

REGISTRATIONS & CERTIFICATIONS

Maryland: No. 51406, 2017
Delaware: No. 15702, 2011
Virginia: No. 0402059399, 2018

CAREER

Allen+Shariff Corporation: 3 years
Years in Industry: 26 years



PATRICK L. GIORDANO, CPD, CFPS, CET, LEED GA

SENIOR PLUMBING DESIGNER



PROJECT EXPERIENCE

WORCESTER COUNTY RECREATION CENTER
Snow Hill, MD

MAC CENTER RENOVATION
Salisbury, MD

CROSSROADS COMMUNITY
Cambridge, MD

PIRATE'S WHARF | WICOMICO COUNTY RECREATION & PARKS
Quantico, MD

**SHOWELL CONCESSION STAND | WORCESTER COUNTY
RECREATION & PARKS**
Berlin, MD

BAY FOREST FITNESS CENTER AND RECREATION BARN
Ocean View, DE

BAYSIDE RECREATION CENTER
Selbyville, DE

JOHN DICKINSON PLANTATION VISITOR CENTER
Dover, DE

YMCA
Dover, PA

QUALIFICATIONS

EDUCATION

Associate in General Studies
Wor-Wic Community College, 2022

REGISTRATIONS & CERTIFICATIONS

ASPE Certification in Plumbing Design (CPD) No. 38486, 2011
LEED Green Associate No. 10124429, 2015
NFPA Certified Fire Protection Specialist (CFPS) No. 4872, 2018
NICET - Water-Based Systems Layout Level 1 (CET) No. 162495, 2023
6060.Medical Gas Systems Designer No. 6072, 2024

CAREER

Allen+Shariff Corporation: 23 years
Years in Industry: 23 years



FRANK HARVEY

PRESIDENT



PROJECT EXPERIENCE

EAGLES LANDING GOLF COURSE
Berlin, MD

MAMA'S ON THE HALF SHELL
Owning Mills, MD

BALTIMORE YACHT CLUB
Essex, MD

MAXIMON
Baltimore, MD

OREGON GRILLE
Hunt Valley, MD

QUALIFICATIONS

EDUCATION

University of Richmond, 1984

CAREER

Harvey Construction: 46 years
Years in Industry: 46 years

COMMUNITY & PROFESSIONAL AFFILIATIONS

Board Member, GB Charities
Board Member, Loyola Blakefield Building & Grounds
Member, Maryland Construction Network
Member, Maryland Tourism Coalition(MTC)
Member, OCHMRA



LOGAN HARVEY

PROJECT MANAGER | ESTIMATOR



PROJECT EXPERIENCE

EAGLES LANDING GOLF COURSE
Berlin, MD

MAMA'S ON THE HALF SHELL
Owning Mills, MD

BALTIMORE YACHT CLUB
Essex, MD

MAXIMON
Baltimore, MD

ALTON POINT
Ocean Pines, MD

OREGON GRILLE
Hunt Valley, MD

THYME TO GRUB
Dagsboro, DE

QUALIFICATIONS

EDUCATION

Bachelor of Business in Entrepreneurship and Computer Science
University of North Carolina Wilmington, 2020

CAREER

Harvey Construction: 5 years
Years in Industry: 5 years

COMMUNITY & PROFESSIONAL AFFILIATIONS

Member, Ocean City Chamber of Commerce
Member, OCHMRA

JAMES R. BAKER

MANAGING PARTNER



PROJECT EXPERIENCE

FRED THOMAS MIDDLE SCHOOL
Lewes, DE

KINGSWOOD COMMUNITY CENTER
Wilmington, DE

DAGSBORO BOYS & GIRLS CLUB
Dagsboro, DE

OCEAN CITY BEACH PATROL HEADQUARTERS
Baltimore, MD

SUSSEX TECHNICAL HIGH SCHOOL
Georgetown, DE

WICOMICO COUNTY AIRPORT ADDITIONS
Salisbury, MD

DELAWARE TECHNICAL CC BETZ CENTER
Georgetown, DE

FOOD BANK OF DELAWARE
Milford, DE

NYLON CAPITAL | INNOVATION CENTER
Seaford, DE

PARSONBURG LIBRARY
Parsonburg, MD

MOST BLESSED SACRAMENT SCHOOL
Ocean Pines, MD

TOWN OF BERLIN PUBLIC WORKS
Berlin, MD

GARDNER SCHOOL PRESCHOOL
Various Cities, VA | CO | MA | MN

QUALIFICATIONS

EDUCATION

Bachelor of Civil Engineering
Villanova University

REGISTRATIONS & CERTIFICATIONS*

Registered in: Maryland, Delaware, Virginia, Washington DC, West Virginia, North Carolina, South Carolina, New York, Connecticut, Tennessee, Georgia, Florida, Maine, Michigan, Missouri, Minnesota, Arkansas, Nebraska, Oklahoma

