GMB

ARCHITECTS / ENGINEERS

REQUEST FOR PROPOSALS

Architectural & Engineering Design Services for Pocomoke City Community Center

RFP Number: PC-2026-01

City of Pocomoke, MD

Presented by:
George, Miles & Buhr, LLC

September 18, 2025

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GMB
GEORGE, MILES & BUHR, LLC

ARCHITECTS
ENGINEERS

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PH: 800.789.4462
salisbury@gmbnet.com

SALISBURY
BALTIMORE
SEAFORD
LEWES
OCEAN VIEW

www.gmbnet.com

September 18, 2025

City of Pocomoke
101 Clarke Avenue
Pocomoke City, MD 21851

Attn: Melinda Stafford, City Clerk

Re: Request for Proposals – RFP Number: PC-2026-01
Architectural & Engineering Design Services
Pocomoke City Community Center

Dear Ms. Stafford,

George, Miles & Buhr, LLC (GMB) is pleased to submit our proposal to the City of Pocomoke, Maryland for professional architectural and engineering design services for the planned 25,000 square-foot Pocomoke City Community Center. As described in the Request for Proposals (RFP) and Addenda #1 through #9, the City intends to construct a new multi-use community center which will include multipurpose spaces, offices, meeting rooms, restrooms, storage areas, a gymnasium, a fitness center, and other amenities based on the community's needs.

GMB is a multi-disciplined architecture and engineering firm with over 65 years of experience serving communities across the Delmarva Peninsula. Our team brings extensive experience working with municipalities throughout the region, offering expertise in architectural design, engineering, site development, stormwater management, and public facility design. We understand the unique challenges local governments face and are committed to delivering solutions that support long-term community resilience and growth.

For the Pocomoke Community Center project, we are pleased to team with Allen & Shariff Corporation of Salisbury, Maryland, who will provide mechanical, electrical, and plumbing engineering, as well as Hillis-Carnes Engineering Associates of Delmar, Maryland, who will provide geotechnical and environmental consulting. We have worked with both firms on many previous projects and are confident they will provide exceptional service for the City of Pocomoke.

Our regional familiarity, combined with our technical expertise and proven track record, uniquely qualifies us for this project. We are confident in our ability to successfully perform the services required for the City of Pocomoke.

Thank you for the opportunity to submit our proposal. Please do not hesitate to contact me with any questions. I can be reached by phone at 410.742.3115 or via email at mhelfrich@gmbnet.com.

Sincerely,

Morgan H. Helfrich, AIA, LEED AP
Senior Vice President / Architecture Group Leader

JAMES H. WILLEY, JR., P.E.
CHARLES M. O'DONNELL, III, P.E.
A. REGGIE MARINER, JR., P.E.
JAMES C. HOAGESON, P.E.
STEPHEN L. MARSH, P.E.
DAVID A. VANDERBEEK, P.E.
ROLAND E. HOLLAND, P.E.
JASON M. LYTLE, P.E.
CHRIS B. DERBYSHIRE, P.E.
MORGAN H. HELFRICH, AIA
KATHERINE J. MCALLISTER, P.E.
W. MARK GARDOCKY, P.E.
ANDREW J. LYONS, JR., P.E.

PETER A. BOZICK, JR., P.E.
JUDY A. SCHWARTZ, P.E.
W. BRICE FOXWELL, P.E.

JOHN E. BURNSWORTH, P.E.
VINCENT A. LUCIANI, P.E.
AUTUMN J. BURNS
CHRISTOPHER J. PFEIFER, P.E.
BENJAMIN K. HEARN, P.E.

FIRM PROFILE

George, Miles & Buhr, LLC (GMB) is a client-focused firm that provides comprehensive engineering, architectural, planning, and coastal resiliency services across the Mid-Atlantic region. Founded in 1960, GMB provides quality designs that enhance our communities and safeguard the environment. Our headquarters is in Salisbury, Maryland, and we have additional offices in Lewes, Seaford, and Ocean View, Delaware, as well as a Sparks, Maryland office serving the Baltimore area. GMB has a comprehensive team of 100 professional employees dedicated to producing exceptional, cost-effective solutions for clients. GMB provides:

- **Building Services (Architectural & Structural):** Architectural Design, Programming and Concept Design, Renovations, Structural Engineering, Marine / Waterfront Engineering, Bridge Design, LEED Buildings, Building Revitalization
- **Consultation:** Capital Improvement Planning Assistance, State and Federal Loan/Grant Application and Administration Assistance, Proposed Land Development Preliminary, Final and Construction Phase Review, Trusted Advisor Relationships, Permit Acquisition Assistance, Asset Management Plans, Utility Rate Structures, Long Term Reserve Studies, Feasibility Studies, GIS Mapping, Preparation of Cost Estimates, Hydraulic Studies, Bid Assistance, Surveying, and On-call Consultation
- **Civil / Municipal Services:** Site Design, Site Grading, Stormwater Management, Streetscapes, Pavement Design, ADA Compliant Sidewalks and Street Designs, Water & Sewer Extensions, Sustainable "Green" Design, Landscape Architecture, Coastal Resiliency
- **Water / Wastewater Services:** Wastewater Treatment Facilities & Improvements, Sewage Collection Systems, Sewage Pumping Stations, Water Treatment Facilities & Upgrades, Wells, Water Distribution & Storage, Operational Services
- **Contract Administration / Construction Inspection Services:** Site observation, contract preparation, resident project representative services (RPR), requisition review, change order evaluation, punch list and final inspection, closeout documentation.

Our innovative solutions, our adaptability to change, our commitment to design within budget and time restraints, and our ability to communicate project specifics to various stakeholders have produced many outstanding projects. GMB strives to be the leader in the design and stewardship of sustainable communities in the Chesapeake Bay and Coastal environments.

We are proud to have been awarded a ***2023 Engineering Excellence Conceptor Award*** from the American Council of Engineering Companies of Delaware (ACEC-DE) for our Pilottown Road Water Main & Lead Service Replacement project in Lewes, Del., as well as a ***2023 Engineering Excellence Honor Award*** from ACEC-MD for our ENR Upgrade of the Hampstead Wastewater Treatment Plant in Carroll County, Md. In 2018, we were voted ***Best Architect in Southern Delaware*** by the readers of the Metropolitan Magazine. These awards join numerous other honors we have received in over six decades in business.

CONSULTING

CIVIL / MUNICIPAL

WATER / WASTEWATER

STRUCTURAL / MARINE

LAND DEVELOPMENT

CONSTRUCTION SERVICES

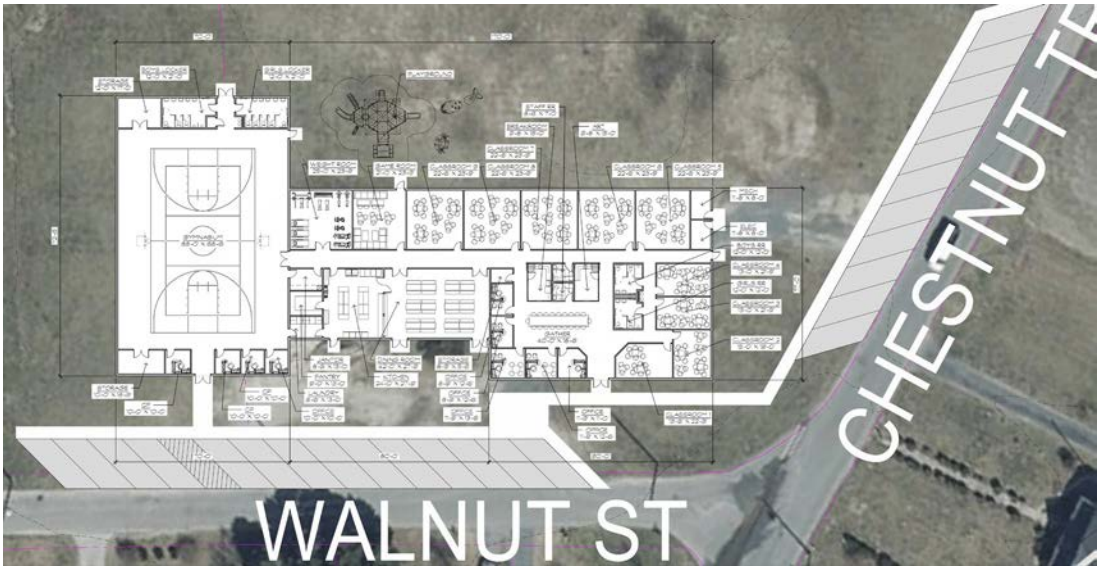
SITE / SUSTAINABLE DESIGN

AEROSPACE SUPPORT

ARCHITECTURE

EPOCH DREAM CENTER PRELIMINARY PLANNING

Hebron, Maryland



CLIENT
Epoch Dream Center
202 North Main Street
Hebron, MD 21830

SERVICES
Architectural
Structural
Civil

COMPLETION DATE
2024

CONTACT
Ms. Joann Blackmon
Program Director
443-783-3683

GMB provided preliminary conceptual design and planning services that respond directly to the site's opportunities and constraints, with input from the facility operator. Allocating the primary entrance along Walnut Street we established a welcoming civic façade that fronts and connects back to the neighborhood, while creating ample space for recreation and play areas to the north. Ample opportunity for van/bus drop off is afforded along Chestnut Street. The overall form of the facility is divided into two distinct building masses, both to achieve a compelling architectural form and to streamline construction. This dual-mass strategy helps break down the building into two zones: reducing the mechanical and electrical loads while potentially laying the groundwork for phased development (allowing one wing to be built now and another later) without impeding operational continuity.

MUSEUM FOR TOWN OF OCEAN CITY

Renovation of the Former Bank of Ocean City

Ocean City, Maryland

CLIENT
Town of Ocean City
204 65th Street, Bldg. A
Ocean City, MD 21842

SERVICES
Architectural
Structural

COMPLETION DATE
2025

CONTACT
Mr. Joe Kurtz, Interim City Engineer/Project Manager
410-289-8795
JKurtz@oceancitymd.gov

GMB assisted the Town of Ocean City with architectural and structural engineering services to renovate the 114-year-old former Bank of Ocean City building into a museum. The historic McGregor Building opened in 1910 as a grocery/general store with lodgings, before becoming the town's first bank in 1916, which operated until 2019.

The first floor contains two main exhibit spaces. One side focuses on the history of downtown Ocean City, featuring displays and stories of early businesses and residents. The other side highlights the restaurants and hotels that played a significant role in shaping the local hospitality scene.

The former bank's walk-in safe with working alarm system remains in the museum, serving as a unique interactive feature.

The second floor is dedicated to a research library, including a wide variety of local archival materials.

GMB worked closely with the Town of Ocean City to preserve the legacy of this historic building.

LIFE CRISIS CENTER ADDITION

Salisbury, Maryland

The Life Crisis Center is a non-profit agency serving Maryland's lower Eastern Shore with crisis intervention and violence prevention. They advocate for and provide a wide range of services to victims of domestic violence, sexual assault, and child abuse.

Life Crisis Center (LCC) desires to expand the administration portion of their 24,000 SF facility in Salisbury, Maryland. They hired GMB to conduct a feasibility investigation for the one-story expansion, with a goal of maximizing the allowable build-out floor area permittable by the City of Salisbury, Maryland in the open site area of the property. The original building, designed by GMB, was constructed in 1997. Schematic design drawings were completed in 2021. In 2023, GMB assisted LCC with a Maryland Capital Improvement Grant Funding application for final design and construction.

GMB is proud to be working with an organization that provides much-needed protection and service for battered women and children in our community. It's an honor to support them and the needs of this growing population by providing a safe place for healing.


Existing Facility

Construction on the addition broke ground in July 2025.

CLIENT
Life Crisis Center
1200 Pierce Avenue
Salisbury, MD 21804

SERVICES
Feasibility Study
Architectural
Structural
Civil
Funding Assistance
Bidding
Construction Phase Services

COMPLETION DATE
Under Construction

CONTACT
Ms. Jamie Manning
Executive Director
410-749-0774

OCEAN CITY LIFESAVING MUSEUM ADDITION

Ocean City, Maryland

CLIENT

Town of Ocean City
204 65th Street, Bldg. A
Ocean City, MD 21842

SERVICES

Conceptual Design
Architectural
Structural

COMPLETION DATE

2024 – Design Only

CONTACT

Mr. Joe Kurtz, Interim City Engineer/Project Manager
410-289-8795
JKurtz@oceancitymd.gov

GMB supported the Town of Ocean City in the planning and design of a new addition to the historic Lifesaving Museum located at the inlet. The project adds approximately 1,800 square feet to the existing structure, with a thoughtful approach that honors the museum's architectural heritage. GMB developed a range of conceptual designs that helped shape a vision blending modern functionality with historic sensitivity.

The addition serves multiple purposes: it provides a new main entrance, an elevator for improved handicap accessibility, and enhanced exhibition space. Visitors will also enjoy elevated panoramic views of Assateague Island and the Atlantic Ocean.

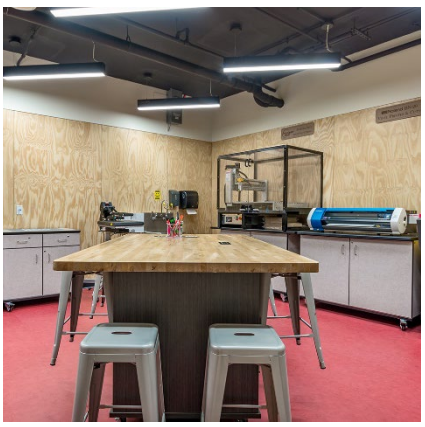
Outdoor educational and exhibition areas are seamlessly integrated with the adjacent boardwalk expansion, while a carefully designed two-story connection link ensures minimal impact to the existing historic building.

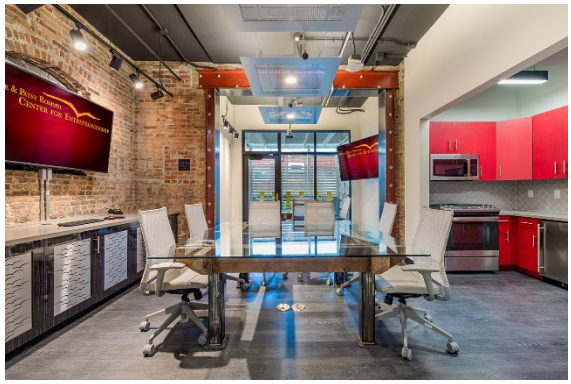
Although the project was fully designed, it was ultimately not constructed due to funding constraints.

CENTER FOR ENTREPRENEURSHIP
SALISBURY UNIVERSITY
Salisbury, Maryland

GMB worked in conjunction with construction contractor Harper & Sons, Inc. as part of a Design-Build team for Salisbury University's Center for Entrepreneurship, located in the existing historic Gallery Building in Downtown Salisbury. This ADA compliant project utilizes sustainable design practices and construction practices, in accordance with University of Maryland Design Standards.

The project consists of the renovation of approximately 6,000 sf of existing office space, and 5,000 sf of general improvements to the building's plaza level common areas. The Salisbury University Downtown Center for Entrepreneurship will offer shared co-working space, "garages", a "Makerspace", and will host successful entrepreneur contest winners. The goal of the center is to support, mentor and launch the feeder system of businesses into the community.





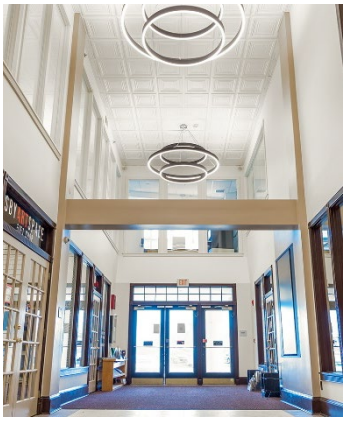
CLIENT / OWNER
Salisbury University
1101 Camden Avenue
Salisbury, MD 21801

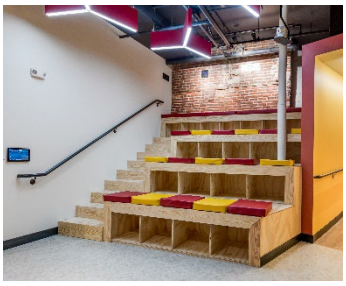
SERVICES
Architectural
Structural

CONTRACTOR
Harper & Sons (Design/Build)

COMPLETION DATE
2021

CONTACT
Matthew Groves, Director of Architectural & Engineering Services, 410-677-0287





EVANS PARK AT MILLVILLE

Millville, Delaware

CLIENT
Town of Millville, Delaware
36404 Clubhouse Road
Millville, DE 19967

SERVICES
Architectural
Civil
Structural
Bidding Assistance

SIZE
20.2 acres

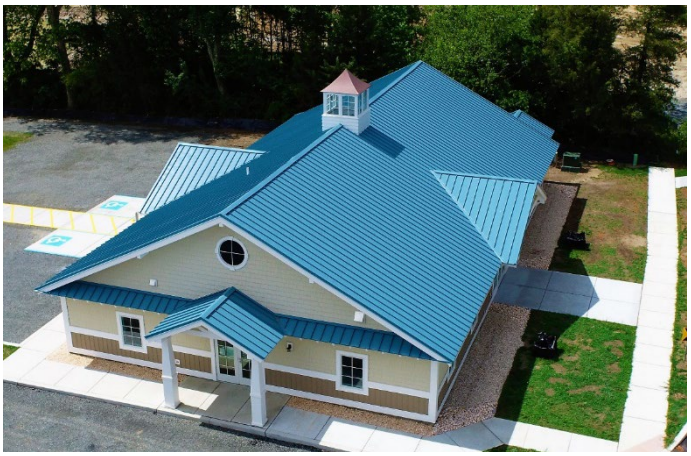
COMPLETION DATE
Phase 1 2020
Phase 2 Master Planning
In progress

CONSTRUCTION COST
Phase 1 $1.72 million

CONTACT
Ms. Eileen Scerra
Town Manager
302-539-0449
escerra@mvtown.com

GMB provided architectural and engineering services to the Town of Millville for their new Town Park project, which included in Phase 1 a pavilion, a community center, a playground with large play structures for children of all ages, as well as recreation courses for older children and adults, and pickleball courts.

The new community hall building houses a large multi-purpose meeting room, an office, a conference room, a residential-type kitchen, storage areas and restrooms. The new recreation building houses restrooms for park visitors and a storage space for park maintenance.



The site work involved two DelDOT entrances, a 45-space stone and concrete parking lot, drive isles, site grading, paver plaza, sidewalks, asphalt track, stormwater piping and inlets, stormwater detention pond, site utilities, lighting, and coordination of the park equipment and play surfaces with the manufacturer.

GMB's involvement in this project included full architectural and engineering design of the two park buildings, as well as finalization of the site design.

GMB continues to assist the Town of Millville with expansion and improvements to the park. Phase 2 of the Master Plan for the Town Park includes an additional parking lot to accommodate larger events, including, but not limited to, walking trails, picnic areas, bocce ball courts, fishing pier, additional restrooms, art installation places and a butterfly garden.

EVANS PARK AT MILLVILLE

SEAFORD HOUSE THERAPEUTIC FOSTER HOME

Seaford, Delaware

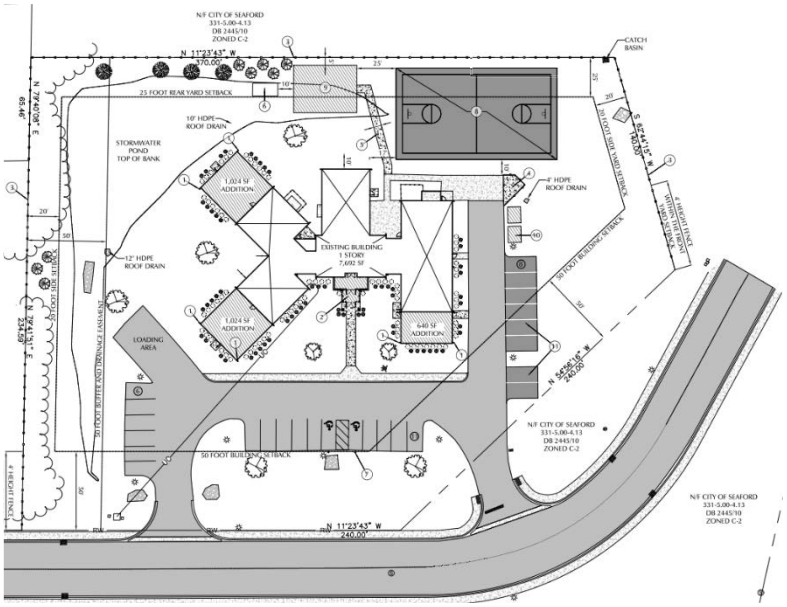
Existing Building

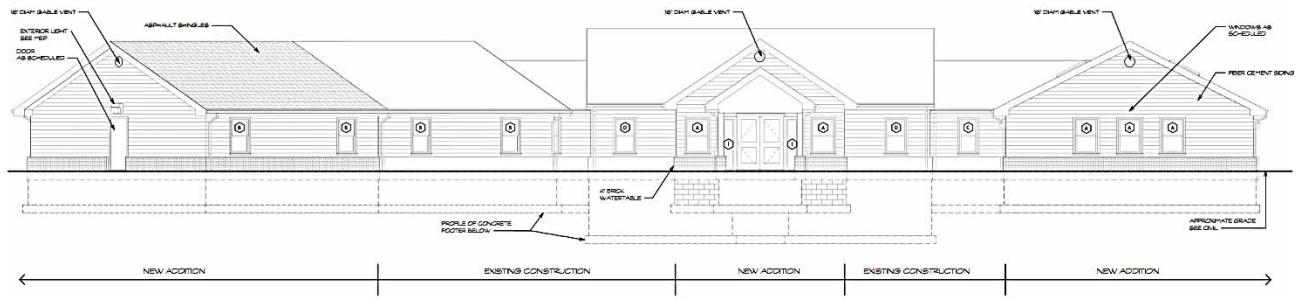
The Children & Families First Seaford House is a therapeutic group home serving youth between ages 11 and 17 who are involved with the Department of Services for Children Youth and Their Families. The Seaford House is a 10,000 square foot, single story, 16-bed facility operated by Children & Families First, one of Delaware's oldest non-profit organizations.

GMB was selected to provide architectural and engineering services for the design of various upgrades. It is a construction management project delivery type, managed by GGA Construction.

Upgrades to the Seaford House include:

- Three single story additions
- Seven new bathrooms
- Covered lobby and reconfiguration of the interior entry
- New decentralized HVAC system
- New Oasis Room
- Renovation of kitchen
- New office / nurse station
- Sprinkler system, card access system, and new security cameras
- Eight new parking spaces
- An outdoor pavilion
- Asphalt basketball court
- Enhanced stormwater management
- Three phase electrical power





CLIENT

Children & Families First Delaware (CFFDE)
555 Justison St., Suite 150
Wilmington, DE 19801

SERVICES

Feasibility Study & Schematic Design
Architectural
Structural
Civil
Funding Assistance
Bidding
Construction Phase Services

COMPLETION DATE

Under Construction

CONTACT

Ms. Shannon Fisch
302-856-2388
Shannon.fisch@cffde.org

Ms. Kirsten Olson
Kirsten.olson@cffde.org

SUSSEX COUNTY EMS PROJECTS

Sussex County, Delaware

North Seaford EMS 200 / Medic 110 Station

Seaford, Delaware

GMB was selected by Sussex County, DE to provide full architectural and engineering design and bidding services for a new paramedic building in North Seaford. The new station was built on the site of the existing station, after it was demolished. The building consists of four drive through engine bays, bunk rooms, full-service kitchen, bathrooms and administrative offices and is modeled after the existing station EMS #100 and Medic Station #104 in Rehoboth Beach. Unlike its predecessor, this building is fully sprinklered. The site design also includes a new well and modifications to the existing septic system.

Sussex County Emergency Operations Complex

Georgetown, Delaware

GMB was selected to design a new approximately 30,000 square foot building attached to the existing Emergency Operations Center (EOC) in Georgetown, Delaware to house the administration functions and world class training center for the County's Emergency Medical Services (EMS) operations. The new facility includes training rooms, simulation labs, administrative offices, control rooms, breakout spaces, emergency operations headquarters, full commercial kitchen and cafeteria, bunk rooms and equipment storage. GMB provided the County with spatial programming of EMS support spaces, as well as site integration with the existing EOC facility, and final architectural and engineering design for the new building.

Millsboro Medic 103 Station

Millsboro, Delaware

GMB was selected to provide architectural and engineering design, bidding, and construction administration services for a new paramedic station in Millsboro, Delaware. The new station features office/conference spaces, a full kitchen, a living area, bunk rooms, bathrooms, and two garage bays.

CLIENT

Sussex County Council
2 The Circle
Georgetown, DE 19947

SERVICES

Architectural
Structural
Civil

SIZE

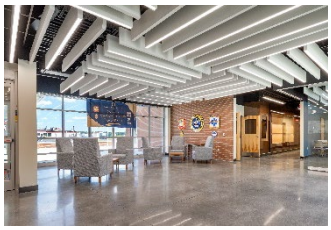
Seaford Station: 5,220 sf
EMS Admin. Bldg.: 30,000 sf
Millsboro Station: 4,300 sf

COMPLETION DATE

Seaford Station: 2021
EMS Admin. Bldg.: 2023
Millsboro Station: 2025

CONTACT

Mr. Michael Harmer
County Engineer
302-855-7718
Michael.harmer@sussexcountyde.gov



ROSS STATION EVENT CENTER

Seaford, Delaware

CLIENT
Seaford Historical Society
203 High Street
Seaford, DE 19973

SERVICES
Architectural
Structural
Civil

COMPLETION DATE
2019

CONTACT
Maria Heyssel
302-628-9828

GMB provided planning, architectural & engineering design services to the Seaford Historical Society for a new Heritage & Event Center at The Gov. Ross Mansion & Plantation in Seaford, Delaware. The Ross Station provides a venue for the Seaford Historical Society to host exhibits, meetings, educational, weddings, banquets, and cultural events for the greater Seaford community. It features historic elements of the original Ross whistle stop train station.

Allen + Shariff Corporation (A+S) is a US based firm founded in 1993. A+S is a Client-Focused leading professional services firm that offers Mechanical, Electrical, Plumbing, and Fire Protection Engineering and Commissioning. For more than two decades, we have built partnerships into long term relationships that have been rewarded with great success. Our relationships are client focused, but so are our relationships within our firm and our communities. We have stateside offices in Columbia, MD (Headquarters); Salisbury, MD; Pittsburgh, PA; Zelienople, PA and Chicago, IL. We have over 70 in our engineering group in the US at the disposal of the local office. Additionally, we have an engineering office in Mexico City, Mexico, and 2 project management offices in the UAE.

Our intellectual capital and experience set us apart from other traditional engineering firms. We have a deep expertise in energy efficient and sustainable design, LEED consulting, geothermal systems, and renewable energy technologies. We also provide commissioning services, site investigations, value engineering, feasibility studies, system analysis and troubleshooting, building controls automation, due diligence reports, construction phase services, operation & maintenance consulting, facility management info systems, and energy star certification services. Our engineering design and commissioning services result in lower energy and operating costs, enhanced system reliability, improved indoor air quality, and increased occupant comfort and productivity.

As a Minority-Owned Business (MBE), we understand the incredible benefits of celebrating and promoting diversity in the workplace. Our best work is inspired by team members of different ages, levels of experience, areas of expertise, and cultural backgrounds. As a result, Allen + Shariff carries multiple MBE certificates, including Howard County, MD; National Minority Supplier Development Council (NMSDC); Pennsylvania Department of General Services (DGS) Small Diverse Business; Urban Redevelopment Authority of Pittsburgh; and MDOT (Maryland Department of Transportation) for engineering, commissioning & construction management. With these qualifications, Allen + Shariff brings a unique perspective to every project we encounter.

Corporate Office	Allen + Shariff Corporation, 7061 Deepage Dr., Columbia, MD 21045, 410-381-7100 www.allenshariff.com
Principal Officer	Zack H. Shariff, P.E., LEED AP BD+C, Chief Executive Officer, Email: zshariff@allenshariff.com
Salisbury Office	Timothy R. Chatterton, P.E., Vice President, 205 E. Market St., Salisbury, MD 21801 (D) 443-545-1301, Email: tchatterton@allenshariff.com

Certified Profile

Business & Contact Information

BUSINESS NAME	**ALLEN & SHARIFF CORPORATION**
OWNER	**ZAIGHAM SHARIFF**
ADDRESS	**7061 DEEPAGE DRIVE** **COLUMBIA, MD 21045 [map]**
PHONE	**410-381-7100**
FAX	**410-381-7110**
EMAIL	**ZShariff@AllenShariff.com**
WEBSITE	**http://www.AllenShariff.com**
COUNTY	**Howard (MD)**

Certification Information

CERTIFYING AGENCY	**Maryland Department of Transportation**
CERTIFICATION TYPE	**MBE - Minority Business Enterprise**
CERTIFIED BUSINESS DESCRIPTION	**236220 - Commercial and Institutional Building Construction (SPECIFICALLY: GENERAL CONTRACTING, CONSTRUCTION MANAGEMENT, PROJECT MANAGEMENT, AND COMMISSIONING)** **541330-Engineering Services (Specifically: Mechanical Engineering Services; Electrical Engineering Services; Engineering Design Services)**

Commodity Codes

Code	Description
NAICS 236220	MBE Commercial and Institutional Building Construction (SPECIFICALLY: GENERAL CONTRACTING, CONSTRUCTION MANAGEMENT, PROJECT MANAGEMENT, AND COMMISSIONING)
NAICS 541330	MBE Engineering services (Specifically: Mechanical Engineering Services; Electrical Engineering Services; Engineering Design Services)

Additional Information

MINORITY STATUS	**Asian American Sub-continent**
CERTIFIED SINCE	**10/17/2018**
CERTIFICATION NUMBER	**18-581**

Oak Orchard - Boys and Girls Club

Responsibility: *Mechanical/Electrical Consultant*

Millsboro, DE

Design Start	2021
Construction Start	2022
Construction End	2023
Project Cost (*thousands*)**:**	$1.1M est.

Oak Orchard Boys & Girls Club
Millsboro, DE 19966
Erica Kennedy 302-945-2244
EKennedy@bgclubs.org

Allen + Shariff provided mechanical, electrical, and plumbing engineering services for this 5,000 SF two-story addition and renovation. The $1.1M (est.) project includes six (6) classrooms and four (4) single bathrooms and a second-floor multipurpose room to house a teen program. The design aimed to create optimal environments for the youth community. The new MEP systems will provide the Boys and Girls Club with lower operating costs and decrease maintenance issues.

We installed energy efficient Multizone Heat Pump HVAC systems in new classroom spaces and a new IT closet, ensuring temperature control, and occupant comfort.

4 single occupancy restrooms were installed, 2 on the first floor and 2 on the second of the new addition. New water closets and lavatories were provided and connected to existing sanitary, vent, and domestic water systems. A new domestic hot water recirculation pump was sized and installed in conjunction with a hot water return loop. Existing grease interceptor was relocated outside of the new addition's footprint.

The existing electrical service was modified to allow for the installation of new 600A 240/120V 1Ø/3W service entrance that serves the existing distribution panels. The addition and renovated areas were provided with new LED lighting including linear and down lights. Existing fire alarm system was extended to the new addition and a new fire sprinkler riser was installed.

Mariners Bethel UMC - Hope Center

Responsibility: *Mechanical/Electrical Consultant*

Ocean View, DE

Design Start	2018
Construction Start	2020
Construction End	2021
Project Cost (*thousands*)**:**	$3,800

Mariners Bethel Church
Ocean View, DE 19970
Mike Sasada 302-539-9510
msasada8@gmail.com

Allen + Shariff provided mechanical, electrical, and plumbing engineering for this 13,000 SF addition project. The $3.8M Hope Center is a new multipurpose hall, featuring various facilities to accommodate up to 400 people and host sporting events. The center provides additional space for church activities and outreach, meeting rooms, classrooms, a computer lab, gymnasium, stage, kitchen, storage areas, and is available for community activities.

Efficient heating and cooling are achieved through a combination of systems. In the gymnasium, air handling units regulate the climate, ensuring a comfortable environment for various activities. Variable Refrigerant Flow (VRF) systems in the conference rooms and classrooms offer precise temperature control and energy efficiency. Two dedicated outside air units address code-required ventilation, ensuring the facility meets all standards for a healthy and comfortable indoor environment.

