

PROFESSIONAL DESIGN
SERVICES
PROPOSAL

**POCOMOKE CITY
COMMUNITY CENTER**



Pocomoke City, Maryland
RFP NO. PC-2026-1
September 18, 2025



WHEELER GOODMAN MASEK
165 LOG CANOE CIRCLE, SUITE B1
STEVENSVILLE MARYLAND 21666

V. 410.263.6787
www.wgm-arch.com

September 18, 2025

Attn: Ms. Melinda Stafford
City Clerk
City of Pocomoke
101 Clarke Avenue
Pocomoke City, MD 21851



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**RE: Response to Request for Proposals
Pocomoke City Community Center
RFP No. PC-2026-1**

Dear Ms. Stafford,

In accordance with your recent solicitation, we are pleased to submit our qualifications for the above referenced RFP.

Incorporated in 1987, Wheeler Goodman Masek (WGM) celebrates our 38th year of continuous practice this year. We are a design management firm offering architectural, interior design and planning services. Over 80% of our work is undertaken for clients who are public agencies or institutional owners. We believe that we are ideally and uniquely suited to complete this project for the City of Pocomoke, and we hope to convince you of the same as you review our response to your RFP.

We truly believe that to successfully realize this specific project, you need not just a design firm, but a partner. We understand the passion and the drive that the City of Pocomoke has to accomplish the design and construction of a community center to serve its citizens, and we also understand the very real constraints that exist that can jeopardize that desired end result. These are present in the form of not only physical and regulatory parameters, but also (and perhaps most importantly) entail a recognition and acceptance of the available budget.

You have indicated that you anticipate roughly \$5 million dollars to be available for the project's construction budget, obtained through a combination of grant funding, local funding, and perhaps community fundraising. You have also indicated that you are looking for a roughly 20,000 – 25,000 SF building. If we are fortunate enough to be selected to help you realize this project, you will come to find quite quickly that we will be upfront and transparent throughout the process. That includes right here at the outset, and we can confidently say that we do not believe that your desired program is reconciled with the available construction budget. But that does not mean that we cannot help you achieve your goals! On the contrary, we see this as an opportunity to work with you to help you *clarify, prioritize, and refine your vision* so that at the end of the day, your project and budget are reconciled, realistic, and achievable.

In this RFP response, we are offering you two possible paths forward. One is through the traditional **Design / Bid / Build (DBB)** procurement process as laid out in the RFP, but we have also opted to include an additional fee proposal option for a **Design / Build (DB)** approach with our preferred design-build contracting partner (Scheibel Construction). In both of these approaches, our fee proposal includes the design of a one-story building, likely between 10,000 – 12,000 SF. This response also includes an initial concept layout and sketch, to hopefully start to give you confidence that you can achieve your programmatic goals within a smaller footprint, and provide a successful and vibrant facility for your citizens within the realities of your available budget.



While we work throughout the State of Maryland and larger mid-Atlantic region, WGM calls the Eastern Shore of Maryland home. We enjoy the opportunity to pursue projects on this side of the bridge, and many of our proposed team members are also based in this area. Our proposed team brings together the resources of talented firms with similar design and management philosophies to our own. Our collective experience brings proven success to the needs and objectives to be addressed in your RFP selection process. We are pleased to include on our team the following firms:

- | | |
|--|--|
| • WGM Architecture and Interiors , Stevensville, MD | <i>Architecture / Interiors / Project Management</i> |
| • Davis, Bowen, and Friedel , Salisbury, MD | <i>Civil Engineering</i> |
| • SRBR Engineers , Catonsville, MD | <i>MEP Engineering</i> |
| • Pilottown Engineering , Lewes, DE | <i>Structural Engineering</i> |

Our ability to organize a uniquely qualified team such as the one listed and to establish a close working relationship with our clients and user groups has always been a major strength of WGM. Our team meets and exceeds all the evaluation criteria specified for this contract. We will undertake this project in a sensitive, professional and efficient manner.

The point of contact and authorized representative for this solicitation response is:

Jeremy Kline, AIA, LEED AP BD+C
Principal, Wheeler Goodman Masek & Associates, Inc.
165 Log Canoe Circle, Suite B1, Stevensville, MD 21666
Phone: 410.855.4768
Email: jkline@wgm-arch.com

On the following pages, please find attached information about our team and our understanding of the project as presented in the Request for Proposals (RFP). We are excited about the opportunity to establish a new relationship with the City of Pocomoke, and are confident that if selected, we will continue to deliver the same exemplary service that all of our clients have come to expect from WGM. We invite you to learn more about our team and experience on the following pages. We thank you for your most serious consideration.

Very truly yours,

A handwritten signature in blue ink, appearing to read 'Jeremy D. Kline'.

Jeremy D. Kline, AIA, LEED AP BD+C
Principal

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SECTION A: INTRODUCTION AND RELEVANT EXPERIENCE

GENERAL

Wheeler Goodman Masek (WGM) has the expertise, manpower and recent proven experience to undertake this project with the City of Pocomoke. Founded in 1982 and incorporated in 1987, WGM offers comprehensive **architectural, interior design, and facility planning services**. Our philosophy of carefully controlling our firm's growth assures direct participation by our principals in all of our projects. We recognize that all too often a principal's role within a larger firm basically evolves into firm administration with project responsibility being assigned to staff members. Technical expertise gained through project experience is often lost to the firm by staff turnover. We can assure the City of Pocomoke that the involvement of our principals in each project has resulted in the success of our firm and is an important starting point for the success of this contract.

The strength of our design experience is that we bring no prejudices or bias to the process. We **evaluate all options and suggestions** that are gathered during meetings with the Owner and User Group. We refrain from dismissing ideas or themes purely on cost or building code implications at early stages, but also seek to be transparent and realistic about reconciling program and budget throughout the design process. Ultimately, the impact of construction costs, available funding, and building and fire codes influence the final plan evolution.



Our firm's philosophy is quite simple: **We focus**

on service to our clients. WGM believes the final success and quality of a project is directly proportional to the energy the architect and client bring to a project. The process should be enjoyable for both the client and our staff. When design/client teams enjoy working together, it shows in the final product. All too often, after being selected for a project, we tour a client's facility which was completed by another architect. When questioned as to why they were changing architects, we often hear, "They were difficult to work with" or "They did not listen to our ideas". Our goal is to never be that type of architect. Our staff listens carefully and works very hard at providing a high level of service, making the design process enjoyable for our client. Our success is not measured by our awards, but in the number of repeat projects we design for our loyal clientele, year-in and year-out.

With this service-oriented philosophy, we are known as a **design-oriented** and **problem-solving** professional service firm. Our firm has developed a reputation for both the manner in which we undertake our projects, and our responsiveness and thoroughness during all stages of project design and development. In most cases, we are chosen through extensive selection processes based on our reputation and credentials. The fact that almost all of our clients return to us with additional projects reflects our ability to satisfy their needs.

SECTION A: INTRODUCTION AND RELEVANT EXPERIENCE

BUDGET AND SCHEDULE ADHERENCE

Working primarily in the public sector, one common and recurring theme through all of our experience has been the critical emphasis on **schedule adherence** and **budget compliance**. We are assigned projects which typically demand seasoned as well as talented designers who can recognize the critical element in each project and focus on that as the key part of the solution. In today's unpredictable bid market, it is this experience by members of the design team that allows the project to be designed, bid and completed within budget.

To this end, WGM views the project budget as perhaps the most important design parameter. It dictates the size and configuration of the project; its building systems and materials; and the level of design sophistication. From the outset, we utilize a combination of in-house value analysis and the service of an independent cost estimator to assure completion **within budget**. Potential review comments from regulatory agencies can have significant budgetary impacts on the project. We anticipate these issues and strive to negotiate an acceptable compromise without jeopardizing health and safety.

WGM has long been an advocate for designing a structure to not only be **efficient** but also **effective**. Understanding that the first cost of a building is not its ultimate cost, WGM has fostered the inclusion of value in all of its designs. The delicate balance between our clients' construction budgets and the life-cycle benefits of specifying sustainable materials in our designs is always considered.

We take **material selection** one step further by incorporating products we know from experience have provided our clients with a long history of beneficial service, while remaining unafraid to explore and incorporate the latest advances in material science. Many of our projects include **life-cycle costing** of building components – HVAC equipment and systems and

lighting are the most noteworthy examples, as well as exterior materials and interior finishes.



Queen Anne's County Office Building
Centreville, MD

Finally, WGM has a rigorous **quality assurance program** in place for each project. Quality assurance begins with experience. Our firm has developed a Quality Assurance Program which extends beyond each individual project and incorporates insights gained and lessons learned on previous projects. In-office design criteria, construction detailing and documentation, specifications, and construction phase review procedures are reevaluated at the completion of all projects. As a result of this review, we constantly update our specifications, standard details,

CAD data, and office procedures to improve the professional quality and technical accuracy of our services and contract documents. WGM has built its staff and selects its consultants based upon their experience. We firmly believe in the time proven phrase *"There is no substitution for experience"*.

SECTION A: INTRODUCTION AND RELEVANT EXPERIENCE

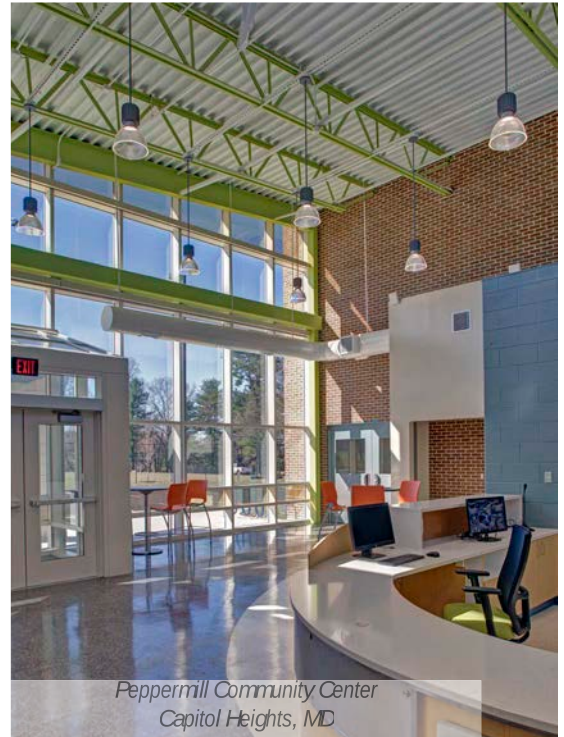
SUMMARY

Our work portfolio is dominated by work for public sector clients. As such, we are quite familiar with the cadence of these types of projects, and have a strong understanding of the typical phase requirements for these types of projects. Ultimately, we believe that any project challenge can be overcome through a process of **open dialogue** and **knowledge sharing**. WGM strives to establish a working relationship with all of our clients; one based upon mutual respect and a desire to work as a team to achieve project goals. We attempt to “partner” in a collegial sense with the Owner and the User Group. We believe we are more than just a successful architecture and interiors firm. We pride ourselves for our “hands on” service to our clients. As a consequence, we look to our client to be similarly energized and committed to the process and project goals

.Our services are most successful when achieved through active client participation and teamwork. We believe the most successful project will be achieved through a **collaborative relationship** between our team of design professionals and the client. Our goal is to solidify a shared vision, a cooperative spirit, and an understanding of what is possible and what is best.

The quality of our services has established long-standing relationships with our clients and resulted in a broad and diverse portfolio of work for which we are most grateful. We appreciate this opportunity to potentially begin a new relationship with the City of Pocomoke, and we hope and trust that you will give our proposal response your most serious consideration.

The following pages include examples of some of our relevant project experience.



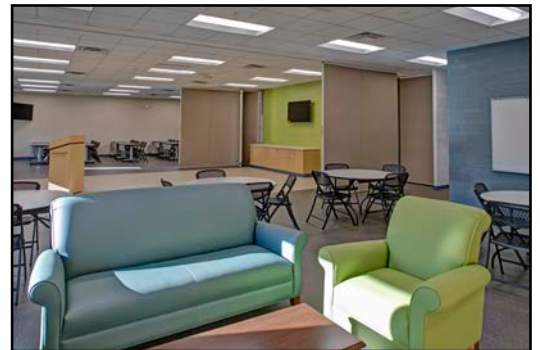
MARYLAND-NATIONAL CAPITAL PARKS & PLANNING COMMISSION (M-NCPPC) PEPPERMILL COMMUNITY CENTER Capitol Heights, Maryland

The design-build team of Scheibel Construction/WGM was commissioned by Maryland-National Capital Parks and Planning Commission (M-NCPPC) to design and build a new community center. The new community center of approximately 15,500 gross square feet replaces an existing center on the same site. The center includes a 1500 sq. ft. Fitness Room, two offices, two Multi-Purpose rooms, a Senior Flex Space, Youth Flex Space, Pantry, and a 6,000 sq. ft. gymnasium with a high school-sized basketball court. Other amenities include storage spaces, restrooms with a changing stall, and a family restroom with a shower.

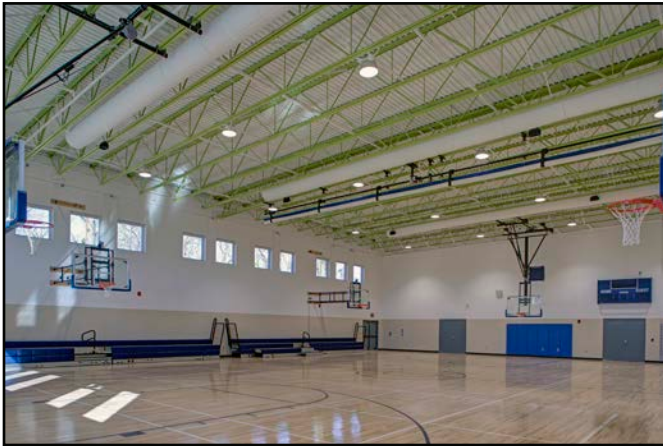
The Community Center's exterior features brick veneer with punched glazed openings, highlighted by accent areas of ground-faced block.

The central organizing element of the interior space is the main lobby, which is emphasized by a raised roof and copious glazing. This space acts as a hub for the functions within, and the large, open volume helps to connect the interior activities to those on the exterior. An area near the front entrance was reserved as the site for a public art installation.

The Gymnasium dominates the project to the western side, while the Multi-Purpose spaces and Senior Flex Space are organized along a north-south interior corridor. The arrangement of these spaces provides maximum flexibility for groups of varying sizes, and activities of different sizes and needs. Three of the four rooms can be opened to each other through the use of operable partitions.



WGM Architecture + Interiors: Additional Photos



ANNE ARUNDEL COUNTY MICHAEL E. BUSCH ANNAPOLIS LIBRARY Annapolis, Maryland



Wheeler Goodman Masek (WGM) was selected by the Anne Arundel County Department of Public Works to lead a consultant team to complete the design and construction of the high profile Annapolis Library. The firm had previously headed the site selection study for this important project. The site selection study identified viable sites for the replacement effort, and provided a framework for the evaluation and site selection of the new Annapolis Library.

This study aided the Site Selection Committee in their decision and recommendation of a site to the AACPL Board of Trustees, who ultimately made the recommendation to the County Council to leave the location of the Annapolis Library in the same location it currently exists. This critical site selection decision was the first step in implementing the vision presented in the AACPL Facilities Master Plan to meet projected community library needs in Anne Arundel County through the year 2036.

Rooted in identifying real community needs, designing for positive customer service experiences and creating spaces for the 21st century library activities, programs and learning outcomes, the Annapolis Library building program is a customized recipe of spaces, places, technology and collections that is uniquely Annapolis; intentionally designed to be flexible, nimble and adaptable for the future.

The architectural design of the building springs from both the visioning and programming process and the careful site analysis. In this way, the design for the Annapolis Library has evolved both from the inside-out (desired user experiences, programming requirements, and staffing and service models) and from the outside-in (site context, daylighting, regulatory requirements). In keeping with Anne Arundel County's sustainability goals, the Library achieved LEED Gold certification.

Focused on a service model of user experiences, the programming process successfully defined the spaces required in the new Annapolis Library. At the same time, external factors such as orientation, zoning considerations, storm water management and other site regulatory requirements, and neighborhood context have informed the exterior envelope and form of the building. On this site, the architecture, landscape and interior design have come together to make a powerful public place befitting an important civic building in Annapolis. This library is an opportunity to provide a new level of community engagement where all ages and walks of life are both welcomed and enriched by the offerings of the library.



AWARDS AND RECOGNITION

2023 Excellence in Design Award - Merit
AIA - Chesapeake Bay Chapter

**2021 Innovative New Project
Community Leader Award**
United States Green Building Council
(USGBC) Maryland









**CITY OF ALEXANDRIA
EISENHOWER AVE. FIRE STATION #210 & IMPOUND LOT**
Alexandria, Virginia



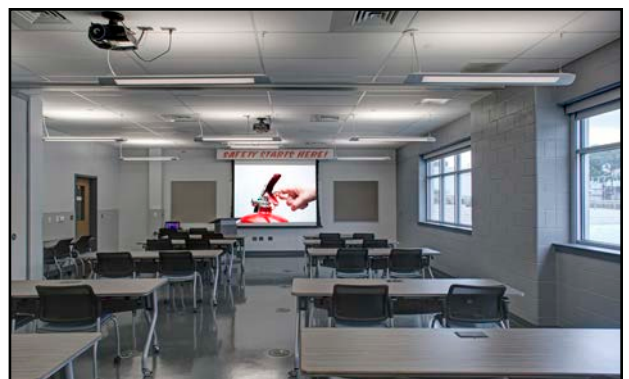
The Design/Build team of Scheibel Construction/WGM was commissioned to design and construct the new Eisenhower Fire Station No. 210 for the City of Alexandria. In addition to a fully operational fire station, the three level building also houses various training components for recruits. The lower level contains classrooms and a meeting room, associated administrative and storage support spaces, mechanical space, and a 30' clear high training bay. The main level contains the main operational components of the station, including the watch room, main apparatus bays, physical training area, locker room/showers, kitchen, and dining area. The main level also contains the SCBA repair area and associated storage area. The upper level contains the residential component of the station (bunk rooms), as well as an A/V suite. The station has a masonry veneer with punched glazed openings, with accent areas of metal panel and translucent fiberglass insulated glazing.