CAREER

Pilottown Engineering: 6 years
Years in Industry: 25 years

COMMUNITY & PROFESSIONAL AFFILIATIONS

Board Member, GB Charities
Board Member, Loyola Blakefield Building & Grounds
Member, Maryland Construction Network
Member, Maryland Tourism Coalition(MTC)
Member, OCHMRA

* Registration numbers available upon request

ALYCEN KUS

PROJECT MANAGER



PROJECT EXPERIENCE

OXFORD DESIGN-BUILD FLOOD REMEDIATION
Oxford, MD

HAVEN ROAD WATER MAIN REPLACEMENT
Rock Hall, MD

HARMON FIELDS
Salisbury, MD

SALISBURY TOWN CENTER
Salisbury, MD

WESTWOOD COMMERCIAL SPACE
Salisbury, MD

DAGSBORO TOWNHALL AND POLICE DEPARTMENT
Dagsboo, MD

HARMON FIELDS
Salisbury, MD

JASMINE DRIVE APARTMENTS
Salisbury, MD

CITY OF LEWES | ELEVATED STORAGE TANK
Lewes, DE

QUALIFICATIONS

EDUCATION

Bachelor's of Environmental Science and Policy
University of South Florida, 2008

Master's of Applied Science in Protected Area Management
James Cook University, 20011

REGISTRATIONS & CERTIFICATIONS

OSHA Hazwoper 40-Hour

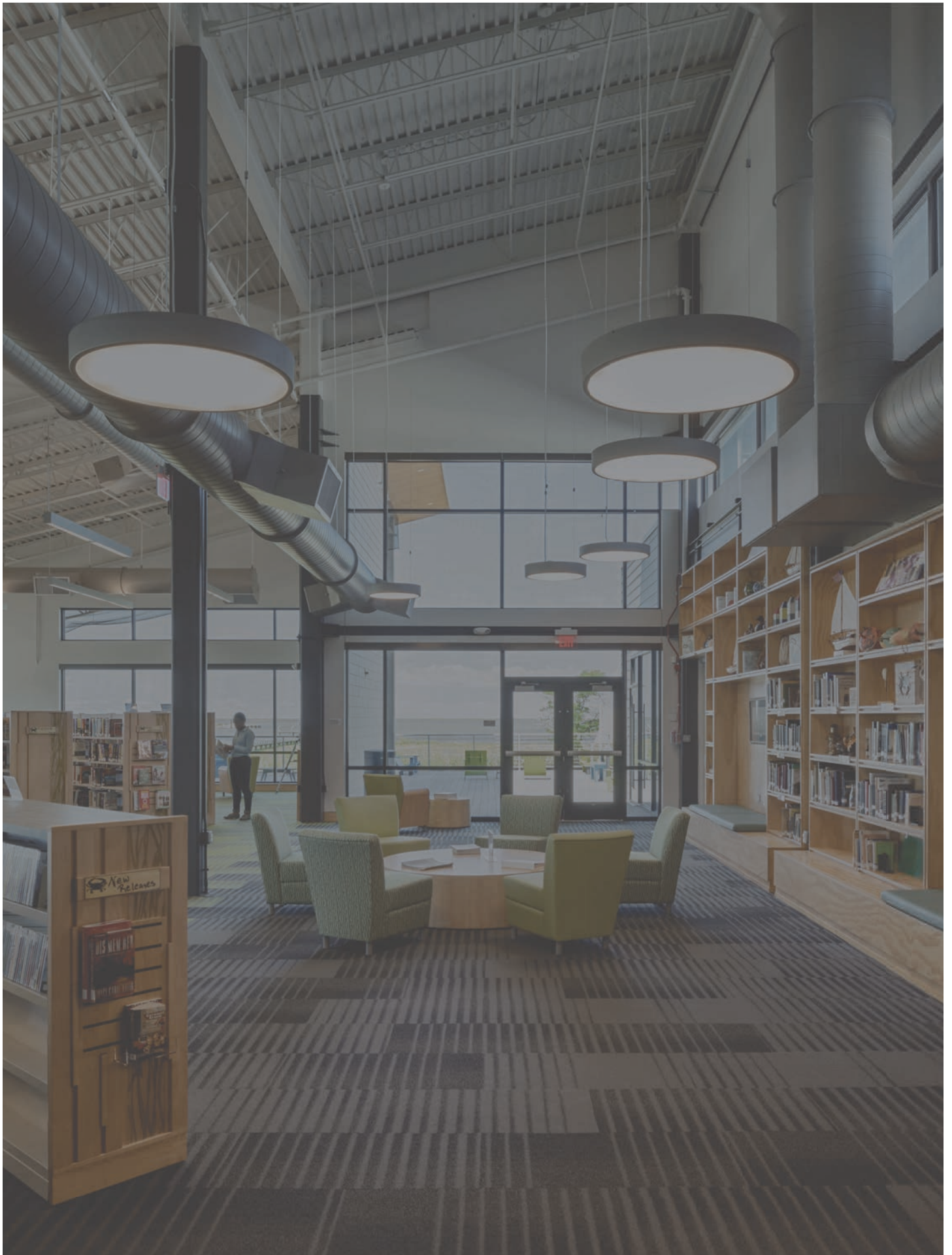
CAREER

Over 11 years of experience in Geotechnical Engineering services. Major areas of responsibility include testing and inspections of soil and groundwater geotechnical investigations, soil and groundwater sampling, infiltration testing, Phase I and Phase II ESA's, tank inspections and removals, remediation projects, and NEPA Assessments.

SCHEDULE OF RATES FOR SERVICES & PROJECT SCHEDULE

BECKER MORGAN GROUP PROJECT COMPLETED 2012





DESIGN SCHEDULE

DATA COLLECTION

SEPTEMBER 2025 - OCTOBER 2025

- Kick-Off Meeting
 - Stakeholder Interviews
 - Conceptual planning
 - Code Research
 - Community Meetings
- Site Verification
 - Surveying
 - Geotech (Phase 2)

SCHEMATIC DESIGN

OCTOBER 2025 - NOVEMBER 2025

- Biweekly Design Team Meetings
 - Civil Engineering
 - Landscape Architecture
 - Architecture/Space Planning
 - Structural Engineering
 - MEP Engineering
 - Cost Estimating
 - Recreation Equipment

PRELIMINARY COST ESTIMATE PRICING

OCTOBER 2025 - NOVEMBER 2025

VALUE ENGINEERING

NOVEMBER 2025 - DECEMBER 2025

CONSTRUCTION DOCUMENTS

JANUARY 2026 - APRIL 2026 (+/- 4 MONTHS)

BIDDING & PERMITTING

APRIL 2026 - MAY 2026

CONSTRUCTION PHASE

MAY 2026 - AUGUST 2027

Becker Morgan Group has built its reputation on prompt delivery and response designing projects on-time and on-budget. We have worked successfully over the past 42 years to meet strict deadlines and look forward to working with Pocomoke City to successfully complete this project. Our firm has management procedures in place to ensure we adhere to your project schedule. With a staff of 138, our experienced design team can begin work immediately upon your authorization and see it through to a positive conclusion. Becker Morgan Group and consultants will endeavor to meet the project milestones as set forth by the city, but we cannot control the review process required by the authorities having jurisdiction nor the review time by the owners/ stakeholders group. We cannot guarantee approval or the dates upon which the project may be approved.

2025 HOURLY RATE SCHEDULE

HOURLY SERVICES

Discipline	Per/Hour
Principal	\$245 - \$300
Senior Associate	\$160 - \$230
Associate	\$130 - \$200
Architect Engineer Interior Designer Landscape Architect Surveyor	\$145 - \$180
Designer	\$100 - \$165
Technician	\$60 - \$120
Support	\$85 - \$165
Field Crew	\$200
Expert Witness	1.5 x Billing Rate
3D Scanner	\$220

Rates Subject to Change Each January.

Any consultants required and authorized by the Owner will be billed at cost plus ten (10) percent.

