Design Proposal from:

Jonathon Selway Architects

Topio Landscape Architecture (Landscape Architect)
Plitko Engineering (Civil Engineer)
Baker, Ingram & Associates (Structural Engineer)
DEDC Engineering (MEP Engineer)

A professional services proposal for the design and specification of a new Pocomoke City Family Life Center (Community Center) for the City of Pocomoke, Maryland.

September 18th, 2025

Jonathon Selway Architects, LLC ph. 443.513.2435 www.jonathonselwayarchitects.com

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Jonathon Selway Architects

Melinda Stafford – City Clerk/ Notary Public
City of Pocomoke
101 Clark Avenue
Pocomoke City, MD 21851
410.957.1333 ext. 103

Dear Ms. Stafford,

Thank you for your consideration of Jonathon Selway Architects, in collaboration with our team of professionals, to provide the design of a new community 'family life' center for the City of Pocomoke and its residents. We are excited about the opportunity to work with the City on this project; and we understand its need to design and construct a cost-effective building that meets the requirements of a community services program first and foremost. We also recognize that any building of this size, built in the present construction market, is going to be a significant investment of city and other government resources. We will work with the City to ensure that this investment is well spent on a building that will be a long-term asset to the local community and is an exemplar to the region of how to provide for a local community through a deliberate and thoughtful design process.

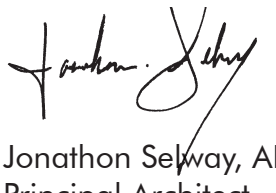
Our approach to any design project starts with a clear understanding of the goals of the project partners and building users, ensuring our design solution is responsive and effective to their needs. We'll work with the city staff and other stakeholders to develop a detailed program, establish the project requirements, and create a building design that is functional and practical for their use.

We will also analyze the land and its environmental characteristics to provide a site-responsive building design concept. In considering the use of cost-effective sustainable design strategies, materials and building systems, we will ensure the building and site are developed responsibly, keeping environmental stewardship in mind throughout the process. Ultimately, our team will provide a building design that is not only thoughtful and beautiful, but that consumes less energy than conventional uses, is durable, resilient, and easy to maintain.

We have assembled this experienced team to provide comprehensive design services that take this project from concept to completion. Our collaboration among the team and with the city will ensure that the completed project is developed to the highest standards and that it exceeds the expectations of the City of Pocomoke and its citizens.

Please feel free to contact me with any questions or concerns when reviewing the enclosed proposal. We look forward to working with the County and hope to speak soon.

Best regards,



Jonathon Selway, AIA
Principal Architect
js@jonathonselwayarchitects.com
443 –513 –2435

Project Summary

In accordance with the RFP issued by the City of Pocomoke, the project shall include full service architecture, engineering, and planning for a new 24,000 square foot Community Center in the city of Pocomoke, Maryland. The building will be constructed on the city owned 32,778 square foot property located at the intersection of Maple and Walnut.

The community center shall be approximately 8000 square feet and shall include classrooms, a multi-use court, a fitness center, a full commercial kitchen and dining spaces, and community meeting rooms. As part of this proposal, JSA Architects shall develop a comprehensive building program with the City in the beginning of the project.

This proposal is intended to be a comprehensive design proposal, incorporating all of the necessary disciplines to take the project from concept through construction. This includes a design team of Architects, Landscape Architects, Surveyors, Civil Engineers, Structural Engineers, and MEP engineers. As such, the proposal has been made on the assumed parameters that the city provided, most notably the size of a 24,000 square foot building. Our experience suggests that the project budget will likely be in the 8MM range for a building and comprehensive development of this size on this particular property. Our included fee proposal to the City of Pocomoke is based on this assumption for the construction budget.

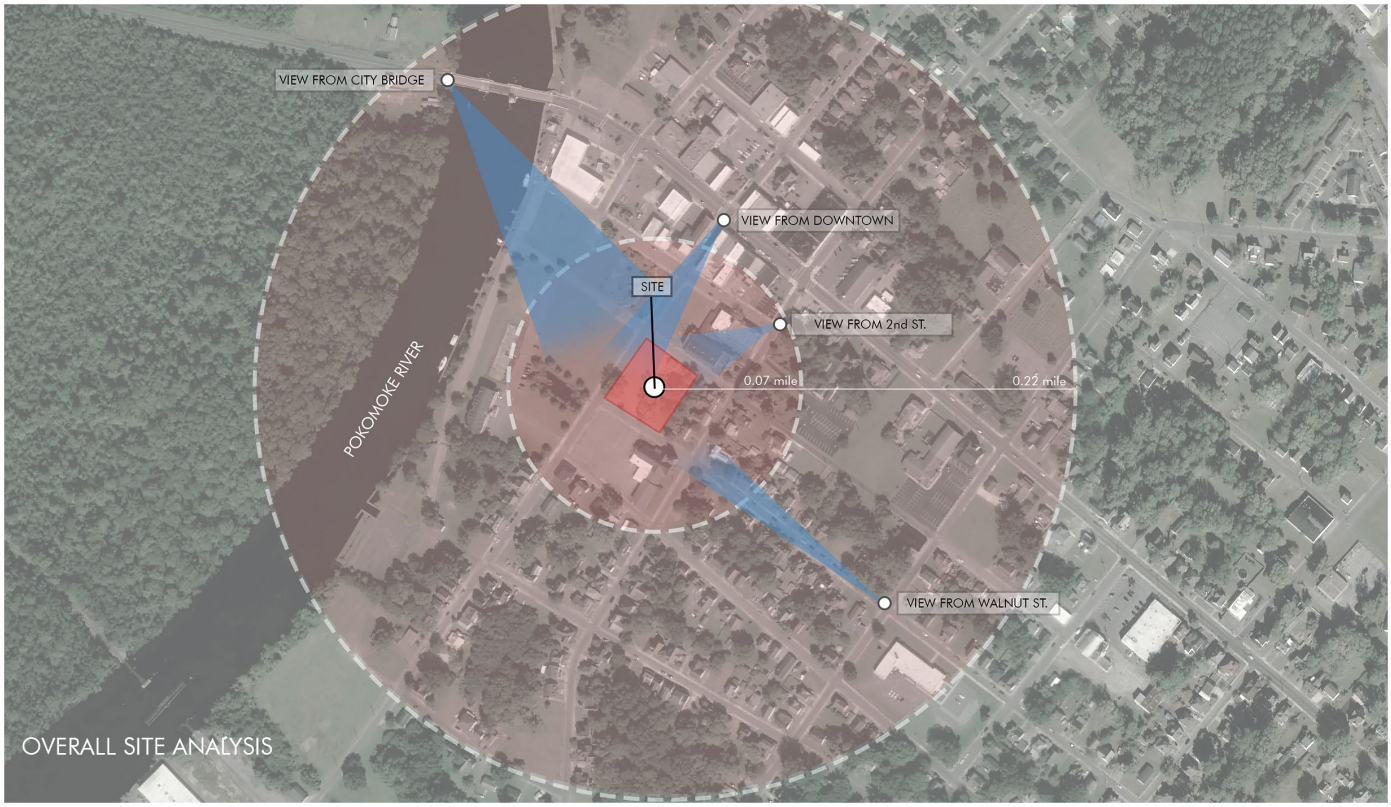
The Project Site / Context:

Founded as a ferry crossing on the Pocomoke River in the 17th century and serving as a center of local shipbuilding, lumber and agriculture industries since then, Pocomoke City had through its history enjoyed its role as an economic hub in the region. Fire in the 1920s destroyed most of the small business district and, although the businesses rebuilt, the construction of the highway in the 1960s ultimately ensured that the once robust Market Street corridor and its revitalized downtown would no longer enjoy the frequent visits by people travelling through the region.

Like myriad towns its size across the country whose local economies have moved away from their historical centers to the highways, Pocomoke City has had to reinvest in and reinvent itself in earnest. With the established presence of the Sturgis One-room Schoolhouse Museum, the Mar-Va theater and the Delmarva Discovery Museum, the anticipated completion of a new public library in 2026 and the intent to construct the Family Life Community Center, Pocomoke City is positioning itself to become a new and different town, breaking from the traditional model of a business district surrounded by its residential neighborhoods to a cultural downtown that reaches out to its residents and offers itself as a place of destination.

Bordered by now-empty lots to its north and west, the community center will be a visual gateway to the city, providing unique potential as a point of visual reference from any number of streets in the city and as a beacon from several vantage points along Market Street alone. The north approach of the Pocomoke City Bridge will announce the community center's presence before much of the downtown is even seen. It will ever so slightly reveal itself along Clarke Avenue, even as it crosses Market Street, until it finally reveals itself in full when crossing Willow Street; and from Market Street as it intersects 2nd Street, it will be seen prominently behind the adjacent screen of existing trees. The site of the community center, an empty lot whose location straddles the divide between the city's downtown and the neighborhoods south of Market Street, will serve as a destination for an underserved demographic, as an architectural bridge between the downtown and its residents to the south and east, and as a driver of urban development around it.

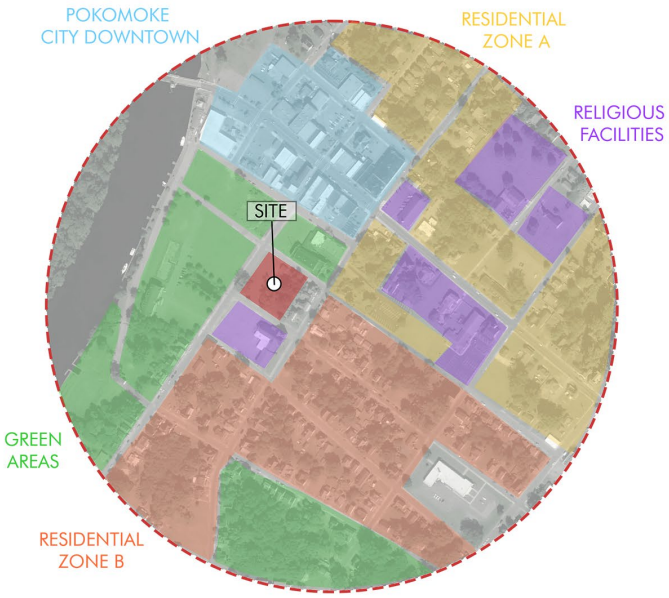
The Project Site / Context:



The Project Site / Context:

CIRCULATION ANALYSIS

CITY ZONING ANALYSIS



The Project Site / Context:

Concept Layout Diagram for Site:

The community center will show itself most completely on the north and west facades, becoming more open to the south; and as the building rises from the site and becomes visually lighter, it will also step back as necessary so as not to present itself as a monolithic block. In other words, the larger scale of the building will speak directly to the buildings of the downtown, while the smaller scale will speak to the residential setting of the church to its south and the neighborhoods beyond. Parking will be provided on the street and at the rear of the site, creating a less conspicuous parking area and providing opportunity for the integration of bioswales to treat water runoff that may also provide a 'garden approach' to the softer rear entry of the building

At the ground level, the community center will conceptually present a 'hard facade' along Maple Street – an edifice of brick that will incorporate styles and details relevant to Pocomoke City – that will face and speak to the buildings of downtown and Willow Street as it wraps around and interacts with what will be the immediately adjacent police substation. The building will soften as it turns toward Clarke Avenue, providing pedestrian entry form the intersection and incorporating larger openings, less opaque materials and more glazing as it interacts with on-street parking and with pedestrian traffic between the neighborhood and downtown. On the south side along Walnut Street, the building program will offer its 'soft side' with a children's play area, establishing a welcoming connection and pedestrian entrance from Salem Church next door, the residents of the adjoining neighborhood, and for students of the local middle and high schools, which are on axis with the community center's site.