Additionally, a propane gas tank was utilized to serve domestic water heating, comfort heat, and kitchen cooking equipment. Domestic hot water is generated by three (3) on-demand condensing gas-fired water heaters that serve the entire facility. A hot water maintenance pump was included to circulate and maintain the hot water supply temperature at 120°F. To maintain adequate domestic water pressure, a booster pump was sized to accommodate the required pressures and flow during high-demand usage occurrences, including the gang restrooms and the moderately sized kitchen.

A performance-based sprinkler design ascertained that the site pressure and flow of the fire line main did not require a fire pump booster to provide the required NFPA fire protection coverage of the building.

Selected Projects - Community/Rec Ctr (past 5 years)

Bridgewater Clubhouse - Frankford, DE

MEP engineering services for this new two-story clubhouse. The building includes a fitness center, barre/yoga room, lounge, game room, meeting room, men's and women's restroom/showers, mechanical and storage room. The project included a splash zone, outdoor bar, and pool. The building area is approximately 9,600 SF.

Chimes Community Center - Newark, DE

MEP design support for construction documents for this 9,055 SF community facility. Founded in 1947, Chimes is a not-for-profit organization. Mechanical renovation for this project was limited to support special modifications in an effort to mitigate overall construction costs. Ductwork was modified where exposed to deck areas were changed to incorporate lay in ceilings. A new roof top unit was added to provide independent conditioning of the enlarged break room. Dryer exhaust for the training area was ducted to discharge above the roof, as distance to an exterior wall was not feasible. Project cost $470K.

Columbia Association Stonehouse & Art Center Renovation - Columbia, MD

MEP/FP engineering design services for the renovation of a two story, 26,900 sq. ft community and art center. The renovations include updating the fire protection and alarm systems to comply with code. The fire protection system requires a new water service. , An elevator is being added to improve accessibility to the building. The project also included the replacement of aging electrical equipment, replacement of lighting in various offices, meeting rooms, and studios, HVAC upgrades and replacement of plumbing fixtures in restrooms and a kitchenette.

Cripple Creek Clubhouse Renovation - Dagsboro, DE

MEP engineering for this 1700 SF clubhouse renovation. The project included a kitchen expansion and upgrade (1,300 sf), expansion of the member's lounge (400 sf), reconfiguration of existing clubhouse space. Provided design for new systems to support the reconfigured and expanded kitchen. The existing MEP systems (grills, diffusers, receptacles, etc.) were reconfigured to interface with systems added to support expanded spaces.

Crossroads Community - Cambridge, MD

MEP engineering design for this new, 7000 SF, community building. The project includes a small commercial kitchen, dining area, fitness room, offices, group meeting rooms, as well as 2 group bathrooms and 2 individual bathrooms. There are four sections of the building that are designed with flat roofs with parapet screen walls for the location of rooftop equipment as space on the ground was limited. As designed, there is space above the offices for ductwork and air handling equipment. The design included site lighting, and a sprinkler specification was provided. The building is served by public water and sewer.

Eagles Landing Clubhouse - Ocean City, MD

MEP engineering services for this clubhouse renovation and addition. The 2,100 Sf project included a new kitchen, bar, restrooms, and expansion of the pro shop and office area.

James Farm - Sussex County, DE

MEP engineering design for the James Farm Ecological Preserve. The project included two new partially enclosed facilities designed to serve as educational facilities and a maintenance area. Education building was provided with a small kitchen for heating and serving meals. Plumbing design for the utility building included a simplistic domestic water feed for washing down equipment. The second building design provided a self-contained water heater and movable sink. A new 225A 240/120V 1Ø/3W panel was provided to serve both buildings and to re-feed an existing restroom facility. New LED lighting was provided to serve both facilities along with ASHRAE compliant lighting controls. Infrastructure was provided to serve AV systems in the education facility.

John Dickinson Plantation Visitor Center - Dover, DE

MEP engineering services for this design build project with DBF and Delmarva Veteran Builders (DVB) . The John Dickinson Plantation is a First State National Historic Park. The new 14,500 SF facility is one-story that includes administrative office space, gallery and exhibit space, multi purpose room, catering kitchen, support areas for the entire building and a pavilion. The center includes a conference space for 120 people. Design documents required approval by the the Delaware Division of Cultural and Historical Affairs.

Selected Projects - Community/Rec Ctr (past 5 years)

MAC Center Renovation - Salisbury, MD

MEP engineering for this 43,000 SF community center renovation project. The first phase is the analysis of the existing, installed geothermal system including review of the system installed, the existing loads which it currently supports, and the potential to expand the system to support an additional 650 SF of kitchen support space. The culmination of Phase 1 provided a report detailing options for this expansion. The second phase includes the reconfiguration of space within the existing building, to include: Enlarging the gym to include the the existing office space. Combine existing rooms into the yoga room. Reconfiguration of kitchen, pantry, and storage rooms.

Monarch Clubhouse - Middletown, DE

MEP engineering services for this 15,750 SF new construction project. The $4.3 M (est.) clubhouse includes a game room, gym, yoga, kitchen, restaurant/bar, men's and women's restrooms, mechanical and storage rooms, covered porch, outdoor bar, dining area, pickle ball court and cabana's. Provided multiple HVAC system types for this project. The gymnasium was provided with a split system heat pump with fabric duct, balance of the building was provided with split system heat pumps with metal ductwork throughout. Smaller support spaces are being heated and cooled with ductless split systems. A new 1200A 208Y/120V 3Ø/4W electrical service was provided which included the addition of a new utility transformer. Distribution included 208Y/120V 3Ø/4W panels located throughout the space. LED Lighting and lighting controls were provided throughout the space to meet all IECC requirements. Fire alarm and communication system rough-in was provided throughout the facility to meet code requirements and owner specifications.

New Market Community Building - New Market, VA

MEP Engineering Design for 1,000 sf community building. The building was built on an existing foundation and closely mirrored the previous design which was destroyed in a fire.

Oak Orchard - Boys and Girls Club - Millsboro, DE

MEP engineering for a 5,000 sf, two-story addition/renovation. The $1.1M (est.) project includes six classrooms, four bathrooms and a multipurpose room on the second floor. Design included energy efficient Multizone Heat Pump HVAC systems in new classroom spaces and a new IT closet, ensuring temperature control, and occupant comfort. New water closets and lavatories were provided, and a new domestic hot water recirculation pump was sized in conjunction with a hot water return loop. The electrical service was modified for new 600A 240/120V 1Ø/3W service entrance that serves the distribution panels.

Talbot Country Club Maintenance Facility - Easton, MD

MEP engineering services for the design and construction of a new, 5,400 SF country club maintenance facility. The project Included 2,100 SF of conditioned office, break room, restroom and locker room space. The remaining space is unconditioned for maintenance, storage, battery storage and charging.

The Way Community Center - Waynesburg, PA

Providing MEP/FP engineering design services to convert an existing 15,400 SF grocery store into a community center.

Truitt St Boys and Girls Club - Salisbury, MD

MEP engineering design for this 3,900 SF renovation project.

Venango County Multi-Purpose Building - Venango County, PA

Provided ME engineering design services to convert the 11,800 SF former Grace Lutheran Church into a multi-purpose conference center.

Warrington Recreation Center - Pittsburgh, PA

Providing MEP/FP engineering design services for an existing 3-story, 28,277 SF renovation. The first level will include an expanded weight and cardio room. The second level includes the gymnasium, community classrooms, and splash park restrooms. The third level will be community classrooms for skills development.

YMCA - Dover, PA

MEP/FP engineering services for this renovation/addition. The 9,000 SF project includes a 3,000 SF two-story addition offering workout space, office, lavatory, and studio in the loft. The remaining 6,000 SF includes the repurposing and renovation of existing space with exercise studios, offices, meeting rooms, upgraded lavatories, and daycare facilities. The project is complete in design.

HILLIS-CARNES COMPANY PROFILE

Established in 1989, Hillis-Carnes Engineering Associates, Inc. (HCEA) is an employee-owned, multi-disciplined consulting engineering firm based in the Mid-Atlantic Region. HCEA specializes in Geotechnical Engineering, Construction Materials Testing and Inspections, Drilling and Subsurface Explorations, Environmental Consulting and Industrial Hygiene Services, Geostructural Engineering, Deep Foundations, Specialty Geotechnical Construction, Facilities Consulting, Construction Consulting and Third-Party Inspections, Geoscience, Laboratory Testing, and Drone Inspection services. With over 450 experienced employees and over 25 Professional Engineers, HCEA has provided its services and expertise to both public and private sector Clients for over 35 years. We provide our Clients with the best available technology, as well as providing them with excellent service, regardless of a project's technical challenges, size, or location.

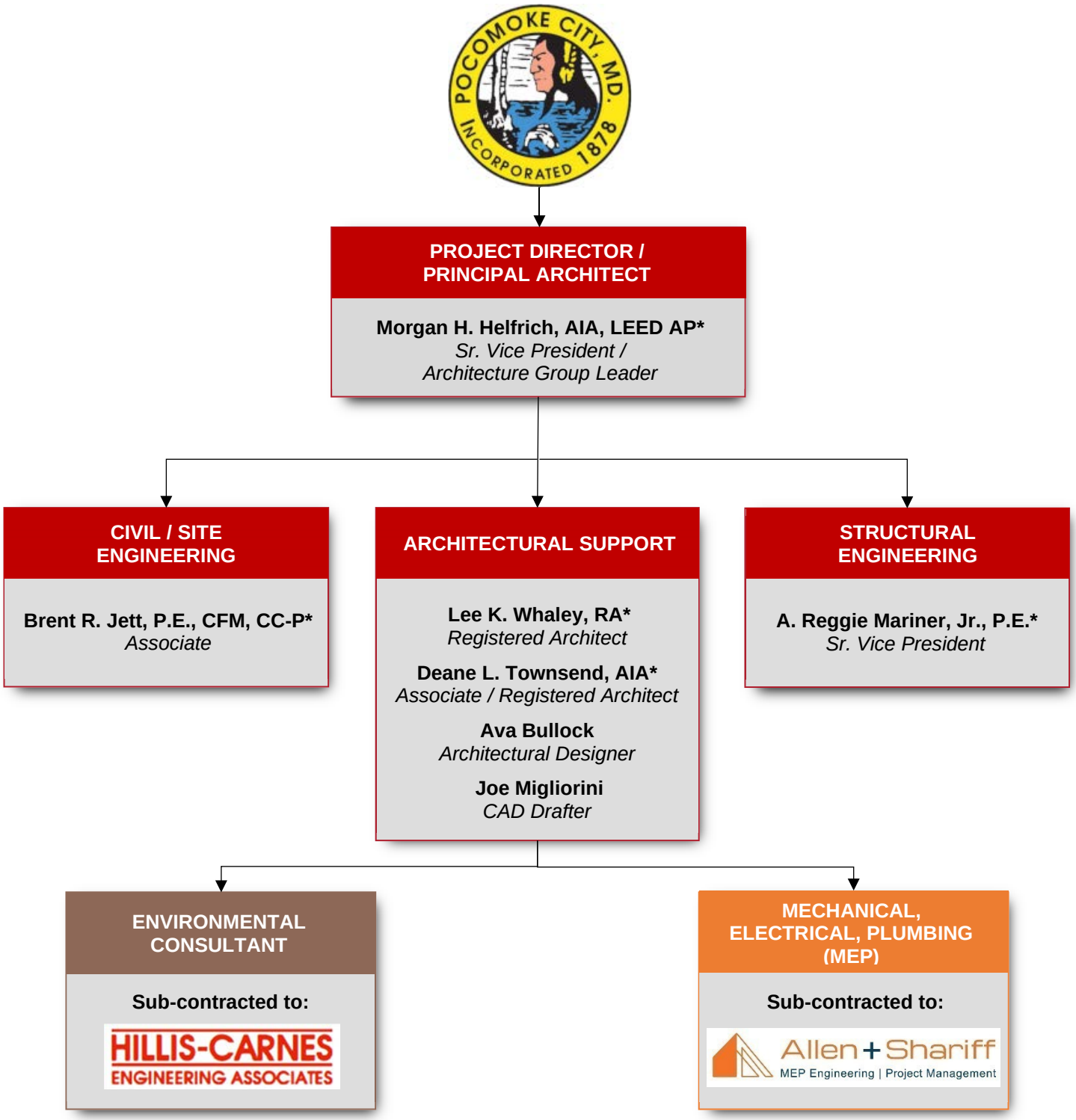
HCEA's Corporate Headquarters is located in Annapolis Junction, Maryland and has 20 additional office locations situated throughout Maryland, DC, Delaware, Pennsylvania, Virginia, New Jersey, Florida, and Barbados. Our Washington, DC-based affiliation, Hillis-Carnes Capitol Services, PLLC (HCCS), is a Certified Business Enterprise (DC CBE #LZ2898032025) and can meet any District Resident Requirements, as more than half of our Field Staff reside in The District. This local office was established within The District in order to be more accessible to our urban Clients and projects.

Hillis-Carnes has built a reputation for being able to solve a variety of complex problems with innovative, and at the same time, practical solutions for a variety of conditions encountered before and during construction. Our growth has advanced by the effects of our recruiting, training, and mentoring of proactive and dedicated engineering professionals who fully understand the expectations of the Client.

Due to our large and diverse professional staff and the strategically placed personnel, certified laboratories, and drilling equipment, our Team is confident that we can offer quick turnaround and response time throughout the duration of each Project. Our commitment to quality is rooted in continuous education and training, fully-certified laboratory facilities, and state-of-the-art equipment.

PROJECT TEAM

GMB has assembled an exceptional project team with the experience, dedication, and availability necessary to ensure an outstanding project for the City of Pocomoke. This project will be managed out of our headquarters in Salisbury, Maryland. Below is a list of the key personnel who will be involved in the project. Please see the following pages with resumes of the staff members whose names are marked with an asterisk.



MORGAN H. HELFRICH, A.I.A., LEED® AP

Sr. Vice President / Project Director

Ms. Helfrich joined the firm George, Miles & Buhr, LLC in 2006. She brought nearly 10 years of prior work experience to GMB, during which she has consulted on many projects with GMB from another firm. Ms. Helfrich has specialized work experience in sectors such as medical, commercial, industrial, hospitality, institutional, financial, educational, and coastal. She is also experienced in all types of residential design including single and multi-family, renovations and additions, as well as senior living and hotel design. She is involved with all stages of design, which encompasses client contact, proposals and schematic design through construction administration. A former part-time faculty member for Wor-Wic Community College, Ms. Helfrich used her skills in architectural CAD, 3D Building Information Modeling and graphic rendering to teach Auto CAD and Revit credit and non-credit courses.

Relevant Experience Includes:

- **Hope Fellowship**, *Chestertown, MD* – Provided architectural design services for a new 18,401 square foot facility for the Hope Fellowship religious organization. The new facility includes a sanctuary, office spaces, a grand foyer, children's areas, and a nursery. Construction is anticipated in 2025.
- **Salisbury University Center for Entrepreneurship**, *Salisbury, MD* – Part of a Design/Build team for Salisbury University's Center for Entrepreneurship located in the existing historic Gallery Building in Downtown Salisbury. The project consists of the renovation of approximately 6,000 sf of existing office space, and 5,000 sf of general improvements to the building's plaza level common areas. The project utilizes sustainable design practices and construction practices.
- **The Life Crisis Center**, *Salisbury, MD* – Project involves feasibility investigation for an expansion to the one-story building with the goal of maximizing the allowable build-out floor area. Schematic design drawings were completed in 2021, and in 2023 GMB assisted with a Maryland Capital Improvement Grant Funding application for final design and construction.
- **Museum of Ocean City,** *Ocean City, MD* – Assisted the Town of Ocean City with architectural services to renovate the 114-year-old former Bank of Ocean City building into a museum. The historic building originally operated as a grocery/general store until it transitioned into the Town's first back in 1916. The renovations included creating two main exhibit spaces on the first floor and dedicating the second floor to a research library with local archival materials.
- **Ocean City Lifesaving Museum Addition**, *Ocean City, MD* – Assisted the Town of Ocean City with the design of a new addition that ties into the existing, historic Lifesaving Museum located at the inlet and adds approximately 1,800 sf onto the existing building. Beyond the purpose of serving as the new entrance and elevator for handicap accessibility, the addition will provide supplemental exhibition space, elevated panoramic views of Assateague Island and the Atlantic Ocean from the inlet, outdoor education / exhibition space integrated with the boardwalk expansion, and minimally disturbs the existing structure with a delicate 2-story connection link.
- **Millville Town Park Buildings**, *Millville, DE* - Design of two buildings for the new Town Park. The new community hall building houses a large multi-purpose meeting room, an office, a conference room, a residential-type kitchen, storage areas and restrooms. The new recreation building houses restrooms for park visitors and a storage space for park maintenance.
- **Seaford House Therapeutic Foster Home,** *Seaford, DE* – Provided architectural and engineering services for the design of upgrades and renovations to the 10,000 square foot, single-story, 16-bed facility.

