



Agenda Item Summary Report

Meeting Date:
September 9, 2024

Submitted by:
Michelle Bailey Hedgepeth, Town Administrator

Item Title: Approval of a contract with the Neighborhood Design Center | Town Hall Design Phase 1

Approve the contract with The Neighborhood Design Center for professional services not exceeding \$73,550 to support the successful development of the Bladensburg Town Hall Project.

Work Session Item [X]
Council Meeting Item [X]

Documentation Attached:
Proposal

Recommended Action:

Approve the contract with The Neighborhood Design Center for professional services not exceeding \$73,550 to support the successful development of the Bladensburg Town Hall Project. Authorize the Town Administrator to execute the contract with NDC.

Item Summary:

Proposal Summary: The attached proposal outlines the detailed process and scope of services provided by The Neighborhood Design Center. This includes a breakdown of tasks, timelines, and deliverables associated with the new Town Hall's programming, concept development, and architectural design.

Budget Justification: The proposed budget of \$73,550 covers all aspects of the project, including:

- Professional fees for architectural and project management services.
- Costs associated with stakeholder engagement and public consultations.
- Prepare the required documentation and design materials. Prepare the RFP for Phase 2 – Design Build

(Purchasing § 19-4. Exceptions to competitive bidding | A(3) Subject to approval by the Mayor and Town Council, contracts for professional services such as those of attorneys, physicians, architects, engineers, accountants, consultants, and others possessing a similar high degree of technical skill and expertise, provided that to the extent appropriate for the particular service to be provided, an attempt is made to secure competitive proposals for these services; A(6) Purchases based on federal, state, county, or municipal contracts or best pricing that are established by a legal or competitive process.) NDC has similar agreements with several local and state agencies for design services.

Scope of Services:

Programming and Concept Development:

- Needs Assessment: Conduct a thorough analysis to identify the needs and requirements for the new Town Hall.
- Concept Design: Develop initial design concepts that reflect the functional and aesthetic goals of the project.

Architectural Services:

- Design Development: Create detailed architectural designs based on approved concepts.
- Documentation: Prepare all necessary drawings, specifications, and other documentation required for the project.

Project Management:

- Coordination: Oversee the project's progress to ensure it remains on schedule and within budget.
- Consultation: Provide ongoing consultation and coordination with relevant stakeholders and contractors.

Stakeholder Engagement:

- Community Involvement: Facilitate meetings and workshops to gather input from community members and stakeholders.

- Feedback Integration: Incorporate stakeholder feedback into the design and planning process.

About the Neighborhood Design Center:

The Neighborhood Design Center (NDC) in Maryland is a non-profit organization founded in 1968 to improve neighborhoods through community-led planning and design. By collaborating with municipalities, civic groups, and residents, NDC provides pro-bono design services for various public spaces, including parks, streetscapes, and community facilities. The organization engages community members in planning, ensuring that public spaces reflect the needs and aspirations of the people who use them.

NDC has a strong reputation for working on municipal projects that enhance the livability and functionality of public spaces. These projects often focus on sustainable urban design, placemaking, and revitalization efforts in underserved communities. Through volunteer architects, landscape architects, urban planners, and designers, NDC helps local governments and communities create inclusive, accessible, and aesthetically pleasing environments that foster social engagement and community pride.

The Neighborhood Design Center’s work includes streetscape improvements, traffic calming projects, and redesigning parks and recreational areas. Their collaborative, participatory approach ensures that each project aligns with the community’s specific needs, promoting long-term benefits for neighborhoods across Maryland.

The Town Administrator can answer any questions regarding this contract.

Budgeted Item: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Budgeted Amount: One-Time Cost: Ongoing Cost: Annual Cost	Continued Date:
Council Priority: Yes <input type="checkbox"/> No <input type="checkbox"/>	Approved Date: