R-61-2018 - A Resolution Authorizing the City to Enter into a Contract with Syed Engineering and Management, Inc. to Provide Construction Engineering and Management Services for the Ward III Street Improvement Project

City Council of the City of Glenarden, Maryland
2018 Legislation

Resolution No:	**R-61-2018**
Introduced By:	**Deborah Eason, Council President**
Co-Sponsors:	**At the Request of Administration**
Session:	**Regular Session**
Date of Introduction:	**March 12, 2018**

A Resolution Authorizing the City to Enter into a Contract with Syed Engineering and Management, Inc. to Provide Construction Engineering and Management Services for the Ward III Street Improvement Project

WHEREAS, The City of Glenarden Maryland ("the City") wishes to hire an independent contractor to provide Construction Engineering and Management Services for the Ward III Street Improvement Project acknowledged in Resolution R-45-2018; and

WHEREAS, the City has identified a number of streets within the boundaries of the area formally known as Ward III that require resurfacing and/or repaving and related improvements; and

WHEREAS, Pursuant to Section 818(B) of Charter the City is permitted to participate in a public contract that was the subject of a competitive bid process by another governmental entity with comparable procurement procedures; and

WHEREAS, The Council approves the award of a contract for Road Resurfacing and Related Improvements to E&R Services, Inc., in an amount not to exceed $333,292.00, based upon the terms and conditions of the County Contract; and

WHEREAS, Syed Engineering and Management, Inc. will supervise E&R Services, Inc. on the Ward III Street Project and complete all work specified in the Proposal attached hereto as Exhibit A; and

WHEREAS, Pursuant to Section 825 expenditures for contracts involving technical or professional services, such as consulting and supervising engineers, architects, attorneys at law, and certified public accountants, are exempt from the provisions of the bidding procedures required by this Charter, provided however, that all contracts for exempt technical or professional services shall be awarded after notice inviting potential contractors to submit proposals has been given at least five days prior to the awarding of any contract, and shall be first approved by the Council.; and

WHEREAS, The City has obtained several quotes to award a engineering and management services contract for the Ward III Street Improvement Project from reliable vendors, attached hereto as Exhibit A, B and C; and

WHEREAS, the City Council concurs that Syed Engineering and Management, Inc. shall be awarded a contract for subject services, for an amount not to exceed Twelve Thousand Dollars and 00/100 ($12,000); and

NOW, THEREFORE BE IT RESOLVED by City Council of the City of Glenarden, Maryland, sitting in Regular Session this **12th day of March, 2018** as follows:

1. The City Council approves the award of a contract for Construction Engineering and Management Services to Syed Engineering and Management, Inc. for the Ward III Street Improvement Project for an amount not to exceed not to exceed Twelve Thousand Dollars and 00/100 ($12,000), subject to acceptance by Syed Engineering and Management, Inc. of a contract acceptable to the City Attorney; and

2. The contract amount for these services shall be expended from the Ward III Street Project Capital Projects Fund, Line Item No. 7614.

3. That this Resolution shall take effect immediately upon passage.

Date Approved: March 12, 2018

Attachments: Exhibit A, B, C

ATTEST:

Toni Taylor, Council Clerk

City Council of Glenarden

Deborah A. Eason, Council President

James Herring, Council, Vice President

Angela D. Ferguson, Councilwoman

Robin Jones, Councilwoman

-Absent-
Carolyn Smallwood, Councilwoman

Donjuan Williams, Councilman

Celestine E. Wilson

Celestine E. Wilson, Councilwoman

Yes -6-
No -0-
Abstain -0-

SYED ENGINEERING & MANAGEMENT, INC.
Engineers, Contract Administrators and Construction Managers

December 11, 2017

Mr. Eddie Tobias
City Manager, City of Glenarden
8600 Glenarden Parkway
Glenarden, MD 20706

Re: Engineering & Construction Management Services

Dear Mr. Tobias:

Syed Engineering & Management, Inc., is pleased to submit this proposal for providing Engineering and Construction Management Services to the City of Glenarden for its project, Street Improvements and Neighborhood Revitalization, as proposed by the contractor, E&R Services, Inc. We have been involved in managing similar projects with the Prince George's County Department of Public Works and Transportation for the past fifteen (15) years.

Our scope of services shall include the following.

1. Review the project specifications and make amendments, if necessary.
2. Process a construction contract agreement between the City of Glenarden and the contractor.
3. Go over the project scope of work with the contractor in detail; and develop a construction schedule and work sequence.
4. Supervise the actual construction of the project and provide technical support to the contractor, if needed.
5. Negotiate with the contractor the cost of any additional work that may be necessary; and process a change order.
6. Review and approve the progress payment requests submitted by the contractor.
7. Do the final walk-through of the project and create a punch list, if needed.
8. Help the contractor and the City of Glenarden in closing the project.

Fee for Services:

The total fee for the above noted services is **Twelve Thousand Dollars ($12,000.00)**, payable in four (4) equal monthly instalments.

We thank you for the opportunity to provide professional services and pledge our continued support to the City of Glenarden in managing its construction projects.

