

*Prepared Especially for:*



**RFP# UM 2024-01**

By

***Site Design Inc***

5407 Water Street; Suite 206

Upper Marlboro MD 20772

Tel: 301.952.8200

[www.sitedesign.tech](http://www.sitedesign.tech)

***Maryland DLLR Registration# 55703***

*Site Design Inc is a 100% minority woman owned company  
Lifelong Resident of Prince Georges County & Upper Marlboro  
Sister Company CB3 Consulting Services Inc is MBE & DBE Certified w/State of Maryland*

# Site Design Inc

LAND PLANNING • LAND SURVEYING • ENGINEERING

5407 Water Street, Suite 206 • Upper Marlboro, Maryland 20772 • (301) 952-8200

April 29, 2024

Town of Upper Marlboro  
14211 School Lane  
Upper Marlboro, MD 20772

re: Church Street Parking Lot Improvements  
RFP # UM 2024-01

Mayor Franklin and Commissioners,

We are very pleased to present the town with our proposal for engineering and surveying services for the proposed improvements to the Town's Church Street parking lot. While we now are known as Site Design, in the form of our predecessor company RDA and our companion company CB3 have been a Town business since 1983. Helping the Town and our community is very important to us (as we have done several times in the past).

Because we are an engineering and surveying firm, our proposal has been structured to give the Town a package of drawings, specifications, and associated bid documents which would be used to obtain reliable lump sum bids from prospective contractors, and to serve as the basis for a future construction contract. While we understand that the Town is ultimately seeking the physical improvement, we have provided our proposal to the town as an independent engineer rather than as a part of an integrated construction team so that our responsibility and interest would align solely with the Town, and not be compromised by a business relationship with the contractor who will be building the project. In this way, the Town will not have to worry whether decisions recommended by us are being made in the interests of the Town, or in the interests of the contractor.

Our scope of services has been broken down into detailed components, which have been presented chronologically to demonstrate our approach to, and understanding of, how the design, regulatory review and bidding portions of your project would proceed.

Resumes of our key staff reflecting their work on similar projects have been attached to the proposal, as have references.

Our proposal has been structured to give the town a full set of the Federal and State-mandated regulatory approvals for the project, using Prince George's County DPIE and the Prince George's Soil Conservation District (in lieu of the Maryland Department of the Environment) for stormwater and sediment control review, using Prince George's County DPIE for floodplain impact review (in lieu of FEMA), and using MNCPPC for forest conservation review (instead of the Maryland Department of Natural Resources). All scope items which are listed as "Regulatory" are the items primarily associated with these regulatory approvals.

While the design and construction of the proposed parking lot improvements is expected to be relatively straightforward from an engineering standpoint, the presence of 100-year floodplain in the lower part of the existing lot will complicate the regulatory reviews, and do represent a consequential part of the engineering cost.

Our Deliverables will be PDF versions of the plan drawings and documents (and if appropriate, supporting data) itemized above.

Review and impact fees, if required, are to be paid directly by you to the regulatory agency.

CAD files prepared in connection with the work described by this proposal are instruments of service only and will remain the property of Site Design, Inc. Be aware that CAD files are prepared by Site Design for the specific purpose of creating the deliverables under this proposal, and may not be suitable for other use. Copies of the CAD data may be released upon receipt of an executed waiver.

If this proposal meets with your requirements, you may sign on the space provided and return the original to us, and then this signed proposal along with the attached Standard Terms and Conditions will form our agreement. We are also prepared to review a separate agreement prepared by the Town if that may be required.

Sincerely,  
Site Design, Inc.

Christina Issar  
Manager



ACCEPTED: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

Your signature above acknowledges acceptance of the attached Standard Terms and Conditions and Hourly Rate Schedule. Your signature above also acknowledges that you are the party responsible for payment, or an authorized representative of the party responsible for payment.

**SCOPE OF SERVICES**

**1. Boundary & Topographic Worksheet** **\$4,500.00**

A worksheet of the property's boundary and topographic information will be prepared for use in the preparation of the subsequent planning and engineering. It will incorporate both MNCPPC aerial topography and field-shot topographic information of the subject property. The MNCPPC aerial topography will be confirmed by spot checks, and the critical detailed topographic information will be field-shot in the construction area, especially along the property boundaries, at storm drain and sewer outfalls, and along the property's frontage along Church Street.

**2. Floodplain Delineation (Regulatory)** **\$2,500.00**

The lower end of the existing parking lot is within the 100-year floodplain. In order to review plans for work in the vicinity of this floodplain, the existing floodplain limits will need to be delineated and the delineation approved by DPIE.

**3. Natural Resources Inventory (Regulatory)** **\$9,500.00**

An environmental scientist will prepare a Forest Stand Delineation of the property, which will include the identification of any Specimen Trees. The environmental scientist will also delineate the limit of any nontidal wetlands associated with the floodplain of Western Branch and the outfall from the storm drain system draining Church Street. The limits of any identified wetlands and specimen trees will be field located. This information will be shown with the boundary and topographic information and flood delineation on a Natural Resources Inventory, which will be submitted to MNCPPC for approval.