The Project Site / Context:


1 Pokomoke City Bridge


5 Willow St/ Clarke Ave


9 116-198 Maple St


13 St Mary's Episcopal Church


2 Delmarva Discovery Museum


6 Pokomoke Community Grd.


10 Bethany UMC


14 First Baptist Church


3 Pokomoke City Hall

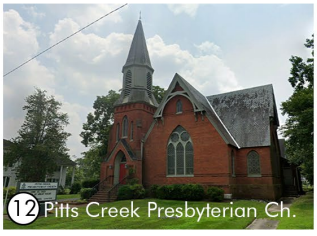

7 599-501 Clarke Ave


11 US Postal Service


15 Sturgis Museum


4 Market St / Clarke Ave


8 Salem Church


12 Pitts Creek Presbyterian Ch.


16 Mar-Va Theater

The Project Site / Context:

The palette for materials will be brick, providing a masonry base on which upper 'lighter' floors of stud framing and glass will sit or an entire edifice that will carry up where architecturally warranted. Strategically placed screens will diffuse direct light into the space in some cases, while sunlight will be brought into the building's interior through strategic placement of openings and lightwells. At openings in the building's façade that will face the glare of the sun, the effects of high summer sun will be mitigated by shading devices on the building's exterior while lower winter sun will be allowed into the building to help warm it.

A sense of community is only as strong as the ties that its people have with one another – ties that are bound and strengthened by local economic resilience, interaction with one another in the public realm, the preservation of local cultural events and history, and the presence of institutions that foster and maintain those connections. Through the ease of welcomed accessibility for the city's residents, sightlines into and through the building from its surrounding approaches, and views out of the community center, made more prominent as its inhabitants climb higher, the people of Pocomoke City, in any demographic of this small and close community, will find a common love for a community center that not only will be in the heart of the community but in their very hearts themselves.

Project Team

We have composed the following experienced and local team of professionals to provide comprehensive design services from concept through completion of the project. Each discipline and their respective team will collaborate together to ensure a successful project delivery throughout the process.

Architectural and Planning Services Jonathon Selway Architects, LLC	Jonathon Selway, AIA Principal Architect
Landscape Architecture Topio Landscape Architecture, LLC	Travis Wierengo ASLA Principal
Civil Engineering / Surveyor Plitko Engineering LLC	Rob Plitko, P.E. Principal Engineer
Structural Engineering Baker, Ingram & Associates	Cherie J. Moore, P.E. Principal and Branch Manager
MEP Engineering DEDC Engineering LLC	Ryan Malin, P.E. Mechanical Engineer

Firm Qualifications

Jonathon Selway Architects

Jonathon Selway Architects is a full-service architecture practice working on residential and commercial projects throughout the mid-atlantic region. Our firm is focused on the design of highly detailed and thoughtful buildings and places. We are committed to creating resilient and sustainable architectural solutions that are uniquely beautiful, site sensitive, and responsive to our clients' goals for the project.

The firm is currently working on a range of projects, from private residential clients and mixed use buildings, to housing and medical offices for non-profit organizations. Our projects span in location from our home base on the eastern shore of Maryland and Coastal Delaware, to the Northern Maryland/DC Area. The firm is currently licensed to practice architecture in Maryland and Delaware.

The firm was founded in 2022 by Jonathon Selway, AIA. Jonathon was born and raised in Berlin, Maryland where he gained an appreciation for the authentic rural architecture of the Eastern Shore. He received his Bachelor's of Architecture degree from The Newschool of Architecture and Design, located in San Diego, California. Jonathon has practiced architecture locally for the last 17 years, working on a range of various project types in Maryland and Delaware.

Throughout his career, Jonathon has won prestigious design awards for his work. As a leading architect in his firm and prior tenure, He has successfully led teams of architects working on a range of high end residential and commercial projects for private and corporate clients. These projects have been recognized for design excellence by AIA and been published by regional magazines and organizations.

Notable Design Awards:

2024 AIA Delaware Citation Award - Creek House - Private Residential

2024 AIA Delaware Citation Award - Shake House - Private Residential

2022 AIA Delaware Honor Award - 110 4th St. - Private Residential

2020 AIA Delaware Honor Award - House on Gordon's Pond - Private Residential

2020 AIA Delaware Merit Award - 38 Oak - Private Residential

Project Profiles:

The following portfolio represents a curated selection of projects to highlight the design capability and experience of the Architect. Each project was executed to the highest level of detail and design excellence while ensuring our clients goals were met throughout the process.

Downtown Infill, Berlin Maryland
Construction Anticipated 2026

Design Architect:	Jonathon Selway, AIA
Landscape Arch:	Travis Wierengo Topio LA
MEP Engineer:	Paragon Engineering
Structural Engineer:	Baker Ingram & Associates
Civil Engineer:	Plitko Engineering

Jonathon Selway Architects, LLC ph. 443.513.2435 www.jonathonselwayarchitects.com

Fin City Brewing, Easton Maryland
Permitting Phase, Construction Anticipated 2025

Design Architect:	Jonathon Selway, AIA
MEP Engineer:	Rauch Engineering
Structural Engineer:	Baker Ingram & Associates
Civil Engineer:	Rauch Engineering

Jonathon Selway Architects, LLC ph. 443.513.2435 www.jonathonselwayarchitects.com

Rosa Health Center, Georgetown Delware
Currently Under Construction

Design Architect:	Jonathon Selway, AIA
MEP Engineer:	Paragon Engineering
Structural Engineer:	Pilottown Engineering
Civil Engineer:	Plitko Engineering

Jonathon Selway Architects, LLC ph. 443.513.2435 www.jonathonselwayarchitects.com

Creek House, Bishopville Maryland
2024 AIA Delaware Citation Award

Design Architect:	Jonathon Selway, AIA
Landscape Arch:	Travis Wierengo Topio LA
Contractor:	Beachwood Builders
Engineer:	Compound Engineering

Jonathon Selway Architects, LLC ph. 443.513.2435 www.jonathonselwayarchitects.com

North Fenwick Private Residence - Built Project

Architect:	Jonathon Selway, AIA
Landscape Arch.:	Travis Wierengo Topio Landscape Architecture
Contractor:	Carvbilt Custom Builder
Engineer:	Baker, Ingram & Associates

38 Oak, Rehoboth Beach
2020 AIA Delaware Merit Award

Design / Project Architect:	Jonathon Selway, AIA
Landscape Architect:	Travis Wierengo Topio Landscape Architecture
Contractor:	Beachwood Builders
Engineer:	Pilottown Engineering

Jonathon Selway Architects, LLC ph. 443.513.2435 www.jonathonselwayarchitects.com

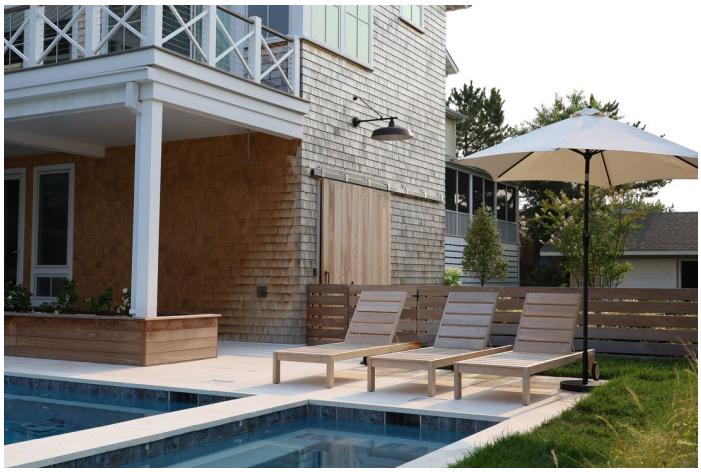
110 4th St, Bethany Beach
2022 AIA Delaware Honor Award

Design / Project Architect:	Jonathon Selway, AIA
Landscape Architect:	Travis Wierengo Topio Landscape Architecture
Contractor:	Dewson Construction
Engineer:	Pilottown Engineering

Design Team: Consultant Firm Qualifications

Topio Landscape Architecture

TOPIO is a design/build landscape architecture group established in 2017 by Travis Wierengo. Our work spans all scales, from small private gardens to large private estates, as well as regional mid-sized residential communities and commercial offices. We lead projects and collaborate with teams of architects, urban planners, engineers, and communities. Our core design principles encourage Placemaking, Experiential Engagement, and finding the unique story that needs to be shared within each project.



Design Team: Consultant Firm Qualifications

Plitko Engineering

Since 2014, Plitko Engineering has delivered innovative and reliable engineering solutions throughout the Delmarva region. With offices in Ocean View, Delaware and Berlin, Maryland, we provide a comprehensive range of professional services tailored to meet the needs of developers, municipalities, and private clients.

Our Expertise

 Civil Engineering – Complete site design and infrastructure solutions for residential, commercial, and mixed-use developments.

 Surveying – Accurate land and boundary surveys, construction staking, and topographic mapping.

 Hydrographic Surveys – Precision waterway and coastal measurements for marine and shoreline projects.

 Environmental Studies – Comprehensive environmental assessments and compliance documentation.

Land Development Specialists

Land development is our core specialty. From conceptual design through to construction stake-out and as-built survey, our experienced team delivers exceptional projects that combine functionality with visual appeal. At Plitko Engineering, we combine technical expertise with local knowledge to ensure every project meets the highest standards of quality, efficiency, and sustainability.

We manage every step of the process, including:

 Concept Planning & Feasibility Analysis

 Civil and Site Design

 Water/Wastewater Engineering

 Permitting and Regulatory Approvals

 Planning & Zoning Coordination

 Stormwater Management

 Construction Documentation and Oversight

Design Team: Consultant Firm Qualifications

Plitko Engineering

Key Team Members:

Rob Plitko, Jr., P.E.

Rob Plitko, Jr., P.E. is a principal at Plitko Engineering. Mr. Plitko graduated from the University of Delaware in 1999 with a Bachelor's of Science in Civil Engineering and has over 19 years of experience in civil and environmental consulting engineering. Mr. Plitko is a licensed professional engineer in Delaware, Maryland and Virginia. His extensive experience includes topographic surveying, hydrographic surveying, grading and site design, storm water design, sediment and erosion control, flood studies and other professional engineering services in support of land development and waterway management projects.

Brad Parks, P.E.

Brad Parks, P.E. acts as a managing engineer for Plitko Engineering. Mr. Parks is a professional engineer and oceanographic scientist with 22 years of experience, working on behalf of both government, private, and non-governmental organizational clients in the US andabroad. He has collected, analyzed, modeled, and presented data to support infrastructure planning, engineering designs, ecological and human health risk assessments, remedial investigations and feasibility studies (RI/FSs), and natural resource damage assessments (NRDAs). His areas of specialization also include LID and green infrastructure planning, BMP retrofit location analysis, and hydromodification and erosion analysis.

Design Team: Consultant Firm Qualifications

BAKER, INGRAM & ASSOCIATES

STRUCTURAL ENGINEERS

Baker, Ingram & Associates

Baker, Ingram & Associates a structural engineering consulting firm incorporated in Delaware in 1999, brings a wealth of experience to your project team. With five offices strategically located throughout Pennsylvania, Delaware, New Jersey, and Maryland, our highly responsive team includes 13 registered structural engineers with licenses in over 23 states.The firm specializes in the structural engineering of buildings—both new and old—including university and collegiate, elementary and secondary schools,multi-family residential, mixed-use, senior living and life care, hospitals, laboratories, churches, office and retail centers, institutions, industrial plants, historic buildings, and waterfront structures.

Baker, Ingram & Associates is committed to providing cost-effective solutions. We practice using a full range of structural elements, construction materials, building systems, and technology. Using practical and innovative solutions, our regional firm consistently provides architecturally sensitive and cost-effective structural engineering system designs for our clients in local market areas. for our clients in local market areas.

Design Team: Consultant Firm Qualifications

BAKER, INGRAM & ASSOCIATES
STRUCTURAL ENGINEERS

Baker, Ingram & Associates

Key Team Leader:

Cherie Moore, P.E.

Principal

Project Engineer and Principal, Cherie Moore has over 23 years of structural engineering experience. She is responsible for performing structural engineering design services for a number of different project types. Mrs. Moore's involvement begins with the conceptual design stage through construction documentation, construction administration services, report writing, specification editing, and shop drawing review.

Mrs. Moore's projects include both renovations and additions as well as new construction for educational, commercial, industrial, and retail facilities as well as waterfront structures. Her design experience includes masonry, wood, steel, precast, and cast-in-place concrete structures.

Mrs. Moore's ability to meet the demands of the project schedules, her commitments to the goals of her clients, her exemplary work ethic and her leadership abilities make her a valued member of the design team. As a result, she assumed the role of Branch Manager in 2023.

Design Team: Consultant Firm Qualifications

DEDC

ENGINEERING / DESIGN / CONSULTING

Established in 1965, DEDC is a privately owned, full service multi disciplined engineering and design firm. We offer in house expertise in mechanical HVAC, electrical, plumbing, process/chemical, instrumentation/control engineering and design services. Our organization is structured to meet the challenges of projects of different sizes and complexities. Our practice has been built upon the quality of our people, the depth of our client base, strength of our relationships, coupled with a diverse resume of design experience.

DEDC is dedicated to providing excellence in engineering and services. We will use our creativity to solve complex problems. We will be customer focused and flexible in all of our interactions. It is our challenge to ensure that the skills and talents of our staff meet your needs. By consistently listening to you we will understand your needs and objectives. Our goal is to become an extension of your organization. Our focus is the relationship, not simply the project.

Scope of Services/Deliverables

Pre-Design Phase

Deliverables:	**Scope:**
Architectural: Building Program Narrative Site and Zoning Analysis	- Conduct a Project kick off meeting with all team members to review the schedule, tasks, and overall project goals.
Surveying: Boundary Survey with Existing Conditions Topographic Survey Utility Locating as required	- Conduct Community Outreach Meetings and Surveys as required with the City of Pocomoke
Envioronmental: Phase 1 ESA Phase 2 ESA and Laboratory	- Meet with the City and staff to gather information and review project requirements, goals, expectations for the new facility.
	- Prepare a formal building program based on the information gathered in the meeting. Document the program in a narrative format.
	- Visit the site and conduct/prepare a site analysis for the project.
	- Coordinate all surveying and testing of the existing site, including environmental studies
	- Review all applicable zoning codes and summarize them into a zoning analysis statement for the project.
	- Meet with the County to present the Building Program, Site Analysis, and Zoning Analysis. Incorporate any revisions to the documents requested by the County.

Scope of Services/Deliverables

Schematic Design Phase

Deliverables:	**Scope:**
Architectural: Schematic Design Drawings Preliminary Construction Cost Estimate	- Prepare a schematic design concept for the building and site.
Civil Engineer: Sketch Concept Plan	- Consult with the Structrural engineer during schematic design to incorporate building and structural systems into the final schematic design concept for the building.
MEP Engineer: Project Narrative of Systems	- Consult with the MEP engineers during schematic design to review initial code requirements for MEP systems, review space planning and allocation for MEP systems, and coordinate the electrical service to the new building.
Structural Engineer: Structural System Narrative	
Landscape Architect: Concept Sketch Plan	- Coordinate with the civil engineer and landscape architect on the preliminary site plan design and layout.
	- Meet with the City and present the schematic design concept for the building and site.
	- Incorporate any changes into the schematic design as requested by the City.
	- Upon completion of an approved schematic design concept for the building and site, prepare a preliminary construction cost estimate for the project and present it to the County.

Scope of Services/Deliverables

Design Development Phase

Deliverables:

Architectural:
Design Development Drawings
Architectural Finish Boards / Samples
Outline Specifications
Systems/Elemental Cost Analysis

Geotechnical Engineering:
Soil Field Investigation (6 borings anticipated)
Laboratory Analysis of Soils
Final Engineering Report

Landscape Architecture:
DD Landscape / Hardscape Plans

Civil Engineering:
Site Plan
Stormwater Management Plan
Erosion and Sediment Control Plan

Structural Engineering:
Design Development Drawings

MEP / FP Engineering:
Design Development Drawings

Scope:

- Based on the final approved schmatic design drawings, engage the Geotechnical engineer to begin their field investigation, laboratory analysis, and final review/ engineer report.