REPRODUCTION EXPENSES

	Size	Regular	Color
Plots	18 x 24	\$ 5.00	\$10.00
	24 x 36	\$10.00	\$15.00
	30 x 42	\$15.00	\$20.00
Photocopies	8.5 x 11	\$.15	\$.50
	8.5 x 14	\$.20	\$.75
	11 x 17	\$.25	\$ 1.00
Prints	18 x 24	\$ 2.00	
	24 x 36	\$ 3.00	
	30 x 42	\$ 4.00	

REIMBURSABLE EXPENSES

Other expenses incurred in the interest of the project (travel, toll communications, postage, delivery, photographs, engineering or other consultants, renderings, models, etc.) will be billed monthly at cost plus ten (10) percent.

BECKER MORGAN GROUP PROJECT COMPLETED 1989







ARCHITECTURE
ENGINEERING

PLANNING OUR
CLIENTS' SUCCESS

BECKER MORGAN GROUP, INC.

PORT EXCHANGE
312 WEST MAIN STREET, SUITE 300
SALISBURY, MARYLAND 21801
410.546.9100

309 SOUTH GOVERNORS AVENUE
DOVER, DELAWARE 19904
302.734.7950

THE TOWER AT STAR CAMPUS
100 DISCOVERY BOULEVARD, SUITE 102
NEWARK, DELAWARE 19713
302.369.3700

3333 JAECKLE DRIVE, SUITE 120
WILMINGTON, NORTH CAROLINA 28403
910.341.7600

1942 EAST 7TH STREET, SUITE 240
CHARLOTTE, NORTH CAROLINA 28204
980.270.9100

314 EAST MAIN STREET
CLAYTON, NORTH CAROLINA 27520
919.243.1332

www.beckermorgan.com

September 17, 2025

City of Pocomoke
Attention: Melinda Stafford, City Clerk
101 Clarke Avenue
Pocomoke City, MD 21851

RE: **Architectural & Engineering Design Services**
POCOMOKE CITY COMMUNITY CENTER - AE DESIGN SERVICES
Pocomoke City, Maryland 21851

Dear Ms. Stafford and Selection Committee,

Becker Morgan Group, Inc. is pleased to respond to the City of Pocomoke's request for qualifications for architectural and engineering services for the Pocomoke City "Family Life" Community Center located in Pocomoke City, Maryland. Our extensive experience in Worcester County and Pocomoke City makes us ideally suited to perform the requested scope of services. Per your request, we have broken the project up into phases. This will allow you to pause the project at Schematic Design should the project be determined not feasible due to financial or other reasons. Please see the attached scopes of work for a more detailed description of the work product, sequencing and schedule. We offer the following fixed fees for the services requested.

Phase 1 – Schematic Design and Preliminary Cost Estimate

Includes kickoff meeting, three (3) community outreach meetings, stakeholder interviews, code research, schematic design drawings, preliminary cost estimating, and assistance with grant applications.

• Surveying – BMG	\$ 7,000
• Civil Engineering / Site Planning / Landscape Design – BMG	\$ 17,250
• Architecture & Interior Design – BMG	\$ 29,250
• Structural Engineering – Pilottown Engineering	\$ 3,850
• MEP Engineering – Allen & Shariff	\$ 8,360
• Commercial Kitchen – Clark Retail Solutions	\$ 8,657*
• Cost Estimating – Harvey Construction	\$ 5,500*
• Recreation Equipment – Cunningham Recreation	\$ - 0 -

Phase 1 Total A/E Fees: \$ 79,867

Phase 2 – Design and Construction Documents

• Geotechnical Engineering – Hills Carnes	\$ 23,722
• Civil Engineering / Site Planning – BMG	\$ 69,000
• Architecture & Interior Design – BMG	\$ 117,000
• Structural Engineering – Pilottown Engineering	\$ 20,900*
• MEP Engineering – Allen & Shariff	\$ 52,800*
• Commercial Kitchen – Clark Retail Solutions	\$ 8,657*
• Cost Estimating - Harvey Construction	\$ - 0 -
• Recreation Equipment – Cunningham Recreation	\$ - 0 -

Phase 2 Total A/E Fees: \$292,079



ARCHITECTURE
ENGINEERING

September 17, 2025
Pocomoke City "Family Life Center" Community Center
Page 2 of 3

Phase 3 – Bidding & Construction Phase Services

• Civil Engineering / Site Planning – BMG	\$ 28,750
• Architecture & Interior Design – BMG	\$ 48,750
• Structural Engineering – Pilottown Engineering	\$ 3,850*
• MEP Engineering – Allen & Shariff	\$ 29,260*
• Commerical Kitchen – Clark Retail Solutions	\$ 1,650*

Phase 3 Total A/E Fees: **\$112,260**

Total A/E Fees: **\$484,206*****

Estimated Expenses **\$ 1,500 - \$ 2,500**

Exclusions:

- Traffic Impact Study**
- Off-Site improvement
- LEED Certification**
- Energy Models**
- Commissioning**
- Low Voltage / Security / IT / AV Design
- Building Envelope Consultant
- ADA Consultant
- Permit Fees (By Owner)
- Reimbursable Expenses (paper copies, mileage, lodging, meals, etc.)