**4. Floodplain Waiver (Regulatory)** **\$4,500.00**

In order to construct improvements to the lower end of the parking lot, at a minimum, a waiver must first be issued by DPIE to allow construction within the floodplain, and possibly even a LOMA or LOMR issued by FEMA. An investigation will be made as to whether the lower part of the parking lot should be raised either partially or fully out of the floodplain; if raising the grade of the lower part of the parking lot is deemed desirable, compensatory grading will be necessary so that the volume of stored floodwater in the floodplain is not reduced by the fill. If this option is desirable, the following optional scope will be required. In either event, a request to DPIE for a waiver from the provisions of §32-205(a) of the County's floodplain ordinance (which

prohibits construction within the floodplain), demonstrating conformance to the criteria of §32-206 of the same ordinance. A request for a FEMA LOMR or LOMA is not a part of this Scope of Services.

**5. Compensatory Storage Analysis and Proposed Conditions Floodplain Delineation (Optional Service) \$3,500.00**

If the option to raise the lower part of the parking lot either partially or fully out of the floodplain is deemed desirable by the Town, a compensatory storage analysis will be prepared for submittal with the Floodplain Waiver request. Subsequent to the waiver approval, a delineation of the floodplain limits will be prepared showing their extent after the placement of the parking lot fill and the associated grading required to provide the compensatory storage. This delineation will be submitted to DPIE for approval.

**6. Woodland Conservation Ordinance Exemption Letter (Regulatory) \$500.00**

Pursuant to the assumption that the parking lot redevelopment will be confined to the periphery of the existing gravel lot, a request will be filed with MNCPPC for issuance of a Numbered Exemption Letter, which indicates exemption from the Woodland Conservation Ordinance requirements because less than 5,000 square feet of existing woodland will be disturbed.

**7. Site Development Concept Plan (Regulatory) \$7,500.00**

A Site Development Concept Plan (formerly known as a Stormwater Concept Plan) will be prepared to reflect the development proposed by the Town in its Request for Proposals.

A design will be prepared using the foregoing work to illustrate a paved lot, maximizing the number of parking spaces, accommodating the vehicle charging stations, the pay station kiosks, and the solar canopies. The plan will also illustrate the areas to be landscaped, with due consideration to the Landscape Manual's requirements for buffering of incompatible uses and internal parking lot landscaping. It is noted that these requirements are not enforceable on the Town, but will form some of the basis of MNCPPC's Mandatory Referral review.

A concept for the site's stormwater management will be provided to meet the requirements for a Redevelopment project, using environmental site design (ESD) methods to meet the current requirements for management for WQ<sub>v</sub> (water quality treatment) and 100-year management only. Storm drains shall be shown conceptually as required to drain the parking lot, and the ESD SWM measures. A plan shall be developed illustrating the soil borings necessary (to be performed by a separate geotechnical consultant subcontracted by us) to demonstrate the adequacy of the proposed concept. The Site Development

Concept Plan shall be prepared in accordance with the latest version of the DPIE submittal checklist, and the completed plan, together with the completed and certified design review checklist, the associated computations and a soil report prepared by a geotechnical engineer shall be submitted to DPIE for review. The public informational mailing required by §32-182(g) of the Prince George's County Code shall be sent out, and the required affidavit of mailing shall be transmitted to DPIE.

Note that for improved Agency review time response, we recommend that you consider engaging a separate DPIE-certified peer review engineer to aid the County in their review of this plan.

**7a. Soil Borings** **\$12,000.00**

Soil borings identified on the Site Development Concept Plan shall be staked and drilled and a report generated by a subcontracted geotechnical engineer demonstrating that the subsurface conditions are suitable for the planned stormwater management methods, and will provide an engineered design for the proposed paving.

**8. Combined Concept & Site Development (Phases I & II) Grading, Erosion & Sediment Control Plan (Regulatory)** **\$6,000.00**

A Sediment Control Plan for the proposed development will be prepared, showing any regulated natural resources and the watershed data, the stormwater management measures proposed by the Site Development Concept Plan, and the concept of the sediment controls to be proposed, in accordance with the Prince George's Soil Conservation District's (PGSCD) checklists for both the Phase I and Phase II plans. This combined plan, together with the associated application, analysis forms, computations and supporting data shall be submitted to the PGSCD for their required review, and will serve as the bases for the subsequent Final Grading, Erosion & Sediment Control Plan, which will be a part of the Construction Documents.

**9. Landscape and Lighting Plan** **\$7,500.00**

A Landscape & Lighting Plan will be prepared showing the proposed landscaping, including planting schedules and details. Specification of LED luminaires, poles, and dimmers will be illustrated, and a photometric plan prepared demonstrating the exterior lighting levels throughout the site. This plan will be part of the Construction Documents and the Mandatory Referral review package.

**10. MNCPPC Mandatory Referral (Regulatory) \$3,000.00  
(If Required)**

The approved Natural Resources Inventory, the Woodland Conservation Ordinance exemption letter, the Site Development Concept Plan and the Landscape and Lighting Plan will be submitted to MNCPPC for the Mandatory Referral review which appears to be required by Md. Land Use Code Ann. §20-301(2).

**11. Final (Phase III) Grading, Erosion & Sediment Control Plan \$3,500.00**

A final Grading, Erosion and Sediment Control Plan will be prepared showing the necessary sediment controls in accordance with the PGSCD checklists for Phase III plans. This plan, together with the associated application, analysis forms, computations and supporting data shall be submitted to the PGSCD for review. This plan will be part of the Construction Documents.

**12. Site and Stormwater Management Plan \$9,500.00**

A Site and Stormwater Management Plan will be prepared, in general accordance with the approved Site Development Concept Plan, showing the construction of the immediately-proposed construction, namely the parking, stormwater management, landscaping, fencing, lighting, and the pads and conduit for the future charging and pay stations. The required storm drainage and stormwater management construction will be detailed in accordance with the latest version of the DPIE submittal checklist, and the completed plan, together with the completed and certified design review checklist, the associated computations and a soil report prepared by the subcontracted geotechnical engineer shall be submitted to the DPIE for review.

This plan, together with the Landscape and Lighting Plan and the Final (Phase III) Grading, Erosion & Sediment Control Plan will constitute the Drawings portion of the Construction Documents for the proposed parking lot.

Note that for improved Agency review time response, we recommend that you consider engaging a separate DPIE-certified peer review engineer to aid the County in their review of this plan as well.

**13. Maintenance Agreement (Regulatory) \$500.00  
(if required)**

If required by DPIE, a maintenance agreement shall be prepared using DPIE's standard template for the Town's execution to secure future maintenance of "private" (i.e. Town-maintained) stormwater management measures, and then returned to the County for recordation.

If this agreement is not required by DPIE, then no fee for this service would be incurred by the Town.

**14. Cost Estimates (Regulatory)**

**\$750.00**  
(if required)

If required by DPIE, a construction cost estimate shall be prepared for use in the computation of review and permit fees. If DPIE does not charge these fees to the Town and the cost estimate is not required, then no fee for this service would be incurred by the Town.

The Town should be aware that the cost estimate contemplated by this service would necessarily be based on the County's published bonding schedule, and should therefore not be expected to represent a reasonable estimate of actual construction costs.

**15. Easement Legal Descriptions (Regulatory)**

**\$1,500.00**  
(each, if required)

Legal descriptions and illustrative sketches shall be prepared for easements which need to be recorded in the land records, including floodplain or conservation easements.

If the recordation of easements is not required by DPIE, then no fee for this service would be incurred by the Town.

**16. Bid Documents**

**\$3,000.00**

Bid documents will be prepared to supplement the Drawings described above, so as to allow the Town to solicit lump sum bids from prospective construction contractors. The bid documents will include general requirements for non-permanent items the contractor needs to provide during construction (including temporary safety or sanitary facilities, construction stakeout, materials testing, as-built plan preparation, cleanup, etc.), bidding instructions and a bid form. Assistance will also be given to the Town's attorney with the preparation of general conditions of the proposed contract for construction with the selected contractor.

**17. Bidding Assistance (Optional)**

**Hourly**  
(As requested)

If desired, assistance will be given to the Town in soliciting and evaluating bids from prospective construction contractors.



**18. Construction Contract Administration Assistance (Optional)** **Hourly**  
(As requested)

If desired, assistance will be given to the Town in administering the contract for construction, including evaluating applications for payment and monitoring the general progress of construction to evaluate conformance to contracted schedules.

**19. Meetings** **\$250.00**  
(each)

Attendance at meetings with the Town, contractors, review agency representatives.

**20. Permit Services (Regulatory)** **\$3,000.00**

Revisions to approved plan(s) associated with comments generated during agency reviews. Preparation of final checklists and wet signature procedures to be included.

Please note that the above-listed scope will amount to \$40,000.00 for items required to create the bid documents, \$39,250.00 will be required for obtaining the regulatory approvals, and the remaining charges are optional or will vary based on your needs.

Basic regulatory timelines, assuming the use of the Peer Review Program, are estimated to be about 8 to 10 months. This timeline could be extended if submittals to Prince George's County DPIE are reviewed and approved by County staff, and not through the use of Peer Review. If a Floodplain Waiver is required (at the County-level only and not FEMA) an estimated 6 months should be added to the timeline to approvals.

For itemized hourly services, for additional services which may be requested at are not covered by this or subsequent proposals, or for time spent in regular project meetings, coordination with your attorney or other consultants, and interaction with the public, the following hourly rate schedule will apply:

**2024 HOURLY RATE SCHEDULE**

<b><u>Personnel Task Category</u></b>	<b><u>Per-Hour Rate</u></b>
Principal.....	\$210.00
Professional Engineer.....	\$160.00
Registered Land Surveyor.....	\$160.00
Land Planner.....	\$185.00
Land Planner (Expert Rate).....	\$300.00
Engineer.....	\$140.00
Design Engineer.....	\$120.00
Surveyor-Computer.....	\$120.00
Project Manager.....	\$110.00
CAD Draftsman.....	\$100.00
Permit Expeditor.....	\$80.00
Administrative Processor.....	\$80.00
Technician.....	\$60.00
Survey Field Crew (1-3 man).....	\$160.00
GPS Crew.....	\$170.00
Blueprints (in house, per each sheet).....	\$5.00

**NOTES:**

These prices are valid for six (6) months from date of proposal and may be subject to change at that time as labor costs and inflation increases. The above listed rates are also subject to change in response to extraordinary economic factors such as national emergencies which cause labor and materials costs to fluctuate materially.

Prints from an outside printing service and other reimbursable expenses will be billed at cost plus 15%.

The client is to provide access to the site between 8 am – 5 pm Monday through Friday.

## SITE DESIGN, INC. STANDARD TERMS AND CONDITIONS OF AGREEMENT

### 1. WARRANTY OF AUTHORITY TO SIGN

The person signing this agreement with Site Design, Inc. warrants he has the authority to sign as, or on behalf of, the client for whom or for whose benefit Site Design Inc.'s, services are rendered. If such person does not have such authority, he agrees that he is personally liable for all breaches of this agreement and that in any action against him for breach of such warranty a reasonable attorney's fee shall be included in any judgment rendered.