- Define and Develop the architectural schematic design concept into more detailed building and site design drawings, coordinating with all disciplines.

- Begin the Mechanical, Plumbing, Electrical, and Fire Protection design of the building.

- Begin the Structural Design of the building.

- Work with the Landscape Architect to finalize the site planning, layout, landscape and hardscape design assumptions. Coordinate with the Civil Engineer throughout the process.

- Engage the Civil Engineer to prepare their site plan, stormwater, and erosion and sediment control plans in preparation for site plan submission.

- Prepare and organize architectural finish materials and samples for presentation to the County.

- Prepare an outline specification of significant systems, materials, and their equipment.

- Meet with the City to review the Design Development Drawings, Finishes, and Outline Specifications. Incorporate any changes into the Design Development Deliverables as requested by the City.

- Upon approval of the final Design Development Drawings, Finishes, Specifications, and all Preliminary Consultant Drawings, prepare a systems/elemental cost analysis for the project.

- Submit for preliminary site plan approval.

Scope of Services/Deliverables

Construction Documents Phase

Deliverables:	**Scope:**
Architecture: Construction Document Drawings Project Manual Final Specifications	- Based on the final approved design development drawings, outline specification, and architectural finishes, proceed with documentation for the final contract documents/ specifications.
Landscape Architecture: Final Site Landscape / Hardscape Plans	-Prepare the contract documents to be used for bidding, permitting, and construction of the project.
Civil Engineering: Final Stormwater Design Plans and Report Final E&S Plans Forest Conservation Plans Final Site Plan Comprehensive Development Plans	- Prepare a project manual / written specifications to be used for bidding, permitting, and construction of the project.
Structural Engineering: Construction Document Drawings Specifications	- Complete the Mechanical, Plumbing, Electrical, and Fire Protection design of the building.
MEP / FP Engineering: Construction Document Drawings Specifications	- Finish the Structural Design of the buildings.
	- Complete all Civil Engineering Design, Plans, and Secifications.
	- Finish the landscape and hardscape plans for the site.
	- Meet with the city to do a page turn of the final drawings. Incorporate any county requested changes into the final contract documents.
	- Submit all Final Site Plans, Stormwater Plans, and Full Development Plans and Reports for approval by the County.

Scope of Services/Deliverables

Bids / Negotiation Phase

Scope:

- Assist the City in preparation of the RFP for bidding.

- Answer RFI's and prepare Addenda as required during bidding.

- Review all Bids and make recommendations to the county for award of the contract.

- Coordinate as required with each discipline to answer questions and prepare Addenda related to their work, including landscape architecture, civil, structural, mechanical, plumbing , electrical, and fire protection.

Construction Administration Phase

Scope:

- Arrange and conduct routine site visits and project meetings to review progress, quality, and conformance with the contract documents.

- Issue/record field reports for each site visit.

- Respond to questions/rfi's from the contractor and coordinate with each discipline as required, including landscape architecture, civil, structural, mechanical, plumbing, electrical, and fire protection.

- Review of Submittals and Shop Drawings.

- Review Payment Applications /Change Order Applications, Construction Change Directives, Schedules.

- Preparation of any MEP As-built drawings from the contractors marked up prints.

- Issue certificate of substantial completion if requested by the County.

- Preparation of final punchlist after substantial completion.

Project Schedule

We are providing the following high level preliminary project schedule based on our current understanding of the project requirements. Our team will work with the City of Pocomoke to refine the schedule to meet their needs and maintain the schedule throughout the project.

October, 2025 — Notice to Proceed

November, 2023 — Pre-Design Phase

- Surveying / Field Tests
- Site/Zoning Analysis
- Programming
- Community Outreach

December, 2025 — Schematic Design Phase

- Prepare Schematic Design Drawings
- Coordinate with each Discipline

January, 2026

- Design Presentation / Revisions
- Prepare preliminary construction budget

February, 2026 — Design Development Phase

- Geotechnical Engineering Field Invest. / Report
- Prepare Design Development Drawings

March, 2026

- Coordinate with each Discipline
- Prepare Finish Selections / Samples
- Prepare Outline Specifications

April, 2026

- Complete Civil Engineering / Site Plan Concept
- Design Presentation / Revisions
- Detailed Construction Budget

May, 2026 — Construction Documents Phase

- Prepare Construction Document Drawings
- Coordinate with each Discipline
- Prepare Project Manual

June, 2026

- Prepare Written Specifications
- Review 90% Set with City
- Issue final Bid set and RFP

July-August. , 2026 — Bids/Negotiations Phase

- Assumed 60 days for Award of Contract

Sep. 2026 - Nov.. 2026 — Construction Adminstration Phase

- Assumed 2 months permitting
- 12 month construction schedule
- Substantial Completion

Preliminary Project Construction Budget

We are providing the following high level preliminary project budget based on our current understanding of the project requirements. Our team will work with the City of Pocomoke to get a more solid understanding of priorities as they relate to the project budget. There are many ways to control costs, however we want to ensure the City is planning accordingly for the overall project budget based on the parameters that have been provided through the RFP and Bid Process.

This budget is based on a 24,000 Square Foot Building and Turn Key Site.