RESPONSIBILITIES

Sr. Vice President / Architectural Group Leader
Project Director

GROUP

Architecture, Salisbury

EDUCATION

Temple University, 1999
Bachelor of Architecture

REGISTRATIONS

Registered Architect
MD-16457
DE - S5-0007846
VA - 0401016189

CERTIFICATIONS

NCARB Certification 2012
#88168
LEED® AP Certification 2008

ORGANIZATIONS

American Institute of Architects

U.S. Green Building Council, Member

LEE K. WHALEY, RA

Architect

Mr. Whaley joined the firm of George, Miles & Buhr in September of 2001. He has worked on a wide variety of both architectural and engineering projects as a Senior Designer and CADD operator. In 2025, he passed his Architect Registration Examination (ARE) and earned his Registered Architect (RA) license in the State of Maryland.

Mr. Whaley attended Delaware Technical and Community College where he obtained a degree in Construction Management. He received his degree in Architectural Engineering in the spring of 2002, with academic honors. He is proficient at Autocad and Autocad Architecture.

Relevant Experience Includes:

- **The Life Crisis Center**, *Salisbury, MD* – Project involves feasibility investigation for an expansion to the one-story building with the goal of maximizing the allowable build-out floor area. Schematic design drawings were completed in 2021, and in 2023 GMB assisted with a Maryland Capital Improvement Grant Funding application for final design and construction.
- **Hope Fellowship**, *Chestertown, MD* – Provided architectural design services for a new 18,401 square foot facility for the Hope Fellowship religious organization. The new facility includes a sanctuary, office spaces, a grand foyer, children's areas, and a nursery. Construction is anticipated in 2025.
- **Museum of Ocean City,** *Ocean City, MD* – Assisted the Town of Ocean City with architectural services to renovate the 114-year-old former Bank of Ocean City building into a museum. The historic building originally operated as a grocery/general store until it transitioned into the Town's first back in 1916. The renovations included creating two main exhibit spaces on the first floor and dedicating the second floor to a research library with local archival materials.
- **Millville Town Hall Municipal Building Addition**, *Millville, DE* – Provided architectural design services for a 2-story 5,142 SF addition to the Millville Municipal Town Hall building. The new addition houses three garage bays, a toilet room and two interview rooms on the first floor, and two bunk rooms, full bathroom, kitchenette and a 31-seat classroom for the Delaware State Police on the second floor. In addition, a vertical circulation link between the existing town hall and the new addition houses an egress stair and an elevator.
- **Sussex County EMS Buildings,** *Sussex County, DE* – Provided architectural services for Sussex County, DE to design three new Emergency Medical Services (EMS) facilities. Two of the facilities are paramedic stations, one located in Seaford and the other in Millsboro, DE. The third facility is an Emergency Operations Center (EOC) in Georgetown, DE to house the administration functions and world class training center for the County's EMS.
- **Children's Clinical Centers of Excellence,** *Botswana, Malawi, Uganda, Swaziland, Lesotho, and Tanzania, Africa* – Architectural Designer for nine Children's Clinical Centers of Excellence in Africa. The centers are focused on caring for children with HIV/AIDS as well as providing education for nurses and physicians. The typical Children's Clinical Centers of Excellence is a two-story 15,000 square foot building providing state-of-the art facilities for testing, treating, and monitoring patients in addition to training healthcare professionals. The facilities typically include a large outpatient client area, procedure rooms, a pharmacy, a laboratory, a medical library, and various offices.

RESPONSIBILITIES
Architect

GROUP
Architecture, Salisbury

EDUCATION
Architectural Engineering, 2002

Associates Degree in Construction Management, 2003

REGISTRATION
Registered Architect – MD #22311

DEANE L. TOWNSEND, AIA

Associate / Architect

Deane Townsend joined GMB's Architectural Group in 2016 as an Architectural Designer and was promoted to Assistant Project Manager in 2023. A Salisbury native, Deane graduated from the University of Maryland in 2020 with a Master of Architecture degree, after obtaining his bachelor's degree in 2016. Deane serves the youth of our local community as an Architectural Mentor with the ACE Mentor Program of Maryland's Eastern Shore. He is highly proficient with AutoCAD, Revit, Sketch-Up Pro, Adobe Photoshop, and Adobe In-Design, and is currently developing software skills in Rhinoceros 5 and Grasshopper. Deane provides valuable design expertise in modern architectural theory and design on all current projects for GMB and excels at crafting custom renderings to bring clients' visions to life.

Relevant Experience Includes:

- **Epoch Dream Center Preliminary Planning**, *Salisbury, MD* – Provided preliminary conceptual design and planning services for Epoch, an after-school and summer program for under-resourced youth in Wicomico County. Design responds directly to the site's opportunities and constraints while also achieving a compelling architectural form. Planned a dual-mass building strategy to reduce mechanical and electrical loads and streamline construction.
- **Dewey Town Hall, Police Department, and EMS Building,** *Dewey Beach, DE* **–** Assisting the Town of Dewey Beach with a new 3-story mixed use building of approx. 21,000 sf, containing the functions of Town Hall, Police, and Sussex County EMS. This project is situated on 3 separate adjacent properties and will replace the existing Town Hall and Code Review office and parking lot, fronting Coastal Highway. This facility will also serve as an emergency operations center and will be constructed of hurricane and ballistics rated construction assemblies and elevated to mitigate flooding and improve coastal resiliency.
- **Evans Park for Town of Millville,** *Millville, DE* – Architectural design services for two new municipal structures for the Town of Millville's new Town Park project. The new community hall building houses a large multi-purpose meeting room, an office, a conference room, a residential-type kitchen, storage areas and restrooms. The new recreation building houses restrooms for park visitors and a storage space for park maintenance.
- **Ocean City Lifesaving Museum Addition**, *Ocean City, MD* – Assisted the Town of Ocean City with the design of a new addition that ties into the existing, historic Lifesaving Museum located at the inlet and adds approximately 1,800 sf onto the existing building. Beyond the purpose of serving as the new entrance and elevator for handicap accessibility, the addition will provide supplemental exhibition space, elevated panoramic views of Assateague Island and the Atlantic Ocean from the inlet, outdoor education / exhibition space integrated with the boardwalk expansion, and minimally disturbs the existing structure with a delicate 2-story connection link.
- **Ross Station Event Center**, *Seaford, DE* - Architectural services to assist in the planning and programming phase of an event center at The Ross Station and Plantation in Seaford, Delaware. Scope of work includes cost estimates and renderings for a venue to host exhibits, meetings, educational and cultural events.
- **Sussex County EMS Buildings,** *Sussex County, DE* – Provided architectural services for Sussex County, DE to design three new Emergency Medical Services (EMS) facilities. Two of the facilities are paramedic stations, one located in Seaford and the other in Millsboro, DE. The third facility is an Emergency Operations Center (EOC) in Georgetown, DE to house the administration functions and world class training center for the County's EMS.

RESPONSIBILITIES
Associate
Project Manager

GROUP
Architecture, Salisbury

EDUCATION
University of Maryland
Master of Architecture, 2020
Bachelor's Degree of Science in Architecture, 2016

REGISTRATION
Registered Architect
MD # 21998

ORGANIZATIONS
ACE Mentor Program of Maryland's Eastern Shore

A. REGGIE MARINER, JR., P.E.

Sr. Vice President / Structural Engineer

Mr. Mariner joined the firm of George, Miles & Buhr in August of 1992. Prior to joining the firm, Mr. Mariner gained hands-on construction experience on a variety of projects including multi-story hotels, condominiums, and light commercial buildings. While at Clemson University, Mr. Mariner worked on several special projects in the Structural Engineering Department, including evaluation of a timber-graphite composite bridge deck and concrete construction research. Mr. Mariner has continued to expand his expertise in structural engineering at George, Miles & Buhr, where he has overseen structural design for numerous projects. Mr. Mariner has performed condition surveys of concrete structures, as well as design and specify repairs per American Concrete Institute standards. He has engineered a variety of facilities for waterborne activities, including marinas, boat ramps, bulkheading, shoreline protection, hydraulic studies and dredging.

Relevant Experience Includes:

- **Salisbury University Center for Entrepreneurship**, *Salisbury, MD* – Part of a Design/Build team for Salisbury University's Center for Entrepreneurship located in the existing historic Gallery Building in Downtown Salisbury. The project consists of the renovation of approximately 6,000 sf of existing office space, and 5,000 sf of general improvements to the building's plaza level common areas. The project utilizes sustainable design practices and construction practices.
- **Seaford House Therapeutic Foster Home,** *Seaford, DE* – Provided structural engineering services for the design of upgrades and renovations to the 10,000 square foot, single-story, 16-bed facility.
- **Museum of Ocean City,** *Ocean City, MD* – Assisted the Town of Ocean City with structural engineering services to renovate the 114-year-old former Bank of Ocean City building into a museum. The historic building originally operated as a grocery/general store until it transitioned into the Town's first back in 1916. The renovations included creating two main exhibit spaces on the first floor and dedicating the second floor to a research library with local archival materials.
- **Evans Park for Town of Millville,** *Millville, DE* – Structural design services for two new municipal structures for the Town of Millville's new Town Park project. The new community hall building houses a large multi-purpose meeting room, an office, a conference room, a residential-type kitchen, storage areas and restrooms. The new recreation building houses restrooms for park visitors and a storage space for park maintenance.
- **Children's Clinical Centers of Excellence,** *Botswana, Malawi, Uganda, Swaziland, Lesotho, and Tanzania, Africa* – Worked with Baylor College of Medicine in Houston, Texas to provide design and/or project management services for nine Children's Clinical Centers of Excellence in Africa. The centers are focused on caring for children with HIV/AIDS as well as providing education for nurses and physicians. The typical Children's Clinical Centers of Excellence is a two-story 15,000 square foot building providing state-of-the art facilities for testing, treating, and monitoring patients in addition to training healthcare professionals. The facilities typically include a large outpatient client area, procedure rooms, a pharmacy, a laboratory, a medical library, and various offices.
- **Medical Office Building for Choptank Community Health System,** *Denton, MD* – Structural design of a new 21,000 square foot medical office building located on a 5.5-acre parcel of land in Denton, Maryland. The new facility includes exam rooms for multiple medical providers and a dental provider, administrative offices, reception and waiting spaces, work-up and sterilization rooms, exterior drive-through canopies, and related staff and support areas. Construction was completed in 2019 for $5.75 million.

RESPONSIBILITIES

Sr. Vice President / Group Leader
Sr. Project Director

GROUP

Structural / Marine, Salisbury

EDUCATION

Clemson University, 1992
Bachelor of Science
Civil Engineering

Charleston Southern University, 1989
Bachelor of Science
Computer Science

REGISTRATION

Professional Engineer
MD-22748
DE-11374,
VA-032203
NC-PE33460
NCEES-23513

ORGANIZATIONS

American Society of Civil Engineers (ASCE)
American Concrete Institute (ACI)
Tau Beta Pi

BRENT R. JETT, P.E., CFM, CC-P

Associate / Coastal Resiliency Engineer

Mr. Jett joined the firm of GMB in 2019, bringing over 20 years of professional engineering experience, including extensive project design, planning and management in both the private and public sector. He is skilled in local, state, and federal land-use approvals and required processes for environmental approval. Prior to joining GMB, Mr. Jett served seven years as Assistant City Engineer for the City of Cambridge, Maryland. He has a distinguished background in stormwater management within areas of minimal elevation change along the coastal regions of Delmarva. This includes infrastructure design, hydrologic analisys and planning, runoff collection system anaylsis and design, resilient shoreline planning and design, green stormwater retrofits of existing grey infrastructure or impervous areas, and rehabilitation of eroded and deteriorated conveyance systems, just to mention a few. Mr. Jett's experience in public works affords him knowledge and understanding of key project success factors, including budgetary constraints, maintenance capacity, and public engagement.

Relevant Experience Includes:

- **Chestertown Historic District Master Planning**, *Chestertown, Maryland* – Project involves visioning the Historic Downtown core district, while providing resilient improvements and lessening the impervious impacts while retaining the historic nature of the community. Several resiliency techniques were offered as solutions with one project moving forward with earmark funding to raise several town-owned assets along the Chester River around the Town marina to mitigate the impacts of sea level rise. *Final report delivered October 2024.*
- **Chesapeake Bay Foundation Bioretention Template,** *Various Eastern Shore Municipalities* – Provided a standard template that can utilized by various communities throughout the mid-shore to implement a bioretention/raingarden area in the area of one parking space in order to reduce the amount of impervious area, runoff from storms, and nutrients entering the storm drain system. The project was contracted through Chesapeake Bay Foundation and provided retrofits for Queen Anne's County, Easton, Talbot County, Cambridge, & Oxford, Maryland.
- **Horizon Farm Credit Headquarters Building**, *Bridgeville, DE* – Currently leading civil engineering design efforts for a new single story 20,000 SF regional headquarters building to house management, loan offices and staff areas. Contracted scope includes Schematic Design, Design Development, Construction Documents, and Contract Administration.
- **Maryland Ave. Green Street Retrofit,** *Cambridge, MD* – This project, designed by Mr. Jett while employed by the City, included replacing the concrete sidewalks with porous concrete, replacing the pavement in the on-street parking areas with pervious pavers, adding dedicated bike lanes the length of the project (3+ blocks), installing intersection corner bump outs as well as mid-block bioretention raingardens, and planting several street trees along the improved area.
- **St. Michaels Harbor and Stormwater Infrastructure Flood Study,** *St. Michaels, MD* – Existing elevations, conditions, and potential for retrofits were analyzed resulting in 8 phased projects located around the harbor area to ensure flooding in St. Michaels does not go become a major problem for the residents, business operators, and the Town. Green techniques were highly recommended to build resilience to the design and harbor area. A Climate Change/Sea Level Rise Committee was formed from the suggestion in the report. Preliminary designs for Mill St. and sketch designs for Cherry St./Honeymoon Bridge have also been accomplished.

RESPONSIBILITIES

Associate /
Project Manager /
Coastal Resiliency Group Leader

GROUP

Coastal Resiliency, Seaford

EDUCATION

Virginia Tech, 1997
Bachelor of Science
Civil Engineering

REGISTRATION

Professional Engineer (P.E.)
Maryland #32889
Delaware #24213

Certified Floodplain Manager (CFM)
US-20-11646

Climate Change Professional (CC-P)
#M-0066

CONTACT INFORMATION

bjett@gmbnet.com
410.742.3115
301-628-1421
443-880-2719

Timothy R. Chatterton, P.E.

Vice President

Assignment: *Principal in Charge / Sr. Mechanical Engineer*

Education

B.S./1997/Architectural Engineering Technology/Vermont Technical College
A.S./1994/Building Construction Engineering/Alfred State College

Professional Registrations

2011/PE DE #15702, 2017/PE MD #51406, 2018/PE VA #0402059399

Years with Firm: 3
Years with Other Firms: 23

Professional Experience

Mr. Chatterton is a mechanical engineer with 26 years of experience and oversees Allen + Shariff Corporation's Salisbury office. He brings extensive experience in design, coordination, construction phase services, layouts, specifications, and drawing management. His responsibilities include supervising personnel, client interaction, budgeting and proposal preparation. He is also responsible for HVAC system selection and design, specifications, energy studies, writing design guidelines, value engineering, complete inter-discipline coordination and quality control.

Mr. Chatterton is experienced in code requirements, permitting processes, and design standards. He has worked with public, private, and municipal clients and is adept at producing quality results that align with the Owner's expectations and budget. He has a singular focus on creating a positive client experience in obtaining the most cost effective building engineering systems solutions for their projects in compliance with the project schedule.

His project types include healthcare, commercial and industrial, municipal, office, higher education, K-12 schools, residential, religious, tenant fit-out, public entities, and retail facilities.

Talbot Community Center Addition - Easton, MD
Addition of a gymnasium including two basketball courts, restrooms, and an improved entrance to the existing building. The existing geothermal system was evaluated and utilized to serve the new addition. Approximately 15,000 SF. Cost $5M.

MAC Center Renovation - Salisbury, MD
MEP engineering for this 43,000 SF community center renovation project. The first phase is the analysis of the existing, installed geothermal system including review of the system installed, the existing loads which it currently supports, and the potential to expand the system to support an additional 650 SF of kitchen support space. Phase 1 provided a report detailing options for this expansion. Phase 2 was the reconfiguration of space including kitchen, pantry, and storage rooms; Enlarging the gym to include the existing office space; Combined existing rooms into the yoga room.

Bridgewater Clubhouse - Frankford, DE
MEP engineering services for this new two-story clubhouse. The building includes a fitness center, barre/yoga room, lounge, game room, meeting room, men's and women's restroom/showers, mechanical and storage room. The project included a splash zone, outdoor bar, and pool. The building area is approximately 9,600 SF.

Monarch Clubhouse - Middletown, DE
MEP engineering services for this 15,750 SF new construction project. The $4.3 M (est.) clubhouse includes a game room, gym, yoga, kitchen, restaurant/bar, restrooms, mechanical and storage rooms, covered porch, outdoor bar, dining area, pickle ball court and cabana's. Provided multiple HVAC system types for this project. The gymnasium was provided with a split system heat pump with fabric duct, balance of the building was provided with split system heat pumps with metal ductwork throughout. A new 1200A 208Y/120V 3Ø/4W electrical service was provided which included the addition of a new utility transformer. LED Lighting and controls were provided to meet all IECC requirements. Provided fire alarm and communication system rough-in to meet code requirements.

John Dickinson Plantation Visitor Center - Dover, DE
MEP engineering services for this design build project with DBF and Delmarva Veteran Builders (DVB) . The John Dickinson Plantation is a First State National Historic Park. The new 14,500 SF facility is one-story that includes administrative office space, gallery and exhibit space, multi purpose room, catering kitchen, support areas for the entire building and a pavilion. The center includes a conference space for 120 people.

Oak Orchard - Boys and Girls Club - Millsboro, DE
MEP engineering for a 5,000 sf, two-story addition/renovation. The $1.1M (est.) project includes six classrooms, four bathrooms and a multipurpose room on the second floor. Design included energy efficient Multizone Heat Pump HVAC systems in new classroom spaces and a new IT closet, ensuring temperature control, and occupant comfort. New water closets and lavatories were provided, and a new domestic hot water recirculation pump was sized in conjunction with a hot water return loop. The electrical service was modified for new 600A 240/120V 1Ø/3W service entrance that serves the distribution panels.

James H. Grove

Senior Mechanical Designer

Assignment: *Senior Mechanical Designer*

Education

Professional Registrations

HVAC Journeyman License/14955 MD
Master Plumber/Gas Fitter/11087 MD, Master Plumber/PL-0002048 DE
International Ground Source Heat Pump Assoc. Certified Installer/14196-303

Years with Firm: 13
Years with Other Firms: 22

Professional Experience

Mr. Grove has 35 years of mechanical experience that includes design, and construction. His experience includes managing and estimating large scale commercial and industrial projects. Jim's mechanical design responsibilities include load calculation, equipment selection, ductwork, and CAD production. Project types include healthcare, government (local/federal), manufacturing, office, retail, religious, restaurant, tenant, garage, hospitality, educational, and warehouse.

Jim possesses outstanding communication skills, as has been demonstrated by his project documentation and responding to RFI's. Other construction administration duties include reviewing submittals/shop drawings, and change orders. His duties also include performing existing building assessments and feasibility studies with a written report.

He has also been a part of our Commissioning Team. Commissioning experience includes Development of pre-functional checklists and functional performance tests scripts. Review project plans and specifications for commissioning requirements. Participate in commissioning meetings with owner and contractors. Coordinate commission work with contractors. Conduct field inspections/site visits during construction. Perform functional testing of equipment and complete documentation of the testing. Communicate with all participants involved in the commissioning process.

Worcester County Recreation Center - Snow Hill, MD

MEP engineering services for the $1M addition to the existing recreation center. The addition is approx. 5,000 and includes restrooms, conference room, exercise, and studio spaces.

MAC Center Renovation - Salisbury, MD

MEP engineering for this 43,000 SF community center renovation project. The first phase is the analysis of the existing, installed geothermal system including review of the system installed, the existing loads which it currently supports, and the potential to expand the system to support an additional 650 SF of kitchen support space. The culmination of Phase 1 provided a report detailing options for this expansion. The second phase includes the reconfiguration of space within the existing building, to include: Enlarging the gym to include the the existing office space. Combine existing rooms into the yoga room. Reconfiguration of kitchen, pantry, and storage rooms.

YMCA - Dover, PA

MEP/FP engineering services for this renovation/addition. The 9,000 SF project includes a 3,000 SF two-story addition offering workout space, office, lavatory, and studio in the loft. The remaining 6,000 SF includes the repurposing and renovation of existing space with exercise studios, offices, meeting rooms, upgraded lavatories, and daycare facilities.

Oak Orchard - Boys and Girls Club - Millsboro, DE

MEP engineering for a 5,000 sf, two-story addition/renovation. The $1.1M (est.) project includes six classrooms, four bathrooms and a multipurpose room on the second floor. Design included energy efficient Multizone Heat Pump HVAC systems in new classroom spaces and a new IT closet, ensuring temperature control, and occupant comfort. New water closets and lavatories were provided, and a new domestic hot water recirculation pump was sized in conjunction with a hot water return loop. The electrical service was modified for new 600A 240/120V 1Ø/3W service entrance that serves the distribution panels.

John Dickinson Plantation Visitor Center - Dover, DE

MEP engineering services for this design build project with DBF and Delmarva Veteran Builders (DVB) . The John Dickinson Plantation is a First State National Historic Park. The new 14,500 SF facility is one-story that includes administrative office space, gallery and exhibit space, multi purpose room, catering kitchen, support areas for the entire building and a pavilion. The center includes a conference space for 120 people.

Bay Forest Fitness Center and Recreation Barn - Ocean View, DE

MEP engineering services for this $8M new construction project includes a 7,000 SF Fitness Center, a 7,900 SF Recreation Barn; and a 450 SF Pump House building for the outdoor pool. The HVAC system consists of gas fired split system units with condensing units on exterior of buildings. The plumbing design provided low flow plumbing fixtures and high efficient on-demand water heaters for each building. A centralized domestic booster pump system was provided. The electrical system design included new 120/208V-3Ø-4W services to both buildings.

Patrick L. Giordano, CPD, CFPS, CET, LEED GA

Senior Plumbing Designer

Assignment: *Senior Plumbing Designer*

Education

AGS/2022/General Studies/Wor-Wic Community College

Professional Registrations

2011/ASPE Certification in Plumbing Design (CPD) #38486, 2015/ LEED Green Associate #10124429, 2018/NFPA Certified Fire Protection Specialist (CFPS) #4872, 2023/NICET - Water-Based Systems Layout Level 1 (CET) #162495, 2024/6060.Medical Gas Systems Designer #6072

Years with Firm: 23
Years with Other Firms: 0

Professional Experience

Mr. Giordano has 23 years of designing plumbing systems for renovation and new construction projects. He has calculated and selected source and distribution equipment for educational, healthcare, government, institutional, office buildings, mechanical rooms, and religious facilities. Responsibilities include, but are not limited to: Site survey and schematic design narrative; Codes and regulations research, Calculations and layout of each piping system; Specifications preparation and editing, Submittal and RFI review and resolution; Final punch and field observation reports.

Mr. Giordano's design of plumbing systems include working with construction budgets and team coordination. He is efficient in designing/calculating various plumbing systems, including domestic water, sanitary waste and vent, storm, and fuel-gas. He is familiar with national and international codes and standards including IPC, NSPC, UPC, NFPA, and ADA guidelines. He is experienced in surveying and documenting existing site conditions, and developing code compliant plumbing designs to fulfill project requirements.

Fire Protection Design includes Standpipe, Sprinkler and other Fire Suppression systems for new and existing systems. He consults on code compliance, detection, suppression, notifications and alarms to effectively detect, contain, control and/or extinguish fire in early stages. Sustainable plumbing design includes: Selection of low consumption fixtures, LEED water efficiency credit calculations, and Rainwater harvesting and re-use.

Worcester County Recreation Center - Snow Hill, MD

MEP engineering services for the $1M addition to the existing recreation center. The addition is approx. 5,000 and includes restrooms, conference room, exercise, and studio spaces.

Crossroads Community - Cambridge, MD

MEP engineering design for this new, 7000 SF, community building. The project includes a small commercial kitchen, dining area, fitness room, offices, group meeting rooms, as well as 2 group bathrooms and 2 individual bathrooms. There are four sections of the building that are designed with flat roofs with parapet screen walls for the location of rooftop equipment as space on the ground was limited. As designed, there is space above the offices for ductwork and air handling equipment. The design included site lighting, and a sprinkler specification was provided. The building is served by public water and sewer.

YMCA - Dover, PA

MEP/FP engineering services for this renovation/addition. The 9,000 SF project includes a 3,000 SF two-story addition offering workout space, office, lavatory, and studio in the loft. The remaining 6,000 SF includes the repurposing and renovation of existing space with exercise studios, offices, meeting rooms, upgraded lavatories, and daycare facilities. The project is complete in design, but not constructed.

John Dickinson Plantation Visitor Center - Dover, DE (current project)

MEP engineering services for this design build project with DBF and Delmarva Veteran Builders (DVB) . The John Dickinson Plantation is a First State National Historic Park. The new 14,500 SF facility is one-story that includes administrative office space, gallery and exhibit space, multi purpose room, catering kitchen, support areas for the entire building and a pavilion. The center includes a conference space for 120 people.

MAC Center Renovation - Salisbury, MD

MEP engineering for this 43,000 SF community center renovation project. The first phase is the analysis of the existing, installed geothermal system including review of the system installed, the existing loads which it currently supports, and the potential to expand the system to support an additional 650 SF of kitchen support space. Phase 1 provided a report detailing options for this expansion. Phase 2 was the reconfiguration of space including kitchen, pantry, and storage rooms; Enlarging the gym to include the existing office space; Combined existing rooms into the yoga room.

Bayside Recreation Center - Selbyville, DE

MEP engineering design services for a $5.6M, 23,000 SF recreation center with an indoor pool and exercise areas. The natatorium included a 6-lane competitive (75') pool with zero entry segment and spa. The exercise areas included an aerobics room, multipurpose room, other activity spaces, locker and restroom facilities, a concessions space, administrative and storage space.

Stephen A. Mariner, P.E.

Senior Electrical Engineer

Allen + Shariff
MEP Engineering | Project Management

Assignment: *Senior Electrical Engineer*

Education

2009 - B.S. Electrical Engineering with honors in Mechanical Engineering - University of Maryland
2012 - MBA - Frostburg State University

Professional Registrations

2014/PE MD #37380

Years with Firm: 7
Years with Other Firms: 9

Professional Experience

Mr. Mariner is an electrical engineer with 16 years experience. He is responsible for design, management and coordination of the various electrical related portions of projects. Specific responsibilities and design duties include project management and coordination with owners, clients, architects and engineers. Initial site surveys, shop drawing review, construction monitoring, and final inspections/punch lists. Writing specifications and cost estimating, value engineering, feasibility studies, due diligence reports, and energy studies.

His experience includes the design of medium and low voltage power distribution, lighting layouts, lighting controls, dimming systems and high efficiency lighting. Design of fire alarm, security and communication systems. Load calculations, sizing of service entrance equipment and generators. Completing load letter and coordinating incoming services with utility companies. Voltage drop, lightning risk assessment and short circuit calculations. Photometric studies and lighting calculations for interior/exterior lighting. ASHRAE and IECC energy code studies for power and lighting systems. Completing CAD work using AutoCAD and Revit.

Mr. Mariner's has experience in the design of electrical systems for a variety new and renovated building types, including schools, government buildings, healthcare facilities, office buildings, hotels, retail spaces, tenant fit-outs, restaurants, recreational facilities, pump stations, garages and storage facilities.

Worcester County Recreation Center - Snow Hill, MD

MEP engineering services for the $1M addition to the existing recreation center. The addition is approx. 5,000 and includes restrooms, conference room, exercise, and studio spaces.

Talbot County Senior Center - Easton, MD

Scope of work consists of the planning, design and construction supervision services related to the proposed construction of the Senior Center Building Renovation and expansion (approx. 10,550 GSF). Proposed improvements consist of renovating the existing 6,550 SF building and constructing a new addition of approx. 4,000 SF that incorporates universal design and various green building concepts. The new two-story building is approximately 11,000 SF in size and will include a beautiful new dining facility and commercial kitchen, exercise room, lounges, arts and crafts room, computer lab and activity areas. Project Cost: $3.5 Million. Completion date: May, 2009.

Dorchester Center of the Arts - Cambridge, MD

Allen + Shariff worked with Crosby & Associates on the Dochester Center for the Arts renovation to restore the 2nd floor to it's previous glory. This building is part of the historic district in downtown Cambridge. The 7,250 SF project serves as a multi-purpose space as a theater, banquet hall, meeting space and art gallery.

Mac Ctr Classroom Additions - Salisbury, MD

MEP engineering for a 4,000 SF classroom addition to the MAC (Maintaining Active Citizens) Senior Center (a non profit center founded in 1972). The mechanical design consisted of horizontal ducted geothermal heat pumps located above the ceiling. The plumbing design included two new gang bathrooms, a pantry, two mop sinks, and a new sink in one classroom. The existing plumbing water and sewer piping was extended to the new fixtures in the addition. The electrical design consisted of power, lighting, and fire alarm system.

John Dickinson Plantation Visitor Center - Dover, DE

MEP engineering services for this design build project with DBF and Delmarva Veteran Builders (DVB) . The John Dickinson Plantation is a First State National Historic Park. The new 14,500 SF facility is one-story that includes administrative office space, gallery and exhibit space, multi purpose room, catering kitchen, support areas for the entire building and a pavilion. The center includes a conference space for 120 people. Design documents required approval by the the Delaware Division of Cultural and Historical Affairs.

ALYCEN KUS

PROJECT MANAGER

EDUCATION

M.S. in Applied Science – Protected Area Management
James Cook University, 2011

B.S. in Environmental Science and Policy,
University of South Florida, 2008

PROFESSIONAL CERTIFICATIONS/ REGISTRATIONS

- OSHA Hazwoper 40-Hour

PROFESSIONAL SUMMARY

Ms. Kus has over nine 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.

SPECIAL PROJECT EXPERIENCE

City of Lewes – Elevated Storage Tank – Lewes, DE: Ms. Kus served as the Project Manager for the proposed elevated storage tank in the City of Lewes. She coordinated the project activities including site access and drill operations, classified the soils, ordered associated labs, analyzed CPT data, and prepared geotechnical report.

Oxford Design-Build Flood Remediation – Oxford, MD: Ms. Kus served as the Project Manager overseeing the initial site evaluation, drilling operations, piezometer installation, and gathered readings to evaluate the long-term groundwater fluctuations in the City of Oxford. She also generated the data report that determined the seasonal high groundwater level.

Haven Road Water Main Replacement – Rock Hall, MD: Ms. Kus served as the Project Manager for the replacement of the water main located on Haven Road. Hillis-Carnes provided Geotechnical Engineering Services and Subsurface Exploration. Ms. Kus coordinated the site access, utility clearance, drilling operations, and piezometers installations. She also classified soils and prepared a geotechnical report including recommendations for the existing roadway.

Harmon Fields - Salisbury, MD: Ms. Kus served as the Project Manager for the improvements to the existing athletic fields and parking facilities at Harmon Fields. The project also included a proposed one-story building that house restrooms, concessions, offices, etc. Hillis-Carnes provided Geotechnical Engineering Services that included exploring the site of work, the performance of laboratory tests, engineering analyses, and the preparation of a geotechnical report. Ms. Kus generated drill assignments, logged and classified soils, communicated soil and groundwater conditions with clients, performed infiltration testing, and prepared a geotechnical report with recommendations.

Salisbury Town Square - Salisbury, MD: Ms. Kus served as the Project Manager for the Infiltration Study performed by Hillis-Carnes for the Salisbury Town Square project located on the present City of Salisbury parking lot #1. Ms. Kus performed infiltration testing and assembled the final report.

Jasmine Drive Apartments - Salisbury, MD: Ms. Kus is serving as the Project Manager for the Geotechnical Engineering Services being performed by Hillis-Carnes for a proposed apartment complex with associated stormwater management areas. Hillis-Carnes' scope of work includes exploring the site of work, the performance of laboratory tests, engineering analyses, and the preparation of a geotechnical report. Ms. Kus is overseeing the work being performed and reviewing the reports submitted.