### 2. EXCLUSIVE AGREEMENT

This instrument contains the entire and only agreement between the parties for the services described and supersedes all pre-existing agreements between them concerning these services. Any representation, promise or condition in connection with this agreement, not incorporated specifically, shall not be binding upon the parties. Subsequent or additional agreements may later supersede or provide authorization for additional services.

### 3. TERMINATION OR SUSPENSION OF THE AGREEMENT

This agreement may be terminated by either party upon written notice. In the event of termination, Site Design, Inc. shall be paid for services performed to the termination notice date plus reasonable termination expenses including costs of completing or reporting services performed. If Site Design Inc.'s services are suspended for more than three (3) months prior to the completion of the services described, the client agrees to pay any additional costs associated with re-activating the work. The client agrees that re-activated work will be invoiced at Site Design, Inc.'s prevailing rates at the time work starts again.

### 4. ASSIGNS

Site Design, Inc. may subcontract to other specialized subcontractors, such as but not limited to Aerial Topography, Soils Engineering, Wetlands, Forestry, Traffic, Noise, archeology and other such consultants who are responsible for their own work. Otherwise, neither the client nor Site Design, Inc. may delegate, assign, sublet or transfer his duties or interest in this agreement without the written consent of the other party. Site Design, Inc. shall be only responsible to the contracting party of this agreement.

### 5. STANDARD OF CARE

Services performed by Site Design, Inc. under the agreement will be conducted in a manner consistent with the minimum standards of practice exercised by members of the profession currently practicing under similar conditions. No other warranty, expressed or implied, is made. It must be recognized that certain site conditions may be unknown to Site Design, Inc. and that the data, interpretations, and recommendations of Site Design, Inc. are based solely on the information available to them. Time estimates given are based on historical data but cannot be warranted as they are subject to agency review time and other unknown factors. Site Design, Inc. will be responsible for the data that it produces, but shall not be responsible for the interpretations or approvals by others of the information developed. Sketch plans, sales plats, plot plans, preliminary plans and other such planning drawings prepared from site data assembled from various outside sources may not be based on accurate information and should not be relied on as such. It must be further understood that Boundary disputes and other land surveying matters may only be resolved in a court of law and that Site Design, Inc. does not warrant the outcome of court decisions. Further, Site Design, Inc. does not provide warranty, implied or otherwise, against delay or damages caused by government moratoriums, changes in law, code, or other Federal, State and Local regulations.

### 6. LIMITATION OF LIABILITY

The client recognizes and assumes the inherent risks connected with construction and development. For its part, Site Design, Inc. will do its best to perform its services in accordance with generally accepted surveying and engineering principles and minimum standards of practice. The liability of Site Design, Inc. for damages due to professional negligence, breach of contract, or fiduciary responsibility, negligent misrepresentation, fraud or any other actions of law will be limited to an amount of total aggregate liability not to exceed \$50,000.00 (Fifty Thousand Dollars) or the Site Design, Inc. fee for the related item or items performed on that project only, whichever is less. No officer, employee or agent of Site Design, Inc. shall have any individual liability to the client in addition to, or in excess of, the Site Design, Inc. liability under these standard terms and conditions. Site Design, Inc. is not liable for the work done by subcontracted specialists such as, those mentioned in paragraph 4 above. In the event that a dispute should arise relating to the performance of the services to be provided under the agreement and should that dispute result in litigation, it is agreed that Site Design, Inc. shall be entitled to recover all reasonable costs incurred in the defense or prosecution of the claim, including staff time, court costs, attorney's fees, and other claim-related expenses.

### 7. OWNERSHIP OF DOCUMENTS AND RESTRICTIONS ON USE OF REPORTS

The parties agree that any and all original plans, drawings, survey field notes, research notes computer files, and electronic data, as instruments of service, shall remain the property of and in the possession of Site Design, Inc. unless otherwise specified. No copies of documents or plans shall be released until any outstanding invoice balance is paid in full or until compliance with the agreed payment schedule is made. It is also understood that documents or maps rendered under this agreement will be prepared in accordance with the agreed scope and will pertain only to the subject project. Use of the documents and maps and data contained therein for other purposes or beyond their expiration is at the sole risk and responsibility of the user.

### 8. RIGHT OF ENTRY

The client will provide rights of entry and access for Site Design, Inc. and necessary permits and permissions in order for Site Design, Inc. to complete its services. While Site Design, Inc. will take all reasonable precautions to minimize any damage to the property, it is understood that in the normal course of work some damage may occur to foliage and other obstructions to the survey path, the correction, replacement or repairs of which is not part of the agreement.

### 9. FIELD WORK

Construction stakeout orders performed by Site Design, Inc. are billed at a minimum of four hours; if the work exceed the minimum time, the balance of the time actually spent will be billed on an hourly basis. All fees based upon hourly rates, including office preparation, will be billed subject to this minimum. Cut sheets to communicate elevations and grades will be provided on request within 48 hours, with the cost for the time spent in their preparation also billed in accordance with the Hourly Rate Schedule. Fees for stakeout services are quoted for one time stakeout only - restakeouts shall be billed again at their additional cost. Single lots left between two separated lot stakeout orders will also be billed for upon the completion of the surrounding lots. Costs incurred for site preparation, including clearing of obstructions or removal of water from footings for bricknails will be billed over and above any lump sum fees quoted. Hubs which may be questioned must remain in place for resolution of any disputes.

