



September 10, 2022  
Revised September 15, 2022

Town of Upper Marlboro  
Kyle Snyder, Town Administrator  
Town Hall  
14211 School Lane  
Upper Marlboro, MD 20772

Subject: Contract for Roadway Engineering Survey & Design Firm  
Amendment No. 1: Supplemental Scope of Work

Dear Mr. Snyder:

Based on original Request for Proposals for Roadway Engineering Survey & Design Firm RFP# UM 2021-43 and recent discussions with Mr. Darnell regarding the subject Contract, Mead & Hunt, Inc. is submitting an amendment to the original scope and fee proposal submitted dated November 19, 2021. The scope of work is as follow:

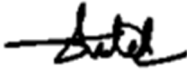
- Survey, inspect and provide repaving estimates for the travel lanes of Marlborough Lane, Marlborough Circle, Marlboro Terrace, Marlborough Court, and Marlborough Grove. These roadways are currently owned by an HOA, with plans to have them turned over to the Town.
- Mead & Hunt team will perform visual observations of the entire roadway and perform Ground Penetration Radar (GPR) at randomly selected locations on above mentioned streets to collect the pavement thickness information.
- The project site pavement conditions will be rated as poor, fair, good, or excellent. Accordingly, the pavement rehabilitation priorities will be recommended for schedule and budgeting purposes. The proposed pavement section recommendations will be in accordance with Prince George's County Standards and Specifications.
- Project plans will be prepared on 8.5"x11" sheets using GIS mapping and field measurements using a wheel and tape.
- Plan sheets will also show any improvements required for other cross section elements such as curb and gutter, sidewalk, and improvements necessary for ADA compliance.
- Mead & Hunt will prepare a planning level cost estimate for budgeting purposes.
- Pavement cores and detailed analysis is not included in scope of work which will be required prior to final pavement/ rehabilitation recommendations and preparing the construction plans.
- Pavement evaluation will be performed by subconsultants, DMY Engineering Consultants, Inc.

Please refer to our price proposal for detailed itemized design tasks required to complete the project work.

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The Project Manager and primary contact for this contract will be Shashikant (Shashi) Patel, PE, PTOE, DBIA. Shashi may be reached directly, via email, at [Shashi.Patel@meadhunt.com](mailto:Shashi.Patel@meadhunt.com) or via phone at (443) 741-3688. Doug Bobb, PE will serve as deputy project manager and a secondary point of contact. Doug can be reached via email at [Doug.Bobb@meadhunt.com](mailto:Doug.Bobb@meadhunt.com) or via phone at 681-313-4448.

Sincerely,  
MEAD & HUNT, Inc.



Shashikant B. Patel, PE, PTOE, DBIA  
Department Manager, Civil Engineering

Attachment/Enclosure:

1. Summary of Contract Fee
2. Fee Estimate – Amendment No. 1
3. Subconsultants, DMY scope and fee proposal

**PRICE PROPOSAL SUMMARY**  
**Contract for Roadway Engineering Survey & Design Firm**  
**RFP No. UM 2021-03**

<b>Consultant: Mead &amp; Hunt, Inc.</b>	
Base Contract Fee	\$ 249,930.00
Project: Future Improvements for Planning Budget for: Marlborough Lane, Marlborough Circle, Marlboro Terrace, Marlborough Court, and Marlborough Grove.	\$ 9,094.26
<b>Total Project Design Cost</b>	<b>\$ 259,024.26</b>

**Fee Estimate**

**Contract for Roadway Engineering Survey & Design Firm**

**Amendment No. 1: Supplemental Scope of Work**

**Project: Future Improvements for Planning Budget for: Marlborough Lane, Marlborough Circle, Marlboro Terrace, Marlborough Court, and Marlborough Grove.**

**Consultant: Mead & Hunt, Inc.**

Item Description	Man-Hour Estimate									
	Project Manager	Project Surveyor	Survey CAD Tech	Survey Crew Chief	Survey Field Tech	SUE Tech	Professional Engineer	Design Engineer	Technician	Task Hourly Subtotals
<b>A. Roadway/Street Evaluation for Planning Budget:</b>										
1. Project Kick-off Meeting and Data Collection (virtual)	1						1			2
2. Prepare and distribute meeting notes							1			1
3. Prepare preliminary base mapping and roadway center line using GIS data on 8.5"x11" sheets (up to 12 streets)							1		16	17
4. Perform site visit of above listed streets and review for pavement conditions, drainage issues and ADA compliance for sidewalk								8	8	16
5. Update base mapping based on field measurements, label roadway widths and label issues on plans								2	8	10
6. Perform quantity take-off of proposed improvements needed for each street and prepare planning level cost estimate							4	8		12
7. Prepare two-three page summary report of improvements needed and submit along with concept plans and cost estimate	1						2	8		11
<b>Subtotal</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9</b>	<b>26</b>	<b>32</b>	<b>69</b>
<b>Total Hours</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9</b>	<b>26</b>	<b>32</b>	<b>69</b>
<b>Hourly Rate</b>	\$79.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$73.95	\$38.81	\$25.00	
<b>Labor Cost</b>	\$ 159.20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 665.55	\$ 1,009.06	\$ 800.00	\$ 2,633.81
Overhead Cost @	140.00%									\$ 3,687.33
Sub-Total										\$ 6,321.14
Fee (10% of Total)	10.00%									\$ 632.11
<b>Subtotal- Labor including Overhead and Fee</b>										<b>\$ 6,953.26</b>
<b>Direct Costs</b>							Quantity	Unit	Rate	
Mileage							100	mile	0.56	\$ 56.00
Printing Full Size Paper Plans (24"x36")							0	Each	1.5	\$ -
Utility Test Holes Mobilization							0	LS	1000	\$ -
Perform Utility Test Holes (assumed 3)							0	Each	800	\$ -
Others (Shipping, Mailing)								LS	500	\$ -
<b>SubTotal - Direct Costs</b>										<b>\$ 56.00</b>
<b>Total Cost - Mead &amp; Hunt Design Fee including direct costs</b>										<b>\$ 7,009.26</b>
<b>Subconsultants Support Services</b>										
DMY Engineering- Geotechnical Engineering										\$ 2,085.00
<b>SubTotal - Subconsultants Support Services</b>										<b>\$ 2,085.00</b>
<b>Total Project Design Cost</b>										<b>\$ 9,094.26</b>

**GEOTECHNICAL ENGINEERING  
SUPPLEMENTAL SCOPE AND COST PROPOSAL**

**Town of Upper Marlboro  
DMY Proposal No. 03.05586.01  
August 28, 2022**

**Project Understanding:**

We understand that there are additional six streets (Marlborough Lane, Marlborough Circle, Marlboro Terrace, Marlborough Court, and Marlborough Grove) which require visual pavement condition survey. These roadways are currently owned by an HOA, with plans to have them turned over to the Town.

**Scope of Work & Work Plan:**

Based on the information, we develop the scope of work and work plan as below:

- a) DMY will perform a visual pavement condition survey to identify the existing pavement conditions for those additional six streets.
- b) DMY will perform Ground Penetration Radar at randomly select location on these 6 streets to collect pavement thickness information
- c) We understand no pavement coring or boring is required for these six streets.
- d) DMY will include pavement condition survey results in the pavement evaluation memorandum which will summarize the subsurface exploration, summarize subsurface conditions, pavement evaluation results, and our recommendations for pavement Maintenance, Rehabilitation and Repair (MR&R).

**Fee:**

The additional fee to complete the scope of work above will be \$2085.00