The project also includes a new Impound Parking Lot of approximately 124 parking spaces adjacent to the station. A diesel generator provides 100 percent backup power with an on-site fuel supply for a minimum 48 hours continuous operation. The project employed phased construction to maintain continual operation of the existing City of Alexandria Impound Parking Lot, requiring full completion of the new adjacent Impound Lot prior to construction of the station itself. The project includes site grading, storm and sanitary sewer service, natural gas service, electric service, water service and data/telephone service. The new Fire Station is heated and cooled using a geothermal water source heat pump system with an on-site vertical well field under the parking lot. This building achieved a LEED Silver certification.



WGM Architecture + Interiors: Additional Photos



QUEEN ANNE'S COUNTY OFFICE BUILDING

Centreville, Maryland

WGM was selected via a competitive RFP process to provide architectural design and project administration services to Queen Anne's County for a new County Office Building to be located immediately across the street from Queen Anne's County High School in Centreville, MD.

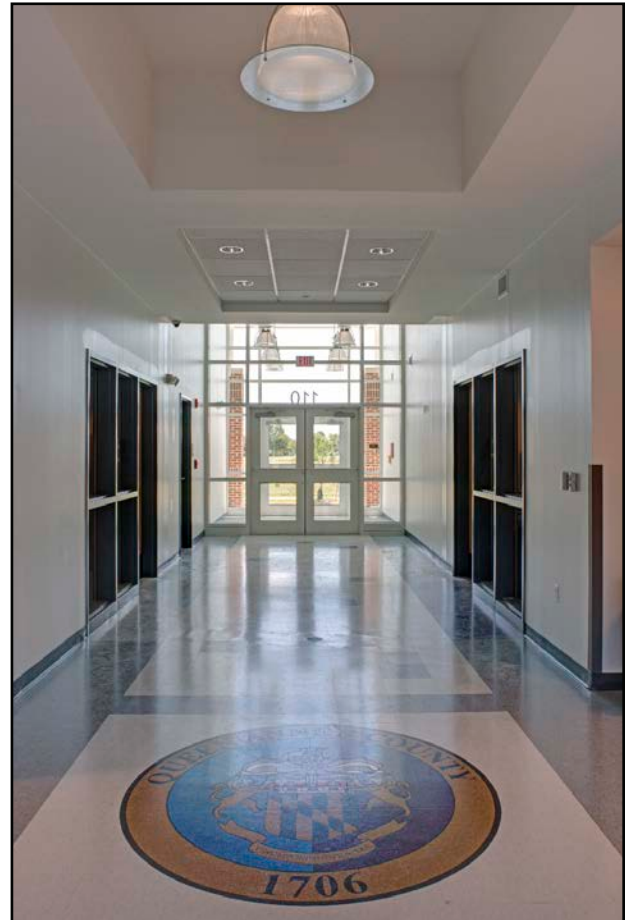
The new facility includes offices, conference, meeting, and other support spaces to house the Planning & Zoning Department, the Board of Elections, and the Departments of Information technology and Community Affairs. These tenants were historically housed in separate structures, and the consolidation of these different agencies under one roof opened up County land the new Queen Anne's County Courthouse (currently under construction) and eliminated leased space from the County rolls.

The tenant spaces have each been designed to function autonomously, but are grouped around to main circulation corridors. These corridors essentially divide the building into four "quadrants," with the fourth quadrant dedicated to shared/public use. The Commission Meeting Room has been pulled out of the P&Z suite and into this shared quadrant, and combined with an additional Shared Conference room available to all office staff (or other off-site county departments) to create the potential for an even larger meeting space than currently exists outside of the County schools.

Each tenant has specific programmatic requirements which were carefully addressed in the design of the building. The P&Z and shared spaces are oriented to the west (closest to the parking lot), while the Board of Elections and State's Attorney inhabit the front of the building (closest to the street), and can be accessed from on street parking. The east-west lobby has been designed as a "pass-through" lobby, connecting the street façade with the rear parking lot, and allowing an architectural entry presence on both the east and west sides of the building. The main parking lot is shielded from the street (as per Town of Centreville design guidelines), and is immediately adjacent to the project's geothermal well field, which provides all heating and cooling for the building.

In an effort to be sensitive to the adjacent residential properties, the office building material palette consists primarily of brick and cementitious siding on the exterior, punched windows, and an asphalt shingle roof. The two main entry points are identified with glazed entry faces, brick pillars, and canopies. From a massing standpoint, the building is organized around a large hipped roof with gable accents – the sloping roofs again help to mitigate the scale of the structure. The entire project attempts to remain respectful of its residential neighbors through both form and materiality, while also identifying itself as an important commercial building for Queen Anne's County.





SECTION B: PROPOSED SCOPE OF SERVICES

PROPOSED PROJECT PARAMETERS AND DELIVERY APPROACH

As indicated in our Cover Letter, our proposed Scope of Services differs from some of the parameters laid out in the RFP. These modifications are all in an effort to maintain the identified project construction budget of \$5,000,000.00. To achieve this budget, we are specifically proposing to design a building based on the following parameters:

- ❖ **Building size of roughly 10,000 - 12,000 SF**
- ❖ **One-story building**

In **Section C** of this Proposal, we have included an initial proposed concept to exhibit the size and layout of a building and site which we believe could be achieved with your available construction funding. Our proposed scope includes refining this concept with you to include with your grant application as you pursue this funding source.

In addition to an initial concept design to include with the grant application, our proposal also includes the following traditional design phase submissions, each accompanied by a package for Owner review:

- ❖ **Schematic Design (30% complete)**
- ❖ **Design Development (65% complete)**
- ❖ **Construction Documents (100% complete, bid-ready)**

Finally, this proposal includes Construction Administration phase services to assist the Owner during the construction process in ensuring the integrity of the design intent.

As indicated in the Cover Letter, we are offering fee proposals for **two different project procurement approaches**. We understand that the RFP solicits proposals for a traditional **Design/Bid/Build** approach, and we are quite comfortable working in and through this delivery method with our public sector clients: it is in fact the vast majority of the work we do. However, we have opted to also include an additional fee proposal for a **Design/Build** option as well. We truly believe that for a project and process such as yours, with a fixed and finite budget, a Design/Build delivery model will provide you with the best chance of achieving your project goals for the Community Center within the constraints of your budget.

The importance of budget adherence cannot be overstated. By involving the construction partner during the design process, our team will be able to help you prioritize your project goals to ensure that the as-designed project ***can be built for the identified budget.***



A potential pitfall of entering a more traditional Design/Bid/Build process is that you may end up with a building design that meets all your needs and wants - but when the project goes out for bid, you may discover that the vision of the design is too expensive for the reality of construction. In cases where additional funding sources are available, such as reallocating money from another project to cover the shortfall, this may not be a major concern. However, when a project is subject to a tight budget, the possibility of bids coming in higher than expected can leave it in a difficult and uncertain place.

SECTION B: PROPOSED SCOPE OF SERVICES

THE DESIGN-BUILD APPROACH - FURTHER DETAILS

Our Design/Build philosophy is to **turn our client's vision into reality, in an efficient and cost-effective manner**. By involving the construction partner throughout the design process, we can quickly identify challenges and mitigate risks, thus ensuring that the construction phase proceeds smoothly. Effective coordination between the Design Team and the Construction Partner during the design phase **eliminates guesswork, reduces scope gaps**, and significantly **reduces the number of change orders** during construction. The Design/Build team is collaborative and integrated right from the start, with all members focused on delivering the best results for the client. This approach is particularly effective for projects with **fixed budgets and/or time-sensitive schedules**.

Cost Certainty and Budget Control

Traditional Design/Bid/Build projects always run the risk of bids coming in over budget. Should that happen, the client must either reallocate money from other sources to cover the shortfall, redesign the project which results in additional "soft" costs and timeline delays, or else put the project on hold indefinitely. The Design/Build approach eliminates this risk. Actual construction costs are considered throughout the design process with input from the Construction Partner. This allows the scope of construction to be easily adjusted to accommodate both the client's needs and the reality of construction costs.

Streamlined Communication

With the Design Team and the Construction Partner united under a single contract, communication and accountability are simplified and streamlined. The team structure ensures that everyone is aligned on budget, scope and schedule right from the start, resulting in more efficient project management and reduced administrative load, saving time and money.

Schedule Efficiency

There can be some "overlap" between design and construction phases on a Design/Build project. Construction work can sometimes commence before the final design documents are completed, compressing the timeline needed for completion.

The Construction Partner can purchase materials earlier to take advantage of lower prices; and products with long lead times can be ordered well in advance, avoiding delays during construction due to delivery schedules.

Integrated Risk Mitigation

Shared goals and early alignment reduce miscommunications and disputes. With reduced change orders and quicker conflict resolution, Design/Build delivers overall lower project risk and smoother execution.

Owner Convenience

The Design/Build team oversees coordination between trades and design disciplines, reducing the need for owner involvement in day-to-day issue reso-



SECTION B: PROPOSED SCOPE OF SERVICES

lution. Working with an experienced, qualified Design/Build team allows design and construction to be aligned right from the start and eliminates the adversarial dynamics that sometimes ensue between the design team and the low-bidding contractor on traditional Design/Bid/Build projects.

In addition, our collaborative relationship with our Construction Partner, Scheibel Construction, ensures that we are constantly and consistently exploring the most fiscally efficient and expeditious methods to achieve the design intent.

OUR DESIGN/BUILD CONSTRUCTION PARTNER: SCHEIBEL CONSTRUCTION

Over the past seventy-seven years, **Scheibel Construction** has earned a reputation for quality and excellence. With a broad range of experience in all types of construction, Scheibel's approach to Design/Build projects is to quickly identify potential challenges and risks, then perform investigations and studies as needed to address the concerns and ensure they will not affect the project goals.

Scheibel's initial and ongoing risk evaluation provides design guidance to streamline the process, avoid downtime, and achieve the **best possible outcome for the project**. Throughout the design process, Scheibel will plan the construction phase with a heavy emphasis on **value, proficiency and constructability analysis**.



With access to a vast network of subcontractors and suppliers, Scheibel brings real-world and real-time expertise and experience. During the design phase, their insight into systems and components that have or have not worked well on previous projects is invaluable. Current pricing information, field installation knowledge, scheduling and component compatibility, lead times, special installation requirements are all utilized to find the optimal solution to design problems – always keeping the client's budget in mind. In addition, our **collaborative relationship** ensures that we are constantly and consistently exploring the most fiscally efficient and expeditious methods to achieve the design intent.

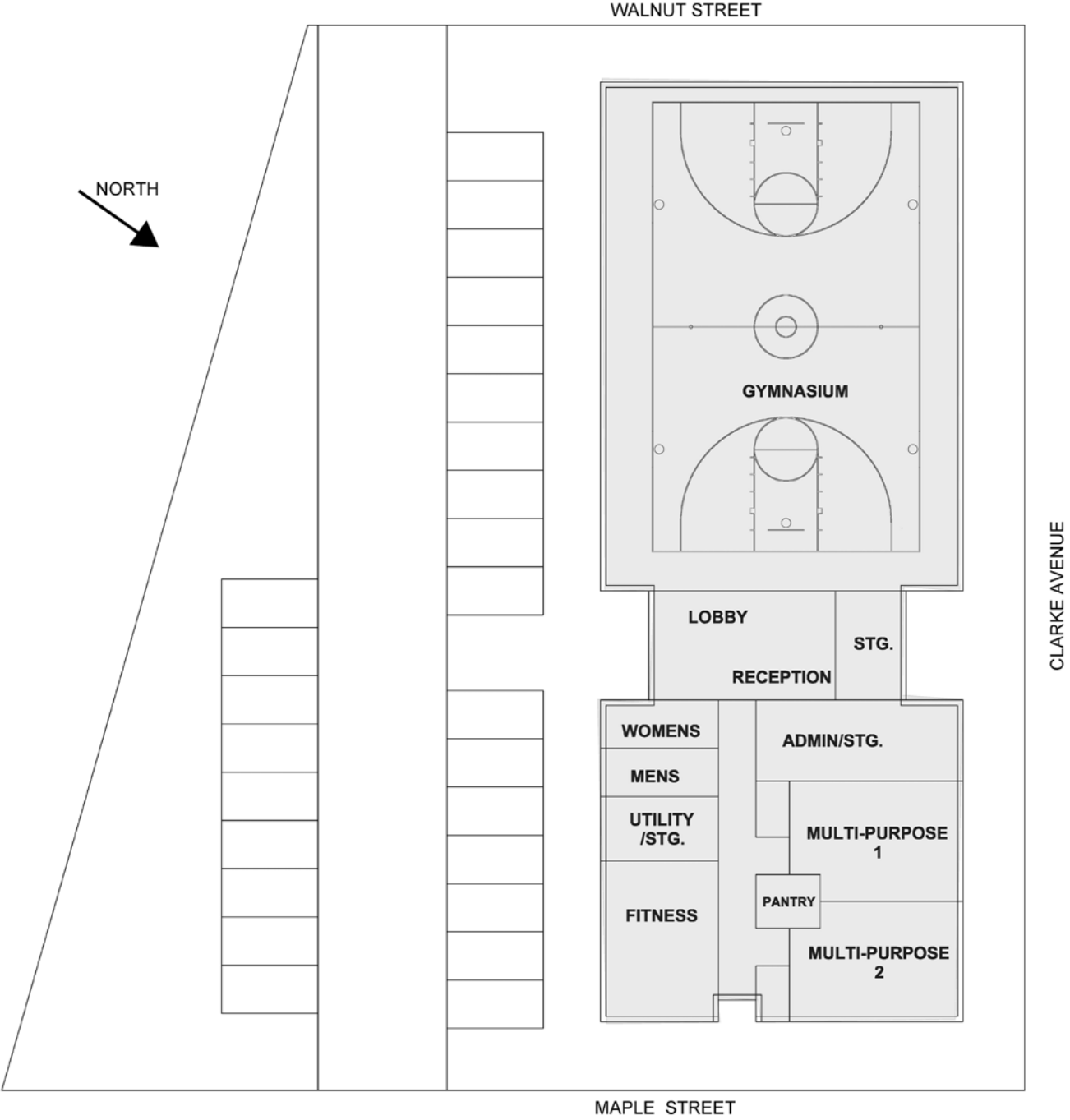
CONCLUSION

The Design/Build team of WGM and Scheibel Construction has worked together on many successful public projects. Together, our hand-on approach has delivered high-quality facilities for our clients, including **Anne Arundel Community College**, the **City of Alexandria**, **St. Mary's County Public Schools**, **Calvert County Public Schools**, and the **Maryland-National Capital Park and Planning Commission** among others. Our diverse portfolio of projects illustrates our ability to adapt to changing conditions, accommodate challenges, and work effectively with a wide variety of clients with a broad range of needs.

Over the past twenty-five years, our team has worked together, grown, evolved and adapted to change on numerous projects of diverse types. Our seasoned professionals are ready to help the City of Pocomoke turn your vision for a new Community Center into a reality.



SECTION C: CONCEPT



SECTION C: CONCEPT



NORTHEAST VIEW FROM CORNER OF MAPLE STREET AND CLARKE AVENUE



SOUTHEAST VIEW FROM MAPLE STREET

SECTION D: ORGANIZATIONAL CHART - DESIGN/BID/BUILD



Jeremy Kline, AIA, LEED AP BD+C
Principal-in-Charge / Project Manager

Rick Kleponis, AIA, LEED AP BD+C
Project Architect

CIVIL ENGINEERING

DAVIS, BOWEN & FRIEDEL, INC.

Steven P. Nichols, P.E.
Civil Engineer

Timothy M. Metzner, PLA, LEED AP-ND
Sr. Landscape Architect

Eric W. Tolley, PLS
Senior Surveyor

STRUCTURAL ENGINEERING

PILOTTOWN ENGINEERING

James. R. Baker, P.E.
Managing Partner

Ryan Connell, P.E.
Associate

Jessica N. Rogers
BIM / CAD Manager

M/E/P/FP ENGINEERING

SRBR ENGINEERS, INC.

Donald W. Gray, P.E.
Project Manager / Electrical Engineer

Patrick Lange, P.E.
Project Manager / Mechanical Engineer

Kevin McCarty
Construction Administrator / Mechanical Designer

SECTION D: ORGANIZATIONAL CHART - DESIGN/BUILD



DESIGN/BUILD TEAM



Gus Muell
Project Manager

Nathan Laulis
Field Superintendent

Bill Varnon
Project Estimator



Jeremy Kline, AIA, LEED AP BD+C
Principal-in-Charge / Project Manager

Rick Kleponis, AIA, LEED AP BD+C
Project Architect

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Project Manager / Electrical Engineer

Patrick Lange, P.E.
Project Manager / Mechanical Engineer

Kevin McCarty
Construction Administrator / Mechanical Designer

JEREMY KLINE, AIA, LEED AP BD+C



Project Role: Principal / Project Manager

Education

University of Virginia
Master of Architecture - 2007

University of Virginia
B.A. Architecture - 2002

University of Copenhagen
Danish International Study Abroad
Architectural Design - 2001

Professional Registration

Registered Architect
Maryland - 2008 (#15453)
Virginia - 2008 (#0401014670)

LEED AP BD+C - 2008

Professional Affiliations

American Institute of Architects (AIA)
AIA Chesapeake Bay Chapter
President, 2013
Secretary, 2008-2012

National Council of Architectural
Registration Boards (NCARB)



United States Green Building
Council (USGBC) - Baltimore Chapter



Jeremy Kline, AIA, LEED AP BD+C is Principal and President of WGM. His primary focus is ensuring that WGM continues to deliver the same high quality work and customer care that has been the hallmark of the firm through over three decades of successful service. At the same time, Jeremy has made it a priority to keep WGM at the forefront of the ever-changing technological landscape of the architectural profession, and was a leader in transitioning the firm into the BIM (Building Information Modeling) era.

Jeremy is licensed to practice architecture in Maryland, Virginia, and Washington, D.C., is a LEED (Leadership in Energy and Environmental Design) accredited professional, and is a NCARB Certificate holder, a credential that facilitates licensure across borders.