*Includes 10% mark up of sub-consultant contracts held by Becker Morgan Group

**Becker Morgan Group and Consultants have in-house expertise to provide these additional services if deemed necessary

*** The fixed fees are based on the \$5,000,000 construction budget provided by the Owner. Should the construction cost significantly increase or decrease, the A/E fees will be subject to renegotiation.

Summary:

Becker Morgan Group is glad to work with your selection committee to tailor our scope of services and fees to meet your budget goals for design services. We believe we are uniquely positioned to assist with these projects, with some of these capabilities outlined below:

- We have been providing A/E services in Worcester County and Pocomoke City for over 42 years.
- We have a deep portfolio of similar projects.
- We have experience with a variety of funding sources and/or their requirements related to document preparation.
- Our local knowledge and common-sense design approach – providing workable concepts within the project budgets.
- We pride ourselves on our responsiveness to our clients.
- Our ability to guide programming for the project.
- Our experience to assist with grant applications for funding regarding solar, MEP related credits or documents for USDA and CDBG grants, etc.

We look forward to the opportunity to work with Pocomoke City on this very exciting project, which will be a great asset for our local community.



ARCHITECTURE
ENGINEERING

September 17, 2025

Pocomoke City "Family Life Center" Community Center

Page 3 of 3

BECKER MORGAN GROUP, INC.

Jack E. Mumford, III, AIA, NCARB
Vice President / Principal

William E. Seig, AIA
Senior Associate

JEM/mrc

City of Pocomoke
Ms. Stafford

Accepted: _____

Title: _____

Date: _____

Client Billing Information	(To Be Completed By Client – Please Print)
Billing Contact:	
Billing Entity:	
Billing Address:	
Billing Email Address:	
Billing Contact Phone:	

encl: *Terms And Conditions Of Agreement (01/01/2025) – MD*

o25-0714aa-ppl.doc

TERMS AND CONDITIONS OF AGREEMENT For Professional Services

Scope of Project and Services

See attached proposal/letter of agreement. All references herein to A/E means Design Professional - Architect, Engineer, Landscape Architect, Surveyor, or Interior Designer.

Fixed Fee Projects

Billings are based upon the percentage of completion of each phase of services.

Hourly Rate Schedule

Compensation for hourly services:

Principals	\$245 - 300/hr
Senior Associate	\$160 - 230/hr
Associate	\$130 - 200/hr
Architect/Engineer/Interior Designer/Landscape Architect & Surveyor	\$145 - 180/hr
Designer	\$100 - 165/hr
Technician	\$ 60 - 120/hr
Support	\$ 85 - 165/hr
Field Crew	\$200/hr
Expert Witness	1.5 x billing rate
3D Scanner	\$220/hr

Rates subject to change each January.

Any consultants required and authorized by the Owner will be billed at cost plus ten (10) percent.

Estimated Fees

Fee estimates are valid for sixty (60) days. Where an estimated total is given for hourly work, it shall not constitute an upset figure, but is provided to assist in project budgeting only.

Initial Payment

Services commence when the Owner's authorization is received with the initial payment, which will be applied to the final invoice.

Invoices

Invoices are sent monthly for services performed. Payment is due upon receipt. A late charge will be added thirty (30) days after the invoice date at 1.5% per month simple interest.

Reproduction Expenses

In-house reproduction expenses incurred in the interest of the project will be billed as follows:

Plots	Size	Regular	Color
	18x24	\$ 5.00	\$10.00
	24x36	\$10.00	\$15.00
	30x42	\$15.00	\$20.00
Photocopies	8½ x 11	\$.15	\$.50
	8½ x 14	\$.20	\$.75
	11x17	\$.25	\$ 1.00
Prints	18x24	\$ 2.00	
	24x36	\$ 3.00	
	30x42	\$ 4.00	

Reimbursable Expenses

Other expenses incurred in the interest of the project (travel, toll communications, postage, delivery, photographs, engineering or other consultants, renderings, models, etc.) will be billed monthly at cost plus ten (10) percent.

Government Agency Fees / Approvals

The owner shall pay directly (outside of Becker Morgan Group, Inc.'s fees and reimbursables) for all of the following governmental charges,

including, but not limited to: application fees, review fees, permit fees, plat recordation, governmental charges, impact fees, front footage assessments, water flow and pressure test, tap-in fees, bonds, transfer taxes, etc. Owner should investigate and budget these items in their total project development soft costs. Owner acknowledges that the approval process necessary to estimate or maintain a project timeline is both unpredictable and outside of the A/E's control. A/E does not guarantee approvals by any governing authority or outside agency, nor the ability to achieve or maintain any project timeline.

Additional Services

Services beyond those outlined in the attached Scope of Work, including for revisions due to adjustments in the scope, budget or quality of the project, for redesign of previously approved drawings, and for additional Construction Phase services, will be billed at hourly rates above or at fixed fees.

Change of Scope

All fees are subject to renegotiations if the original scope of service is changed or if services are not completed within two (2) months of the project's projected completion date indicated in the proposal.

Early GMP or Design / Build

If Owner solicits early GMP or Design / Build proposals based upon work-in-progress drawings or prior to A/E's receipt of, and response to, permitting comments, Owner acknowledges that any cost scheduling information resulting for such solicitations or procurement necessary will be subject to revision until the Construction Documents are finally completed and issued for construction, including all addenda. Any services required to highlight drawing changes associated with early GMP or Design / Build proposals shall be compensated as an Additional Service.

Fast-Track or Phased Project Delivery

If Owner requests or requires fast-track design services or early or phased construction document packages, Owner assumes the elevated risk the design services and/or phased construction document packages will have errors, omissions or incomplete coordination. Accordingly, A/E shall have no liability to Owner with respect to fast-track design services or early or phased construction packages.

Betterment

In the case of design errors or omissions that lead to an increase in the cost of construction, A/E shall have no liability to Owner for the portion of such cost increase that represents betterment or value added to the project.

Third-Party Beneficiaries

Neither the Contractor nor any other person or entity, apart from the Owner and A/E, are intended beneficiaries of the A/E's services. A/E does not warrant or represent that its services or the Construction Documents will be free from errors, omissions or ambiguities. Owner shall inform all prospective contractors and construction managers, in writing, that A/E makes no representation whatsoever to any prospective contractor, trade contractor or construction manager regarding the quality, completeness or sufficiency of the Construction Documents, for any purpose whatsoever.

Site Visitation

In the event A/E's scope of services includes periodic site visits during the construction phases, A/E shall be serving only in the capacity as a consultant to advise Owner on issues involving progress and general design compliance. A/E does not assume any responsibility for the means and methods of construction, shoring or temporary construction, the quality or timeliness of any contractor's work, job site safety, continuous on-site

inspections, or any issues that fall outside of A/E's scope of services as defined in this Agreement.

Design Without Construction Review

Should Owner elect not to engage A/E to perform normal periodic construction observation and normal full service Submittals, RFIs, Substitution and Change Order review services during construction, Owner acknowledges that there is an increased risk to Owner of misinterpretation of A/E's design intent by the Contractor, the Owner or inspecting agencies; an increased risk of non-compliant construction work on the part of the Contractor; and a reduced opportunity afforded to the A/E and Owner to identify and resolve conflicts, errors or omissions in the construction or in the construction documents at a point when the consequences stemming from such risks and reduced opportunities could have been mitigated or avoided. Accordingly, A/E shall not be liable to Owner or others for any portions of any damages or harm that plausibly could have been avoided had the A/E been engaged to perform full service construction phase services.

Ownership of Documents

All documents (drawings, sketches, reports, etc.) prepared as instruments of service shall remain the copyrighted property of the A/E and are specific only to this project, Owner, and this Agreement. Work which is furnished, but not paid for, will be returned to the A/E and will not be used for any purpose by the Owner until payment in full is rendered. Owner agrees to indemnify, defend and hold A/E harmless for all claims arising out of Owners reuse, misuse, modification or assignment of A/E's instruments of service. This provision shall survive termination of this Agreement.

Insurance

The A/E is protected by Workmen's Compensation, Professional Liability and Standard Public Liability Insurance. The A/E will not be responsible for any loss, damage or liability arising from Owner's negligent acts, errors or omissions or those by Owner's consultants, contractors, and agents or from those of any person whose conduct is not within the A/E's contractual responsibility.