Westwood Commercial Space - Salisbury, Maryland: Ms. Kus was the Project Manager for the Geotechnical Engineering Services being performed by Hillis-Carnes for a proposed commercial building and associated stormwater management pond. Ms. Kus oversaw drilling operations, soil classifications, infiltration testing, and geotechnical reporting.

HILLIS-CARNES
ENGINEERING ASSOCIATES

PROJECT APPROACH / SCOPE OF SERVICES

George, Miles & Buhr, LLC (GMB) is pleased to present this proposal for design and engineering services for a new approximately 25,000 SF 3-story community center as described in the RFP and follow-up addenda furnished by you. The facility will include offices, community meeting spaces, gymnasium, fitness center and various support spaces.

To accomplish the City of Pocomoke's goals, we propose the following scope of services, broken down by discipline:

ARCHITECTURAL

Schematic Design

1. Meet with city officials to discuss the project goals and functional requirements. Prepare meeting minutes.

2. Prepare a preliminary code review utilizing current applicable codes such as the International Building Code (IBC), NFPA 101 Life Safety Code and the International Energy Conservation Code (IECC). Review applicable provisions of the ADA Standards for Accessible Design and the Maryland Accessibility Code for inclusion.

3. Prepare conceptual layout plans showing room types, functions, sizes and spatial relationships. Submit for comment.

4. Prepare a *grant funding design package* consisting of a preliminary site plan, floor plans and exterior elevations.

5. Prepare a conceptual estimate of probable cost.

6. Incorporate your review comments and prepare a more fully developed Schematic Design (SD) package consisting of an architectural site plan, floor plans, elevations, cross sections and a roof plan.

7. Prepare outline specifications.

8. Meet with city officials to present the SD package and solicit comments.

Design Development

9. Incorporate the SD review comments and prepare Design Development (DD) drawings consisting of plans, elevations, life safety plans, building cross sections, representative wall sections and preliminary wall, door/window and finish schedules.

10. Prepare detailed specifications in booklet form.

11. Update the preliminary cost estimate.

12. Meet with city officials to present the DD package and solicit comments.

Construction Documents

13. Incorporate the DD review comments and prepare 95% construction documents (CD's) consisting of pre-final plans, elevations, schedules, interior elevations, enlarged plans, notes and details.

14. Prepare building energy usage calculations using COMcheck.

15. Meet with city officials to present the 95% CD package for review and approval.

16. Incorporate 95% design review comments, if any, and prepare final construction documents suitable for bidding and construction. Drawings will be sealed by an architect licensed in the State of Maryland.

STRUCTURAL

Schematic Design

1. Prepare a conceptual structural framing plan including structural system and foundation. Submit for review and comment.

2. Facilitate Geotech investigation for foundation design.

3. Prepare 30% construction documents consisting of schematic foundation, floor and roof framing plans. Submit for review and comment. Respond to structural system questions.

Design Development

4. Prepare 60% construction documents consisting of foundation, floor and roof framing plans, typical sections and details. Submit for review and comment. Respond to structural system questions.

Construction Documents

5. Prepare 95% construction documents consisting of fully developed foundation, floor and roof framing plans, typical sections, details and structural notes included in drawings. Submit for review and comment. Respond to structural system questions.

6. Incorporate 95% review comments, if any, and prepare a final CD package suitable for permitting and construction. Drawings will be sealed by an engineer licensed in the State of Maryland.

CIVIL/SITE

Schematic Design

1. Meet with city officials to discuss the project goals and functional requirements.

2. Prepare a preliminary site review utilizing Worcester County and City of Pocomoke codes. Determine stormwater management, landscaping, critical area, and parking requirements.

3. Facilitate Phase 1 Environmental Assessment of the site with Hillis-Carnes Engineering.

4. Coordinate a survey of site and surrounding area for the base plan including elevations, topography, surrounding utilities, and adjacent roadways for access to the site.

5. Facilitate Geotech investigation on site for infiltration rates.

6. Prepare conceptual/*grant funding design package* site layout plan showing proposed building location, parking, on-site items to remain (several large trees), and connections to the utilizes. Submit for comment and parking discussion.

7. Prepare a conceptual estimate of probable cost.

8. Incorporate your review comments and prepare a more fully developed Schematic Design (SD) package consisting of site plan, general grading, stormwater BMP areas, parking, reserve areas for active recreation, etc.

9. Prepare outline specifications.

10. Meet with city officials to present the SD package and solicit comments.

Design Development

11. Incorporate the SD review comments and prepare Design Development (DD) drawings consisting of permit submissions of plans including elevations, ADA compliance, stormwater, sediment and erosion control, utility connections, landscaping, critical areas, etc.

12. Prepare detailed specifications in booklet form.

13. Update the preliminary cost estimate.

14. Meet with city officials to present the DD package and solicit comments.

Construction Documents

15. Incorporate the DD review comments and prepare 95% construction documents (CD's) consisting of approved plans from the various approval agencies.

16. Meet with city officials to present the 95% CD package for review and approval.

17. Incorporate 95% design review comments, if any, and prepare final construction documents suitable for bidding and construction. Drawings will be sealed by an engineer licensed in the State of Maryland.

MECHANICAL, ELECTRICAL AND PLUMBING (MEP)

These services will be provided by Allen & Shariff of Salisbury, Maryland. A copy of its proposal is included in the Fee Proposal section.

ASSUMPTIONS AND CONSIDERATIONS

- The terms and conditions of the RFP shall govern this agreement.
- The fees presented in this proposal were developed based on our best understanding of the scope of work presented in the RFP and Addenda.
- Design will be continuous and without interruption.
- Value Engineering or substantial program modification after 60% Design (DD's) shall be considered additional services and invoiced according to our standard hourly rates.
- Cost estimating is intended as a prediction of probable construction cost based on published industry standard cost data for projects of similar size, type and complexity as this one and is thus not guaranteed. Actual costs will be determined by the successful bidder.
- The client is advised to incorporate additional contingency funds as it feels necessary in its planning.
- Permitting assistance is excluded from this agreement.
- Bidding assistance and construction phase services are excluded from this agreement.
- Meetings are as indicated in this proposal. Additional meetings will be invoiced at our standard hourly rates.
- Attendance at public meetings is excluded from this agreement.
- Architectural renderings or other marketing materials preparation is excluded from this agreement.
- Any item not specifically indicated herein is excluded from this agreement

PROJECT SCHEDULE

The following is a projected timeline for identifying critical milestones in the performance of the design work. It assumes timely and responsive involvement by the City of Pocomoke. Contributing factors that can affect schedule are delays in project start-up, unscheduled interruptions and owner-initiated changes in program.

While sequential in nature, the work effort is envisioned to be continuous and fluid whereby selected tasks may begin prior to the time periods noted under “Duration” or may occur concurrently.

COMPLETION	***TASK***	***DURATION***
OCTOBER 6	PROJECT KICK-OFF/PROGRAMMING	1 DAY
OCTOBER 24	GRANT APPLICATION PACKAGE	2 WEEKS
DECEMBER 8	SCHEMATIC DESIGN	6 WEEKS
DECEMBER 15	OWNER REVIEW	1 WEEK
FEBRUARY 10	DESIGN DEVELOPMENT	8 WEEKS
FEBRUARY 17	OWNER REVIEW	1 WEEK
APRIL 7	95% CONSTRUCTION DOCUMENTS	8 WEEKS
APRIL 14	OWNER REVIEW	1 WEEK
APRIL 28	100% CONSTRUCTION DOCUMENTS	2 WEEKS
MAY 4	OWNER APPROVAL	1 WEEK
	TOTAL PROJECTED DESIGN PERIOD	30 WEEKS

FEE PROPOSAL

To accomplish the tasks described in the Project Approach / Scope of Services section, we propose the following breakdown of fees:

SCHEMATIC DESIGN PHASE

Architectural:	$ 32,160.00
Structural:	$ 19,450.00
Civil/Site:	$ 45,380.00
MEP:	$ 7,600.00
Total:	**$ 104,590.00**

DESIGN DEVELOPMENT PHASE

Architectural:	$ 43,020.00
Structural:	$ 15,955.00
Civil/Site:	$ 33,320.00
MEP:	$ 16,200.00
Total:	**$ 108,495.00**

CONSTRUCTION DOCUMENTS PHASE

Architectural:	$ 49,340.00
Structural:	$ 29,850.00
Civil/Site:	$ 43,200.00
MEP:	$ 34,200.00
Total:	**$ 156,590.00**

Emergency Generator Design (MEP)	$ 2,400.00
Reimbursable Expenses (est. 2%)	$ 7,442.00
TOTAL COST:	**$379,517.00**

PROPOSAL CONDITIONS

We propose to bill for additional written requested services in accordance with the Schedule of Hourly Rates & Expenses and General Conditions.

The General Conditions noted on the attachment apply to the entire agreement.

If acceptable, please sign this proposal and return a copy to our office. If you have any questions, do not hesitate to call me.

APPROVED BY:

By: _____

Printed Name: _____

Date: _____

Title: _____

Phone Number: _____

Email Address: _____

GMB
GEORGE, MILES & BUHR, LLC

SCHEDULE OF HOURLY RATES & EXPENSES

HOURLY RATES

Effective May 1, 2025

CLASSIFICATION	HOURLY RATE
Senior Project Director	$ 185.00 - $ 255.00
Project Director	$ 160.00 - $ 230.00
Senior Project Manager	$ 135.00 - $ 210.00
Project Manager	$ 115.00 - $ 185.00
Assistant Project Manager	$ 115.00 - $ 165.00
Senior Project Engineer/Architect/Landscape Arch	$ 115.00 - $ 165.00
Senior Environmental Scientist	$ 100.00 - $ 165.00
Project Engineer/Architect/Landscape Arch	$ 130.00 - $ 155.00
Graduate Engineer/Architect/Landscape Arch	$ 105.00 - $ 150.00
Environmental Scientist	$ 70.00 - $ 145.00
Geospatial Analyst	$ 70.00 - $ 145.00
Senior Designer	$ 90.00 - $ 165.00
Designer	$ 75.00 - $ 125.00
CADD Operator	$ 70.00 - $ 110.00
Construction Representative	$ 90.00 - $ 145.00
Resident Project Representative (RPR)	$ 65.00 - $ 135.00
Senior Project Coordinator	$ 90.00 - $ 135.00
Project Coordinator	$ 65.00 - $ 130.00
Surveyor	$ 95.00 - $ 180.00
Survey Crew Chief	$ 100.00 - $ 130.00
Survey Technician	$ 65.00 - $ 90.00
Administrative/IT Support	$ 50.00 - $ 145.00
GIS Specialist	$ 60.00 - $ 105.00
Senior Technician	$ 60.00 - $ 135.00
Technician	$ 45.00 - $ 95.00
Expert Testimony	*2x Hourly Rates*

EXPENSES

All items per each, unless noted.

Internal:	
Photocopies:	
Black & White	$ 0.20
Color	$ 0.50
Prints/Plots:	
Black & White/Color	$ 0.50 /s.f.
Mylar	$ 2.00 /s.f.
Travel:	
Mileage	$ 0.70/mile*
Subsistence (Meals & Lodging)	At Actual Cost
Overnight/Immediate Delivery	At Actual Cost
Survey Crew Rates	
1-person crew	$ 185.00/hour
2-person crew	$ 215.00/hour
3-person crew	$ 245.00/hour
Other:	
Electronic Media Copies/Transfers/File	$ 300.00/file
Website Project File Sharing	$ 1.00/MB/month
Construction Management Software	$ 1,400.00/$1MM/year
Surveying Equipment/Total Station Only	$ 35.00 /day
Surveying Equipment/Total Station + GPS Unit	$ 150.00 /day

* Adjusted annually in accordance with the Internal Revenue Service directives

GEORGE, MILES & BUHR, LLC

GENERAL CONDITIONS

(Effective May 1, 2025)

AGREEMENT

The term "Agreement" refers to the undertaking by George, Miles & Buhr, LLC ("GMB") to perform Services described in the attached Proposal and these General Conditions. The Agreement shall become effective upon acceptance by Client of the attached Proposal and General Conditions, which when acknowledged in writing, are authorization to proceed. The Agreement is between Client and GMB, and their respective partners, divisions, affiliates, members, successors and assigns, both of whom promise not to transfer or assign any interest in the Agreement without the other party's written consent. The Agreement supersedes all prior written proposals or negotiations and is conditioned upon Client's acceptance of these General Conditions. No modification of the terms of the Agreement or General Conditions shall be valid unless authorized in writing by both parties. If additional services are required by Client, GMB will provide the services when authorized in writing and documented to do so by Client.

FEES, RETAINER

Any estimate of the fees and expenses that GMB expects to incur in providing Client with services outlined in the attached Proposal is not a maximum or lump sum fee. Client understands and agrees that the final billing may be more or less than the estimate. Fees for services will be adjusted if there are changes to the scope or schedule, as defined in the Proposal including supporting drawings, schedules and exhibits. If GMB does not have an established relationship with the Client, a retainer will be requested approximating the value of services for a minimum of sixty (60) days and will be credited to the final invoice. A Schedule of Hourly Rates & Expenses is attached to and incorporated as part of the Proposal. Unless otherwise noted, all proposals are valid for a period of 90 days from the date of the proposal.

INVOICES

Invoices are due upon receipt. If an invoice is outstanding beyond thirty (30) days of the invoice date, interest will be charged at a rate of one percent (1%) per month and GMB reserves the right to stop providing services and to withdraw all permit applications. Further, if GMB has to refer any delinquent billing to an attorney for collection, Client agrees to pay GMB its reasonable attorney's fees and expenses of collection, to include, without limitation, all litigation related expenses and expert witness fees, plus 25%.

EXPENSES

Client agrees to pay GMB for internal expenses in accord with Schedule of Hourly Rates and Expenses charged for those items that are specific to the project, including, but not limited to, subcontracted consultants, permit fees, reproduction expenses, renderings, models, etc. GMB will invoice external expenses at cost plus 10%.

LIABILITY & CLAIMS

Client agrees to limit GMB's liability related to errors and omissions to an amount not to exceed the total fee for the project or GMB's available professional liability insurance coverage for that year, whichever is less. GMB will not be responsible for any liabilities arising from Client's negligent acts or errors, or from any entity whose conduct is not subject to GMB's control. Client acknowledges the inherent risks associated with construction. GMB will provide services with a standard of care exercised by licensed architects and engineers. At least 30 days prior to making any claim against GMB, Client agrees to provide GMB a Certificate of Merit issued by an architect or engineer, licensed by the state in which the project is located, specifically describing every error or omission which the issuer believes to be a violation of the standard of care. If Client makes a claim or brings legal action against GMB for any services under this Agreement, and fails to prevail, Client agrees to pay all legal and other expenses incurred by GMB in its defense, including, but not limited to, attorney's fees, court costs, expert witness fees, etc.

INSTRUMENTS OF SERVICE

All work products, including those in electronic form, prepared by GMB and GMB's consultants are Instruments of Service for use solely with respect to this project. The Client shall be permitted to authorize Contractor, Subcontractors and material or equipment suppliers to reproduce applicable portions of the Instruments of Service appropriate to and for use in their execution of the work. Any unauthorized use of the Instruments of Service shall be at the Client's sole risk and without liability to GMB and GMB's consultants. No alterations shall be made to the Instruments of Service by the Client and/or any representative of the Client without the written permission of GMB and GMB's consultants. Copies of electronic media, if requested and approved, will be invoiced to the Client and due upon receipt.

APPROVALS

GMB has no control over governments and their agencies in granting approvals. Therefore, GMB cannot guarantee the timeframe for, or the cost of services incidental to, obtaining approvals from governments or governmental agencies. If the type or level of services as originally defined are revised or changed during our assignment, the fee for our services from that point forward will be subject to negotiation.

TERMINATION/SUSPENSION OF WORK

Client or GMB each may terminate the Agreement with fifteen (15) calendar days written notice; Client agrees to pay for all services provided by GMB up to the date of termination. Project delays and suspension of the project for more than 30 days, may result in additional cost to resume work. Client agrees to pay such costs before work resumes if said delays are attributable to the Client.

CONSTRUCTION SAFETY

Client agrees to require general or subcontractor to indemnify, defend and hold GMB harmless against claims arising from unsafe site conditions.

CONSTRUCTION ESTIMATES

GMB has no control over the cost of labor, materials, equipment and services provided by others or over the contractor's methods of determining prices and does not warrant or guarantee construction estimates.