In addition to directing firm management and policy, he continues to serve in a leadership role for individual projects, where his commitment to detail, strong inter-personal skills, and thorough design sensibilities lay a strong foundation for project team success. His experience includes:

- **Anne Arundel County**

Michael E. Busch Annapolis Library, Annapolis, MD (*LEED Gold*)

Annapolis Regional Library Feasibility Study, Annapolis, MD

Central Sanitation Facility, Millersville, MD

New Administration Building (*LEED Silver*)

Utility Group Tenant Modifications

Rehabilitation of Building 106 Study, Naval Dairy Farm, Gambrills, MD

Eastern District Police Station, Pasadena, MD (*LEED Silver*)

Police/Fire Training Facility Site Study, Davidsonville, MD

- **Maryland-National Capital Park & Planning Commission**

Peppermill Community Center, Capitol Heights, MD

- **Queen Anne's County Office Building, Centreville, MD**

- **City of Alexandria, Virginia**

Cameron Mills Fire Station No. 203 (*LEED Gold*)

Eisenhower Avenue Fire Station No. 10 (*LEED Silver*)

- **Calvert County Substance Abuse Facility, Barstow, MD**

- **City of Bowie Whitemarsh Park Restroom/Concession Building Study, Bowie, MD**

- **City of Rockville**

City Hall Space Study

City Hall Renovations

Courthouse Square Reconfiguration

Gude Drive Maintenance Facility Complex - Phases 2 and 3

King Farm Assessment

Police Department Headquarters

Senior Center Addition

Swim Center Addition

Twinbrook Neighborhood Zoning Study

- **John Bell House Historic Preservation, Dover, DE**

- **Maryland Department of General Services**

Fort Frederick Comfort Station, Big Pool, MD

Senate of Maryland - Bladen St. Courtyard, Annapolis, MD

Senate of Maryland - College Avenue Courtyard, Annapolis, MD

Spring Grove State Hospital DIX Bldg. Elevator Addition, Catonsville, MD

- **City of Annapolis**

PEG TV Studio/Independent Fire Hall Adaptive Reuse, Annapolis, MD

RICHARD KLEPONIS, AIA, LEED AP BD+C



Project Role: Principal / Project Architect

Education

University of Maryland
Bachelor of Architecture - 1988

Professional Registration

Registered Architect
Maryland - 2000
District of Columbia - 1994

LEED AP - 2007

Professional Affiliation

American Institute of Architects (AIA)
AIA Chesapeake Bay Chapter
Treasurer 2009 - 2014
President 2005



United States Green Building
Council (USGBC) - Baltimore Chapter

Richard Kleponis, AIA, LEED AP BD+C, is a Principal of WGM, and takes an extremely active role in all work under his direction, maintaining consistent contact with the project from pre-design through construction administration. His ability to carry a project from vision to reality and consistently deliver an outstanding product is a hallmark of WGM's continued successful client relationships. He is LEED accredited and is a specialist in sustainable design. Rick's experience includes:

EDUCATIONAL FACILITIES

- **Queen Anne's County Public Schools:**
 - Guided Vestibule Projects (Various)
 - Board of Education Building Feasibility Study
- **Anne Arundel Community College, Arnold, MD**
 - New Central Services Building / Relocation of Historic Barns & Silos
- **Anne Arundel County Public Schools:**
 - Central Middle School Open Space Conversion & Renovations
 - Guided Vestibule Projects (Various)
 - Maryland City Elementary School Gymnasium Addition
 - Magothy River Middle School Open Space Conversion & Renovations
 - Meade Heights Elementary School Classroom Addition
 - Piney Orchard Elementary School Kindergarten Addition
 - Severn Elementary School Kindergarten Addition
 - Severn River Middle School Open Space Conversion & Renovations
 - Severna Park Elementary School Kindergarten Addition
 - Severn River Middle School Open Space Conversion & Renovations
- **Kent County Public Schools:**
 - Guided Vestibule Projects (Various)
- **St. Mary's County Public Schools, St. Mary's Co., Maryland**
 - Leonardtwn Elementary School Additions and Modernization
 - Leonardtwn Middle School Renovation & Modernization
 - Mechanicsville Elementary School Feasibility Study
 - Mechanicsville Elementary School Modernization
 - Oakville Elementary School Addition
 - Piney Point Elementary School Addition
 - Ridge Elementary School Gymnasium
 - Spring Ridge Middle School Addition and Renovation

GOVERNMENT FACILITIES

- **City of Rockville**
 - City Hall Renovations
 - Senior Center Additions
 - Police Department Headquarters
- **Anne Arundel County Central Sanitation Facility**, Millersville, MD (*LEED Silver*)
- **Calvert County Substance Abuse Facility**, Barstow, MD
- **Eisenhower Avenue Fire Station No. 210**, Alexandria, VA (*LEED Silver*)
- **James Senate Office Building Renovations**, Annapolis, MD
- **Kinder Farm Park Interpretive Farm Museum Complex**, Millersville, MD
- **Harry & Jeanette Weinburg Swim Complex**, Pasadena, MD

OFFICE / CORPORATE BUILDINGS

- **Anne Arundel Co. Employees Federal Credit Union**, Millersville, MD
- **BB&T Bank (Eastport Branch)**, Annapolis, MD
- **Chaney Enterprises Headquarters**, Waldorf, MD (*LEED Silver*)
- **Collington Episcopal Life Care Community Facility**, Mitchellville, MD
- **Cove Point Administration Building**, Millersville, MD (*LEED Silver*)
- **Firemark Office Building**, Millersville, MD
- **PNC Bank**, Annapolis, MD





Assigned Individual Name: Gus Muell
Project Assignment/Role: Senior Project Manager

Years of Overall Work Experience: 14 years
Duration/Time with Scheibel: 10 Years
Current Assignment/Role: Senior Project Manager

Current and Previous Positions Held:

Senior Project Manager, 2024 - Present

Oversees preconstruction and construction phases. Leads budget estimating and constructability reviews. Prepares trade packages and negotiates contracts, creates and maintains CPM schedules, document processing and control, project accounting, and consults with design teams, owners, and subcontractors. Management of site superintendents and field issues.

Project Manager, 2016 - 2024

Assistant Project Manager, 2015 - 2016

Superintendent, *BuilderGuru Contracting, Inc.*, 2013 - 2015

Mechanic, *Berwyn Ceiling & Walls, Inc.*, 2011 - 2013

Educational Background/Degree Information:

Degree: BS Construction Management, East Carolina University, 2011

Certifications Held: 30-Hour OSHA Safety Certification

Relevant or Similar Project Experience:

Park Hall Elementary School Systemic HVAC Reno.

Renovations & addition to a 62,823 sf elementary school. The project included the addition of five new kindergarten classrooms and the renovation of two existing kindergarten classrooms.

Size: 62,823 sf **Cost:** \$3,421,696

Delivery Method: Design, Bid, Build

Reference: St. Mary's County Public Schools
 Todd Whitlock, Project Management Coordinator II
 301-475-4256, tgwhitlock@smcps.org

Peppermill Community Center

Design/build construction of a new 15,500 sf community center. The center includes a fitness room, offices, multi-purpose rooms, youth and senior flex spaces, a gymnasium with a high school sized basketball court. The ball-field and playground stayed in use while the center was under construction.

Size: 15,500 sf **Cost:** \$6,444,480

Delivery Method: Design/Build with GMP

Reference: Maryland-National Capital Park & Planning Comm.
 Brian Stewart, Construction Section Supervisor
 301-454-1463, brian.stewart@pgparks.com

Mechanicsville Elementary School Limited Reno.

40,348 sf phased-occupied renovation. The work predominantly included HVAC equipment replacement and new finishes throughout the building.

Size: 40,348 sf **Cost:** \$10,411,102

Delivery Method: Design, Bid, Build

Reference: St. Mary's County Public Schools
 Wes King, Project Management Coordinator I
 301-475-4256 x34123, cwking@smcps.org

Baldwin Elementary School

The project is a new 140,000 square foot elementary and intermediate school. The 3-story section of the building is a structural steel and load bearing masonry structure.

Size: 140,000 sf **Cost:** \$32,873,480

Delivery Method: Design, Bid, Build

Reference: Manassas City Public Schools
 Russ Helton
 703-856-1974; rhelton@mcpsva.org



Assigned Individual Name: Nathan Laulis
Project Assignment/Role: Superintendent

Years of Overall Work Experience: 40 years

Duration/Time with Scheibel: 5 years

Current Assignment/Role: Superintendent

Current and Previous Positions Held:

Superintendent, 2020 - Present

Responsibilities include completion of daily logs, quality control, material scheduling, jobsite safety, coordination of work and scheduling with subcontractors, owners and architects.

Superintendent/Project Manager, Pinnacle Construction, 2018-2020

Project Manager, Atlantic NICC JV, 2013-2018

Owner/Operator, Western Shore Construction, 2004-2013

Superintendent, Faccina Construction, 1990-2004

Superintendent, Charles A. Tompkins Company, 1985-1990

Education/Training:

30-Hour OSHA Safety Certification

Joint Carpentry Apprenticeship, 1981

Seminars for Management and Leadership, Contract Management, Loss Control and Safety

EPA—Approved Asbestos Supervisor Course

Construction Quality Management (CQM) for Contractors

EM 385 40 Hour Course

Relevant or Similar Project Experience:

Twin Beaches Library

Construction of a new 18,000 sq ft 3 story library with 10,065 sq ft parking garage below.

Size: 18,000 sf

Cost: \$11,045,845

Delivery Method: Design, Bid, Build

Reference: Calvert County Board of Commissioners
 CJ Jones, Project Manager
 301-274-4311, stephen.jones@calvertcountymd.gov

Park Police & ITC Headquarters

Renovation of a 70,000 sf building in phases/tasks and specific areas of the site to accommodate M-NCPPC's Park Police, ITC and EAM divisions. This project includes six (6) separate tasks in different areas of the building.

Size: 70,000 sf

Cost: \$4,877,980

Delivery Method: Design/Build with GMP

Reference: Maryland-National Capital Park & Planning Comm.
 Mitchell Moodie, Lead Construction Representative
 301-699-2524, mitchell.moodie@pgparks.com

Dahlgren Navy Gateway Inn & Suites

New construction of a 69,750 sf hotel building consisting of 124 guest rooms and supporting spaces.

Size: 69,750 sf

Cost: \$35,747,754

Delivery Method: Design/Build with GMP

Reference: Department of the Army
 Brett K. Lee, Project Manager
 410-326-6830, brett.k.lee.naf@us.navy.mil



Assigned Individual Name: Bill Varnon
Project Assignment/Role: Senior Estimator

Years of Overall Work Experience: 42 years
Duration/Time with Scheibel: 14 years
Current Assignment/Role: Senior Estimator

Current and Previous Positions Held:

Senior Estimator, 2011 - Present

Hands-on experience using state-of-the-art Timberline Estimating software. Performance of pricing and data formulation of commercial and residential building for estimate submission to owners, contractors, and developers based on evaluation of specifications and blueprints, monitoring and development of quantity surveys including written proposals and AIA documents. Interact with owners/developers and architects on behalf of contractor and coordinated subcontractor requirements. [Experience in comprehensive preconstruction services such as value engineering and constructability reviews.](#)

[Has been involved in every Scheibel Design-Build project since 2011.](#)

Self-Employed, Residential/Commercial Construction, 1983 - 2011

Educational Background/Degree Information:

Degree: BS Business Administration, James Madison University 1987

Certifications Held: Certified Timberline Estimating Software

Relevant or Similar Project Experience:

Billingsley Elementary School

New 103,737 sf elementary school. Two-story academic classrooms with admin areas, gymnasium, and cafeteria. Hybrid ground source geothermal heat pump.

Size: 103,737 sf **Cost:** \$36,903,652

Delivery Method: Design, Bid, Build

Reference: Charles County Public Schools
 Steve Andritz, Director of Planning & Construction
 301-934-7290; sandritz@ccboe.com

SMECO Southern Region Facility

Project includes preconstruction and construction services for a new 70,000 sf One-story office building, truck bays and warehouse, and demolition of an existing facility.

Size: 70,000 sf **Cost:** \$32,529,278

Delivery Method: Construction Manager at Risk

Reference: Southern Maryland Electric Cooperative (SMECO)
 Ryan Schlotterbeck, Project Manager
 301-274-4311; ryan.schlotterbeck@smeco.coop

St. Mary's Ryken High School - Donnie Williams Center

This project was performed under Construction Manager at Risk that included preconstruction and construction services for a new 49,094 sf, 3-story athletic complex.

Size: 49,094 sf **Cost:** \$15,199,253

Delivery Method: Construction Manager at Risk

Reference: St. Mary's Ryken High School
 Rick Wood, President
 301-373-4172; rwood@smrhs.org

Willard Maintenance Facility

New 65,000 sf primarily one-story maintenance facility building. Approximately 9,000 SF of the building is two stories to include administrative support and mezzanine areas. The building consists of primarily steel framed construction with load bearing CMU walls and a brick and cast stone façade.

Size: 65,000 sf **Cost:** \$47,270,063

Delivery Method: Design, Bid, Build

Reference: Fairfax Water
 Rufino Vinluan, CCM
 703-289-6366; rvinluan@fairfaxwater.org



EDUCATION

Bachelor of Science
Civil Engineering Technology
Rochester Institute of Technology
2008

Associate of Applied Science, Civil
Engineering Technology College
Hudson Valley Community
2005

REGISTRATIONS

Professional Engineer: MD, DE, & NY

EXPERIENCE

2014 - Present, Civil Engineer
Davis, Bowen & Friedel, Inc.
2007 - 2014, Staff Engineer

Crawford Associates Engineering, PC
2006, Engineer Assistant

Bergmann Associates
2004 - 2005, Transportation
Construction Inspector
New York State

AFFILIATIONS

American Society of Civil Engineers

STEVEN P. NICHOLS, PE

Civil Engineer | Department of Land Development

Mr. Nichols has over ten years of experience with providing educational, municipal and commercial civil engineering services. His experience has included water and wastewater design implementation, site design, site layout, grading, utility layout/design, stormwater management design, and the preparation of Erosion & Sediment Control plans. Additionally, Mr. Nichols has been responsible for on-site inspections and reporting, site surveys and stakeouts, investigative field work, and construction phase documentation.

REPRESENTATIVE PROJECTS

- Talbot County Community Center Addition
Easton, Maryland
- Salisbury University Athletic Complex Renovation
Salisbury, Maryland
- Chipman Elementary School Parking Lot Expansion
Salisbury, Maryland
- Northwestern Elementary School Site Improvements
Mardela Springs, Maryland
- Sussex Consortium School - New School
Sussex County, Delaware
- Milford Middle School - New School
Milford, Delaware
- Chapel District Elementary School Addition/Renovation
Cordova, Maryland
- Berlin Fire Station
Worcester County, Maryland
- Bridgeville Police Department
Bridgeville, Delaware
- Worcester County Vehicle Storage
Worcester County, Maryland
- Rehoboth Beach City Hall
Rehoboth Beach, Delaware
- Ocean Pines Police Department
Berlin, Maryland
- Ocean Pines Clubhouse
Berlin, Maryland



TIMOTHY M. METZNER, PLA, LEED AP ND

Senior Landscape Architect | Department of Land Development

Mr. Metzner has over twenty years of experience as a civil engineering designer and project manager. His design capabilities include educational, residential & commercial site designs, stormwater management, campus master planning, condominium design, institutional and government projects. Since starting DBF in August 2002, Mr. Metzner has been responsible for managing an extensive list of diverse projects which have ranged from feasibility studies through construction completion.

REPRESENTATIVE PROJECTS

- Talbot County Community Center Addition
Easton, Maryland
- Mardela Middle & High School - Expansion & Renovation
Mardela Springs, Maryland
- Rehoboth Beach City Hall
Rehoboth Beach, Delaware
- Mason Dixon Sports Complex
Wicomico County, Maryland
- Sussex Consortium School - New School
Sussex County, Delaware
- Salisbury City Service Yard
Salisbury, Maryland
- Salisbury Fleet Maintenance Building
Salisbury, Maryland
- Millsboro Police Station
Millsboro, Delaware
- Berlin Fire Station
Worcester County, Maryland
- Bridgeville Police Department
Bridgeville, Delaware
- Worcester County Vehicle Storage
Worcester County, Maryland
- Ocean Pines Police Department
Berlin, Maryland
- Ocean Pines Clubhouse
Berlin, Maryland

EDUCATION

Bachelor of Science, Landscape
Architecture

West Virginia University
2002

REGISTRATIONS

Registered Landscape Architect: MD, DE
Accredited - LEED AP ND

EXPERIENCE

2015 - Present, Associate, P.L.A.
Davis, Bowen & Friedel, Inc.

2002 - 2014, Sr. Landscape Architect/
Project Manager
Davis, Bowen & Friedel, Inc.

PROFESSIONAL AFFILIATIONS

2018 - 2025, Delaware Board of
Landscape Architects, President

2015 - 2018, Delaware Board of
Landscape Architects, Secretary



ERIC W. TOLLEY, PLS

Senior Surveyor | Department of Surveying

Mr. Tolley has been affiliated with Davis, Bowen & Friedel, Inc. (DBF) since 1997, and has served as a supervisor for all survey operations at the firm since 2002. He now supervises a team of survey field crews, CAD technicians and other support staff. Services provided under his supervision include control surveys, boundary surveys, topographic/bathymetric surveys, utility surveys, right-of-way surveys, condominium surveys, construction stake-out and mapping, as well as the preparation of easements, plats, legal descriptions and land acquisition documents for projects performed for federal, state, municipal, and private clients. Mr. Tolley has combined his experiential knowledge of the industry with today's automated field surveying, computing and drafting equipment and methods, including EDMs, data collectors, total stations, GPS, AutoCAD, and most recently UAVs.

EDUCATION

Cambridge-South Dorchester High School
Cambridge, Maryland
1981

REGISTRATIONS

Professional Land Surveyor: MD, VA

EXPERIENCE

2007 - Present, Associate, Senior Survey Manager
Davis, Bowen & Friedel, Inc.
2002 - 2007, Survey Manager

Andrews, Miller & Associates, Inc.
2001 - 2002, Foreman
Benhoff Sons
1993 - 2001, Supervisor

Peninsula Construction
1989 - 1993, Survey Technician

Rauch, Walls & Lane, Inc.
1982 - 1989, Survey Technician

AFFILIATIONS

Maryland Society of Surveyors

REPRESENTATIVE PROJECTS

- Sussex Consortium School
Sussex County, Delaware
- Beaver Run Elementary School
Salisbury, Maryland
- Salisbury University Athletic Complex
Salisbury, Maryland
- Chipman Elementary Parking Revisions
Salisbury, Maryland
- Ocean Pines Police & Administration Building
Ocean Pines, Maryland
- Oak Orchard Boys & Girls Club
Millsboro, Delaware
- Stephen Decatur Park Comfort Station
Berlin, Maryland
- Worcester County Vehicle Storage
Worcester County, Maryland
- Berlin Fire Station
Worcester County, Maryland
- Mason Dixon Sports Complex
Wicomico County, Maryland
- Ocean Pines Police Department
Berlin, Maryland



JAMES R. BAKER, P.E.
MANAGING PARTNER



EDUCATION

Villanova University | Villanova, PA
B.S. Civil Engineering

**PROFESSIONAL
REGISTRATION**

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

**PROFESSIONAL
EXPERIENCE**

2000 to 2006: [MacIntosh Engineering](#) | [Wilmington, DE](#)

Project Designer / Project Engineer: Joined MacIntosh Engineering in July of 2000 as a Project Designer and promoted to role of Project Engineer in 2004. Responsible for structural design and construction administration services for a variety of building types, including healthcare.