Building Cost (@ $300 / square foot)	$7,200,000.00
Site Work	$500,000.00
Landscaping	$75,000.00
FFE (Furniture, Fixtures, and Equipment)	$225,000.00
Total Construction Budget	**$8,000,000.00**

Proposed Fee Schedule

We propose a Stipulated Sum Fee for the design phases outlined in this proposal. The sum for each phase is proportioned to the scope of work required for each discipline in the respective phase. The fee shall is allocated as follows,

Total Fee:	**$697,900.00**
Predesign Phase:	$57,800.00
Schematic Design Phase:	$117,075.00
Design Develoment Phase:	$188,500.00
Construction Documents Phase:	$209,550.00
Bids/Negotiations Phase:	$19,000.00
Construction Administration Phase:	$105,975.00

Work in the above phases includes the following disciplines,

Architecture
Landscape Architecture
Surveying / Civil Engineering
Structural Engineering
Geotechnical Engineering
Mechanical, Electrical, Plumbing, and Fire Protection Engineering

Additional Services: If additional services are requested by the client, they shall be billed on a time and expense basis at the standard hourly rates listed below for each discipline,

Architect:	
Principal Architect:	$200 / hr
Project Architect:	$170 / hr
Intern Architect:	$125 / hr
Landscape Architect:	
Principal Architect:	$145 / hr
Structural Engineer:	
Senior Consultant:	$200 / hr
Principal:	$155 / hr
Project Manager:	$130 / hr
Project Engineer:	$115 / hr
Engineer I:	$90 / hr
CADD Designer I:	$78 / hr
Administrative:	$60 / hr

MEP / FP Engineer:	
Principal:	$180 / hr
Senior Project Manager:	$155 / hr
Senior Engineer:	$155 / hr
Engineer:	$130 / hr
Senior Designer:	$105 / hr
Designer:	$95 / hr
Senior CAD Operator:	$80 / hr
CAD Operator:	$65 / hr
Clerical/Technical Assist.	$55 / hr

Appendix A
Consultants -Scope by Discipline

The following section lists each consulting discipline and their respective scope/deliverables included in this proposal. This list is supplemental to the forementioned scope of services and deliverables that has been included within the Architect's proposal. It has been provided specifically for reference of the work included by each discipline, within their respective proposals to the Architect. This list also provides specific exclusions for each discipline that have been outlined by the consultants, where applicable.

Landscape Architecture – Topio Landscape Architecture, LLC

Scope of work:

(1) Schematic Design Phase
- Consult with architect on overall site plan layout, elements, and building relationships

(2) Design Development Phase
- Work with architect and civil engineer early in DD to supplement the overall design concept of the site/stormwater plan with sustainable design practices and native landscaping concepts.
- Upon issuance of the final civil site plan, provide concept hardscape/landscape site plans and material specifications/samples, including exterior lighting and fencing

(3) Construction Documents Phase
- Prepare final Landscape/Hardscape plans and written specifications for bidding/construction

(4) Bidding/Negotiations Phase
- Respond to RFI's and prepare Addenda as required

(5) Construction Administration Phase
- Participate in routine meetings as required
- Review of Shop Drawings/Submittals
- Prepare Addenda as required

Appendix A
Consultants -Scope by Discipline

Civil Engineering / Surveying – Plitko Engineering, LLC

The scope of work provided includes all engineering and surveying anticipated throughout the design of the Pocomoke Community Center. This includes the required work through all phases of design, including schematic design, design development, and construction documents. The Bids and Negotiations phase of the project have allocated an allowance of time to be billed hourly based on our understanding of the project. These allowances are indicated below under exclusions.

Scope of work / Services Included:

Surveying:
Boundary and Existing Topo
Utility Locating
Geotechnical (Borings + Infiltration)

Environmental:
Phase I ESA
Phase II ESA and Laboratory

Civil Engineering:
Forest Delineation/Conservation Plan
Wetlands Certification
Sketch Concept Plan
Preliminary Site Plan
Concept Stormwater Management
Comprehensive Development Plan
Worcester County Soil Conservation District Plan
Final Engineering Documentation and Specifications
E&S Plans

Exclusions:

- All plan review and permit fees shall be the responsibility of the Owner.
- All surveying work required for constructoin of the building, including stake-outs, field verifications, and any/all required surveying from the contractor. The surveying included includes all work required to get through final site plan submissions and approvals to start construction. Surveying during construction will be the responsibility of the contractor.
- The engineer has included the following allowances of fees to be utilized during the Bids and Negotiations phase. If the project requires additional time, the Owner will be billed for any Time in excess of the allowance below. The engineer will seek approval from the Owner before exceeding this allowance.

Bids/Negotiations Phase:	$2000.00
Construction Administration Phase:	$7500.00

Appendix A
Consultants -Scope by Discipline

Structural Engineering – Baker, Ingram & Associates

Schematic Design Phase:
1. We will provide assistance in obtaining a subsurface evaluation and geotechnical engineering report.
2. We will assist the design team in the selection of the proposed structural systems.
3. Based on preliminary architectural drawings, we will prepare a structural narrative indicating the selected structural systems and the design criteria.
4. We will attend (1) virtual project coordination meeting as requested.

Design Development:
1. Based on the approved Schematic Design Documents, we will further develop the structural design of the building.
2. We will prepare Design Development level foundation plans, framing plans, schedules and details.
3. We will edit outline form structural division specifications.
4. We will attend (1) virtual project coordination meeting as scheduled.

C. Construction Documentation:
1. We will complete the structural design and analysis of the primary structural elements of the building and prepare final construction documents.
2. We will provide technical specifications in electronic format.
3. We will attend (2) virtual project coordination meetings as scheduled.

We have not included the preparation of additional documents for add or deduct alternates that involve significant variations in the structural system, depending on which alternate is selected. We also have not included significant redesign based on value engineering in the event that the estimated total construction cost are not within budget.

Bidding:
1. We will assist in the bid process by answering questions from prospective bidders and preparing addenda as required.