Sincerely,

Mashood A. Syed, P. E.
President

5904 Norway Court, Columbia, MD 21044 – Phone: 443 799 2763

Mashood Ahmad Syed

5904 Norway Court, Columbia, MD 21044
Phone: (443) 799 2763
E-mail: mashoods@hotmail.com

QUALIFICATIONS:

Extensive Managerial experience in Project Planning, Engineering and Design Coordination, Estimation, Bidding, Contract Negotiations, Project Buy Out, Project Set Up, Project Management, Scheduling, Submittals, Change Order Processing, Job Costs and Project Close Out. Well-versed in the use of all types of computer software in Administering and Managing of Construction Projects.

EDUCATION:

1973 B.S. Civil Engineering, University of Engineering & Technology, Lahore, Pakistan
1985 Diploma in Computer Programming, ICS, Scranton, PA

CERTIFICATION:

Licensed Professional Engineer, PE, from State of Maryland
Licensed Professional Engineer, PE, from State of New York

EMPLOYMENT:

2002 - Present **Syed Engineering & Management, Inc., 5904 Norway Ct., Columbia, MD 21044**
Consultant
Working as a Consultant through my own Company for Prince George's County Department of Public Works and Transportation. Providing technical help and support to the Department in Planning, Designing and Budgeting of its Capital Improvement Program, Cost Estimation, Review of Drawings and Specifications, Preparation of Bid Packages, Permits, Contract Administration and Construction Management of various Roads, Bridges and Drainage Improvement projects.

2000-01 **Emmco Mechanical, LLC, 610 Teaberry Road, Bedford, PA 15522**
Director of Operations
Controlled overall operations of the Company. Responsibilities included Business Promotion, Bidding, Contract Negotiations and Cost / Time Management of Projects. Continuously developed and implemented strategies to improve Company's productivity and profitability.

1997-99 **The Pike Company, One Circle Street, Rochester, NY 14607**
Project Manager
Managed construction of Wal Mart Distribution Warehouse, Wal Mart Retail Store and a Senior Citizen Residence at a total cost of $50 Million. All three projects were completed and closed out to the entire satisfaction of clients while making considerable profits to the Company.

1990-97 **Allied Builders Inc., 250 State Street, Brockport, NY 14420**
Chief Estimator / Project Manager
Helped the Company in bidding of Lump Sum and Negotiated Projects. Developed Conceptual plans and worked with the Architects and Engineers to prepare details of Design-Build Projects. Provided technical and administrative support to field staff in running of Construction Projects. Also worked as Project Manager on some of the projects.

1986-89 **Chappell & Dyer Inc., 60 Bowman Street, Rochester, NY 14607**
Office/Project Manager
Helped the Company in managing all its office and field operations. Responsibilities included bidding, scheduling and construction management of various Concrete and Masonry subcontracts.

1983-85 **A. M. Alissa Consulting Engineers, Riyadh, Saudi Arabia**
Civil Engineer
Supervised construction of a concrete water reservoir and its related facilities as part of Riyadh Water Supply Project. Worked as owner's representative at site and provided technical and professional support to the contractor to help complete the project in a timely and cost-effective manner.

1980-83 **Al Hussaini ADA, Hafr-al-Batin, Saudi Arabia**
Senior Engineer
Worked as an in charge of erection of pre-cast concrete panels at a Military City Project (KKMC) under the supervision of U.S. Army Corps of Engineers. Responsibilities included scheduling, ordering and supervising erection of pre-cast panels for enlisted men housing quarters. Also, conducted periodic safety meetings with the erection crew to implement safe working conditions.

1974-79 **Communication and Works Department, Government of Punjab, Lahore, Pakistan**
Assistant Engineer
Worked as an in charge of construction and maintenance of public buildings, roads and bridges in the Sharqpur Sub-Division of District of Lahore. Responsibilities included soliciting and awarding of various government contracts and subsequent inspection and monitoring of these projects. Extensive traveling was involved while visiting the project sites.

SHELADIA
ASSOCIATES, INC.

Engineers

Development
Consultants

Architects

15825 Shady Grove Road
Suite 100
Rockville, MD 20850
USA
Tel 301-590-3939
Fax 301-948-7174
www.sheladia.com

January 10, 2018

Mr. Eddie Tobias
City Manager
City of Glenarden
James R. Cousins, Jr., Municipal Center
8600 Glenarden Parkway
Glenarden, MD 20706 - 1522

Subject: Construction Engineering and Management Services – Citywide Sidewalk & Pavement Restoration

Dear Mr. Tobias:

We are submitting our scope of services to provide Construction Engineering and Management Services for the City of Glenarden.

Scope of services essentially covers:
1. One Construction Manager/Project Engineer/Construction Inspector

Our scope of services and related fees follow. Total fee for the professional engineering services is **$23,760.40.** This has been computed for 20 hours per week for a period of 8 weeks.

We look forward to receiving your comments, if any, on this scope of services and are available for discussion at your convenience.

We appreciate the opportunity for submitting this scope of services and look forward to working with the City of Glenarden on this project. If you have any questions or concerns about the scope of services, please contact Mr. Udeh Maduabuchi at mudeh@sheladia.com

Sincerely,
SHELADIA ASSOCIATES, INC.

M.Udeh

Maduabuchi Udeh
Construction Services Manager
Sheladia Associates, Inc.

Enclosure:
1. Project Fee Proposal
2. Firm Profile
3. SOW
4. Personnel Resume

International Offices

Afghanistan
Cambodia
Ethiopia
India
Indonesia
Pakistan
Tanzania
Zambia

Overview of Professional Qualifications

Since 1974, SHELADIA has been successfully providing construction management services to the Departments of Transportation in Washington D.C., Maryland and Virginia. Our commitment to delivering the highest quality of work to our clients has been the key contributing factor to the large percentage of business the firm receives. We offer a wide range of construction management and inspection, engineering and architecture services, and we are prepared to bring our extensive and specific experience in construction management around the DC Metro area.

The breadth of the firm's construction engineering and management service projects are from on-call task order based contracts to major design-build projects and we have the ability to mobilize our staff when needed to satisfy the needs of our clients. Our flexibility with staff mobilization has aided in establishing our credibility for delivering outstanding construction engineering and management services throughout the Mid-Atlantic region. This mobilization strategy has been vital in the transition from acquiring small individual projects to being awarded indefinite quantity contracts.

Our path to successfully completing on-call task order service contracts is rooted in our ability to:

- *Assemble a team of highly experienced professionals and consulting firms*
- *Provide effective leadership, project management, coordination and oversight*
- *Undertake assignments on short notices*
- *Understand thoroughly the needs and standard practices of the clients*
- *Ensure that services are delivered on time and in a cost effective manner*

Sheladia's professional engineers, construction managers and inspectors, and support staff have the capacity to assist with completing all work in the required time. We understand the essential parameters of preparing, maintaining and securing accurate contract records, change orders, claims, documents and payment records. Our team of professionals brings a wealth of knowledge and experience that ensures all recommendations, change orders, and cost estimates will be clearly documented, detailed and necessary. We guarantee that logs of all records will be completed correctly and maintained in an organized and secure location.

Our Construction Management and Administration Services Include:

- Construction documentation, document preparation and review
- Contractor's schedule review
- Baseline schedule acceptance and updates
- Revisions to the baseline schedule
- Shop drawings preparation and review
- Claim support analysis and resolution
- Change orders
- As-Built drawings preparation and certification
- Certification of construction per approved plan and specifications
- Third party code compliance inspections and certifications
- Coordinating with permitting agencies
- Value engineering and constructability reviews

- Assistance associated with contracts, statutory interpretation and enforcement of ordinances
- Construction administration and inspection
- Construction and design issue resolution
- Planning and design review and contract administration
- Project close out and warranties program
- Project commissioning
- Project controls
- Quality control and assurance
- Safety and security program monitoring

Our team understands that cost control begins at the project initiation phase and continues throughout every phase of the project until completion. Sheladia exercises strict cost controls on all projects. Cost control ensures that all tasks are completed within budget. Our cost control system has been used effectively on our previous on-call contracts. Our strategic approach to cost control has been effective at identifying potential problems that have occurred due to changes in scope throughout the duration of a project.

Our distinctive approach to implementing an effective Cost Control System includes:

- Measurement of quantity
- Invoice approval
- Contract time charges
- Time extension
- Liquidated damages
- Means and methods of cost control
- Micro-management of the project budget
- Team based itemized cost tracking
- Minimizing errors and omissions

We are uniquely placed to be the city's partner in providing the required Construction Management services and we are actively involved in similar contracts with the District Department of Transportation and surrounding agencies.

Similar Design and Construction Management project experience provided by Sheladia includes:

- *DDOT – Local Sidewalk & Local Pavement Restoration Project*
- *DDOT - Federal Aid Pavement Restoration NHS Routes Project*
- *DDOT - Rehabilitation of Howard Theater Area, NW*
- *DDOT - Reconstruction and Resurfacing of New Hampshire Avenue, NW*
- *DDOT - Rehabilitation of Broad Branch Road, NW*
- *DC Water - Division H Anacostia River Tunnel*
- *DC Water - First Street Tunnel*
- *VDOT - Capital Beltway I-495 and I-95 Express Lanes Project*
- *WMATA/MWAA - Dulles Corridor Metrorail Project Phase – 1*
- *WMATA Bus-1*

Project Team Experience

For this project, our team is prepared to implement our philosophy of prioritizing the needs of the city to ensure that every task order is carried out successfully. We will provide an integrated team approach that safeguards the integrity of the city's values and priorities. The project organization and the staffing plan proposed for this contract have been developed to facilitate a smooth and efficient incorporation of required specialized expertise and resources. Our team members have the capabilities that overlap and complement each other, creating a deep resource pool of reliable, qualified and responsible professionals.

Why choose the Sheladia Team:

Sheladia ensures that our team has the capability to commit adequate professional resources and support staff matching the needs of this project assignment for the services under this contract. Our team fully understands the importance of effective and quality Construction Management services, and we are prepared to meet and exceed the expectations of the \City. From day one, we will focus our energy on the critical elements of the projects. Our team has worked on similar projects and brings local knowledge of actual, existing construction projects. We anticipate the issues ahead of time and have mitigation strategies in place to ensure cost control and timely delivery of the project.

The Sheladia team offers:

1. A team with hands-on experience in sidewalk and pavement restoration projects.
2. The capacity to respond immediately to the City's requests
3. A staff of highly skilled and experienced professional that have experience with ADA requirements.
4. A reputation for providing quality services.

The following sections will provide a detailed look at our project experience, professional staff and our approach to meet and exceed the requirements of Construction Engineering and Management services requested by the City of Glenarden.

REQUEST FOR QUALIFICATIONS (RFQ) FOR CONSTRUCTION MANAGEMENT SERVICES FOR THE SIDEWALK & PAVEMENT RESTORATION FOR CITY OF GLENARDEN, MARYLAND

A. Scope of Work

1. Provide staff to carry out inspection and coordination of all construction activities of the project as they are being performed and resolve field construction problems.

2. Scope all work locations to identify work that need to be carried out and direct the contractor accordingly.

3. Prepare, maintain and secure on current basis all contract record including Correspondence, Change orders, Claims, Contractor Documents, Partials Payments, Meeting Minutes, Inspection Reports, Safety Reports, Accident Reports, RFI, Non-Compliance and Rejection Notices, etc.

4. Accurately measure and record all quantity of items, which are to be paid under the contract documents and verify the accuracy of the contractor's field measurements.

5. Change Orders; make written recommendations, including detailed justification and cost estimates, to the City Manager for such changes in the construction contracts, as the Consultant may consider necessary. Analyze requests for changes submitted by the Contractor for merit and make recommendations to the City Manager.

6. Claims: if requested, maintain documentation of all contractual liability claims. In the event any claim is made or any action brought, arising under or in any way relating to the construction contract, the Consultant shall prepare all correspondence for the signature of the City, including preparation of: written reports with supporting information. Receive, investigate and answer all complaints and inquiries from property owners, citizens and officials. While referring unresolved complaints with recommendations to the City Manager.

7. Final Inspection: convene and conduct the final inspection. Prepare the punch list resulting from the final inspection. Send the City Manager and the Contractor a copy of the punch list. Verify that the Contractor in accordance with the Contract documents completes all items on the punch list. Provide the City Manager with a letter, signed by the Consultant's designated representative, certifying that the Project was constructed in substantial conformance with the contract documents, except for those changes delineated in the letter. The Final Inspection and certification by Consultant is for providing the City Manager a greater degree of confidence that the completed construction work will conform generally to the construction documents and that the integrity of the design concept as reflected in the construction documents has been implemented and preserved by the construction contractor(s). Consultant neither guarantees the performance of the construction contractor(s) nor assumes responsibility for construction contractor's failure to perform work in accordance with the construction

documents.

8. Final Reports; Prepare all final reports required by City. Analyze and report on the Contractor's time of completion and prepare any justifiable time extension or recommend assessment of liquidated damages and incentive or disincentive charges as appropriate. Return to the City any original calculations, survey notes, engineering, or other data provided by the City.

B. Time of Completion

We propose that all services defined in this SOW be completed within **Eight (8) weeks** from the date this contract is executed by the Contracting Officer. Additional extensions would be time and material based.

Kingsley Oseloka Achebe, PhD, PMP, EIT

Construction Manager/Engineer

SHELADIA ASSOCIATES INC.

SUMMARY

Dr. Achebe has over 20 years of experience as a Civil/Building Engineer and over 10 years' experience in teaching engineering & management students. Vastly experienced in all aspects of project management and planning, including: construction plans and specifications reviews; quantity take-offs, estimating, scheduling and earned value analysis; value analysis & engineering; infrastructure and facility management; constructability reviews, field supervision, proposal preparation and business development; preparing project status and monthly status reports; developing, monitoring and controlling project/task budgets. Skilled with vulnerability and risk analysis; building supervision, tunnel, road and highway construction; civil works, structural analysis and detailing; alteration and renovation; cost control and waste management; site assessment, remediation and development staff.

POSITION

Construction Manager/Engineer

EDUCATION

Ph.D./Civil Engineering, New Jersey Institute of Technology/2011
MS/Civil Engineering/New Jersey Institute of Technology/2006
BS/Building and Civil Engineering/University of Jos, Nigeria/1999

YEARS OF EXPERIENCE

20

LICENSES/ CERTIFICATIONS

- Project Management Professional (PMP)
- Engineer In Training
- Designing and Specifying Pervious Concrete
- Nuclear Safety Gauge Certification
- VDOT Pavement Making Certification
- VDOT Asphalt Field Certification
- Maryland ACI Concrete Field Testing Technician Certification
- Red Vector Designing & Specifying Pervious Concrete Certification
- DDOT Storm Water & Green Infrastructure (GI) Construction and Inspection Training

PROJECT EXPERIENCE

Construction Manager/Project Engineer DDOT Local Sidewalk & Local Pavement Restoration Contract

These involved managing two different contracts for two different DDOT Project Managers: Oversaw the improvements project for all local roads which also include repair or total reconstruction of curb, gutters, wheelchair ramps, parking lots, utilities, pavement, landscaping, line striping, etc. Also managed crack sealing, deep patching and slurry seal of asphalt roadways while adhering to DDOT's standards and specifications, safety guidelines and MOT plans. Carried out public outreach by preparing resident and ANC notifications of scheduled work and attended public meetings. Prepared CM weekly and monthly reports.

Supervised and led a team of ten construction inspectors and an Office Engineer. Performed progress and final inspections of the work performed and subsequent punch lists. Provided construction trainings for the inspectors to keep them up to date on new construction methods. Scheduled and led weekly progress meeting involving both the contractor's and client's representatives. Resolved construction conflicts and issues on site and in the office, interfacing with public space, teams, community liaison, ADA and other departments. Carried out utility coordination.

Oversaw the improvement to all local sidewalk across the entire city, liaising with the Mayor's & Council Members' offices; Advisory Neighborhood Commissioners (ANCs); local residents as well as DDOT staffs – from the Director all the way down the chain of command – in receiving all sidewalk complaints and subsequently scheduling site visitation or meeting with residents to assess the damage and immediately schedule appropriate restoration work. These emergency responses are in addition to the restoration of the already yearly scheduled locations across the city. Oversaw the improvements of all sidewalks and wheel chair ramps across the city in other to meet the ADA guidelines – that is ensuring that all the ramps and sidewalk are made to meet up the slope requirements as laid down in the ADA standard guidelines.

Carried out weekly scoping of locations across the city along with contractor's superintendent to mark all sidewalks, curb; gutter; ramps, driveway/alleyways, roads, etc. that will need to be restored. Review of inspector daily reports and the contractor's monthly invoices for approval.

Responsible for the administration of the construction contract to ensure that the contract work is completed in accordance with the plans and specifications, required quality standards, the contract period and the contract price, monitoring works of the prime contractor and sub-contractors to ensure that the work is performed in accordance with an agreed schedule and to ensure that support services from DDOT comply with the construction schedule.
Carried out the cost tracking of all completed location while scheduling cost reconciliation meetings with the contractor's project manager, after which I will approve the reconciled invoices and recommend to DDOT for payment.

Adjunct Professor: Graduate School of Management and Technology; University of Maryland University College; Adelphi MD Teaching Project Management courses to Graduate Students based on Project Management Institute (PMI) guidelines. The courses covers an overview of the theory and practice of managing projects in any organization, with emphasis on leadership in project management: managing projects or tasks in a team environment; building teams; and utilizing communication, organization, and conflict management skills. Teaching students on how to manage, supervise, perform, or develop policies and procedures for professional work involving the procurement of supplies, services, construction, or research and development. It also includes teaching the students how to carry out an effective and efficient review and analysis of any project work through value analysis/engineering in other to identify effective and efficient management & engineering solutions, in compliance with laid down management & engineering principles and practices. Topics also include directing or managing procurements and providing staff advisory services; analyzing and evaluating cost or price proposals and accounting systems data; planning, establishing, or reviewing contracts, programs, policies, or procedures; developing acquisition strategies and directing or managing procurements; and providing staff advisory services.

Senior Construction Inspector (CI): Sammat Engineering Services, LLC; Washington DC.
Responsible for performing inspection of a construction contractor's work, as assigned by the Construction Manager (CM); to assure the work is in compliance with approved contract plans and specifications. Observes the contractor's work and recommends approval of the inspected work to the CM based upon tests conducted in accordance with published procedures and good construction practices. Maintain inspection records and records pertinent to equipment, material, and labor. Utilize construction management software such as AASHTO's Field Manager and Field Book, prepare daily inspection reports and provide advice to the CM of inspection results, particularly items requiring re-work because of quality deficiencies. Verify and maintain on a daily basis, quantity data for use in processing payments. For projects with limited service staff members, assume additional responsibilities as assigned by the CM.

Civil Engineer: Polytran Engineering Associates, East Orange NJ; Participated in the development and preparation of the Maintenance & Protection of Traffic (MPT) plans during construction in accordance with the requirements of MUTCD and NJDOT; Observed roadway, maintenance and resurfacing projects, and determined whether construction work is being performed in substantial compliance with contract plans and specifications; Monitored, tracked, checked and verified that all contractor's paving operations are within the specifications, and provided safe work zones for workers and all the traveling public; Observed construction work related to pavement milling and overlay, and pavement marking operations; Ensured that existing milled surface was well bonded with the new asphalt surface; Performed field inspection for the construction of roads and structures, and applied highway engineering concepts, principles, and practices applicable to all stages of highway development and maintenance operations; Monitored and inspected pavement density and asphalt testing; Carried out record keeping and field measurements as needed.

Teaching Assistant, Dept. of Civil and Environmental Engineering; New Jersey Institute of Technology (NJIT); Newark, NJ Provided teaching assistance for undergraduate Engineering students in the following courses: Statics; Engineering Mechanics; Construction Materials and Procedures; Construction Materials Lab; Dynamics and Fluid Mechanics.