### 10. OFFICE WORK

Unless specifically stated, all services, including research, preparation and processing of plans and other work will be billed for the cost of time spent in accordance with the Hourly Rate Schedule. Lump sum fees if given shall cover the actual preparation of the plans and their submittal if applicable. However time spent for processing of plans, changing plans to meet agency review comments and other such processing services will be billed for the cost of the time spent. The cost of agency review fees and/or application fees are not included in either quoted lump sum fees or hourly rates and will be paid directly by you. It shall be understood that Site Design, Inc. has no control over the length of review time approvals required by the government agencies and does not warrant their approval.

### 11. INVOICES AND PAYMENT

Site Design, Inc. will submit invoices at agreed intervals as work progresses. Invoices will show charges for each category of personnel and expense classification where applicable; a more detailed separation of charges and backup data can be provided at the client's request. Invoices must be paid when submitted to the client; payment is not contingent on agency or government approval of the work. If payment of the client's account is overdue or otherwise not current, the work being performed is deemed to be incomplete. Further work on the client's project may be stopped by Site Design, Inc. until payment of the account is made current. An account is considered overdue and not in current status if invoices are not paid within thirty (30) days of submission to client. The client agrees to pay a service charge of 1% per month (12% per annum) or fraction thereof on amounts 90 days past due under this agreement. It is further agreed that if a lien is filed or suit instituted to collect any amount due Site Design, Inc. under the agreement, client will be liable for and will reimburse Site Design, Inc. for all court costs and a reasonable attorney's fee in addition to accrued service charges. "Backcharges" for disputed work is not permitted practice under this Agreement.

### 12. SERVICES AND FEES

Additional services and/or time of performance may be required to complete certain kinds of work because of factors beyond the control of Site Design, Inc., including but not limited to County or State administration approval, deed research, weather or site restrictions or similar items. Work beyond the scope of services described or unanticipated work required to complete the services described, may be provided at the current Hourly Rate Schedule, which may be increased for inflationary costs after one year at the discretion of Site Design, Inc.. Administrative, filing and permit fees will be paid by the client. The client will reimburse Site Design, Inc. at cost plus 15% for the expenditures related to fees charged by others for services provided for the client, agency fees, blueprints, copies for special reproduction of reproducible copies which the client requests; and for the delivery cost of special deliveries which the client requests or requires.

### 13. CLAIMS

This agreement is governed by the law of the State of Maryland. All legal actions to enforce, interpret, require specific performance of this agreement or collect amounts owed under it must be brought in Prince George's County, Maryland. If a lawsuit is initiated by Site Design, Inc. under this agreement the client agrees to be liable for court costs, legal fees incurred by Site Design, Inc. and litigation expenses in addition to service charges on unpaid invoices. The parties to this agreement waive their right to a trial by jury and agree that any case initiated under this agreement shall be tried by a judge. No claim may be made against Site Design, Inc., its officers or employees, based on professional negligence unless - within thirty (30) days of the claim being made - the claimant provides Site Design, Inc. with a written certification of the basis of the claim. That certification must be executed by an independent design professional currently practicing in the same discipline as Site Design, Inc. who is a principal in a bona fide firm and who is currently licensed in the State of the project site. Neither the client nor Site Design, Inc. may be held liable for consequential damages of any kind including but not limited to loss of opportunity, loss of use or loss of profits regardless of whether such damages are caused by breach of contract, willful misconduct, negligence or some other wrongful act of either of them.

## SITE DESIGN INC FIRM OVERVIEW

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Site Design is a land surveying, land planning and civil engineering company based Upper Marlboro serving the Greater Washington Metropolitan area, primarily on a referral basis. Our professional staff, who has 30+ years of experience, has provided services on numerous residential, commercial industrial, municipal and institutional projects.

Site Design is well acquainted with the numerous, intertwined regulations of the many Federal, State and local regulatory agencies who review the many aspects of land development or improvement projects. We have performed services for the Maryland National Capital Park and Planning Commission, the Prince George's County Board of Education, the University of Maryland system, several municipal governments, as well as numerous private clients.

Our land surveying department performs cadastral, topographic, and route surveys, using two- or three-man crews equipped with Trimble R6 RTK GLONASS units utilizing the Keynet service, which make possible direct transfer of field data into our computer systems.

Computer-Aided Design/Drafting and G.I.S. systems are used extensively for the reduction and plotting of field data, and then drafting and computations utilizing Autocad, Land

Development Desktop 3, Terramodel Plus 3, Agtek, Arc-GIS and Arc-Info.

Our award winning [for design] land planning department concentrates on coordinating the various physical, environmental, regulatory, economic and aesthetic influences on land development and site improvement projects, whether in feasibility studies or the comprehensive design for an entire community.

Our civil engineering department's fields of expertise are design of storm drainage and stormwater management, highways & incidental structures, and water & sewer systems.

Each land development or improvement project is managed by a project manager chosen to be suited to the requirements of each individual project. Our project managers, familiar with the requirements of each stage in the realization of a project, from early feasibility analysis through construction, are responsible for the development of efficient schedules and follow through for the completion of our services (*\* While the name has changed to Site Design, the project & team experience stems from RDA Engineers, an esteemed engineering & land surveying company who was also based in the Town of Upper Marlboro for 30+ years and contributed to a number Town related projects*).

### LAND PLANNING

- GIS Application Development & Maintenance
- Project Development Planning
- Development Cost Projection and Analysis
- Large-lot Rural Subdivisions
- Conventional Residential Subdivisions
- Cluster Subdivisions
- Commercial Development Planning
- Industrial Development Planning
- Comprehensive Design Planning
- Site Development Planning
- Tree Conservation Plans
- Chesapeake Bay Critical Area Plans
- Natural Resource Inventory Mapping

### LAND SURVEYING

- Boundary & Topographic Surveying
- Horizontal and Vertical Control Surveying
- Geodetic Control Networks
- Highway and Route Surveying
- Construction Stakeout
- Subdivision and Condominium Platting
- As-Built Surveying
- Sub-surface Utility Location & Mapping

### CIVIL ENGINEERING

- Street and Highway Design
- Storm Drainage Design
- Stormwater Management Design
- Floodplain Studies
- Sediment and Erosion Control Plans
- Mining Plans
- Water Distribution System Analysis and Design
- Gravity Sewer Collector Systems
- Pressure Sewer Collector Systems
- Retaining Wall and Incidental Structure Design
- Septic System Design
- Specifications Writing
- Municipal Infrastructure Improvements
- Wetland Delineation
- Wetland Permitting

### CONSTRUCTION CONTRACT ADMINISTRATION

- Construction Inspection
- Contract Administration
- Quantities Estimates
- Earthwork Analysis
- Cost Estimates

## MARK G. L. FERGUSON, RA

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### EDUCATION:

Bachelor of Architecture, University of Maryland, College Park

### REGISTRATIONS:

Registered Architect:  
Maryland #7621/1987

### YEARS OF EXPERIENCE:

36

### TECHNICAL EXPERIENCE

Mr. Ferguson has broad experience in the fields of architecture, land planning and civil engineering, with projects ranging in scope from small residential additions to community planning. He has provided expert planning testimony before the Circuit Court for Prince George's County, the Prince George's District Council, the Planning Board, the Zoning Hearing Examiner and Board of Zoning Appeals for numerous planning cases, as well as testimony before similar boards in other Maryland jurisdictions.

With Site Design and its predecessor entities since 1989, Mr. Ferguson has prepared land use studies, feasibility analyses and detailed project planning for hundreds of various residential, commercial and industrial developments in Prince George's, Calvert, Montgomery, Charles, St Mary's and Anne Arundel Counties. This work requires intimate knowledge of the relevant master and/or comprehensive plans, zoning ordinances and other land development regulations in many jurisdictions.

His engineering responsibilities in designing stormwater management systems and sediment control plans include preparing hydrologic analyses of urban watersheds in connection with the development of drainage and stormwater management systems for individual houses, larger residential subdivisions, and commercial and industrial projects. Tools used in these analyses include the TR-20, HEC-1 and HEC-2/HEC-RAS hydraulic analysis programs, the use of USDA/SCS hydrologic analysis methods, as well as the Maryland State Highway Administration's and other County-specific rational hydrologic analysis methods.

In addition to hydrology, Mr. Ferguson carries out the hydraulic and structural design of storm drainage and stormwater management systems, including the State's array of Environmental Site Design methods, wet ponds, dry detention and retention basins, underground detention systems, vegetative and structural infiltration systems, oil/grit separators, and conventional open and enclosed drainage systems. When necessary, Mr. Ferguson will also prepare required analyses of theoretical breach events in earthen embankment structures to minimize possible effects and hazards of downstream flooding caused by dam failures.

### REPRESENTATIVE PROJECTS

**Town Engineer for the Town of Edmonston, Maryland.** Mr. Ferguson served from 1991 to 1996 in this capacity. He advised the Town Council on the effects of legislation, assisted in the preparation of ordinances, assisted in the planning process during the development of the Master

Plans for Planning Areas 68 and 69, and advised the Town on the selection of project proposals for funding under the Community Development Block Grant program. He also designed the reconstruction of 46<sup>th</sup> Avenue between Decatur Street and Ingraham Street to provide subdrainage and convert the street from centerline-drained to curblineline-drained; and, represented the Town in its interactions with Prince George's County's Department of Public Works and Transportation concerning the de-rating of the Decatur Street bridge over Northeast Branch and the re-establishment of the vertical alignment of the intersection of Decatur Street with 46<sup>th</sup> Avenue and the CSX grade railroad crossing.

**Franklin's General Store and Delicatessen.** Mr. Ferguson prepared construction documents and carried out the on-site construction contract administration for an 11,000-square foot addition to a historic commercial structure on U.S. Route One. Also, provided the land planning services involving necessary waivers of parking and loading requirements, variances from setbacks and landscaping requirements, and permission to build in planned right-of-way of U.S. Route One.

**Trinity Church.** Mr. Ferguson provided full architectural services for the construction of a portico to the fellowship hall on the site of a National Register-listed historic site in Upper Marlboro, Maryland.

## **COMMUNITY WORK**

**Chairman, Hyattsville Community Development Corporation, 2001-2007**  
**Treasurer, Hyattsville Community Development Corporation, 2010-Pres.**  
This local community development corporation was created to undertake the revitalization of commercial areas in the city of Hyattsville, to encourage the arts, and act together with the Gateway CDC in the establishment of the Gateway Arts District. Mr. Ferguson was the founding chairman, and oversaw the accumulation of sufficient capital reserve to employ its full-time executive director. Among many other works, the Hyattsville CDC has sponsored the installation of multiple works of public art, administered the creation of two generations of Hyattsville's Community Sustainability Plans, secured and disseminated market studies for development in the Route One corridor, and managed the renovation of the former Arcade Theater into the City of Hyattsville's Municipal Annex.

**Vice Chairman, City of Hyattsville Planning Committee, 2000-2005**  
**Member, City of Hyattsville Planning Committee, 1992-2005.**

This committee advises the Mayor, City Council and City Administrator on both external planning issues which impact the City, as well as redevelopment and revitalization issues within the City.

## Michael W. Ulrich Jr., RLS

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### REGISTRATIONS:

Registered Land Surveyor  
Maryland #21357  
Licensed in 2007

Member of Maryland Society of Surveyors

### YEARS OF EXPERIENCE:

32

### EDUCATION:

Anne Arundel Community College

Catonsville Community College

### PROFESSIONAL EXPERIENCE

#### Site Design, Inc. (RDA)

August 2022 - Present

#### Professional Land Surveyor

Responsible for the oversight of field and office operations. Responsibilities include all aspects of land planning, boundary and topographic surveying, and construction stakeout.

#### Chesapeake Environmental Management September 2019 – August 2022

#### Professional Land Surveyor – Operations Manager

Performed and oversaw boundary and topographic mapping for environmental projects

#### Colbert Matz Rosenfelt, LLC

July 2017 to September 2019

#### Professional Land Surveyor

Performed Boundary, Topographic, ALTA/NSPS HUD, As-Built, and Construction Stakeout Surveys for multiple clients in the Baltimore metropolitan area.

#### SolarCity/Tesla

April 2016 to May 2017

#### Licensed Commercial Site Surveyor

Performed Boundary/Topographic Surveys, and Construction Stakeout for Commercial solar arrays.

#### U.L.S. LLC.

December 2008 to April 2016

#### President

Solely responsible for all aspects of operations, including accounting, billing, proposals, design, drafting, and field operations (robotic and geodetic). Provide professional land development and surveying consulting services to engineering firms, builders, and developers - completing numerous boundary and topographic surveys, site plans, legal descriptions, and FEMA elevation certificates within Anne Arundel, Montgomery, Calvert, and Prince George's Counties. Consulting services include the completion of ALTA/ACSM surveys, stormwater management conceptual design, technical planning services, permit processing, and coordination with regulatory authorities. Provide construction layout, boundary, topographic, and site plan services, for Wagner Homes, Weston Builders, Winchester Construction, and Rhode River Marina. Provide engineering and construction stakeout consulting services for CB3 Consulting Services (Maryland Aviation Administration – Boundary Surveys, Reagan National Airport – stakeout and as-constructed surveys.) Admitted as expert for zoning and Land Surveying before the Anne Arundel County office of administrative hearings.

#### RDA ENGINEERING, INC.; Upper Marlboro, MD September 2002 to December 2008

#### Registered Land Surveyor

Responsible for the oversight of field and office operations in RDA's Upper Marlboro office, specializing mainly in the administration of geodetic and robotic operations for municipal, government, commercial, and private residential projects. Responsibilities included all aspects of land planning, boundary and topographic surveying, and construction stakeout.

### **Planner**

Responsible for hydraulic and structural design of storm drainage and stormwater management systems including wet ponds, dry detention and retention basins and vegetative and structural infiltration/filtration systems in connection with the development of various residential subdivisions, commercial and industrial projects. Tools utilized for the hydrologic and hydraulic analysis of urban watersheds include NRCS programs TR-20A for storm routing, USDA/SCS methods and other rational methods for estimating storm runoff volume, peak rate of discharge, hydrographs, and storage volumes required for floodwater reservoirs. Utilized HEC-2, and HEC-RAS for routing and determination of peak flood event modeling.

### **CAD Administrator**

Responsible for the administration of computer design and drafting systems, as well as geodetic post processing procedures, and write extensive manuals on their application – as it relates to office and field procedures. Expert in the use and application of AutoCAD, Softdesk, Land Development Desktop, Civil 3D, Carlson (Field to Finish), and Trimble Geomatics Office.

### **D.S. THALER AND ASSOCIATES, INC.; Baltimore, MD August 2000 to September 2002**

#### **Survey Technician & AutoCAD Administrator**

Responsible for field and office operations for the completion of boundary and topographic surveys, ALTA/ACSM surveys, construction stakeout, control surveys, and as-built surveys. Responsible for drafting subdivision and condominium record plats utilizing AutoCAD 2000 and HASP.

### **BOYD & DOWGIALLO, P.A.; Millersville, MD March 1997 to August 2000**

#### **Survey Party Chief and Engineering Technician**

Oversight of 4 person crew and in-field operations in connection with the completion of boundary and topographic surveys, ALTA/ACSM surveys, construction stakeout, control surveys, as-built surveys, and location drawings. Responsible for drafting various surveys and engineering plans.