2006 to 2019: [MacIntosh Engineering](#) | [Georgetown / Lewes, DE](#)

Associate / Principal: Opened and operated MacIntosh Engineering's office in Sussex County, Delaware. Responsibilities include office management, project management, and overview of all aspects of structural design for a variety of building types including healthcare, commercial, industrial, educational, and residential facilities.

2019 to Present: [Pilottown Engineering](#) | [Lewes, DE](#)

Managing Partner: Current partner and co-founder of Pilottown Engineering, a full service structural engineering consulting firm. Responsibilities include overall operation of the business including overseeing all aspects of structural design and business development.

**PROJECT
EXPERIENCE**
(partial list)

Fred Thomas Middle School
[LEWES, DE](#)

Kingswood Community Center
[WILMINGTON, DE](#) | IN CONSTRUCTION

Dagsboro Boys & Girls Club
[DAGSBORO, DE](#)

Ocean City Beach Patrol Headquarters*
[OCEAN CITY, MD](#)

Sussex Technical High School
[GEORGETOWN, DE](#) | IN CONSTRUCTION

Wicomico County Airport Additions
[SALISBURY, MD](#)

Town of Georgetown Public Works
[GEORGETOWN, DE](#) | IN DESIGN

Delaware Technical CC Betz Center
[GEORGETOWN, DE](#) | IN DESIGN

Food Bank of Delaware
[MILFORD, DE](#)

Nylon Capital / Innovation Center
[SEAFORD, DE](#)

Parsonburg Library
[PARSONBURG, MD](#)

Most Blessed Sacrament School*
[OCEAN PINES, MD](#)

Town of Berlin Public Works
[BERLIN, MD](#) | IN DESIGN

Gardner School Preschool
[COLORADO, MASSACHUSETTS, VIRGINIA, MINNESOTA](#)

**Indicates project completed while with another firm*



PILOTTOWN ENGINEERING
17585 NASSAU COMMONS BLVD, UNIT 3
LEWES, DE 19958
302 703 1770
www.pilottownengineering.com



RYAN CONNELL, P.E.
ASSOCIATE



EDUCATION | University of Delaware | Newark, DE
B.S. Civil Engineering

PROFESSIONAL
REGISTRATION | Delaware

PROFESSIONAL
EXPERIENCE | 2014 to 2019: [MacIntosh Engineering](#) | [Lewes, DE](#)
Project Designer / Project Engineer: Joined MacIntosh Engineering during June 2014 as a project designer and advanced to the role of project engineer. Responsibilities include the design and detailing of the structural components for projects spanning across various building types. The components consisted of steel, light gage metal framing, wood framing, concrete, and masonry. Project types consisted of healthcare, retail, office buildings, mixed use residential, historical renovations, and educational.

2019 to Present: [Pilottown Engineering](#) | [Lewes, DE](#)
Associate: Current project engineer at the Associate level of Pilottown Engineering, a full service structural engineering consulting firm. Responsibilities include structural design and detailing of various projects and project types along with the coordination and execution of the construction administration phase.

PROJECT
EXPERIENCE
(partial list)

Residence Inn Bridgeport
[BRIDGEPORT, CT](#) | IN DESIGN
Fairfield Inn & Suites
[MIDDLETOWN, DE](#)
Fredericksburg Baseball Stadium
[FREDERICKSBURG, VA](#)
Hyatt Hotel
[OCEAN CITY, MD](#)
Hotel Indigo
[WEST CHESTER, PA](#)
Delaware State University Theater
Expansion
[DOVER, DE](#)

Ocean House Condominium Building
Assessment
[LEWES, DE](#)
Aspira Charter School Building Assessment
[GEORGETOWN, DE](#)
Freeman Arts Pavilion
[SELBYVILLE, DE](#) | IN CONSTRUCTION
Delaware State Police Troop 3
[CAMDEN-WYOMING, DE](#)
Kingswood Community Center
[WILMINGTON, DE](#) | IN CONSTRUCTION
Beebe Healthcare Emergency Room Vertical
Expansion Feasibility
[LEWES, DE](#)

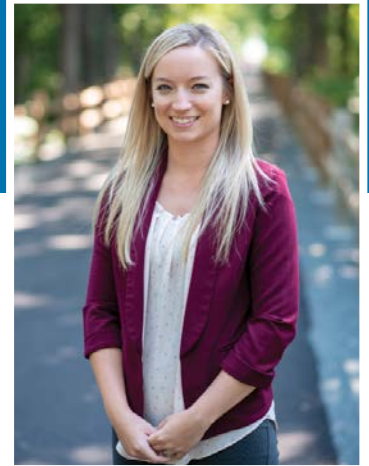


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JESSICA N. RODGERS

BIM / CAD MANAGER



EDUCATION

Delaware Technical & Community College | Georgetown, DE
A.S. Architectural Engineering

PROFESSIONAL
REGISTRATION

Autodesk REVIT & Autodesk CAD Certified

PROFESSIONAL
EXPERIENCE

2007 to 2019: [MacIntosh Engineering](#) | [Georgetown / Lewes, DE](#)

Project Draftsperson: Joined MacIntosh Engineering during 2007 as a project draftsperson. Responsibilities include managing the drafting department of MacIntosh Engineering's Sussex County, Delaware office. Key personnel that was responsible for the implementation of REVIT (Building Information Modeling program) throughout all of MacIntosh Engineering's offices. Additionally, provided design and drafting support on various building types.

2019 to Present: [Pilottown Engineering](#) | [Lewes, DE](#)

BIM / CAD Manager: Current BIM and CAD Manager of Pilottown Engineering. Responsibilities include implementing REVIT & CAD standards throughout Pilottown Engineering's office including the detailing of light gage metal framing components.

Oversees all drafting and modelling tasks that include documenting structural plans, details, and cold form metal framing shop drawings.

PROJECT
EXPERIENCE

(partial list)

Fred Thomas Middle School
[LEWES, DE](#)

Sussex Central High School
[LEWES, DE](#)

William Henry School Remediation
[DOVER, DE](#)

Princeton University Facilities
[PRINCETON, NJ](#)

Food Bank of Delaware
[MILFORD, DE](#)

Sussex Technical High School
[GEORGETOWN, DE](#)

Botanical Garden Facility
[DAGSBORO, DE](#)

Freeman Foundation Office Building
[SELBYVILLE, DE](#)

St. Paul Episcopal Church
[MARION, MD](#)

Lewes Yacht Club Addition
[LEWES, DE](#)

James Farm Ecological Park
[BETHANY BEACH, DE](#)

Delmarva Christian School Addition
[GEORGETOWN, DE](#)

Nylon Capital Center
[SEAFORD, DE](#)

Gardner School, Denver
[DENVER, CO](#)

Smyrna Intermediate School
[SMYRNA, DE](#)

Parsonsborg Library
[PARSONSBURG, MD](#)



PILOTTOWN ENGINEERING

17585 NASSAU COMMONS BLVD, UNIT 3

LEWES, DE 19958

302 703 1770

www.pilottownengineering.com

SRBR ENGINEERS, INC

Consulting Engineers since 1959

PATRICK LANGE, P.E.

Principal, Project Manager and Mechanical Engineer

Director of Engineering

Education:

Bachelor of Science in Mechanical Engineering – 1993 – University of Maryland Balto Co.

Current Licenses and Certifications

P.E. Maryland #25395

Other states: Arizona, Illinois, Washington DC

Experience:

Mr. Lange is the Director of Engineering and Vice President at SRBR. Mr. Lange started with the firm in 1995 and became a principal in 2014. He has 30 years of experience in design and construction of mechanical and plumbing systems for commercial and institutional facilities.

Before becoming Principal, Mr. Lange's main focus of work was with construction administration which involved working as a field engineer on various construction projects along the east coast. These projects ranged from small mercantile tenant fit-outs to high-rise hotels, university facilities and government owned and operated buildings. Mr. Lange was also a trained and certified commissioning agent whose job focused on equipment and systems start up and controls.

Mr. Lange was promoted to Director of Engineering and Principal in 2014 where he focuses his work with design and managing a team of designers and engineers working on various types of private and municipal buildings including office buildings, healthcare buildings and community development projects. His design expertise is built on his extensive field experience full of "lessons learned". He oversees design of mechanical and plumbing systems for all types of buildings in countless jurisdictions.

Mr. Lange oversees a team of engineers, designers and CAD technicians of mechanical, electrical and plumbing disciplines making sure a quality product is delivered within the establish schedule. Mr. Lange regularly attends continuing education opportunities and participates in ASHRAE and ASPE events to keep up with industry technology advancements and regulations.

Mr. Lange has been the leader of numerous successful projects within countless municipalities, as well as private endeavors that include projects such as community centers, senior centers, conference centers, office buildings, schools, police stations, fire stations, etc.

SRBR Engineers

DONALD W. GRAY, P.E.

Principal, Project Manager, Electrical Engineer

Education:

B.S. Electrical Engineering, University of Maryland, 1991

Current Licenses:

P.E. Maryland #22792

Connecticut #0031822

Experience:

Mr. Gray is a principal who has been with the firm part time since 1984, and full time since 1991. Mr. Gray is a Partner of the firm and a senior design engineer. He has completed many diverse projects as lead engineer, in both new construction and renovations.

As a project Electrical Engineer, Mr. Gray's experience has developed him as an expert in power distribution systems and lighting design. His power distribution background includes commercial, industrial and residential building service and distribution design as well as high voltage primary service coordination. His lighting experience includes interior and exterior residential, institutional and commercial lighting, theatrical lighting and dimming systems, parking, roadway and garage lighting, and interior and exterior sports lighting. He is also very familiar with lighting calculation software, and has used this to design appropriate illumination levels both in outdoor and interior applications.

Mr. Gray is also knowledgeable of low voltage systems, including fire alarm, security, telecommunications, emergency call, and television cabling systems.

The types of projects Mr. Gray has completed range from schools, nursing homes, retail buildings, supermarkets, banks, restaurants, office buildings, community centers, and churches, to residential communities, hotels, museums, and private residences. He has designed numerous projects in all counties of Maryland.

Mr. Gray is knowledgeable of current codes, including the National Electrical Code, International Building Codes, National Fire Protection Association, International Green Construction, Americans with Disabilities Act, and Code of Maryland. He has used COMcheck software to calculate lighting conformance with International Energy Conservation Code requirements.

SRBR ENGINEERS, INC.

Consulting Engineers since 1959

KEVIN McCARTY

Construction Administrator, Mechanical Designer

Certifications:

Dale Carnegie Leadership Training

Journeyman Gas Fitter

Experience:

Mr. McCarty has over 16 years of experience in the construction industry working his way from a field plumber to executive project manager and mechanical construction administrator. Mr. McCarty's experience working day to day in the field has gained him immense and valuable experience in coordination, quality control, and time management. Kevin brings that field experience to the design side of projects now working as a construction administrator and QA/QC manager. Kevin's experience is shared among other design engineers in making sure the multiple disciplines are coordinated, details are accurate and complete, specifications are complete and applicable to the project at hand. This information is incredibly useful in considering the constructability of our designs.

Kevin's vast experience includes being a project manager for a major local mechanical contractor where he worked on projects at Johns Hopkins Hospital, University of Maryland Hospital, and the Maryland State House. Mr. McCarty was also project manager for a local sheetmetal contractor where he managed projects such as Roland Park Presbyterian Church, White Marsh Fire house, Easton Readiness Center and Vehicle Maintenance Facility.

Mr. McCarty spends a considerable amount of time in the field visiting job sites to observe and examine construction in place to ensure a quality product and compliance with the contract documents. Mr. McCarty has excellent communication skills and well able to discuss and resolve conflicts amongst trades while in the field.

Mr. McCarty's experience working as a construction project manager offers our team guidance over project cost control, time management, constructability, and scheduling. He is also experienced in developing detailed shop drawings and mechanical and plumbing design.



Queen Anne's County Office Building
Centreville, MD



Rockville Police Department Headquarters
City of Rockville, MD



Peppermill Community Center
Capitol Heights, MD



Michael E. Busch Annapolis Library
Annapolis, MD

WGM (Wheeler Goodman Masek) is an architectural, planning, and interior design firm founded in 1982 and incorporated in 1987. Our firm has an extensive record of providing professional services to a wide variety of public and private sector clients.

The firm is directed by its three principals, Jeremy Kline, AIA, LEED AP BD+C, Rick Kleponis, AIA, LEED AP, and Edward A. Masek, Jr., AIA. The balance of the staff includes registered and LEED accredited architects, architectural and graphic designers, specifiers, and administrative staff. We believe our high ratio of registered and accredited professionals to total staff is a key contributing factor to the quality of our professional services.

WGM has an extensive background in the management of multi-disciplinary planning and design teams. On most occasions, our role is team leader, serving as prime client contact providing overall project coordination for all parties involved. We are known as a design-oriented and problem solving professional service firm.

Our firm has developed a reputation for both the manner in which we undertake our projects, and our responsiveness and thoroughness during all stages of the project. A building that is both active and functional is the culmination of the work of many dedicated professionals. So for each assignment, we carefully balance the aesthetics and technical expertise in a design team with professionals that are as serious about complete contract documents and budget adherence as they are about design excellence.

Our ability to "get the job done" is why we are both able and proud to list as clients the **City of Alexandria, Anne Arundel County Government, Anne Arundel County Public Schools, Queen Anne's County, Calvert County Government, the Maryland Department of General Services, the United States Naval Academy, St. Mary's County Public Schools, the City of Annapolis, the City of Rockville, Baltimore County Revenue Authority, Montgomery County Revenue Authority**, and many other reputable clients in the metropolitan area. The quality of our services has established long-standing relationships with our clients and resulted in a broad and diverse portfolio of work for which we are most grateful.

OUR SERVICES

- ❖ Architectural Design
- ❖ Programming & Space Planning
- ❖ Graphic Design
- ❖ LEED Consulting
- ❖ Project Management
- ❖ Master Planning
- ❖ Interior Design
- ❖ Computer Rendering
- ❖ Facility Assessment



WGM is a member of the U.S. Green Building Council



2023 Excellence in Design Award - Merit

Michael E. Busch Annapolis Library, Annapolis, Maryland
Chesapeake Bay Chapter AIA

2021 Innovative Project – New Construction: Community Leader Awards

Michael E. Busch Annapolis Library, Annapolis, Maryland
United States Green Building Council (USGBC) Maryland

2017 Award of Excellence, New Project Over \$1 Million

Eastport Elementary School Kindergarten Addition, Maryland
Associated Builders and Contractors, Inc. - Baltimore Chapter

2016 Award of Excellence - Maryland Award Over \$5 Million

Eastern District Police Station, Pasadena, Maryland
Maryland Quality Initiative County Engineers Association of Maryland

2015 Project of the Year

Severn River Middle School Classroom Renovation, Arnold, Maryland
Associated Builders and Contractors, Inc. - Baltimore Chapter

2015 Award of Excellence, Renovation \$1 Million to \$5 Million

Severn River Middle School Classroom Renovation, Arnold, Maryland
Associated Builders and Contractors, Inc. - Baltimore Chapter

2014 Historic Preservation Award

Rockville Police Department, Rockville, Maryland
Maryland Historical Trust

2013 Design Award - Merit

Anne Arundel County Central Sanitation Administration Building, Millersville, Maryland
Chesapeake Bay Chapter AIA

2013 Peerless Rockville Award

Adaptive Reuse of Rockville Post Office, Rockville, Maryland
Peerless Rockville

2012 Historic Preservation Award

Historic Preservation for the Adaptation and Reuse of the Historic Post Office, Rockville, Maryland
Montgomery Preservation, Inc.

2012 Design Award - Citation

Firemark LLC, Office Building, Millersville, Maryland
Chesapeake Bay Chapter AIA

2010 Restoration/Rehabilitation Award

161 Duke of Gloucester Street, Annapolis, Maryland
Historic Annapolis Foundation, Inc.

2009 Excellence in Design Award - Honor

Annamarie Garden Sculpture & Arts Gallery Building, Dowell, Maryland
Chesapeake Bay Chapter AIA

CLIENT REFERENCES



Peppermill Community Center
Capitol Heights, MD

Kofi Ansu, AIA

Design & Construction Supervisor, Capital Planning & Development Division
M-NCPPC, Department of Parks & Recreation, Prince George's County
6600 Kenilworth Avenue, Suite 201
Riverdale, MD 20737
(301) 458-1535
Kofi.Ansu@pgparks.com



Eisenhower Fire Station #210
Alexandria, VA

Michael Cross

Assistant Fire Chief
City of Alexandria Fire Department
900 Second Street
Alexandria, VA 22314
(703) 926-4157
Michael.Cross@alexandriava.gov



Michael E. Busch Annapolis Library
Annapolis, MD

Rudy Rodela

Chief of Support Services
Anne Arundel County Public Library
5 Harry S. Truman Parkway
Annapolis, MD 21401
(410) 222-7371
rrodela@aacpl.net



Queen Anne's County Office Building
Centreville, MD

Lee Edgar

Chief Engineer
Queen Anne's County Department of Public Works
312 Safety Drive
Centreville, MD 21617
(410) 758-0925 x4111
LEdgar@qac.org



Rockville Police Headquarters
Rockville, MD

Mauricio Daza

Parks and Facilities Development Coordinator
City of Rockville
111 Maryland Avenue
Rockville, MD 20850
(240) 314-8608
mdaza@rockvillemd.gov

COMPANY PROFILE

HISTORY OF SCHEIBEL CONSTRUCTION

Since John A. Scheibel founded Scheibel Construction in 1946, the company has grown from its first project (a service station in Washington, D.C.) to a leading general contractor in the Washington D.C. metropolitan region. As the company evolved, the corporate philosophy was established to **work hard, give an honest effort, a competitive price, and develop a superior product.**

The second generation of the family business expanded into federal and local government projects. When the third generation took the helm, the company's scope further diversified into K-12 and higher education as well as commercial construction. The company has now entered the fourth generation while maintaining the core principals established by its founding.

Scheibel's present bonding capacity has grown to \$150,000,000 per single project and \$300,000,000 aggregate. We are currently licensed to do business in Maryland, Virginia, and the District of Columbia.

DESIGN-BUILD

For over 28 years, we have delivered comprehensive Design-Build services. One of our core strengths lies in our collaborative approach—working closely with Owners to develop innovative design solutions that meet the needs of both the Owner and end user, all while staying on schedule and within budget.

SCHEIBEL TIMELINE



AMOCO Service Station
1949

Citizens Bank of Maryland
1955



Howard University Cancer
Research Center
1979

Annapolis Recreation Center
2009



College of Southern Maryland
Health Science Building
2023

SCHEIBEL SNAPSHOT

- Established in 1946
- Over 78 years in business
- Fourth Generation Family Actively Involved
- Headquartered in Huntingtown, MD
- \$300 Million Bonding Capacity

ASSOCIATIONS

- Construction Management Association of America (CMAA)
- Commercial Real Estate Women (CREW)
- National Association of Office and Industrial Properties (NAIOP)
- Washington Building Congress (WBC)
- U.S. Green Building Council (USGBC)
- Associated Builders & Contractors (ABC); Chesapeake Shores Chapter

COMPANY PROFILE (continued)



SCHEIBELCONSTRUCTION

WHAT WE DO

General Contracting | Construction Management (CMR / CMA) | Design-Build
Integrated Project Delivery | IDIQ / BPA / JOC

PROJECT EXPERIENCE

Government | Healthcare | Higher Education | Hospitality | Institutional | Interiors | K-12 Schools
Law Enforcement | Office | Community & Recreation Centers | Renovation & Historic | Retail | Site Improvements

Our company is a corporation with the following legal name and address:

J.A. Scheibel, Inc. t/a Scheibel Construction, 115 Prospect Drive, Huntingtown, MD 20639.

The primary contact regarding this proposal is:

Bill Varnon, Senior Estimator, bvarnon@scheibelconstruction.com, Phone: 301-855-7900, Fax: 301-855-6072

License

90 County		State of Maryland		04323594	
		License		04363011	
		J A SCHEIBEL INC 115 PROSPECT DR HUNTINGTOWN MD 20639		02124179	
		J A SCHEIBEL INC 115 PROSPECT DR HUNTINGTOWN MD 20639		25	
CODE	UNIT	TYPE OF LICENSE	NO OF LIC	COST	DATE OF ISSUE MO DAY YR
77	015	CONSTRUCTION FIRM (NOT FOR HOME IMPROVEMENT)	1	15.00	03/25/2025
					MONTHS PAID 12
			ISSUING FEES	2.00	
			TOTAL	17.00	AMOUNT PAID 17.00
THIS LICENSE MUST BE PUBLICLY DISPLAYED AND EXPIRES ON APRIL 30, 2026					
ISSUED BY KATHY P. SMITH, CLERK OF CIRCUIT COURT 175 MAIN STREET PRINCE FREDERICK, MARYLAND 20678 (410)535-1660 MBD					

FIRM PROFILE

Davis, Bowen & Friedel, Inc. (DBF) has been improving our communities, shaping the world around us, and creating value by design since 1983. Our broad range of services in the Architecture, Engineering, Planning, and Surveying disciplines provides clients throughout the Delmarva Peninsula and Mid-Atlantic region with comprehensive industry expertise under one roof. The firm creates a specialized team approach for every project, meeting the needs of our clients with a staff of over 100 uniquely qualified professionals in our Salisbury and Easton, MD; and Milford, DE offices.

With a strong commitment to improving the quality of life in our communities, DBF's projects range in size and type from designing whole neighborhoods, providing on-call services for entire towns, and restoring ecosystems to sketching ideas for a new home, creating a state-of-the-art medical facility, or designing public safety and transportation-related structures and infrastructure.

"As stewards of progress, we, at DBF, believe that our role extends beyond planning and engineering; it is about crafting legacies that elevate communities."

Ring W. Lardner, PE - President

The dedication DBF provides is evidenced by our long standing clients - municipalities, businesses, institutions - who have entrusted DBF for over four decades to provide high quality design documents with a commitment to making our communities better places to live. This commitment begins with a thorough understanding of our clients' needs, wishes, and concerns. From project inception through construction and operations we are committed to providing you with quality professional consulting services.

ORGANIZATION'S NAME

Davis, Bowen & Friedel, Inc. (DBF)

OFFICE ADDRESS

601 East Main Street, Suite 100
Salisbury, Maryland 21804

PHONE

410.543.9091

CONTACT NAME & TITLE

Timothy Metzner, PLA, LEED AP ND
Associate/Senior Landscape Architect

CONTACT EMAIL ADDRESS

tmm@dbfinc.com

WEBSITE

www.dbfinc.com

Improving our communities.

Shaping the world around us.

Creating value by design.



DBF Salisbury Office

WORCESTER COUNTY EXPERIENCE

Headquartered in Salisbury, MD, our DBF corporate office is located within close proximity to Worcester County, allowing us to provide immediate response to the needs of this project.

We also have offices in Easton, MD and Milford, DE with the majority of our projects concentrated within the specific service area of the Delmarva Peninsula. The geographical concentration gives us an excellent understanding of the environmental considerations and construction constraints. More important than the location of our offices, however, are the skills of our local staff and our accessibility to our valued clients.

DBF brings experience working for and in Worcester County for more than 10 years. We have worked on projects for the Worcester County Public Schools, as well as the Worcester County Commissioners and the Department of Public Works. Projects throughout the County have included:



- *Worcester County BOE On-Call Structural Evaluations*
- *Stephen Decatur Tennis Courts*
- *Stephen Decatur Gym Roof Evaluation*
- *Stephen Decatur Vestibule Evaluation*
- *Worcester County Career & Technology Center*
- *Worcester County Library - Engineering Services*
- *Berlin Fire Company - Fire Station 3*
- *Worcester County Water & Sewerage Plan Update*
- *Town of Berlin On-Call Engineering Services*
- *Worcester County Vehicle Storage*
- *Worcester County Tourism & Economic Development Building Assessment*
- *Worcester County Dept. Public Works Bridge Design*
- *Worcester County Judges Lot Security Fence & Gates*
- *Ocean City 64th Street Boat Ramp/Dredge*
- *Snow Hill WWTP - BNR/ENR Upgrade*
- *Bayside Road Bridge Replacement*
- *Ocean Pines Association On-Call Services*
- *River Run Community - Engineering Services*
- *Sun Castaways RV Resort & Campground - PER*



WHO WE ARE

Pilottown Engineering is built on client relationships that foster collaboration by all design and construction team members, providing a product that meets and exceeds the client's vision in a creative, cost-effective, constructible, and responsive manner. The staff at Pilottown Engineering is committed to engineering and technical excellence while embracing our team and community approach to all projects.

Pilottown Engineering, structural engineers, located in Lewes, Delaware was established in 2019 to provide quality, collaboration, responsiveness, and value added built to create successful projects and encourage long-standing relationships.

FIRM PROFILE

The staff of Pilottown Engineering consists of licensed professional engineers and draftspeople with over 100 years of combined experience in the structural engineering consulting industry. We have a total of 14 personnel and hold registrations in Delaware, Maryland, Virginia, Pennsylvania, New Jersey, New York, North Carolina, Washington DC, Florida, Arkansas, Missouri, Georgia, Colorado, Oklahoma, Tennessee, Massachusetts, Maine, Michigan, Minnesota, Nebraska, South Carolina, West Virginia, Wisconsin, & Connecticut.

Focused on the client's vision, Pilottown Engineering is devoted to being an integral partner collaborating with the design, construction, and ownership teams providing creative and cost-effective solutions in a responsive and timely manner.

STRUCTURAL ENGINEERING:

Structural Engineering, design and consulting are at the core of what we do and who we are. Working collaboratively with architects, construction managers, and owners, we deliver creative, cost-effective engineering solutions to your project. Pilottown Engineering provides full-service building design on new facilities, including public facilities and community centers.

SERVICES

Pilottown Engineering understands and excels at solving the challenges that come with public facilities and the requirements needed for grant funding submissions. Working closely with the design team and ownership and providing structural engineering information early in the process is essential to accurately pricing the proposed project prior to full design services. Additionally, understanding structural systems, overall project budgets, and the local resources available is imperative for a successful project that can maintain the project schedule and be under budget.

OVERALL GENERAL EXPERIENCE:

Listed below is a brief sample of structural engineering projects that the staff of Pilottown Engineering has performed structural services:

- Sussex Technical High School, Georgetown, DE
- Kingswood Community Center, Wilmington, DE
- Parsonburg Library, Parsonburg, MD
- Food Bank of Delaware, Milford, DE
- Annapolis Children's Theater, Annapolis, MD
- Market Street Renovations, Pocomoke City, MD
- Queenstown Bank, Cambridge, MD
- Starbucks, Pocomoke City, MD
- Wicomico Airport Maintenance Facility, Salisbury, MD
- Somerset Animal Hospital, Princess Anne, MD

SRBR ENGINEERS

MEP Consulting Engineers since 1959

SRBR Engineers, Inc. (SRBR) presents an established consulting organization with a diversified experience profile and an extensive repeat client base. In over sixty years of operation we have strived to maintain a diverse portfolio of clients and projects that include major national corporations, local, state and federal governments and regional clients.

SRBR is a firm of mechanical and electrical consulting engineers, providing full professional engineering, design and commissioning services including:

- Heating, Ventilating and Air Conditioning Systems
- Plumbing and Piping Systems
- Fire Protection Systems
- Power Distribution
- Interior and Exterior Lighting, Display and Special Effect Lighting
- Telecommunications and Data Distribution Systems
- Alarm & Surveillance Systems
- Energy Management Systems
- LEED and Commissioning Services

SRBR's extensive specialized experience in building systems includes:

- Design and Construction Documents
- Construction Administration Services
- Field Investigation
- Evaluation of Existing Systems
- Feasibility Studies, Computer Modeling
- Engineering Reports
- Programming for Buildings
- Construction Cost Analysis

Project experience includes a wide range of designs for renovation and new construction projects to include the following types of facilities:

Community Centers	Shopping Malls
Education Facilities	Laboratories
Office Buildings	Medical Facilities
Dormitories and Residence Halls	Religious Facilities
Warehouse and Storage	Catering/Food Service Facilities
Public Safety Facilities	Historic Building Preservation
Institutional Buildings	Armed Forces Reserve Centers

SRBR is very experienced with LEED and our design approach has adopted and made sustainable concerns an integral part of all of our projects.

For more information please visit www.srbrengineers.com

SRBR Engineers, Inc.

757 FREDERICK ROAD – SUITE 300 – CATONSVILLE, MARYLAND 21228

TELEPHONE: (410) 869-7282 FACSIMILE: (410) 869-7362

Web: www.srbr.com

Relevant Projects:

- Inter-Generational Center – Catholic Charities (Baltimore City) 60,000 sq ft 3 story Community Center
- Peppermill Community Center – 15,500 sq ft community center PG Co Parks and Rec.
- TouchPoint Outreach – Catholic Charities – 24,000 sq feet outreach and training center Baltimore
- Phoenix School – Waldorf, MD; 18,500 sq ft private school for arts

- Worcester County Health Care Center, Berlin, MD
- Eastern Maryland Animal Clinic, Easton, MD
- Holiday Inn, Ocean City, MD
- Hilton Hotel and Suites, Ocean City, MD

SRBR Engineers, Inc.

757 FREDERICK ROAD – SUITE 300 – CATONSVILLE, MARYLAND 21228

TELEPHONE: (410) 869-7282 FACSIMILE: (410) 869-7362

Web: www.srbr.com

SECTION G: FEE PROPOSAL AND SCHEDULE OF RATES

As indicated in our Cover Letter, our proposed Scope of Services differs from some of the parameters laid out in the RFP. These modifications are all in an effort to maintain the identified project construction budget of \$5,000,000.00. To achieve this budget, we are specifically proposing to design a building based on the following parameters:

- ❖ Building size of roughly 10,000 - 12,000 SF
- ❖ One-story building

Also, as indicated in the Cover Letter, we are offering fee proposals for two different procurement approaches. These two approaches are:

Option #1: Traditional **Design/Bid/Build** procurement approach

Option #2: **Design/Build** procurement approach with our preferred Design/Build contracting partner, Scheibel Construction.

OPTION #1: DESIGN/BID/BUILD

The total professional services fee for Option #1 is **\$589,255.00**.

The specific scope of services for this approach includes design of the building noted above, cost estimates from an independent cost estimator at each of the design phase submissions, bid support during a traditional bidding effort, and construction administration support, including bi-weekly progress meetings, for a proposed 14-month construction project. Additional details regarding this fee are contained on the following pages in this section.

OPTION #2: DESIGN/BUILD WITH SCHEIBEL CONSTRUCTION

The total professional services fee for Option #2 is **\$491,470.00**.

The specific scope of services for this approach includes design of the building noted above, and coordination with our Design/Build partner as they work with you on finalizing the budget and pricing for your building throughout the design process. In lieu of an independent cost estimator, this approach includes real-time pricing from the Design-Builder at each of the design phase submissions, to ensure that the budget and scope remain reconciled. This is included in the Design-Builder's "pre-construction" phase services, which are noted in this version of the fee proposal. Actual construction pricing would be signed and accepted following the 100% complete document submission. Construction phase support is also included in this fee proposal, although A/E attendance at progress meetings would be monthly (rather than bi-weekly) due to the efficiencies obtained by working with a trusted construction partner. Additional details regarding this fee are contained on the following pages in this section.



A/E Fee Summary Format Guide

Project: Pocomoke City Community Center

Design/Bid/Build (OPTION #1)

Phase	WGM	DBF - Civil	SRBR - MEP	Pilottown - Structural	Cost Estimator	Geotech		Total
Concept Phase	\$30,960	\$34,000	\$4,250	\$1,000	\$2,400	\$0		\$72,610
Schematic Design Phase	\$51,920	\$18,250	\$10,625	\$1,500	\$5,600	\$20,000		\$107,895
Design Development Phase	\$62,860	\$24,675	\$14,875	\$2,500	\$5,600	\$0		\$110,510
Construction Document Phase	\$76,040	\$41,500	\$12,750	\$8,000	\$7,200	\$0		\$145,490
Bidding Phase	\$4,600	\$3,820	\$1,000	\$0	\$0	\$0		\$9,420
Construction Administration Phase	\$99,950	\$18,350	\$11,580	\$2,500	\$0	\$0		\$132,380
Fixed Expenses (Included in Lump Sum)								\$10,950
Price Proposal	\$326,330	\$140,595	\$55,080	\$15,500	\$20,800	\$20,000		\$589,255
	55.38%	23.86%	9.35%	2.63%	3.53%	3.39%		
Phase I Environmental Assessment	Included in DBF Civil Engineering Fee							
Design Consultants	Architect/Interiors	WGM		Pilottown Engineers				
	Structural	SRBR Engineers		Davis, Bowen, & Friedel				
	MEP							
	Site / Civil							



165 Log Canoe Circle, Suite B1, Stevensville, MD 21666

PROJECT: Pocomoke City Community Center - DBB
 CLIENT: City of Pocomoke

9/18/2025

Phase: Summary

Hours by Personnel Titles

	<u>Principal</u>	<u>Proj. Manager</u>	<u>Architect</u>	<u>Senior Designer</u>	<u>Designer</u>			
Concept Phase	32	120	0	0	96			
Schematic Design Phase	28	152	0	124	164			
Design Development Phase	36	164	0	164	216			
Construction Documents Phase	28	276	0	160	192			
Bidding Phase	8	16	0	8	0			
Construction Administration - 14 months	30	406	0	160	246			
	162	1134	0	616	914			
x Hourly Rates	\$ 180.00	\$ 150.00	\$ 120.00	\$ 95.00	\$ 75.00			
Totals by Title	\$ 29,160.00	\$ 170,100.00	\$ -	\$ 58,520.00	\$ 68,550.00			

Consultants

Civil	\$ 140,595.00
MEP	\$ 55,080.00
Structural	\$ 15,500.00
Geotechnical	\$ 20,000.00
Cost	\$ 20,800.00

Subtotal \$ 251,975.00

Fixed Expenses

Mileage	\$ 7,650.00
Reproduction	\$ 2,600.00
Other	\$ 700.00
UPS/FedEx	\$ -

Subtotal \$ 10,950.00

Total Architectural \$ 326,330.00

Consultants \$ 251,975.00

Fixed Expenses \$ 10,950.00

Total Per Phase \$ 589,255.00

PROJECT: Pocomoke City Community Center - DBB
 CLIENT: City of Pocomoke

9/18/2025

Phase: Concept Phase

Hours by Personnel Titles

Task Descriptions	Principal	Proj. Manager	Architect	Senior Designer	Designer			
Task 1: Program Validation & Summary	16	40						
Task 2: Kick Off Meeting	8	8			8			
Task 3: Program Resolution Meeting		8			8			
Task 4: Meetings and Exhibits	8	64			80			
Task 5:								
Task 6:								
Task 7:								
Task 8:								
Task 9:								
Task 10:								
Task 11:								
Task 12:								
Task 13:								
Task 14:								
Task 15:								
Task 16:								
Task 17:								
Total Hours	32	120	0	0	96	0	0	0
x Hourly Rates	\$ 180.00	\$ 150.00	\$ 120.00	\$ 95.00	\$ 75.00			
Totals by Title	\$ 5,760.00	\$ 18,000.00	\$ -	\$ -	\$ 7,200.00	\$ -	\$ -	\$ -

Consultants

Civil	\$ 34,000.00
MEP	\$ 4,250.00
Structural	\$ 1,000.00
Geotechnical	\$ -
Cost	\$ 2,400.00
Subtotal	\$ 41,650.00

Fixed Expenses

Mileage	\$ 600.00
Reproduction	\$ 400.00
Other	
UPS/FedEx	
Subtotal	\$ 1,000.00

Total Architectural	\$ 30,960.00
Consultants	\$ 41,650.00
Fixed Expenses	\$ 1,000.00
Total Per Phase	\$ 73,610.00