Project Manager/Estimator, DCI Metro Inc.; Newark, NJ Estimated, planned, scheduled, controlled and managed assigned projects using WinEst, Peachtree, Spreadsheets, and Microsoft Projects; Administered, conducted and managed procurements; Prepared bids, RFIs, RFQs and RFPs; Carried out Earned Value Analysis to ensure that projects were delivered on schedule and within budget. Carried out Quality and Risk planning Analysis and Control of assigned projects; Performed Value Analysis and Engineering towards arriving at the best choices. Liaised with clients and their representatives; Led & participated in site meetings, trainings, seminars and workshops.

Project Manager/Engineer, Federal Capital Development Authority, Public Buildings/Works Department; Abuja, Nigeria Directed, coordinated, and supervised construction sites, building designs and civil works using laid down engineering & management principles. Prepared and monitored estimates and schedules for departmental projects; Performed reviews of design documents to ensure drawings and specifications adhere to applicable guidelines, building codes, Federal regulations and industry standards. Prepared contractual documents, shop drawings and structural detailing of assigned projects; Reviewed plans and specifications for subjective, and in some cases, ambiguous program requirements. Participated in negotiations with militant groups, supervised remediation and development of contaminated sites after amicable resolutions. Managed building and civil infrastructural work contractors who were engaged by the department; Worked with engaged contractors to carry out value engineering and analysis of proposals; Managed project to completion, performed inspections, and oversaw daily trade coordination. Participated in recruitments, site meetings, seminars and workshops for staffs and contractors; Directed and trained team members on current, effective & efficient engineering and management skills; provided technical advice and engineering support for assigned multi-year and multi-phased construction and renovation projects. Exhibited leadership while enhancing teamwork to deliver project deliverables on schedule, within budget and to specifications. Responsible for the administration of contract awards, administering, managing and close-outs. Participated in providing cost analyses of projects to financial managers and funding Bureaus, and in moving funds within programs to accomplish construction objectives.

CITY OF GLENARDEN, MD			
CONSTRUCTION ENGINEERING AND MANAGEMENT SERVICES FOR CITYWIDE SIDEWALK & PAVEMENT RESTORATION			
SHELADIA MANHOUR-COST ESTIMATE			
1/10/2018			
TASK DESCRIPTION	Fixed Hourly Fully Loaded Rates	TOTAL MAN-Hours	TOTAL AMOUNT
Number of Personnel			
*FIXED HOURLY RATES			
A. Construction Management - Sheladia Labor			
Construction Engineer/ Manager/Inspector - For 20 hours/week for 8 weeks	$147.14	160.00	$23,542.40
B. Indirect Costs			
Mileage	$0.55	400.00	$218.00
C. Total Indirect Cost			**$218.00**
TOTAL PRICE (A+B+C)			**$23,760.40**

Independent Consultants & Engineers, Inc.

January 10, 2018

Mr. Eddie Tobias
Acting City Manager
City of Glenarden
8600 Glenarden Parkway
Glenarden, MD 20706

Re: Proposal for Construction Engineering Services
Street Improvement Project
City of Glenarden
IC&E Proposal No. 40-18-003

Dear Mr. Tobias:

Independent Consultants & Engineers, Inc. (IC&E) is pleased to submit this proposal for construction engineering services for the Street Improvement Project in the City of Glenarden. The proposal has been prepared in accordance with your email delineating the Scope of the Construction Work Tasks and our knowledge of the project area.

Project Understanding

At the current time, we do not have a schedule for the work tasks from E & R Services, Inc. Further, we do not have a set of the approved contract documents showing the actual location of the work. We do; however, have a bid outline delineating the types and quantities of work per street. The work tasks by E & R Services appear to consist of partial removal and replacement of pavements, curb/gutter, driveways, sidewalks/ramps and underdrains.

Scope of Services

IC&E will provide:

1. Periodic observation of construction activities for conformance with County specifications.
   Periodic Construction Observation tasks will include:
   - 1.1 Serving as the City of Glenarden's liaison with the Contractor, primarily through the Contractor's Superintendent, public/private utilities and various jurisdictional agencies.
   - 1.2 Arrange required material testing with the City of Glenarden's testing consultant.
   - 1.3 Relay public concerns and answer resident's questions.
   - 1.4 Inspection of traffic control items.
   - 1.5 Maintain a database of names, addresses and phone numbers for subcontractors, contractors, suppliers and utilities involved with the project.
   - 1.6 Alert the Contractor's field Superintendent when un-approved materials or equipment are being used and advise the City of Glenarden of such occurrences.
2. Monitor the work effort completed versus the outline proposal provided by E & R Services.
3. Review/approve draw requisitions based upon work completed and accepted.
4. Assist with providing solutions for issues such as poor subsoil conditions or underground water. We assume that if issues arise that cannot be immediately addressed, that E & R Services will need to prepare costing based upon an outline of the remedial work effort by IC&E. This costing will in turn be provided for your consideration.
5. Meetings/Coordination – Meet with the Contractor, City of Glenarden Staff, testing consultant as required and others throughout the project duration to review progress and discuss relevant issues.
6. Documentation – Documentation services include tracking of actual quantities and record keeping including Inspector's Reports, quantity certifications and progress reports.

MEMBER ICC

NFPA MEMBER 07-10

15861 Commerce Court, Upper Marlboro, MD 20774-7412
Phone: 301.218.5458 Fax: 301.218.6117 Email: info@drdirt-ice.com Website: www.drdirt-ice.com

Other

Material Testing – It is our understanding that material testing services will be provided by a separate consultant working directly for the City of Glenarden. The consultant will perform laboratory testing on materials, sample bituminous materials for compaction and properties, and observe paving operations.

As an alternate, the General Contractor may sample and have tested concrete specimens and provide a MARTCP HMA technician and core samples of the pavement for evaluation.

Fees

Fees for engineering services described above are proposed on a cost, not to exceed basis using the hourly rates provided herein. The following is a summary of estimated hours and fees for the project.

Task	Estimated Hours	Fees
Periodic Observations (40 visits)	120	$13,000
Meetings, Draw Requests, Consultations	26	$3,500
Not-to-Exceed Total	146	$16,500

Should it become necessary to provide full-time continuous observation of the Contractor's work due to poor workmanship or negligence on the part of the Contractor, the City will be advised. At that time, the City may agree and approve fees to conduct such extra services, or arrange for others to complete this work. IC&E reserves the right to terminate services for lack of payment or if continued work would be considered detrimental to our reputation.

It is proposed at this time that our fee for the performance of the services outlined be determined on a unit price basis, in accordance with the attached Schedule of Services and Fees, and that the work be performed pursuant to the attached Contract Conditions. Copies of the Schedule of Services and Fees and the Contract Conditions are enclosed herewith and incorporated into this proposal.

We trust the information we have provided will meet you with your approval. If so, please sign and return one copy of the Contract Acceptance Order (last page). Of course, your purchase order or letter or authorization is also acceptable, provided your reference our Proposal No. 40-18-003, dated January 10, 2018.

We appreciate the opportunity of presenting this proposal and look forward to your favorable response. If we can be of any immediate assistance or answer any questions you may have, please contact us at your convenience. Our goal is to provide responsible, practical, and professional services at a reasonable price with the intent of developing long term relationships with our clients.

Very truly yours,

Independent Consultants & Engineers, Inc.

Jules D. Reese, P.E.
Senior Vice President

Judith K. Reese
President

JDR:jr

Project Name:	Street Improvement Project	Date:	January 10, 2018
Project Location:	Glenarden, Maryland	IC&E Proposal No.:	40-18-003

Independent Consultants & Engineers, Inc.
SCHEDULE OF SERVICES & FEES

I. **Engineering/Managerial Services:**

A. Principal Engineer $135.00/hour
B. Senior Project Manager/Engineer $100.00/hour
C. Project Manager ..... $ 85.00/hour
D. Mileage ..... $ 0.65/hour

*No attempt has been made to determine if reinspections will be required. Reinspections, overtime and sample pick-ups have not been priced into this estimate.

Other:

1. Fees include distribution and (e)mailing of one copy of reports to parties duly authorized. Courier service will be billed at cost + 15%.
2. Engineering/Managerial Services time will be billed as portal-to-portal time with a 3 hour minimum and a mileage charge of $0.65/mile.
3. All time will be rounded up to a full hour. IC&E is closed the day after Thanksgiving.
4. A 1.5 multiplier will apply to over 8 hours, 2nd shift and on Saturdays, Sundays and Holidays with an 8-hour minimum charge.
5. Please schedule by phone or email by 1:00 PM the day before the required inspection.
6. We reserve the right to withhold reports until such time as we receive a singed copy of our Contract Acceptance Order or other written authorization to proceed with the work as outlined. Final certifications will not be released until account is paid in full. Final invoice is due upon receipt.
7. Manager's and Engineer's time for site meetings, reports, conferences, regularly scheduled progress meetings will be billed to the hour as portal to portal time with a mileage charge of $0.65 per mile.
8. These prices are subject to change after 30 days from the date of the Schedule of Fees unless one executed copy of the Contract Acceptance Order is signed and returned to IC&E within those 30 days.
9. The Client holds IC&E harmless for delays in construction caused by unanticipated conditions at the subject project.

Project Name:	Street Improvement Project	Date:	January 10, 2018
Project Location:	Glenarden, Maryland	IC&E Proposal No.:	40-18-003

CONTRACT CONDITIONS

Scope of Work. Independent Consultants & Engineers, Inc. will perform the services defined in this contract and shall invoice the Client at those rates shown on the attached Independent Consultants & Engineers, Inc. proposal. The estimate of cost to the Client as stated in this contract shall not be considered as a firm figure, but only an estimate unless otherwise specifically stated in this contract. Independent Consultants & Engineers, Inc. will provide additional services under this contract, as requested by the Client, and invoice the Client for those additional services at the listed unit rates.