### **McCRONE INC.; Annapolis, MD**

**October 1995 to March 1997**

#### **Survey Instrument Operator, and Party Chief**

### **BOYD & DOWGIALLO, P.A.; Millersville, MD October 1992 to October 1995**

#### **Chainman/Rodman / Instrument Operator**

## **REPRESENTATIVE PROJECTS**

- Town revitalization - (Owings Mills New Town – Maryland, Arundel Mills – Maryland, Glen Burnie Town Center, Town of Bainbridge – Pennsylvania)
- Transportation - (Baltimore light rail, DC metro-tunnel – M-Track, Maryland State Highway Administration – East/West Highway construction, & various highway Right-Of-Way plats (U.S. Route – 1, I-795, MD-725) Maryland Aviation Administration – Various Boundary surveys Reagan National Airport)
- Civic centers - (PSINet Stadium [M&T Bank Stadium] – utility stakeout, Baltimore Civic Center – expansion)
- Geodetic Information System – (Anacostia River Early Warning Flood System) - Structural Settlement monitoring – (S.H.A. maintenance complex in Westminster)
- Balmoral – Upper Marlboro, Maryland – 277 unit subdivision – Boundary, topography, planning, site plans, stream restoration plans, record plats



## Maria McEwen

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### CERTIFICATIONS:

Construction Management  
Certificate

### YEARS OF EXPERIENCE:

12

### EDUCATION:

-Master of Business Administration,  
Bay Atlantic University

-Bachelor of Civil Engineering,  
Pontificia Universidad Javeriana

### PROFESSIONAL EXPERIENCE

#### Site Design, Inc. (RDA) Engineer

May 2020 - Present

- Complete computations, technical reports, cost estimates and drawings related to erosion and sediment control plans, stormwater management plans and other civil engineering tasks
- Prepare associated calculations, reports, and spreadsheets
- Develop storm drainage, landscape plans, and erosion and sediment control designs
- Prepare agency design submission packages for agency reviews and approvals
- Participate with permitting and the completion of as-constructed/as-built drawings
- Interpret and apply all applicable federal, state and/or local codes
- Draft technical specifications

#### The Columbian National Army Engineering Command February 2016 – June 2019

##### Project Engineer

- Planned, coordinate and prepared plans and design computations for plumbing, gas, and fire protection systems with AutoCAD software
- Prepared and controlled the budgets and schedules of plumbing design projects.
- Reviews contracts, drawings, and technical specifications to solve issues in plumbing design.
- Used modelling software such as HEC-RAS, Epanet and Epa SWMM.
- Elaborated scope of work, cost estimates and technical specifications.
- Visited projects for visual inspections and control.
- Reviewed and adjusted different external designs in order to assure its functionality.

#### S2R Engineers

July 2014 – June 2019

##### Civil Design Engineer

- Responsible for conducting field inspection of plumbing projects.
- Elaborated scope of work, cost estimates and technical specifications.
- Monitor material procurement and deliveries to ensure timeliness in support of construction activities and schedule.
- Ensure that materials received meet specifications and established standards of quality.
- Coordinated and revised plumbing, gas, and fire protection engineering drawings.
- Prepared and controlled the budgets and schedules of plumbing design projects.

#### The Hydros Chia – Regional Water and Sewer Company July 2012 – June 2014

##### Project Engineer

- Acted as the point person for document management applications and reporting them to Project Manager using Microsoft Office
- Assisted the Project Manager with progress reports by sending weekly pictures
- Provided administrative and technical assistance for scheduling, cost engineering and subcontract coordination using MS Project
- Assessed subcontractors by reading drawings and specifications, and provide precision by using AutoCAD

# Site Design Inc

LAND PLANNING • LAND SURVEYING • ENGINEERING

5407 Water Street, Suite 206 • Upper Marlboro, Maryland 20772 • (301) 952-8200

April 29, 2024

Town of Upper Marlboro  
14211 School Lane  
Upper Marlboro, MD 20772

RE: Church Street Parking Lot Improvements  
RFP # UM 2024-01

Mayor Franklin and Commissioners,

We are pleased to present a select list of references for our firm's work. We have chosen clients that represent a range of project types, including, but not limited to work for other municipalities, developers, and churches. Please see below three clients:

- The City of Seat Pleasant  
Carlton Wilkins, Project Manager  
6301 Addison Road  
Seat Pleasant, MD 20743  
(240) 538-1158  
Nehemiahmgmt1@gmail.com
- Haverford Homes  
Sevag Balian, President  
6110 Executive Blvd, Suite 310  
Rockville, MD 20852  
301-769-6615  
gsbalian@haverfordhomes.com
- Trinity Episcopal Church  
Reverend Martha  
14515 Church Street  
Upper Marlboro, MD 20772  
(301) 627-2636  
*Work formerly performed under RDA Engineering Company, Inc.*

**Please note:** Work was also performed with many of the same staff, for the Town of Upper Marlboro thru our sister company, *CB3 Consulting Services (CB3)* which included the vertical re-alignment & repaving of Elm Street. CB3 also assisted the Town with obtaining its building permit for construction of the new Town Hall. Owner is a lifelong resident of Prince Georges County and Upper Marlboro.

*A Prince George's County based, woman & minority owned company*

[www.sitedesign.tech](http://www.sitedesign.tech)



### Results for Active Licensed Professional Engineers: 1

The following results do not include current licensees who are on inactive status.

Name	Address	City	State	Zip	Expiration	Category	Reg. #
SITE DESIGN INC.	5407 WATER STREET UNIT 206	UPPER MARLBORO	MD	20772	2026-02-24	PE FIRM - CORPORATION	55703

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