PROJECT: Pocomoke City Community Center - DBB
 CLIENT: City of Pocomoke

9/18/2025

Phase: Schematic Design Phase - 30%

Hours by Personnel Titles

Task Descriptions	Principal	Proj. Manager	Architect	Senior Designer	Designer			
Task 1: Field Survey and Base Sheets		12		16	16			
Task 2: Meetings		40		20	16			
Task 3: Design Drawings	8	60		40	60			
Task 4: Preliminary Code Review		8		8	12			
Task 5: Exhibits and Presentation Materials	8	32		40	60			
Task 6: Consultant Coordination	12							
Total Hours	28	152	0	124	164	0	0	0
x Hourly Rates	\$ 180.00	\$ 150.00	\$ 120.00	\$ 95.00	\$ 75.00			
Totals by Title	\$ 5,040.00	\$ 22,800.00	\$ -	\$ 11,780.00	\$ 12,300.00	\$ -	\$ -	\$ -

Consultants

Civil	\$ 18,250.00
MEP	\$ 10,625.00
Structural	\$ 1,500.00
Geotechnical	\$ 20,000.00
Cost	\$ 5,600.00
Subtotal	\$ 55,975.00

Fixed Expenses

Mileage	\$ 600.00
Reproduction	\$ 400.00
Other	\$ 150.00
UPS/FedEx	\$ -
Subtotal	\$ 1,150.00

Total Architectural	\$ 51,920.00
Consultants	\$ 55,975.00
Fixed Expenses	\$ 1,150.00
Total Per Phase	\$ 109,045.00

PROJECT: Pocomoke City Community Center - DBB
 CLIENT: City of Pocomoke

9/18/2025

Phase: Design Development Phase - 65%

Hours by Personnel Titles

Task Descriptions	Principal	Proj. Manager	Architect	Senior Designer	Designer			
Task 1: Revisions from SD Phase	8	8		8	40			
Task 2: Meetings		40		20	16			
Task 3: Drawings	8	60		80	120			
Task 4: Specifications		32		40				
Task 5: Exhibits and Presentation Materials	8	24		16	40			
Task 6: Consultant Coordination	12							
Total Hours	36	164	0	164	216	0	0	0
x Hourly Rates	\$ 180.00	\$ 150.00	\$ 120.00	\$ 95.00	\$ 75.00			
Totals by Title	\$ 6,480.00	\$ 24,600.00	\$ -	\$ 15,580.00	\$ 16,200.00	\$ -	\$ -	\$ -

Consultants

Civil	\$ 24,675.00
MEP	\$ 14,875.00
Structural	\$ 2,500.00
Geotechnical	\$ -
Cost	\$ 5,600.00

Subtotal \$ 47,650.00

Fixed Expenses

Mileage	\$ 450.00
Reproduction	\$ 250.00
Other	\$ 150.00
UPS/FedEx	\$ -

Subtotal \$ 850.00

Total Architectural \$ 62,860.00

Consultants \$ 47,650.00

Fixed Expenses \$ 850.00

Total Per Phase \$ 111,360.00

PROJECT: Pocomoke City Community Center - DBB
 CLIENT: City of Pocomoke

9/18/2025

Phase: Construction Documents Phase - 100%

Hours by Personnel Titles

Task Descriptions	Principal	Proj. Manager	Architect	Senior Designer	Designer			
Task 1: Revisions per DD Phase Comments		12		16	24			
Task 2: Meetings		24		16	8			
Task 5: Drawings - 95%		120		80	120			
Task 6: Specifications - 95%		80		24	16			
Task 7: File Building Permit	8	8		8	16			
Task 8: Final Bid Drawings		16		16	8			
Task 9: Final Bid Specifications	8	16						
Task 10: Consultant Coordination	12							
Total Hours	28	276	0	160	192	0	0	0
x Hourly Rates	\$ 180.00	\$ 150.00	\$ 120.00	\$ 95.00	\$ 75.00			
Totals by Title	\$ 5,040.00	\$ 41,400.00	\$ -	\$ 15,200.00	\$ 14,400.00	\$ -	\$ -	\$ -

Consultants

Civil	\$ 41,500.00
MEP	\$ 12,750.00
Structural	\$ 8,000.00
Geotechnical	\$ -
Cost	\$ 7,200.00
Subtotal	\$ 69,450.00

Fixed Expenses

Mileage	\$ 450.00
Reproduction	\$ 1,000.00
Other	\$ 150.00
UPS/FedEx	\$ -
Subtotal	\$ 1,600.00

Total Architectural	\$ 76,040.00
Consultants	\$ 69,450.00
Fixed Expenses	\$ 1,600.00
Total Per Phase	\$ 147,090.00

9/18/2025

Hours by Personnel Titles

Consultants

Fixed Expenses

Mileage	\$	150.00
Reproduction	\$	150.00
Other	\$	-
UPS/FedEx	\$	-
Subtotal	\$	300.00

Page 6

PROJECT: Pocomoke City Community Center - DBB
CLIENT: City of Pocomoke

9/18/2025

Phase: Construction Administration - 14 months

Hours by Personnel Titles

<u>Task Descriptions</u>	<u>Principal</u>	<u>Proj. Manager</u>	<u>Architect</u>	<u>Senior Designer</u>	<u>Designers</u>			
Task 1: Attend Pre-Construction Meeting	6	6			6			
Task 2: Allowance for 32 Progress Meetings		192		32	32			
Task 3: Shop Drawings & Submittals	8	80		64	80			
Task 4: Respond to Contractor RFIs	16	80		64	80			
Task 6: Punch List & Back Punch - two (2) visits		16			16			
Task 7: Final Substantial Completion - one (1) visit		8						
Task 8: Prepare CAD As-builts		16			24			
Task 9: Review O&M Manuals		8			8			
Total Hours	30	406	0	160	246	0	0	0
x Hourly Rates	\$ 180.00	\$ 150.00	\$ 120.00	\$ 95.00	\$ 75.00			
Totals by Title	\$ 5,400.00	\$ 60,900.00	\$ -	\$ 15,200.00	\$ 18,450.00	\$ -	\$ -	\$ -

Consultants

Civil	\$ 18,350.00
MEP	\$ 11,580.00
Structural	\$ 2,500.00
Geotechnical	\$ -
Cost	\$ -
Subtotal	\$ 32,430.00

Fixed Expenses

Mileage	\$ 5,400.00
Reproduction	\$ 400.00
Other	\$ 250.00
NDX/UPS/FedEx	\$ -
Subtotal	\$ 6,050.00

Total Architectural	\$ 99,950.00
Consultants	\$ 32,430.00
Fixed Expenses	\$ 6,050.00
Total Per Phase	\$ 138,430.00

September 16, 2025

Ring W. Lardner, P.E.
W. Zachary Crouch, P.E.
Michael E. Wheedleton, AIA, LEED GA
Jason P. Loar, P.E.
Jamie L. Sechler, P.E.

WGM Architects
165 Log Canoe Circle, Suite B1
Stevensville, MD 21666

Attn: Mr. Jeremy Kline, AIA, LEED AP BD+C
Principal

RE: **PROPOSAL – CIVIL/SITE ENGINEERING SERVICES**
Pocomoke City Community Center
Pocomoke City, Maryland
DBF #P0002025.114

Brief Project Description – OPTION 1

The list of civil/site engineering services and associated fee breakdown is based on the following proposed site requirements...

- Design for new community city, parking and stormwater management
- The proposed building will be approximately 8,000 – 12,000 square feet
- The site will utilize the existing entrances
- The site where the building is located has been cleared
- The main parking lot will be proposed in the adjacent lot across the street of Maple St
- Currently Critical Area is Exempt in the City of Pocomoke, however, regulations are currently in the process to implement Critical Area Requirements that align with the States regulations.

A. Pre-Design / Concept Phase

- Kick-off Meeting
- Owner/Team/Partnering Meetings
- Perform boundary, topographic and utility surveys
- Phase 1 Assessment
- Prepare civil narrative
- Prepare conceptual plan
- Reimbursables (Prints, Mileage)

Lump Sum Fee: \$34,000.00

B. Schematic Design Phase

- Owner/Team/Partnering Meetings
- Prepare Stormwater Concept Plan and Report (for SWM & ESC) and submissions to City of

Pocomoke, Worcester County and MDE

- Meetings with City of Pocomoke and Worcester County Public Works
- Work with Design Team to develop Schematic Design Plan
- Prepare Schematic Design Narrative - Civil
- Prepare concept for water and sanitary sewer connections
- Team Meeting prior to SD's Phase submittal
- Complete Schematic Design Plan (site) for submission - PDF's to WGM ARCHITECTS
- Reimbursable (Prints, Mileage)

Lump Sum Fee: \$18,250.00

C. Design Development Phase

- Coordinate with Design Team to develop designs for parking and building layout, vehicular access, pedestrian circulation, utilities, grading, drainage, etc.
- Prepare DD's level plans for site and grading, demolition, utilities, and water and sewer, stormwater management, erosion and sediment control, parking, etc.
- Prepare outline specifications
- Prepare Design Development Narrative - Civil
- Team meeting prior to DD's Phase submittal
- Complete Design Development Plan (Site) for Submission - PDF's to WGM ARCHITECTS
- Meeting with courtesy copies of DD's to local agencies
- Reimbursables (Prints, Mileage)

Lump Sum Fee: \$24,675.00

D. Construction Documents Phase

- Coordinate with Design Team for Development of CD's
- Prepare Construction Document level plans for:
 - Site and Layout Plans
 - Grading and Drainage Plans
 - Utilities Plan (water, sanitary sewer and storm drains) (will also include electrical and telecommunication lines by others)
 - Stormwater Management Plans
 - Erosion and Sediment Control Plans
 - Fire Protection Site Plan
 - Profiles and Detail Sheets to support above listed site plans
 - Forest Conservation Plan
- Specifications for Civil/Site improvements
- Submit preliminary ESD Site Plan and report to the City and County, and prepare and submit for NPDES – NOI to MDE
- Meetings with the City and County
- Submit final Site Plan and agreements to the City
- Prepare submittals to the County for Utilities and Fire Protection
- Prepare Final ESD Site Plan and report, and submit to the County
- Prepare plans for 100% CD's submission - PDF's to WGM ARCHITECTS
- Reimbursables (Prints, Mileage)

Lump Sum Fee: \$41,500.00

E. Bidding Phase

- Interpret CD's and issue addendum
- Attend pre-bid conference

Lump Sum Fee: \$3,820.00

F. Construction Administration Phase

- Work initiation meeting
- Attendance at progress meetings
- Review of submittals
- Review of RFI's
- Punch list walk-through and preparation of list
- Punch list inspection and report
- Preparation of As-Built based on contractor's mark-ups.
- Preparation of Conformed Drawings

Lump Sum Fee: \$18,350.00

TOTAL LUMP SUM FEE: \$140,595.00

Additional Services/Exclusions

- It is assumed that no wetlands exist on this site. Therefore, wetlands delineation and/or permitting services are not a part of our scope of services.
- No significant road upgrades (i.e., widening, reconstruction, signals, etc.) are a part of our scope of services.
- Traffic studies and/or Traffic signal designs are not included.
- No upgrades to existing off-site sanitary sewer, pump stations and water mains.
- Excludes water flow tests.
- As-builts will be prepared from contractor's mark-ups only. No additional field survey is included.
- Construction stakeout will be provided under a separate proposal if requested.
- Any fees required by government agencies for review, permitting, and/or inspection are not included in our fees.
- Site Lighting and Electrical design will be by others. Davis, Bowen & Friedel, Inc. will show lighting and electrical on our utility drawings based on information provided by your electrical consultant.
- Site Irrigation Plans/Design is not included.
- Landscape Design (except for code requirements) is not included.
- Geotechnical services are not included except for coordination with your geotechnical sub-consultant related to stormwater management soil testing requirements.

Sincerely,
DAVIS, BOWEN & FRIEDEL, INC.

A handwritten signature in black ink, appearing to read 'T Metzner', written in a cursive style.

Timothy M. Metzner, RLA, LEED AP ND
Associate / Sr. Landscape Architect

Enclosures

Accepted By: _____ **Date:** _____

TMM
N:\Promotional\Proposals\2025\P0002025.114 - Pocomoke Community Center - Option 1.docx

DAVIS, BOWEN & FRIEDEL, INC. ("DBF")
SCHEDULE OF RATES
SCHEDULE NO. 50
Effective January 1, 2024

CLASSIFICATION	HOURLY RATE
Principal	\$230.00
Senior Architect, Sr. Landscape Architect, Sr. Engineer, Sr. Surveyor	\$195.00
Architect, Landscape Architect, Engineer, Surveyor	\$155.00
Senior Manager: Architecture, Landscape Architecture, Engineering, Surveying	\$160.00
Manager: Architecture, Landscape Architecture, Engineering, Surveying	\$140.00
Senior Environmental Specialist	\$160.00
Environmental Specialist	\$130.00
Construction Administrator	\$145.00
Senior Designer	\$150.00
Designer	\$130.00
GIS Specialist	\$140.00
Computer Graphics Designer	\$115.00
CAD I	\$115.00
CAD II	\$100.00
1 Person Survey Crew	\$150.00
2 Person Survey Crew	\$190.00
3 Person Survey Crew & UAV Crew (Excluding Equipment Charge)	\$230.00
Resident Project Representative	\$110.00
Computer Administrator	\$110.00
Administrative Support	\$90.00
Travel	\$0.655/mile
Direct Expense	Cost + 10%
UAV Equipment Charge	\$100/mission
Prints (In-house Reproduction)	\$3.50/sheet
Overtime	(1.5xHourly Rate)
24x36 Mounted Prints	\$90 (First Board)/ \$40 (Additional Boards from the Same Order)

SRBR ENGINEERS, INC.

Consulting Engineers since 1959

September 16, 2025

WGM Architects
165 Log Canoe Circle, Suite B1
Stevensville, MD 21666

ATTN: Jeremy Kline

RE: Pocomoke Community Center – OPTION-1 Design/Bid/Build

We are pleased to offer this proposal for professional Mechanical, Electrical and Plumbing Engineering services. We understand the basic scope of this project is to design MEP systems for a new one-story, 12,000 sq ft community center located in Pocomoke City in accordance with the RFP. SRBR's scope of work is limited to within 5 feet of the building footprint. SRBR will coordinate their design with all other consultants including civil, structural and architectural. The design will be submitted in four (4) stages: Concept Design, Schematic Design, Design Development and Construction documents. We also offer Construction Administration Services.

SCOPE OF DESIGN SERVICES

Our scope of services include:

- SRBR will provide analysis which will consider three (3) viable mechanical systems and provide recommendations on which system to select for this building
- Mechanical design will include an HVAC system that meets all applicable codes and standards that is energy efficient and provides comfort and control. Design includes thermal load calculations, equipment selection and specifications, design of ductwork, piping, and controls.
- Electrical design shall include a new electric service along with coordination with the local utility company, design of power distribution for convenience receptacles, equipment power and HVAC power. Lighting design includes interior lighting with controls that comply with building codes and standards. This shall also include emergency egress lighting. Exterior lighting shall be provided but is limited to building mounted fixtures and signage.
- Plumbing Design shall include all drain waste and vent piping, domestic water piping, hot water plant design, storm water, AC condensate, foundation drain (if needed). We assume the building will be connected to public sewer and water.
- Deliver signed and sealed permit drawings for review by the county, deliver 100% construction documents. We will also provide digital as-built drawings at the completion of the project
- SRBR will participate in virtual design & coordination meetings. We have included one (1) in-person site visit during design to coordinate with the local utility company if necessary.

SRBR ENGINEERS, INC.

Consulting Engineers since 1959

- Construction Administration services shall include review of MEP submittal data, responding to RFI's and email correspondence from the field, review of change orders and making three (3) site visits during construction.

QUALIFICATIONS

The following items are excluded from our scope:

1. Filing for or obtaining permits, fees, work outside of the scope described above.
2. Construction services
3. Commissioning, testing and balancing
4. LEED certification or similar green building initiatives.
5. Cost estimating, life cycle cost analysis and energy modeling
6. Site Lighting except that described above
7. Site utility design including well and septic

COMPENSATION

Our fee for Design Services is broken down as follows:

Concept Design	\$4,250.00
Schematic Design	\$10,625.00
Design Development	\$14,875.00
Construction Documents (CD) / Permit	\$12,750.00
Construction Administration	\$12,580.00

The fees include travel expenses (mileage and tolls) for a total of four (4) site visits, printing permit documents only. All other project expenses shall be billed separately.

Additional work that is not covered under the scope of services defined above, and changes to work once it has been completed shall be done on an hourly basis. Our hourly rates:

Principal	\$225
Project Engineer	\$185
CAD Tech	\$105
Administrator	\$75

If you find this proposal to be acceptable, please sign in the appropriate area below and return it to our office. We will begin work once we receive this proposal in return. We will invoice each month based on the percentage of work complete.

SRBR ENGINEERS, INC.

Consulting Engineers since 1959

We thank you for the opportunity to offer you our services and we look forward to working with you.

Very Truly Yours,
SRBR, Engineers, Inc.



Patrick Lange, PE
Director of Engineering

I have reviewed this proposal including the scope of work and qualifications and find it acceptable for the quoted fee. I authorize you to proceed with the work.

Signature

(Date)

Printed Name, Title



Pilottown Engineering
www.pilottownengineering.com
17585 Nassau Commons Blvd - Unit 3
Lewes, DE 19958
302.703.1770

September 15th, 2025

Mr. Jeremy Kline, AIA, LEED AP B+C
WGM Architects
165 Log Canoe Circle, Suite B1
Stevensville, MD 21666

Reference: Pocomoke City Community Center
Pocomoke City, MD
Project Number: 333.001

We are pleased to propose the following Agreement for providing structural engineering services on this project. This Agreement is based on the information provided to our office including a description of the proposed facility that's outlined in the RFP and the revised building footprint outlined by your office.

PROJECT DESCRIPTION:

As per your request, the project will consist of a smaller building than outlined in the RFP and will also be broken down into two separate versions. Outlined below is a brief description of the facility for each version:

Option #1: Design / Bid / Build Procurement

- A new, single story, 8,000 to 12,000 square foot community center facility.
- Anticipate multi-purpose spaces, offices, meeting rooms, storage rooms, restrooms, and other miscellaneous spaces that will be required to serve the community.
- Will be a traditional design / bid / build procurement process

SCOPE OF SERVICES:

The services of the Structural Engineer of Record for this proposal include those summarized below:

- A. Concept Design:
 - 1. Attend meetings as required to accomplish the project goals
 - 2. Assist in the selection of the structural system for the project.
 - 3. Provide structural narrative / red-line information for initial project pricing.
- B. Schematic Design Phase:
 - 1. Attend meetings as required to accomplish the project goals
 - 2. Establish the structural design criteria

3. Provide structural criteria for Geotechnical consultant
 4. Provide schematic structural framing for initial pricing.
 5. Provide structural information as needed to help complete grant submission requirements.
- C. Design Development Phase:
1. Attend meetings as required to accomplish the project goals
 2. Prepare preliminary foundation drawings
 3. Prepare preliminary framing layout drawings
 4. Prepare Typical Detail sheets
 5. Prepare or edit outline specifications for structural items
- D. Construction Document Phase:
1. Attend meetings as required to accomplish the project goals
 2. Finalize structural drawings including foundation, framing plans, typical details, and specific details.
 3. Perform checking and coordination of the structural documents.
 4. Assist in establishing testing and inspection requirements
 5. Provide signed & sealed drawings for permitting, bidding, and construction purposes
- E. Bidding & Construction Administration Phase:
1. Assist the client in evaluating bidder's qualifications & provide structural addenda and clarifications as required during the bidding process
 2. Respond to building department & peer reviewer comments as required.
 3. Review specified submittals that pertain to the structural construction
 4. Review testing and inspection reports and initiate appropriate action if required.
 5. Provide (2) two visits to the project site to observe the structural construction.

STRUCTURAL ENGINEERING COMPENSATION:

Outlined below is a breakdown of our fees for the above mentioned project scope for both options (Option #1 & Option #2):

OPTION #1: DESIGN / BID / BUILD PROCUREMENT	
Project Scope	Structural Engineering Fee:
Concept Design:	\$1,000.00
Schematic Design:	\$1,500.00
Design Development:	\$2,500.00
Construction Documents:	\$8,000.00
Construction Administration:	\$2,500.00
Total:	\$15,500.00



Mr. Jeremy Kline, AIA, LEED AP B+C
Pocomoke City Community Center
Project Number: 333.001
September 15th, 2025

NOTES:

- 1) Above referenced fee is for construction documentation and limited Construction Administration services as outlined above. However if additional Construction Administration services are requested, they will be provided upon request and be billed on a time and materials basis.
- 2) Reimbursable Expenses as described in the Terms and Conditions shall be billed as the cost is incurred.

TERMS & CONDITIONS:

1. The Structural Engineer of Record (SER) shall recommend that the Client shall provide geotechnical investigations, property surveys, reports and other data necessary for performance of the SER's services.
2. Geotechnical Engineering services are not included in our Scope of Services. SER will assume that a qualified Geotechnical Engineering firm will be retained by others and SER will rely upon their recommendations to prepare our foundation design.
3. Reimbursable Expenses are expenses incurred directly or indirectly in connection with the project such as, but not limited to, transportation, meals or lodging for travel, overnight deliveries, courier services, the cost of reproductions beyond those normally required for coordination and information purposes, and the cost of outside professional services.
4. Special / Additional Services may be requested by the client / owner. These services shall be provided as Additional Services by the SER under terms mutually agreed upon by the Client and the SER prior to work commencing.
5. Special Inspections Program, material testing, and construction inspection services are not included in our Scope of Services and are assumed to be provided by a qualified inspection and testing agency retained by others. We recommend that these services should be provided on a continuous basis and must comply with all applicable code requirements.
6. Design of means and methods structures (sheeting, shoring, underpinning, scaffolding, formwork, etc) are not included and should be provided by others.
7. Asbestos detection, abatement, and processing is not included and should be provided by others.
8. Fees for Basic Services, Additional Services and Compensation for Reimbursable Expenses are set forth in the Agreement.
9. Invoices for the SER's services shall be submitted, at the SER's option, either upon completion of any phase of service or on a monthly basis. Invoices shall be payable when rendered and shall be considered past due if not paid within 45 days after the invoice date. Payment for services is contingent upon your receipt of payment from your client.
10. If payment is not received within 90 days, you agree to actively participate in our efforts to collect our fee directly from your client and we have the option to cease providing services during that time and we cannot be held responsible for the costs associated with our exercising of this option.
11. Any inquiry or question concerning the substance or content of invoice shall be made to the SER, in writing, within 10 days of receipt of invoice. A failure to notify the SER within this period shall constitute an acknowledgement that the service has been provided and payment is due.



Mr. Jeremy Kline, AIA, LEED AP B+C
Pocomoke City Community Center
Project Number: 333.001
September 15th, 2025

The SER and Client agree to negotiate any claim(s) or dispute(s) arising out of or related to the agreement between them in good faith prior to exercising any other provision of this Agreement. If the claim or dispute cannot be settled by good faith negotiations, then either party may exercise their rights under law. In the unlikely event of a legal dispute, claims relative to this agreement shall be brought to SER(s) choice of Delaware law and choice of forum and the successful party shall bear no legal expense. This agreement constitutes the entire agreement between the parties hereto.

	09/15/2025
JAMES R. BAKER, P.E.	DATE
PILOTTOWN ENGINEERING	

WGM Architects	DATE
----------------	------



Pilottown Engineering
www.pilottownengineering.com
17585 Nassau Commons Blvd - Unit 3
Lewes, DE 19958
302.703.1770

PILOTTOWN ENGINEERING

RATE SCHEDULE EFFECTIVE FOR 2025

MANAGEMENT	
PARTNER	\$200.00 / HOUR
ASSOCIATE	\$180.00 / HOUR
ENGINEERING	
SENIOR ENGINEER II	\$200.00 / HOUR
SENIOR ENGINEER I	\$180.00 / HOUR
ENGINEER II	\$160.00 / HOUR
ENGINEER I	\$150.00 / HOUR
DESIGNER II	\$135.00 / HOUR
DESIGNER I	\$125.00 / HOUR
ENGINEERING DRAWING PRODUCTION	
BIM / CAD DESIGNER III	\$150.00 / HOUR
BIM / CAD DESIGNER II	\$125.00 / HOUR
BIM / CAD DESIGNER I	\$110.00 / HOUR
SUPPORT STAFF	
ADMINISTRATION	\$60.00 / HOUR

THE ABOVE RATE SHALL REMAIN AS STATED THROUGH DECEMBER 31, 2025.
SHOULD CIRCUMSTANCES REQUIRE ADJUSTMENT TO THESE RATES PRIOR TO
DECEMBER 31, 2025, 30 DAY WRITTEN NOTIFICATION SHALL BE SUBMITTED IN
ADVANCE OF THE EFFECTIVE DATE OF CHANGE.

A/E Fee Summary Format Guide

Project: Pocomoke City Community Center

Design/Build (OPTION #2)

Phase	WGM	DBF - Civil	SRBR - MEP	Pilottown - Structural	Scheibel - PreCon	Geotech		Total
Concept Phase	\$30,960	\$34,000	\$3,560	\$1,000	\$5,000	\$0		\$74,520
Schematic Design Phase	\$48,460	\$15,750	\$8,900	\$1,500	\$5,000	\$20,000		\$99,610
Design Development Phase	\$54,580	\$20,450	\$12,460	\$2,000	\$5,000	\$0		\$94,490
Construction Document Phase	\$59,360	\$38,000	\$10,680	\$7,000	\$5,000	\$0		\$120,040
Bidding Phase	\$0	\$0	\$0	\$0		\$0		\$0
Construction Administration Phase	\$69,630	\$12,500	\$10,730	\$2,000		\$0		\$94,860
Fixed Expenses (Included in Lump Sum)								\$7,950
Price Proposal	\$262,990	\$120,700	\$46,330	\$13,500	\$20,000	\$20,000		\$491,470
	53.51%	24.56%	9.43%	2.75%	4.07%	4.07%		
Phase I Environmental Assessment	Included in DBF Civil Engineering Fee							
Design Consultants	Architect/Interiors	WGM						
	Structural	Pilottown Engineers						
	MEP	SRBR Engineers						
	Site / Civil	Davis, Bowen, & Friedel						
	DB Preconstruction	Scheibel Construction (Preconstruction Phase Services Only)						



165 Log Canoe Circle, Suite B1, Stevensville, MD 21666

PROJECT: Pocomoke City Community Center - DB
 CLIENT: City of Pocomoke

9/18/2025

Phase: Summary

Hours by Personnel Titles

	<u>Principal</u>	<u>Proj. Manager</u>	<u>Architect</u>	<u>Senior Designer</u>	<u>Designer</u>			
Concept Phase	32	120	0	0	96			
Schematic Design Phase	28	140	0	116	152			
Design Development Phase	36	144	0	140	176			
Construction Documents Phase	28	204	0	136	144			
Bidding Phase	0	0	0	0	0			
Construction Administration - 14 months	22	278	0	96	198			
	146	886	0	488	766			
x Hourly Rates	\$ 180.00	\$ 150.00	\$ 120.00	\$ 95.00	\$ 75.00			
Totals by Title	\$ 26,280.00	\$ 132,900.00	\$ -	\$ 46,360.00	\$ 57,450.00			

Consultants

Civil	\$ 120,700.00
MEP	\$ 46,330.00
Structural	\$ 13,500.00
Geotechnical	\$ 20,000.00
Precon	\$ 20,000.00

Subtotal \$ 220,530.00

Fixed Expenses

Mileage	\$ 4,800.00
Reproduction	\$ 2,450.00
Other	\$ 700.00
UPS/FedEx	\$ -

Subtotal \$ 7,950.00

Total Architectural \$ 262,990.00

Consultants \$ 220,530.00

Fixed Expenses \$ 7,950.00

Total Per Phase \$ 491,470.00

PROJECT: Pocomoke City Community Center - DB
 CLIENT: City of Pocomoke

9/18/2025

Phase: Concept Phase

Hours by Personnel Titles

Task Descriptions	Principal	Proj. Manager	Architect	Senior Designer	Designer			
Task 1: Program Validation & Summary	16	40						
Task 2: Kick Off Meeting	8	8			8			
Task 3: Program Resolution Meeting		8			8			
Task 4: Meetings and Exhibits	8	64			80			
Task 5:								
Task 6:								
Task 7:								
Task 8:								
Task 9:								
Task 10:								
Task 11:								
Task 12:								
Task 13:								
Task 14:								
Task 15:								
Task 16:								
Task 17:								
Total Hours	32	120	0	0	96	0	0	0
x Hourly Rates	\$ 180.00	\$ 150.00	\$ 120.00	\$ 95.00	\$ 75.00			
Totals by Title	\$ 5,760.00	\$ 18,000.00	\$ -	\$ -	\$ 7,200.00	\$ -	\$ -	\$ -

Consultants

Civil	\$ 34,000.00
MEP	\$ 3,560.00
Structural	\$ 1,000.00
Geotechnical	\$ -
Precon	\$ 5,000.00
Subtotal	\$ 43,560.00

Fixed Expenses

Mileage	\$ 600.00
Reproduction	\$ 400.00
Other	
UPS/FedEx	
Subtotal	\$ 1,000.00

Total Architectural	\$ 30,960.00
Consultants	\$ 43,560.00
Fixed Expenses	\$ 1,000.00
Total Per Phase	\$ 75,520.00

PROJECT: Pocomoke City Community Center - DB
 CLIENT: City of Pocomoke

9/18/2025

Phase: Schematic Design Phase - 30%

Hours by Personnel Titles

Task Descriptions	Principal	Proj. Manager	Architect	Senior Designer	Designer			
Task 1: Field Survey and Base Sheets		12		16	16			
Task 2: Meetings		40		20	16			
Task 3: Design Drawings	8	48		32	48			
Task 4: Preliminary Code Review		8		8	12			
Task 5: Exhibits and Presentation Materials	8	32		40	60			
Task 6: Consultant Coordination	12							
Total Hours	28	140	0	116	152	0	0	0
x Hourly Rates	\$ 180.00	\$ 150.00	\$ 120.00	\$ 95.00	\$ 75.00			
Totals by Title	\$ 5,040.00	\$ 21,000.00	\$ -	\$ 11,020.00	\$ 11,400.00	\$ -	\$ -	\$ -

Consultants

Civil	\$ 15,750.00
MEP	\$ 8,900.00
Structural	\$ 1,500.00
Geotechnical	\$ 20,000.00
Precon	\$ 5,000.00
Subtotal	\$ 51,150.00

Fixed Expenses

Mileage	\$ 600.00
Reproduction	\$ 400.00
Other	\$ 150.00
UPS/FedEx	\$ -
Subtotal	\$ 1,150.00

Total Architectural	\$ 48,460.00
Consultants	\$ 51,150.00
Fixed Expenses	\$ 1,150.00
Total Per Phase	\$ 100,760.00

PROJECT: Pocomoke City Community Center - DB
 CLIENT: City of Pocomoke

9/18/2025

Phase: Design Development Phase - 65%

Hours by Personnel Titles

Task Descriptions	Principal	Proj. Manager	Architect	Senior Designer	Designer			
Task 1: Revisions from SD Phase	8	8		8	40			
Task 2: Meetings		40		20	16			
Task 3: Drawings	8	48		64	80			
Task 4: Specifications		24		32				
Task 5: Exhibits and Presentation Materials	8	24		16	40			
Task 6: Consultant Coordination	12							
Total Hours	36	144	0	140	176	0	0	0
x Hourly Rates	\$ 180.00	\$ 150.00	\$ 120.00	\$ 95.00	\$ 75.00			
Totals by Title	\$ 6,480.00	\$ 21,600.00	\$ -	\$ 13,300.00	\$ 13,200.00	\$ -	\$ -	\$ -

Consultants

Civil	\$ 20,450.00
MEP	\$ 12,460.00
Structural	\$ 2,000.00
Geotechnical	\$ -
Precon	\$ 5,000.00
Subtotal	\$ 39,910.00

Fixed Expenses

Mileage	\$ 450.00
Reproduction	\$ 250.00
Other	\$ 150.00
UPS/FedEx	\$ -
Subtotal	\$ 850.00

Total Architectural	\$ 54,580.00
Consultants	\$ 39,910.00
Fixed Expenses	\$ 850.00
Total Per Phase	\$ 95,340.00

PROJECT: Pocomoke City Community Center - DB
 CLIENT: City of Pocomoke

9/18/2025

Phase: Construction Documents Phase - 100%

Hours by Personnel Titles

Task Descriptions	Principal	Proj. Manager	Architect	Senior Designer	Designer			
Task 1: Revisions per DD Phase Comments		12		16	24			
Task 2: Meetings		24		16	8			
Task 5: Drawings - 95%		80		64	80			
Task 6: Specifications - 95%		48		16	8			
Task 7: File Building Permit	8	8		8	16			
Task 8: 100% Drawings		16		16	8			
Task 9: 100% Specifications	8	16						
Task 10: Consultant Coordination	12							
Total Hours	28	204	0	136	144	0	0	0
x Hourly Rates	\$ 180.00	\$ 150.00	\$ 120.00	\$ 95.00	\$ 75.00			
Totals by Title	\$ 5,040.00	\$ 30,600.00	\$ -	\$ 12,920.00	\$ 10,800.00	\$ -	\$ -	\$ -

Consultants

Civil	\$ 38,000.00
MEP	\$ 10,680.00
Structural	\$ 7,000.00
Geotechnical	\$ -
Precon	\$ 5,000.00
Subtotal	\$ 60,680.00

Fixed Expenses

Mileage	\$ 450.00
Reproduction	\$ 1,000.00
Other	\$ 150.00
UPS/FedEx	\$ -
Subtotal	\$ 1,600.00

Total Architectural	\$ 59,360.00
Consultants	\$ 60,680.00
Fixed Expenses	\$ 1,600.00
Total Per Phase	\$ 121,640.00

PROJECT: Pocomoke City Community Center - DB
 CLIENT: City of Pocomoke

9/18/2025

Phase: Construction Administration - 14 months

Hours by Personnel Titles

Task Descriptions	Principal	Proj. Manager	Architect	Senior Designer	Designers			
Task 1: Attend Pre-Construction Meeting	6	6			6			
Task 2: Allowance for 16 Progress Meetings		96		16	16			
Task 3: Shop Drawings & Submittals	8	64		40	64			
Task 4: Respond to Contractor RFIs	8	64		40	64			
Task 6: Punch List & Back Punch - two (2) visits		16			16			
Task 7: Final Substantial Completion - one (1) visit		8						
Task 8: Prepare CAD As-builts		16			24			
Task 9: Review O&M Manuals		8			8			
Total Hours	22	278	0	96	198	0	0	0
x Hourly Rates	\$ 180.00	\$ 150.00	\$ 120.00	\$ 95.00	\$ 75.00			
Totals by Title	\$ 3,960.00	\$ 41,700.00	\$ -	\$ 9,120.00	\$ 14,850.00	\$ -	\$ -	\$ -

Consultants

Civil \$ 12,500.00
 MEP \$ 10,730.00
 Structural \$ 2,000.00
 Geotechnical \$ -

Subtotal \$ 25,230.00

Fixed Expenses

Mileage \$ 2,700.00
 Reproduction \$ 400.00
 Other \$ 250.00
 NDX/UPS/FedEx \$ -

Subtotal \$ 3,350.00

Total Architectural \$ 69,630.00

Consultants \$ 25,230.00

Fixed Expenses \$ 3,350.00

Total Per Phase \$ 98,210.00

September 16, 2025

Ring W. Lardner, P.E.
W. Zachary Crouch, P.E.
Michael E. Wheedleton, AIA, LEED GA
Jason P. Loar, P.E.
Jamie L. Sechler, P.E.

WGM Architects
165 Log Canoe Circle, Suite B1
Stevensville, MD 21666

Attn: Mr. Jeremy Kline, AIA, LEED AP BD+C
Principal

RE: **PROPOSAL – CIVIL/SITE ENGINEERING SERVICES**
Pocomoke City Community Center
Pocomoke City, Maryland
DBF #P0002025.114

Brief Project Description – OPTION 2

The list of civil/site engineering services and associated fee breakdown is based on the following proposed site requirements...

- Design for new community city, parking and stormwater management
- The proposed building will be approximately 8,000 – 12,000 square feet
- The site will utilize the existing entrances
- The site where the building is located has been cleared
- The main parking lot will be proposed in the adjacent lot across the street of Maple St
- Currently Critical Area is Exempt in the City of Pocomoke, however, regulations are currently in the process to implement Critical Area Requirements that align with the States regulations.