CONSTRUCTION SCHEDULES

GMB has no control over the means, methods and techniques of construction employed by contractors, the timing of government approvals or the delivery of materials and equipment. The Client agrees that any construction schedule prepared by GMB is approximate and will not be the basis for a claim.

HAZARDOUS MATERIALS

Client agrees to defend, indemnify and hold GMB harmless for any and all liabilities, claims, costs and expenses, including, but not limited to, litigation expenses, attorney's fees, and expert witness fees, which relate in any way to the presence of any hazardous or toxic materials on the project.

GOVERNING LAWS; VENUE

The Agreement shall be interpreted in accordance with the laws of the State of Maryland. The venue for any dispute arising out of the Agreement shall be, at the sole discretion of GMB, the Circuit Court for Wicomico County, Maryland or the federal courts within the State of Maryland.

September 16, 2025

ASC Job #: M2025

Morgan Helfrich
George, Miles & Buhr, LLC
206 West Main Street, Downtown Plaza
Salisbury, MD 21801

Re: **Pocomoke Community Center**

Allen + Shariff
MEP Engineering
Project Management

Allen + Shariff Corporation ("Allen + Shariff") is pleased to submit this proposal to provide mechanical, electrical, and plumbing systems (MEP) engineering services to George, Miles & Buhr, LLC (the "Client") in connection with a new Pocomoke Community Center, located in Pocomoke, Maryland (the “Project”). This project will include an approximately 25,000 sf, three story building, that will include a gym, classrooms, offices, and a commercial kitchen.

Based on our understanding of the requirements for the Project, Allen + Shariff proposes the following:

I. SCOPE OF SERVICES

MEP Design

- Meet with owner and architect for data gathering meeting.
- Perform plumbing calculations and design plumbing system (sanitary, vent, water, gas).
- Perform HVAC calculations and design HVAC system.
- Design building ventilation and exhaust systems.
- Perform electrical calculations and design incoming electrical service and power distribution.
- Design lighting and power systems.
- Perform site lighting calculations and design site lighting for adjacent parking and walkways. Landscape lighting is excluded from this scope.
- Design life safety systems including fire alarm, exit lights, emergency egress lighting. Design of new emergency generator.
- Design communication raceway systems (telephone/data conduits only.) Cabling & equipment excluded from this scope.
- Design sprinkler service entrance, fire pump and standpipes where applicable, and prepare performance specifications for sprinkler system.
- Provide MEP opinions of probable costs for MEP equipment and systems. These costs are to be considered as a budgetary cost and not a replacement for a construction cost which must be provided by a Contractor via a formal bidding process.
- Prepare MEP specifications (book spec).
- Project Manager (or other representative) meet with owner and architect for progress/coordination.
- Coordinate MEP engineering design with architectural drawings.
- Prepare MEP construction documents, signed and sealed for permit.
- Prepare load letter for utility company.
- Prepare MEP portion of ComCheck energy calculation. Where a lighting designer is engaged, lighting designer shall supply Allen + Shariff with fixture counts, lengths, etc. as required for completion of the ComCheck. Where ComCheck does not pass, as designed by the lighting designer, lighting designer shall be responsible for modifications to the system to bring it into compliance.
- Review and respond to permit comments.

Together
we engineer
success.

allenshariff.com

MEP Design Deliverables

- Written Narrative Schematic
- Schematic Design Package – (No Specifications)
- Design Development Drawings (35% Construction Documents)
- 50% Construction Documents
- 90% Construction Documents (Permit Package)
- 100% Construction Documents (IFC Package)
- Estimated meetings (maximums): three virtual user group meetings, three in-person user group meetings.

Assumptions and Exclusions

- Allen + Shariff deliverable packages/drawings are diagrammatic, intended to convey scope and general arrangement of MEP systems.
- Revit has been included in our base design fee. A+S supports the four most current versions of Autodesk Products. Procedures for sharing models shall be established at project kickoff. Allen + Shariff offers the following work share modeling types.
    1. Internal Revit Server (non-cloud hosted) : A+S to receive model from outside clients and maintain work on internal server. MEP model to be shared, when applicable, via export. A+S requires a minimum of three days from a model/background update to update our design and incorporate changes. Model/background update less than three days from a submission may not be incorporated into the subsequent submission.
    2. AutoDesk Construction Cloud “ACC” (cloud hosted): MEP model to exist on ACC. A+S reserves the right to retain control of updating the Revit models linked to A+S MEP Revit models. No “live-linking” updates can be pushed immediately to production Revit models on ACC without A+S’s consent.

    Level of detail (LOD) will correspond with standard construction documents historically provided in AutoCAD. Model will show building components and systems at their approximate size, shape, location, and orientation. Full MEP systems above 4” in diameter will be modeled showing precise quantities of equipment. The model will contain a detailed overview of all the components and materials to obtain building permits and understand system coordination. Designing specific clash detection, including all elements of Autodesk’s definition of LOD 300, will incur additional services. Additional LOD requirements should be discussed prior to the start of the project
- Allen + Shariff strongly recommends that Permit, GMP & IFC packages are issued closely together and are not issued for bid until MEP design is at a minimum of 90%. Each of the packages requires a level of design completeness that cannot be professionally met until we are at least at 90% completion.
- Model uploads or file uploads will occur every 2 weeks when a system such as BIM Collaborate, or other cloud-based collaboration is not used.
- Background or Model updates less than one week from a submission may not be incorporated into the subsequent submission.
- Schematic, Design Development & subsequent percent completion Construction Documents represent a progressive design process. Owner/Architectural modifications after corresponding milestones that require rework of MEP systems or after 60% may be considered additional services.
- Value Engineering services associated with scope or budget reduction are not included in this scope.
- Plumbing design terminates five feet outside building line to be continued by civil engineer. All site prep work to prepare site for construction of new building will be performed by civil engineer. Water treatment design is excluded from this scope.
- Electrical design terminates five feet outside the building line to be continued by dry utility consultant or civil engineer.
- Photometric calculations are excluded.
- Allen + Shariff has included design of communication raceway systems or conduits only (“ring and string”), based on locations provided by others. This design does not include cabling, terminations, or equipment. If additional design is desired, a Low Voltage (IT/AV/Sec) consultant should be engaged under a separate contract for design of cabling and equipment related to security, telecommunications, AV, and other low-voltage systems. Conduit and power requirements will be provided to Allen + Shariff for coordination.
- Sprinkler system design is limited per scope above, full layouts and line sizing is excluded and is to be completed by contractor’s designer/engineer.
- A Food Service (Kitchen) Consultant will be part of the design team (under separate contract). Kitchen equipment layout, cutsheets and schedules including hood design and associated exhaust fan will be provided to Allen + Shariff by the kitchen consultant. Allen + Shariff will design MEP service connections for the consultant specified kitchen equipment.

- LEED Design, Cost Estimating, Radon Mitigation Design, Energy Modeling & Commissioning services are not included in this scope. Designing to meet specialty building certifications of any type, including designing to meet the objectives of a certification but not explicitly pursuing that certification, is excluded unless included above.
- Permit submissions directly to the AHJ are additional services.
- 3D Model (Navis works or similar) coordination meetings/calls are not a part of this scope.
- Record or As-Built drawings documenting the final construction of the Project will be provided and based on information provided by the Contractor. Allen + Shariff cannot guarantee that the information included in the Record drawings will depict the actual physical condition of the constructed project.
- This proposal includes the use, licensing, and support for Allen + Shariff standard software toolset and fonts. Requests to utilize different tools or fonts will be considered, and Allen + Shariff will accommodate special requests where possible. Please discuss any specific requests with Allen + Shariff prior to executing the contract.
- Allen + Shariff reserves the right to update drawing files to supported versions of software toolsets if the version is no longer supported by the vendor.

II. COMPENSATION

- Allen + Shariff agrees to provide the following MEP services described under Section I above for a fixed fee, billed monthly, and based on the following values:

MEP Schematic Design	$ 7,600
MEP Cost Estimating	$ 4,800
MEP Design Development	$ 11,400
MEP Emergency Generator	$ 2,400
MEP Construction Documents	$ 34,200
	$ 60,400
Prepare Record Drawings	$ 3,800

Other than the services specifically listed above, all other services described under Section I shall be performed on an hourly basis.

- Allen + Shariff's Current Hourly Rates for any hourly phase services and any additional services are:

Principal/Vice President	$250.00/hour	Designer	$125.00/hour
Project Manager/Sr. Engineer	$200.00/hour	CADD/Admin	$100.00/hour
Engineer/Sr. Designer	$160.00/hour		

- Hourly rates and proposed fee will remain in effect for twelve months from the date of this proposal and will then be subject to review.
- Expenses incurred by Allen + Shariff in relation to this Project shall be billed to Client at 1.15 times the amount expended and are separate from the fee ("Reimbursable Expenses"). Reimbursable Expenses include, but are not limited to, the following:

1. Printing for Project coordination, authority reviews, permitting, bidding or construction or Client requests
2. Messenger and express courier deliveries
3. Mileage at the current IRS rate

- Fees and expenses shall be billed monthly and payable within fourteen (14) days of receipt of invoice for services rendered to date. Amounts unpaid thirty (30) days after the invoice date shall bear simple interest at the rate of 1.5% per month. Allen + Shariff will have no obligation to start a new phase of services until payment for the previous phase has been received.
- Inquiries and questions regarding any invoice shall be made within fourteen (14) days of receipt of the invoice. Failure to notify us within this time period shall constitute a waiver of any claim with respect to the content or accuracy of the invoice as well as acceptance of the services provided.
- Client agrees to pay reasonable attorney's fees and collection costs incurred by Allen + Shariff to collect sums due hereunder.

III. TERMS AND CONDITIONS

Incorporated by reference and made a part of this Agreement are Allen + Shariff's "Standard Terms and Conditions," attached hereto.

This Agreement and the attached Standard Terms and Conditions represent the entire and integrated Agreement between the parties and supersede all prior negotiations, representations or agreements, written or oral. This Agreement may be amended only by written instrument signed by all the parties. Please indicate your acceptance of this proposal by signing where indicated below. If we are directed to perform the services set forth in this proposal, such verbal direction will constitute acceptance of this Agreement, including the Standard Terms and Conditions.

We appreciate the opportunity to work with you on this project. Please contact me to discuss any questions, concerns, or scope issues.

Very truly yours,

Tim Chatterton, PE

Tim Chatterton, PE
Vice President
Allen + Shariff Corporation
443-545-1301
205 East Market St
Salisbury, MD 21801

ACCEPTED:

George, Miles & Buhr, LLC

Name: Morgan Helfrich
Title: Vice President
Date:

STANDARD TERMS AND CONDITIONS

1. *Client's Responsibilities.* Client shall provide full information regarding the requirements and budget for the Project and Allen + Shariff and its consultants and their respective representatives and agents (hereafter "Allen + Shariff") shall be entitled to rely on the accuracy and completeness thereof. Allen + Shariff may and is expected to rely on any tests, inspections, analyses, opinions, data, reports, materials and other information provided to it without the need for independent evaluation and/or verification. Moreover, Client agrees to indemnify, defend and hold Allen + Shariff harmless from any and all losses, damages, and claims of any nature which may in any way arise out of or in connection with the use by Allen + Shariff of the tests, inspections, analyses, opinions, data, reports, materials and other information prepared by Client or others and furnished to Allen + Shariff in connection with this Project.

If Client or Contractor becomes aware of any discrepancies, errors, or omissions in the Contract Documents, or of any unanticipated job or site conditions, or of any fault or defect in the Project or nonconformance with the design documents, or of any proposed field revisions, prompt written notice thereof shall be given by Client to Allen + Shariff.

Allen + Shariff has no responsibility for the cost of construction and shall not be responsible for any costs that vary from or exceed any estimates or budgets. Allen + Shariff is not responsible for providing cost estimates for the construction of the Project. Allen + Shariff is entitled to rely upon the estimates provided by the Client. Any modifications to Allen + Shariff's contract documents that are necessary to meet the Client's budget for the cost of construction shall be billed as an Additional Service.

2. *Not Responsible for Construction.* Allen + Shariff shall be responsible only for Allen + Shariff's design. Client shall specifically hold Allen + Shariff harmless from any and all claims or damages arising from or relating to the Contractor's failure to properly perform the work. Furthermore, Allen + Shariff shall not be responsible for or have control over the means, methods, procedures of construction, dimensions, quantities or instructions for installation or performance of equipment or systems designed by the Contractor or site safety precautions employed by the Contractor or subcontractors on the Project, which remain the sole responsibility of the Contractor.

3. *Standard of Care.* Allen + Shariff will perform services under this Agreement consistent with that level of care and skill ordinarily exercised by members of its profession, practicing under similar circumstances in the same or similar locality in the same period of time. No guarantees or warranties are included or intended in this Agreement or in any representation, opinion or otherwise. This representation and warranty are in lieu of all other warranties and representations, either express or implied.

4. *Use of Engineering Documents.* Documents prepared by Allen + Shariff are Instruments of Service for use solely with respect to this Project. Allen + Shariff retains all common law, statutory and other reserved rights, including the copyright thereto. Client will not use or permit the reuse of the Instruments of Service except, as a condition precedent, by mutual agreement in writing with Allen + Shariff. Provided Client is not in default under this Agreement, Client may retain copies solely for information and reference in connection with occupancy and maintenance of the Project. However, such documents are not intended or represented to be suitable for use by Client or others on extensions of the Project, for completion or implementation of the Project by others, or any other project. Client further agrees to waive all claims against Allen + Shariff resulting in any way from unauthorized changes or use of the Instruments of Service or completion of the Project without Allen + Shariff's involvement.

5. *Construction Administration Services.* Allen + Shariff's Scope of Services does not provide for continuous supervision or exhaustive inspection of the work performed by the Contractor or subcontractors. If Allen + Shariff is required to assist in bidding or in determining whether cause exists to terminate a contractor, then Client agrees to indemnify, defend and hold Allen + Shariff harmless from any and all losses, damages and claims of any nature, which may in any way arise out of Allen + Shariff's rendering of good faith advice to Client on these topics. Allen + Shariff's visits to the construction site shall be for the sole purpose of becoming generally familiar with the progress and quality of the construction work within Allen + Shariff's scope and to determine in general if the work, when completed, will be in accordance with the Contract Documents.

6. *Termination, Suspension or Abandonment.* In the event Allen + Shariff does not receive payment when due, Allen + Shariff may terminate or suspend services without breach of contract upon giving Client seven (7) days written notice. In the event services are terminated or suspended, Allen + Shariff has no obligation to deliver documents and any consequences (including delay) resulting from such termination or suspension are the sole responsibility of Client. Allen + Shariff shall be compensated for all services performed up to the date of termination together with all reimbursable expenses then due. Client has the obligation to return all documents if Client is in default under this Agreement. Failure of Client to make payments to Allen + Shariff in accordance with this Agreement shall be considered substantial nonperformance and is sufficient cause for Allen + Shariff to either suspend or terminate services.

7. *Limitation of Liability*. There are a variety of risks which potentially affect Allen + Shariff by virtue of entering into an Agreement to perform professional services on Client's behalf. In order for Client to obtain the benefit of a fee which does not need to account for unlimited risks, Client agrees to limit Allen + Shariff's liability on the Project and under this Agreement. To the fullest extent permitted by law, the total liability of Allen + Shariff with regard to the Project under any and all theories of liability shall be limited to the total fee paid to Allen + Shariff only, not including consultants, for the Project. 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 director, officer, shareholder, employee, representative or agent of the Allen + Shariff shall have any individual liability to Client.

8. *Waiver of Consequential Damages; No Personal Liability; No Third Party Beneficiaries*. No partner, member, manager, director, officer, shareholder, employee, representative or agent of Allen + Shariff shall have any individual liability to Client. Each party waives consequential damages for claims, disputes or other matters in question arising out of or relating to this Agreement. Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, any other person.

9. *Insurance*. Client hereby releases Allen + Shariff from any liability for any loss or damage notwithstanding that such loss, damage or liability may arise out of the act or omission of Allen + Shariff, if such loss or damage is covered by insurance benefiting Client.