Construction Phase Services:
1. We will review required structural submittals.
2. We will review testing and inspection records.
3. We will respond to contractors' requests for Information.
4. We will attend up-to (4) virtual project construction meetings upon request.
5. (2) on-site construction observation visits are included upon request to verify that ongoing construction is in general compliance with the intent of the documentation prepared by our firm.

Our services on this project do not include: a subsurface evaluation and geotechnical engineering report; design of elements other than the primary structure; design of site structures; final cold-formed steel framing design and shop drawings; design of temporary shoring; stair and/or railing design; applications for permits; testing of materials; preparation of cost estimates; special inspections; re-design due to contractor error or full-time construction review services.

Appendix A
Consultants -Scope by Discipline

Mechanical, Electrical, Plumbing, and Fire Protection – DEDC LLC

Schematic Design Phase:
The objective of this phase is to review the system options and determine the mechanical and electrical systems that will serve the building. The scope of our services will include:
- Complete building block load calculations.
- Establish mechanical and electrical code requirements.
- Propose mechanical and electrical system options.
- Work with the project team to select mechanical and electrical systems that will serve the facility.
- Provide a conceptual narrative to describe the selected systems.
- Participate in two project meetings.

Design Development Phase:
The objective of this phase is to define and document the mechanical and electrical systems that will serve the building. The scope of our effort in this phase will include:
- Complete mechanical and electrical engineering calculations.
- Establish mechanical and electrical code requirements.
- Determine building fire protection and fire alarm requirements.
- Work with the power company to bring power to the building.
- Coordinate site utilities with site engineers.
- Provide preliminary specifications for major mechanical and electrical equipment.
- Prepare the following conceptual plans:
    - Mechanical Equipment Arrangement
    - Mechanical Single Line Ductwork Plan
    - Mechanical Plumbing Riser Diagrams
    - Mechanical System Diagrams
    - Electrical Single Line Diagram
    - Main Electrical Room Plan
- Participate in project and design review meetings.

Appendix A
Consultants -Scope by Discipline

Mechanical, Electrical, Plumbing, and Fire Protection – DEDC LLC

Construction Document Phase:

The scope of our mechanical and electrical engineering and design services includes:

- Complete mechanical and electrical load calculations.
- Complete site utility coordination.
- Select and specify mechanical and electrical equipment.
- Provide HVAC, plumbing and power drawings and written specifications for bidding and construction. The drawings will include.

Mechanical HVAC
HVAC Equipment Arrangement
HVAC Ductwork Plans
HVAC Schedules
HVAC Details
HVAC Notes and Legend
Plumbing
Service Piping Plans
Sanitary and Vent Piping Plans
Riser Diagrams
Electrical
Electrical Site Plan
Electrical Power and Lighting Plans
Electrical Site Lighting Plans
Electrical Single Line Diagram
Electrical Panel Schedules and Details
Electrical Notes and Legend

- Provide drawings and specifications for permitting and construction.
- Participate in project and design review meetings.

Construction Assistance (Assume a 12-month construction phase):

- Participate in contractor bid meeting.
- Answer requests for information during bid process.
- Review of shop drawings for compliance with project design criteria.
- Provide response to contractor requests for information.
- Provide record drawings of M/E/P drawings based on red lines provided by construction contractors.
- Attend up to 24 construction meetings.

Assumptions:

For estimating the time required to complete the above scope the following assumptions have been made:

1. Mechanical and electrical design will begin based upon an approved space plan, lighting location and receptacle location plan provided by architect. The architect will select all decorative light fixtures. Changes to the space plan requiring redesign will be considered as an additional service.

Appendix A
Consultants -Scope by Discipline

Mechanical, Electrical, Plumbing, and Fire Protection – DEDC LLC

2. Elevator design to be by others. Elevator design data to include mechanical and electrical loads to be provided by others for use by DEDC.
3. Kitchen design will begin upon receipt of an approved space plan, equipment arrangement and mechanical and electrical spot connection plans provided by the food service vendor.
4. Kitchen exhaust hoods and make up air equipment will be selected and provided by the Food Service Designer's selected hood vendor. If needed DEDC will provide ductwork and electrical design for the hoods and hood equipment and we will coordinate design (by others) associated with Ansul system modifications or additions.
5. DEDC's design of all mechanical utilities will extend to five (5) feet outside the building. Design beyond that point will be provided by others. We have included time to coordinate with the Civil Engineer.
6. Design of point of sale, voice/data, audio/visual, security, public address, nurse call or other special systems are excluded. DEDC will provide pathways (conduits, raceways). DEDC will provide communication wiring runs. The owner will be responsible for all final connections. Documentation of wiring for these systems will be provided by others.
7. Design of a pool area is not anticipated and is not included in this proposal.
8. We assume as-built drawings will be provided by the contractor. We assume that we will not be required to provide updated design documents based on as-built documentation provided by the contractor.
9. Building owner to provide all applicable design guidelines and building standards (equipment, materials) at the beginning on the project. Changes to these standards that require redesign may be considered an additional service.
10. Development of arc flash / coordination study will be performed by electrical contractor based on specification issued by DEDC in the contract documents.
11. Our proposal assumes that flow test will be during the schematic design phase of this project for determination of fire pump requirements. This is required for electrical design to begin. Based on this information a performance specification will be provided for fire protection and life safety work.
12. Structural design is excluded.
13. All estimating will be by others.
14. A separate, formal value engineering phase is not included currently. Special, in-depth studies of materials and construction options, including life cycle costing, are not included currently.
15. Owner to provide space occupancy and equipment loads for use in heat load calculations.
16. LEED accreditation services are not included in our proposed fee.
17. Design of temporary services and phased drawings is excluded.

Appendix B
Addenda from the RFP

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

MStafford@PocomokeMd.gov

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

MStafford@PocomokeMd.gov