A. Pre-Design / Concept Phase

- Kick-off Meeting
- Owner/Team/Partnering Meetings
- Perform boundary, topographic and utility surveys
- Phase 1 Assessment
- Prepare civil narrative
- Prepare conceptual plan
- Reimbursables (Prints, Mileage)

Lump Sum Fee: \$34,000.00

B. Schematic Design Phase

- Owner/Team/Partnering Meetings
- Prepare Stormwater Concept Plan and Report (for SWM & ESC) and submissions to City of

Pocomoke, Worcester County and MDE

- Meetings with City of Pocomoke and Worcester County Public Works
- Work with Design Team to develop Schematic Design Plan
- Prepare Schematic Design Narrative - Civil
- Prepare concept for water and sanitary sewer connections
- Team Meeting prior to SD's Phase submittal
- Complete Schematic Design Plan (site) for submission - PDF's to WGM ARCHITECTS
- Reimbursable (Prints, Mileage)

Lump Sum Fee: \$15,750.00

C. Design Development Phase

- Coordinate with Design Team to develop designs for parking and building layout, vehicular access, pedestrian circulation, utilities, grading, drainage, etc.
- Prepare DD's level plans for site and grading, demolition, utilities, and water and sewer, stormwater management, erosion and sediment control, parking, etc.
- Prepare outline specifications
- Prepare Design Development Narrative - Civil
- Team meeting prior to DD's Phase submittal
- Complete Design Development Plan (Site) for Submission - PDF's to WGM ARCHITECTS
- Meeting with courtesy copies of DD's to local agencies
- Reimbursables (Prints, Mileage)

Lump Sum Fee: \$20,450.00

D. Construction Documents Phase

- Coordinate with Design Team for Development of CD's
- Prepare Construction Document level plans for:
 - Site and Layout Plans
 - Grading and Drainage Plans
 - Utilities Plan (water, sanitary sewer and storm drains) (will also include electrical and telecommunication lines by others)
 - Stormwater Management Plans
 - Erosion and Sediment Control Plans
 - Fire Protection Site Plan
 - Profiles and Detail Sheets to support above listed site plans
 - Forest Conservation Plan
- Specifications for Civil/Site improvements
- Submit preliminary ESD Site Plan and report to the City and County, and prepare and submit for NPDES – NOI to MDE
- Meetings with the City and County
- Submit final Site Plan and agreements to the City
- Prepare submittals to the County for Utilities and Fire Protection
- Prepare Final ESD Site Plan and report, and submit to the County
- Prepare plans for 100% CD's submission - PDF's to WGM ARCHITECTS
- Reimbursables (Prints, Mileage)

Lump Sum Fee: \$38,000.00

E. Construction Administration Phase

- Work initiation meeting
- Attendance at progress meetings
- Review of submittals
- Review of RFI's
- Punch list walk-through and preparation of list
- Punch list inspection and report
- Preparation of As-Builts based on contractor's mark-ups.
- Preparation of Conformed Drawings

Lump Sum Fee: \$12,500.00

TOTAL LUMP SUM FEE: \$120,700.00

Additional Services/Exclusions

- It is assumed that no wetlands exist on this site. Therefore, wetlands delineation and/or permitting services are not a part of our scope of services.
- No significant road upgrades (i.e., widening, reconstruction, signals, etc.) are a part of our scope of services.
- Traffic studies and/or Traffic signal designs are not included.
- No upgrades to existing off-site sanitary sewer, pump stations and water mains.
- Excludes water flow tests.
- As-builts will be prepared from contractor's mark-ups only. No additional field survey is included.
- Construction stakeout will be provided under a separate proposal if requested.
- Any fees required by government agencies for review, permitting, and/or inspection are not included in our fees.
- Site Lighting and Electrical design will be by others. Davis, Bowen & Friedel, Inc. will show lighting and electrical on our utility drawings based on information provided by your electrical consultant.
- Site Irrigation Plans/Design is not included.
- Landscape Design (except for code requirements) is not included.
- Geotechnical services are not included except for coordination with your geotechnical sub-consultant related to stormwater management soil testing requirements.

Sincerely,
DAVIS, BOWEN & FRIEDEL, INC.



Timothy M. Metzner, RLA, LEED AP ND
Associate / Sr. Landscape Architect

Enclosures

Accepted By: _____ **Date:** _____

TMM

N:\Promotional\Proposals\2025\P0002025.114 - Pocomoke Community Center - Option2.docx

DAVIS, BOWEN & FRIEDEL, INC. ("DBF")
SCHEDULE OF RATES
SCHEDULE NO. 50
Effective January 1, 2024

CLASSIFICATION	HOURLY RATE
Principal	\$230.00
Senior Architect, Sr. Landscape Architect, Sr. Engineer, Sr. Surveyor	\$195.00
Architect, Landscape Architect, Engineer, Surveyor	\$155.00
Senior Manager: Architecture, Landscape Architecture, Engineering, Surveying	\$160.00
Manager: Architecture, Landscape Architecture, Engineering, Surveying	\$140.00
Senior Environmental Specialist	\$160.00
Environmental Specialist	\$130.00
Construction Administrator	\$145.00
Senior Designer	\$150.00
Designer	\$130.00
GIS Specialist	\$140.00
Computer Graphics Designer	\$115.00
CAD I	\$115.00
CAD II	\$100.00
1 Person Survey Crew	\$150.00
2 Person Survey Crew	\$190.00
3 Person Survey Crew & UAV Crew (Excluding Equipment Charge)	\$230.00
Resident Project Representative	\$110.00
Computer Administrator	\$110.00
Administrative Support	\$90.00
Travel	\$0.655/mile
Direct Expense	Cost + 10%
UAV Equipment Charge	\$100/mission
Prints (In-house Reproduction)	\$3.50/sheet
Overtime	(1.5xHourly Rate)
24x36 Mounted Prints	\$90 (First Board)/ \$40 (Additional Boards from the Same Order)

SRBR ENGINEERS, INC.

Consulting Engineers since 1959

September 16, 2025

WGM Architects
165 Log Canoe Circle, Suite B1
Stevensville, MD 21666

ATTN: Jeremy Kline

RE: Pocomoke Community Center – OPTION-2 Design/Build

We are pleased to offer this proposal for professional Mechanical, Electrical and Plumbing Engineering services. We understand the basic scope of this project is to design MEP systems for a new one-story, 12,000 sq ft community center located in Pocomoke City in accordance with the RFP. SRBR's scope of work is limited to within 5 feet of the building footprint. SRBR will coordinate their design with all other consultants including civil, structural and architectural. The design will be submitted in four (4) stages: Concept Design, Schematic Design, Design Development and Construction documents. We also offer Construction Administration Services. Under this proposal the fee is based on a Design/Build approach in which we have reduced time spent with system selection analysis, details, specifications and CA services.

SCOPE OF DESIGN SERVICES

Our scope of services include:

- SRBR will provide analysis which will consider three (3) viable mechanical systems and provide recommendations on which system to select for this building
- Mechanical design will include an HVAC system that meets all applicable codes and standards that is energy efficient and provides comfort and control. Design includes thermal load calculations, equipment selection and specifications, design of ductwork, piping, and controls.
- Electrical design shall include a new electric service along with coordination with the local utility company, design of power distribution for convenience receptacles, equipment power and HVAC power. Lighting design includes interior lighting with controls that comply with building codes and standards. This shall also include emergency egress lighting. Exterior lighting shall be provided but is limited to building mounted fixtures and signage.
- Plumbing Design shall include all drain waste and vent piping, domestic water piping, hot water plant design, storm water, AC condensate, foundation drain (if needed). We assume the building will be connected to public sewer and water.
- Deliver signed and sealed permit drawings for review by the county, deliver 100% construction documents. We will also provide digital as-built drawings at the completion of the project
- SRBR will participate in virtual design & coordination meetings. We have included one (1) in-

SRBR ENGINEERS, INC.

Consulting Engineers since 1959

person site visit during design to coordinate with the local utility company if necessary.

- Construction Administration services shall include review of MEP submittal data, responding to RFI's and email correspondence from the field, review of change orders and making three (3) site visits during construction.

QUALIFICATIONS

The following items are excluded from our scope:

1. Filing for or obtaining permits, fees, work outside of the scope described above.
2. Construction services
3. Commissioning, testing and balancing
4. LEED certification or similar green building initiatives.
5. Cost estimating, life cycle cost analysis and energy modeling
6. Site Lighting except that described above
7. Site utility design including well and septic

COMPENSATION

Our fee for Design Services is broken down as follows:

Concept Design	\$3,560.00
Schematic Design	\$8,900.00
Design Development	\$12,460.00
Construction Documents (CD) / Permit	\$10,680.00
Construction Administration	\$10,730.00

The fees include travel expenses (mileage and tolls) for a total of four (4) site visits, printing permit documents only. All other project expenses shall be billed separately.

Additional work that is not covered under the scope of services defined above, and changes to work once it has been completed shall be done on an hourly basis. Our hourly rates:

Principal	\$225
Project Engineer	\$185
CAD Tech	\$105
Administrator	\$75

If you find this proposal to be acceptable, please sign in the appropriate area below and return it to our office.

We will begin work once we receive this proposal in return. We will invoice each month based on the percentage of work complete.

SRBR ENGINEERS, INC.

Consulting Engineers since 1959

We thank you for the opportunity to offer you our services and we look forward to working with you.

Very Truly Yours,
SRBR, Engineers, Inc.



Patrick Lange, PE
Director of Engineering

I have reviewed this proposal including the scope of work and qualifications and find it acceptable for the quoted fee. I authorize you to proceed with the work.

Signature

(Date)

Printed Name, Title



Pilottown Engineering
www.pilottownengineering.com
17585 Nassau Commons Blvd - Unit 3
Lewes, DE 19958
302.703.1770

September 15th, 2025

Mr. Jeremy Kline, AIA, LEED AP B+C
WGM Architects
165 Log Canoe Circle, Suite B1
Stevensville, MD 21666

Reference: Pocomoke City Community Center
Pocomoke City, MD
Project Number: 333.001

We are pleased to propose the following Agreement for providing structural engineering services on this project. This Agreement is based on the information provided to our office including a description of the proposed facility that's outlined in the RFP and the revised building footprint outlined by your office.

PROJECT DESCRIPTION:

As per your request, the project will consist of a smaller building than outlined in the RFP and will also be broken down into two separate versions. Outlined below is a brief description of the facility for each version:

Option #2: Design-Build Procurement

- A new, single story, 8,000 to 12,000 square foot community center facility.
- Anticipate multi-purpose spaces, offices, meeting rooms, storage rooms, restrooms, and other miscellaneous spaces that will be required to serve the community.
- Will be a Design-Build process incorporating a design-build contractor partner.

SCOPE OF SERVICES:

The services of the Structural Engineer of Record for this proposal include those summarized below:

- A. Concept Design:
 - 1. Attend meetings as required to accomplish the project goals
 - 2. Assist in the selection of the structural system for the project.
 - 3. Provide structural narrative / red-line information for initial project pricing.
- B. Schematic Design Phase:
 - 1. Attend meetings as required to accomplish the project goals
 - 2. Establish the structural design criteria



Mr. Jeremy Kline, AIA, LEED AP B+C
Pocomoke City Community Center
Project Number: 333.001
September 15th, 2025

3. Provide structural criteria for Geotechnical consultant
 4. Provide schematic structural framing for initial pricing.
 5. Provide structural information as needed to help complete grant submission requirements.
- C. Design Development Phase:
1. Attend meetings as required to accomplish the project goals
 2. Prepare preliminary foundation drawings
 3. Prepare preliminary framing layout drawings
 4. Prepare Typical Detail sheets
 5. Prepare or edit outline specifications for structural items
- D. Construction Document Phase:
1. Attend meetings as required to accomplish the project goals
 2. Finalize structural drawings including foundation, framing plans, typical details, and specific details.
 3. Perform checking and coordination of the structural documents.
 4. Assist in establishing testing and inspection requirements
 5. Provide signed & sealed drawings for permitting, bidding, and construction purposes
- E. Bidding & Construction Administration Phase:
1. Assist the client in evaluating bidder's qualifications & provide structural addenda and clarifications as required during the bidding process
 2. Respond to building department & peer reviewer comments as required.
 3. Review specified submittals that pertain to the structural construction
 4. Review testing and inspection reports and initiate appropriate action if required.
 5. Provide (2) two visits to the project site to observe the structural construction.

STRUCTURAL ENGINEERING COMPENSATION:

Outlined below is a breakdown of our fees for the above mentioned project scope for both options (Option #1 & Option #2):



Mr. Jeremy Kline, AIA, LEED AP B+C
Pocomoke City Community Center
Project Number: 333.001
September 15th, 2025

OPTION #2: DESIGN – BUILD PROCUREMENT	
Project Scope	Structural Engineering Fee:
Concept Design:	\$1,000.00
Schematic Design:	\$1,500.00
Design Development:	\$2,000.00
Construction Documents:	\$7,000.00
Construction Administration:	\$2,000.00
Total:	\$13,500.00

NOTES:

- 1) Above referenced fee is for construction documentation and limited Construction Administration services as outlined above. However if additional Construction Administration services are requested, they will be provided upon request and be billed on a time and materials basis.
- 2) Reimbursable Expenses as described in the Terms and Conditions shall be billed as the cost is incurred.

TERMS & CONDITIONS:

1. The Structural Engineer of Record (SER) shall recommend that the Client shall provide geotechnical investigations, property surveys, reports and other data necessary for performance of the SER's services.
2. Geotechnical Engineering services are not included in our Scope of Services. SER will assume that a qualified Geotechnical Engineering firm will be retained by others and SER will rely upon their recommendations to prepare our foundation design.
3. Reimbursable Expenses are expenses incurred directly or indirectly in connection with the project such as, but not limited to, transportation, meals or lodging for travel, overnight deliveries, courier services, the cost of reproductions beyond those normally required for coordination and information purposes, and the cost of outside professional services.
4. Special / Additional Services may be requested by the client / owner. These services shall be provided as Additional Services by the SER under terms mutually agreed upon by the Client and the SER prior to work commencing.
5. Special Inspections Program, material testing, and construction inspection services are not included in our Scope of Services and are assumed to be provided by a qualified inspection and testing agency retained by others. We recommend that these services should be provided on a continuous basis and must comply with all applicable code requirements.
6. Design of means and methods structures (sheeting, shoring, underpinning, scaffolding, formwork, etc) are not included and should be provided by others.
7. Asbestos detection, abatement, and processing is not included and should be provided by others.
8. Fees for Basic Services, Additional Services and Compensation for Reimbursable Expenses are set forth in the Agreement.
9. Invoices for the SER's services shall be submitted, at the SER's option, either upon completion of any phase of service or on a monthly basis. Invoices shall be payable when rendered and shall be considered past due if not paid within 45 days after the invoice date. Payment for services is contingent upon your receipt of payment from your client.
10. If payment is not received within 90 days, you agree to actively participate in our efforts to collect our fee directly from your client and we have the option to cease providing services during that time and we cannot be held responsible for the costs associated with our exercising of this option.
11. Any inquiry or question concerning the substance or content of invoice shall be made to the SER, in writing, within 10 days of receipt of invoice. A failure to notify the SER within this period shall constitute an acknowledgement that the service has been provided and payment is due.



Mr. Jeremy Kline, AIA, LEED AP B+C
Pocomoke City Community Center
Project Number: 333.001
September 15th, 2025

The SER and Client agree to negotiate any claim(s) or dispute(s) arising out of or related to the agreement between them in good faith prior to exercising any other provision of this Agreement. If the claim or dispute cannot be settled by good faith negotiations, then either party may exercise their rights under law. In the unlikely event of a legal dispute, claims relative to this agreement shall be brought to SER(s) choice of Delaware law and choice of forum and the successful party shall bear no legal expense. This agreement constitutes the entire agreement between the parties hereto.

	09/15/2025
JAMES R. BAKER, P.E.	DATE
PILOTTOWN ENGINEERING	

WGM Architects	DATE
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Pilottown Engineering
www.pilottownengineering.com
17585 Nassau Commons Blvd - Unit 3
Lewes, DE 19958
302.703.1770

PILOTTOWN ENGINEERING

RATE SCHEDULE EFFECTIVE FOR 2025

MANAGEMENT	
PARTNER	\$200.00 / HOUR
ASSOCIATE	\$180.00 / HOUR
ENGINEERING	
SENIOR ENGINEER II	\$200.00 / HOUR
SENIOR ENGINEER I	\$180.00 / HOUR
ENGINEER II	\$160.00 / HOUR
ENGINEER I	\$150.00 / HOUR
DESIGNER II	\$135.00 / HOUR
DESIGNER I	\$125.00 / HOUR
ENGINEERING DRAWING PRODUCTION	
BIM / CAD DESIGNER III	\$150.00 / HOUR
BIM / CAD DESIGNER II	\$125.00 / HOUR
BIM / CAD DESIGNER I	\$110.00 / HOUR
SUPPORT STAFF	
ADMINISTRATION	\$60.00 / HOUR

THE ABOVE RATE SHALL REMAIN AS STATED THROUGH DECEMBER 31, 2025.
SHOULD CIRCUMSTANCES REQUIRE ADJUSTMENT TO THESE RATES PRIOR TO
DECEMBER 31, 2025, 30 DAY WRITTEN NOTIFICATION SHALL BE SUBMITTED IN
ADVANCE OF THE EFFECTIVE DATE OF CHANGE.

SECTION H: PROPOSED PROJECT SCHEDULE

Our proposed Project Schedule is as follows:

Concept Design (to accompany CBDG application)	Late October 2025
NOTE: We will endeavor to provide this information as quickly as possible to accompany the grant application, but this will be highly dependent on how fast a design contract can be executed with our team. At this point, we are basically one month away from your grant application, so time is very tight.	
Schematic Design Submission	February 2026
Design Development Submission	May 2026
Construction Documents Submission	October 2026
Construction Bidding and Award	Winter 2026
Anticipated Construction Completion (14 months)	Spring 2028

If the **Design/Build** procurement method is selected, there is a high likelihood that construction will be completed earlier than in a traditional Design/Bid/Build scenario. There are two potential efficiencies gained by Design/Build:

- ❖ Elimination of the Bid / Award period, and
- ❖ Potential overlap of the late design/early construction phases.

In a Design/Build scenario, the project could therefore potentially be complete sometime in the Fall of 2027.





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 will 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 borders 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 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