Risk Allocation

Owner and A/E have discussed the risk, rewards and benefits of the project and the A/E's total fee for services. The risks have been allocated such that the Owner agrees that to the fullest extent permitted by law, A/E's total liability to Owner for any and all injuries, claims, losses, expenses, damages or claims expenses arising out of this agreement from any cause or causes, shall not exceed the total fee or \$50,000, whichever is greater. Such causes include, but are not limited to design professional's negligent errors, omissions, or breach of contract. This limitation of liability may be increased up to the limits of A/E's insurance coverage available to pay for said increased liability only if a mutually agreed increase in A/E's fees is negotiated and set to this or written amendment executed by both parties.

Termination of Agreement

This Agreement may be terminated by either party upon seven (7) days written notice should the other party fail substantially to perform in accordance with its terms through no fault of the party initiating the termination. This Agreement may be terminated by the Owner upon at least seven (7) days written notice to the A/E in the event that the Project is permanently abandoned. In the event of termination not the fault of the A/E, the A/E shall be compensated for all services performed to termination date, together with Reimbursable Expenses then due.

Environmental Hazards / Subsurface Conditions

The A/E does not perform services related to the identification, containment or removal of asbestos, hazardous waste, or any other environmental hazards, nor will it assume liability for any damages or costs related to these materials. Unless specifically included under A/E's scope of services, A/E assumes no liability for geotechnical engineering or any other analysis or testing of subsurface conditions (including soils and the location of any utilities or structures not visible on the surface).

Nonpayment / Work Stoppage

The A/E reserves the right to stop work on the project upon ten (10) days written notice to Owner for non-payment and withdraw any permit documents. A/E's stoppage of work shall be without liability for consequential or other damages resulting from the stoppage. Restart on the project after thirty (30) days of stoppage will require payment of additional fees.

Standard of Care

The Owner acknowledges the inherent risks associated with construction. In performing professional services, the A/E will use that degree of care and skill ordinarily exercised under similar circumstances by competent licensed A/E in the jurisdiction where the project is located. Under no circumstances shall any other representation (express or implied) or any type of warranty or guarantee be included or intended by the A/E during the completion of its services under this Agreement.

Successors and Assigns

The Owner and the A/E bind themselves, their partners, successors, assigns and legal representatives to the other party to this Agreement and to the partners, successors, assigns and legal representatives of such other party with respect to all covenants of this Agreement. Neither party shall assign, sublet or transfer any interest in this Agreement without the written consent of the other.

Affidavits / Certifications

Any affidavits or certifications required by government agencies, lenders, or others shall be written to include language acceptable to the A/E. The Owner shall not require certification that would require knowledge or assumption of responsibilities beyond the scope of this agreement.

Miscellaneous Provisions

Unless otherwise specified, this Agreement shall be governed by Maryland Law. Terms in this Agreement shall have the same meaning as those in AIA Document A201, General Conditions of the Contract for Construction, current as of the date of this Agreement.

Collection

If it is necessary to enforce collection on any amount past due under this agreement, the A/E shall be reimbursed for all legal and other reasonable costs related thereto, including (33%) attorney's fees, court costs, administrative time and other collection costs.

Certificate of Merit

The Owner shall make no claim (whether directly or in the form of a third party claim) against the A/E unless the Owner shall have first provided the A/E with a written certification executed by a licensed professional in the State of Maryland, specifying each and every act or omission which

the certifier contends constitutes a violation of the standard of care expected of an A/E performing professional services under similar circumstances. Such certificate shall be provided to the A/E thirty (30) days prior to the presentation of any such claim.

Frivolous Suit or Counterclaim

In the event the Owner makes a claim (or counterclaim) or brings an action against the A/E for any act arising out of the performance of the services hereunder, and the Owner fails to prove such a claim or action, then the Owner shall pay all legal and other costs incurred by the A/E in defense of such claim or action.

Electronic Media

If electronic media of project files are requested, the Owner or requesting party must sign an Electronic Media Release Form, plus remit \$200.00 per file, plus printing costs per sheet for one (1) record set for Owner and one (1) set for A/E.

Publicity

All publicity developed for this project will credit Becker Morgan Group, Inc. as the Architects/Engineers, as appropriate.

January 1, 2025

Becker Morgan Group, Inc.

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