10. *Mediation/Litigation.* In addition to, and as a condition precedent to litigation, the parties shall endeavor to settle claims or disputes by non-binding mediation, in accordance with the Construction Industry Mediation Rules of the American Arbitration Association then in effect, unless the parties mutually agree otherwise. Any mediation shall be conducted in Columbia, Maryland. If mediation fails to resolve the claims or disputes, then all claims, disputes or other matters in question arising out of or related to this Agreement shall be determined by the Circuit Court for Howard County, Maryland, or the United States District Court of Maryland (Greenbelt Division). This

Agreement shall be governed by the laws of the State of Maryland.

11. *Limitation on Years to Bring Claim.* Any and all claims and/or causes of action between the parties arising out of or relating to this Agreement shall be brought by either party within two (2) years of substantial completion of the Project or termination of this Agreement whichever is sooner.

12. *Assignment of Claims*. Neither party shall assign nor transfer its interest or any claim arising under or related to this Agreement, including interest in and claims for any moneys due or to become due, without the written consent of the other party. Any such assignment or transfer shall be deemed void and invalid, the assignee shall acquire no rights as a result of any such assignment and the non-assigning party shall not recognize any such assignment.

13. *Certificate of Merit*. Client shall make no claim for professional negligence, either directly or in a third party claim, against Allen + Shariff unless Client has first provided Allen + Shariff with a written certification executed by an independent design professional currently practicing in the discipline of the alleged defective design and licensed in the jurisdiction in which the project is located. This certification shall: a) contain the name and license number of the certifier; b) specify each and every act or omission that the certifier contends is a violation of the applicable standard of care; and c) state in complete detail the basis for the certifier's opinion that each such act or omission constitutes such a violation.

14. *Access to Site*. Allen + Shariff shall have access to the Project site at all reasonable hours and shall be permitted to photograph the Project during construction and upon completion for its records and future use. Allen + Shariff shall have the right to take photographs and make other reasonable promotional use of the Project, and Allen + Shariff shall be given appropriate credit on all construction signs or other promotional materials concerning the Project.

15. *Hazardous Materials*.

Allen + Shariff shall have no responsibility for the discovery, presence, handling, removal or disposal of or exposure of persons to hazardous materials in any form at the Project site, including but not limited to asbestos, asbestos products, polychlorinated biphenyl (PCB) or other toxic substances.

16. *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 Allen + Shariff, in the performance of the services, uncovers a hidden condition, Allen + Shariff shall not be responsible for costs associated with repairing, restoring, removing or otherwise correcting said condition. Allen + Shariff shall have no responsibility for hidden conditions or any subsequent damage to persons or property related to any hidden conditions.

17. *Betterment*. If due to Allen + Shariff's breach of the standard of care, any required item or component of the Project is omitted from Allen + Shariff's construction documents, Allen + Shariff shall not be responsible for paying the cost to add such item or component to the extent that such item or component would have been otherwise necessary to the Project or otherwise adds value or betterment to the Project. In no event will Allen + Shariff be responsible for any cost or expense that provides betterment, upgrade or enhancement of the Project.

18. *Covenant Not to Sue*. Client shall assure that the following covenant not to sue is contained in all other contractor agreements, and shall assure its enforcement: Contractor**,** or any successor, assignee or subrogee of Contractor, agrees not to bring any civil suit, action or other proceeding in law, equity or arbitration against Allen + Shariff, or the officers, employees, agents or consultants, of Allen + Shariff, for the enforcement of any action which Contractor may have arising out of or in any manner connected with the Project. Allen + Shariff, its officers, employees, agents, and consultants are intended third-party beneficiaries of this covenant not to sue, who are entitled to enforce this covenant in law or equity.

19. *No Lien Waiver or Subordination*. Allen + Shariff expressly reserves all rights to file a mechanics' lien on the real property as provided by applicable law. Allen + Shariff shall not be required to execute any agreement that diminishes its lien rights or subordinates its lien rights to the rights of another party including, but not limited to, a lender providing financing for the project. Any agreement subsequently executed by Client diminishing the lien rights of Allen + Shariff or subordinating its lien rights to another party shall be void and of no effect unless such document expressly references this provision.

20. *Entire Agreement*. The parties to this Agreement understand, declare, and acknowledge that no promise, inducement and/or agreement not herein expressed has been made to them and that this Agreement contains the entire and integrated agreement between them.

REFERENCES

GMB is proud to have worked with the following clients. We encourage the City of Pocomoke to contact them as a reference.

1. **Mr. Joe Kurtz**
   Interim City Engineer/Project Manager
   Town of Ocean City
   301 N. Baltimore Avenue
   Ocean City, MD 21842
   410-289-8795
   JKurtz@OceanCityMD.gov

2. **Mr. Dallas Baker**
   Director of Public Works
   Worcester County, Maryland
   6113 Timmons Road
   Snow Hill, MD 21863
   410-632-5623
   dbaker@co.worcester.md.us

3. **Ms. Jamie Manning, LCSW-C, CNP**
   Executive Director
   Life Crisis Center, Inc.
   PO Box 387
   Salisbury, MD 21803
   jmanning@lifecrisiscenter.org

4. **Mr. Marc Henderson**
   City Manager
   City of Fruitland, Maryland
   410 E. Main Street, P.O. Drawer F
   Fruitland, MD 21826
   410-548-2800
   mhenderson@cityoffruitland.com

5. **Mr. Brett Myers**
   Facilities Director (recently retired)
   Choptank Community Health Systems, Inc.
   Denton, MD 21629
   410-310-6484
   rbrett8342@gmail.com

6. **Ms. Eileen Scerra**
   Town Manager
   Town of Millville, Delaware
   36404 Clubhouse Road
   Millville, DE 19967
   302-539-0449
   escerra@mvtown.com

"Sussex County Emergency Medical Services (SCEMS) has been very satisfied with the quality of GMB's work and we look forward to working with the firm for years to come. In addition, GMB engineers and architects take a personal interest in the betterment of our community."

Robert (Bobby) Schoonover, AA, NRP
EMS Manager of Logistics
Sussex County EMS

"GMB routinely deploys a highly efficient design team that places a high emphasis on problem solving, client needs, and budget goals. Based on my past professional experiences with GMB, I would highly recommend this firm."

Charles Anderson
Assistant City Manager
City of Seaford, DE

CITY OF POCOMOKE CITY

Architectural / Engineering Design Services – “Family Life Center”

RFP No.: PC-2026-01

Addendum No. 1

Date: August 19, 2025

This Addendum is issued to all prospective offerors in response to questions received by the deadline. This addendum is hereby made part of the RFP and shall be included in the scope of work.

Question 1:

Is the Town looking for complete construction documents, including mechanical, electrical, plumbing, and structural engineering, or are you all looking for design drawings (including dimensions and material specifications, but without the full engineering) to be used for the grant application?

Response 1:

The City of Pocomoke City is seeking complete construction documents as part of this solicitation. This includes architectural, mechanical, electrical, plumbing, and structural engineering. The selected firm will be responsible for developing a full set of coordinated construction drawings and specifications suitable for bidding and construction. These documents will not only support the City’s Community Development Block Grant application but will also serve as the final construction package for use in future phases.

Acknowledgement of Addendum

Offerors must acknowledge receipt of this Addendum by including it with their proposal submission.

Issued by:

City of Pocomoke City

Attn: Melinda Stafford

MStafford@PocomokeMd.gov

CITY OF POCOMOKE CITY

Architectural / Engineering Design Services – "Family Life Center"

RFP No.: PC-2026-01

Addendum No. 2

Date: August 19, 2025

This Addendum is issued to all prospective offerors in response to questions received by the deadline. This addendum is hereby made part of the RFP and shall be included in the scope of work.

Question 1: Is there any information available on the site for this project?

Response 1: No, the project site is a vacant lot within city limits previously cleared and graded, located adjacent to existing city infrastructure. Site photos will be included in the Addendum (See Below) . The 32778 SF property sits on Maple and Walnut Street, adjacent to the old Armory Site. The property is owned by the City of Pocomoke and has access to existing utilities (water, sewer, electric).

Question 2: Are there any expectations of site design features for this project, such as outdoor spaces or amenities for the community and building occupants?

Response 2: The City is interested in incorporating outdoor community space as part of the design, including seating areas, green space, and the possibility of small gathering areas or play spaces. Consideration of pedestrian connectivity and accessibility to surrounding neighborhoods is also important.

Question 3: Are there any specific requirements for stormwater design, landscape design, or parking lot design that are unique or important to this project?

Response 3: The project will be required to comply with Worcester County and State of Maryland stormwater management regulations. The City encourages sustainable and environmentally responsible solutions. Landscape design should prioritize native

plantings and low-maintenance features. Parking lot design should provide adequate capacity for community use, be ADA compliant, and incorporate safe pedestrian access.

Question 4: Do you know the general size range of building that the County is anticipating for the community center?

Response 4 : The City anticipates a three-story building with approximately **20,000 – 25,000 square feet** of interior space. This range is based on preliminary programming, including classrooms, a multi-use court, a fitness center, and community meeting rooms.

Question 5: Does the City have any esthetic design goals for this project worth our consideration?

Response 5: Yes. The city desires a building design that reflects community character and identity. Elements should incorporate red brick and natural accents to complement surrounding structures, large windows to maximize natural light, and subtle symbolic design features (such as arrowhead brick patterns) to honor local heritage. The design should also be modern, functional, and welcoming, while aligning with the City's coastal, agricultural, and riverfront identity.

Acknowledgement of Addendum

Offerors must acknowledge receipt of this Addendum by including it with their proposal submission.

Issued by:

City of Pocomoke City

Attn: Melinda Stafford

MStafford@PocomokeMd.gov

CITY OF POCOMOKE CITY

Architectural / Engineering Design Services – "Family Life Center"

RFP No.: PC-2026-01

Addendum No. 3

Date: September 2, 2025

This Addendum is issued to all prospective offerors in response to questions received by the deadline. This addendum is hereby made part of the RFP and shall be included in the scope of work.

Question 1: Could you please tell me if any aquatics – indoor pool, outdoor pool, spray ground, etc. - are desired as part of this community center?

Response 1: No, the project will not contain an aquatics area.

Acknowledgement of Addendum

Offerors must acknowledge receipt of this Addendum by including it with their proposal submission.

Issued by:
City of Pocomoke City

Attn: Melinda Stafford

MStafford@PocomokeMd.gov

CITY OF POCOMOKE CITY

Architectural / Engineering Design Services – "Family Life Center"

RFP No.: PC-2026-01

Addendum No. 4

Date: September 2, 2025

This Addendum is issued to all prospective offerors in response to questions received by the deadline. This addendum is hereby made part of the RFP and shall be included in the scope of work.

Question 1: Does the site require a Phase 1 environmental assessment?

Response 1: Yes, it ill be covered by the engineer. Please include it in the cost assessment.

Question 2: What is the expected project timeline? Are there certain deadlines that need to be met for the grant application deadline or grant funding requirements?

Response 2: Yes, the grant submission deadline is October 24, 2025.

Question 3: Will the City require a local road traffic impact study?

Response 3: Possibly, as it boarders 2 one-way streets.

Question 4: We noted that the Community Center will have multiple stories. Will an elevator be required which would then require 3-phase power? If so, is 3-phase power available nearby?

Response 4: Yes, an elevator will be required. There is no 3-phase power box onsite or nearby.

Question 5: Can you please confirm if secondary power provided overhead to adjacent parcels and running through the site will need to be removed and reinstalled underground?

Response 5: Yes, there is secondary power. There are 2 outdoor pole lights that will need to be removed and relocated.

Question 6: Does the City have any existing utility maps, recorded easements, and/or any other relevant property and site information to provide?

Response 6: There are not any maps to provide. There will be a site visit tomorrow during the pre-bid meeting.

Question 7: Is the City requesting permitting services as part of this RFP or will applying for permits happen at a future time (i.e. after funding for construction is identified)?

Response 7: Funding for construction and permits may be restricted by grant.

Acknowledgement of Addendum

Offerors must acknowledge receipt of this Addendum by including it with their proposal submission.

Issued by:
City of Pocomoke City

Attn: Melinda Stafford

MStafford@PocomokeMd.gov

CITY OF POCOMOKE CITY

Architectural / Engineering Design Services – "Family Life Center"

RFP No.: PC-2026-01

Addendum No. 5

Date: September 3, 2025

This Addendum is issued to all prospective offerors in response to questions received by the deadline. This addendum is hereby made part of the RFP and shall be included in the scope of work.

Question 1: Is there a construction budget for the project?

Response 1: Yes, it is approximately $5,000,000.00.

Question 2: Are the preliminary programming documents available?

Response 2: No, there are none available.

Question 3: Is the project is seeking any Sustainable Design Certifications such as LEED?

Response 3: The project is not seeking any sustainable certifications.

Acknowledgement of Addendum

Offerors must acknowledge receipt of this Addendum by including it with their proposal submission.

Issued by:
City of Pocomoke City

Attn: Melinda Stafford

MStafford@PocomokeMd.gov

CITY OF POCOMOKE CITY

Architectural / Engineering Design Services – "Family Life Center"

RFP No.: PC-2026-01

Addendum No. 6

Date: September 3, 2025

This Addendum is issued to all prospective offerors in response to questions received by the deadline. This addendum is hereby made part of the RFP and shall be included in the scope of work.

Question 1: Will this project will have a generator?

Response 1: Please clarify this question during the pre-bid meeting.

Question 2: Who would be doing IT, communications, security system design?

Response 2: Our IT will all be done in house.

Acknowledgement of Addendum

Offerors must acknowledge receipt of this Addendum by including it with their proposal submission.

Issued by:
City of Pocomoke City

Attn: Melinda Stafford

MStafford@PocomokeMd.gov

CITY OF POCOMOKE CITY

Architectural / Engineering Design Services – "Family Life Center"

RFP No.: PC-2026-01

Addendum No. 7

Date: August 29, 2025

This Addendum is issued to all prospective offerors in response to questions received by the deadline. This addendum is hereby made part of the RFP and shall be included in the scope of work.

Question 1: Can you please provide any conceptual plans to help us better understand the scope of work for this project, including a preliminary site plan with parking, any utility constraints, and building schematic design plans, if they exist? Will this project will have a generator?

Response 1:

Question 2: In Addendum No. 2, Response 2, it is stated that the City is interested in incorporating outdoor community space that will include "play spaces." Does the City anticipate athletic fields or tennis courts?

Response 2: No, there are pickle ball courts at Cypress Park. Play spaces are areas for young children.

Question 3: In Addendum No. 2, Response 4, it is stated that the City anticipates the building to be 20,000 – 25,000 square feet; should we assume that each floor will be around 8,000 square feet (+/-)?

Response 3:

Acknowledgement of Addendum

Offerors must acknowledge receipt of this Addendum by including it with their proposal submission.

Issued by:
City of Pocomoke City

Attn: Melinda Stafford

MStafford@PocomokeMd.gov

CITY OF POCOMOKE CITY

Architectural / Engineering Design Services – "Family Life Center"

RFP No.: PC-2026-01

Addendum No. 8

Date: September 2, 2025

This Addendum is issued to all prospective offerors in response to questions received by the deadline. This addendum is hereby made part of the RFP and shall be included in the scope of work.

Question 1: I am hoping you can provide an estimate/budget for this project as well as anticipated start and completion dates.

Response 1: Anticipated start date is estimated to be after the first of the year. A grant source provides 2 years for completion.

Acknowledgement of Addendum

Offerors must acknowledge receipt of this Addendum by including it with their proposal submission.

Issued by:
City of Pocomoke City

Attn: Melinda Stafford

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CITY OF POCOMOKE CITY

Architectural / Engineering Design Services – “Family Life Center”

RFP No.: PC-2026-01

Addendum No. 9

Date: September 12, 2025

This Addendum is issued to all prospective offerors in response to questions received by the deadline. This addendum is hereby made part of the RFP and shall be included in the scope of work.

Question 1: What is the correct Question Due Date?

Response 1: Questions are due September 10.

Question 2: Do you know if the site will be required to comply with the Forest Conservation Act?

Response 2: No, we do not.

Question 3: What is the desired number of parking spaces to be programmed on-site?

Response 3: There is not a number.

Question 4: What is the desired number of parking spaces to be programmed for the entire project, including on-street parking?

Response 4: This is an unknown answer.

Question 5: If those areas are deficient, can the Church be used as additional parking or can the City grant a waiver because of the limited number of drivers who will be using the facility?

Response 5: Permission would have to be granted by the church for additional parking. The streets belong to the city so a waiver will not be needed for additional drivers.

Acknowledgement of Addendum

Offerors must acknowledge receipt of this Addendum by including it with their proposal submission.

Issued by:
City of Pocomoke City

Attn: Melinda Stafford

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