Site Entry. Unless otherwise specified, the Client will furnish Independent Consultants & Engineers, Inc. employees and their equipment the right-of-entry to the job site to perform the work. Any damage to property on the site, other than land, due to negligence by Independent Consultants & Engineers, Inc.'s employees shall be paid by Independent Consultants & Engineers, Inc. and limited to actual replacement cost, not to exceed the amount of Independent Consultants & Engineers, Inc.'s general liability insurance coverage.

Damage to Existing Man Made Objects. It shall be the responsibility of the Client or his duly authorized representative to disclose the presence or potential presence of underground or overground obstructions, such as utilities, relative to field test locations. If contrary to information given Independent Consultants & Engineers, Inc. by the Client, in the opinion of our field personnel there is reason to believe that there may be underground man made obstructions at the site, the Client and any possible interested third parties such as utility companies, will be contacted and consulted. Any additional expenses incurred by this office will be billed at an equitably agreed upon rate. As evidenced by the Client's acceptance of this proposal, the Client agrees to indemnify and hold Independent Consultants & Engineers, Inc. harmless from all claims, suites, losses, personal injuries, death, and property liability resulting from unusual subsurface conditions or damages to subsurface structures, owned by the Client or third parties, occurring in the prosecution of proposed work whose presence and exact locations were not revealed to us in writing, and to reimburse Independent Consultants & Engineers, Inc. for expenses in connection with any such claims or suites, including attorney's fees.

Invoices. Client shall make all payments in accordance with the invoices, and payment is due within 30 days upon receipt of invoice, unless otherwise agreed upon in this contract, even if Client has not received any payment from Client's principal, if any. Invoices will be issued semimonthly on projects of longer duration.

Interest of 2% per month (or the maximum rate allowable by law) will be payable on any amounts not paid within 30 days of the invoice date, payment thereafter to be applied first to accrued interest and then to the principal unpaid amount. Any attorney's fees or other costs incurred in collecting any delinquent amount shall be paid by the Client.

This contract shall not contain any provisions relating to retainage, unless specifically agreed upon in advance. Independent Consultants & Engineers, Inc. shall furnish all necessary certificates, liens, waivers, affidavits or other documents as and when requested by the Client, if all amounts due to Independent Consultants & Engineers, Inc. have been paid.

Termination by Client. In the event that the Client requests termination of the work prior to completion of a report, Independent Consultants & Engineers, Inc. reserves the right to complete such analyses and records as are necessary to place our files in order, and where considered by us necessary to protect our professional reputation, to complete a report on the work performed to date. A termination charge to cover the cost thereof in an amount not to exceed 30 percent of all charges up to the date of the stoppage of the work may, at the discretion of Independent Consultants & Engineers, Inc., be made.

Termination by Independent Consultants & Engineers, Inc. Independent Consultants & Engineers, Inc. reserves the right to terminate services without recourse by the client after 48 hours of either verbal or written notice for non-payment of overdue and outstanding invoices or for alleged unprofessional behavior or workmanship of others. In the event that the client believes his or her accounts have been paid, it shall be the client's responsibility to submit all supporting evidence of payment. After accounts have been paid or settled to 30 days, Independent Consultants & Engineers, Inc. may at their discretion reactivate services being rendered, request a retainer, or terminate services without recourse by the client.

Engineering and Technical Services. The fees for such services are based upon all time spent on the project by engineering or technical personnel at the standard rates of this proposal. All engineering and technical work is generally done by Independent Consultants & Engineers, Inc.'s regular employees. Services by other firms or consultants may on occasion be needed and will be invoiced as shown in our proposal, unless other arrangements have been made.

Project Name:	Street Improvement Project	Date:	January 10, 2018
Project Location:	Glenarden, Maryland	IC&E Proposal No.:	40-18-003

CONTRACT CONDITIONS (Cont'd)

Warranty and Liability. Our professional services shall be performed in accordance with generally accepted engineering practices. This warranty is in lieu of all other warranties either implied or expressed. Independent Consultants & Engineers, Inc. assumes no responsibility for interpretations made by others based upon the work or recommendations made by Independent Consultants & Engineers, Inc.

Insurance. Independent Consultants & Engineers, Inc. will provide evidence of insurance for general liability, workers compensation, and property damage upon request. Should the Client wish to be named as additional insured, the cost of this services will be invoiced as an extra expense to the Client.

For any damage on account of any error, omission or other professional negligence, our liability will be limited to a sum not to exceed our fee. In the event that the Client does not wish to limit our professional liability to this sum, we will waiver this limitation upon the Client's request provided that the Client agrees to pay for this waiver an additional consideration of 4% of our total fees. This would provide one million dollars in professional liability insurance coverage. Further the Client agrees to notify any contractor or subcontractor who may perform work in connection with any design, report, or study prepared by Independent Consultants & Engineers, Inc. of such limitation of liability for design defect, errors, omissions, or professional negligence, and require as a condition precedent to their performing work a like limitation of liability on their part as required of Independent Consultants & Engineers, Inc. In the event that the Client fails to obtain a like limitation of liability provision as a design defects, errors, omission, or professional negligence the aggregate liability for Independent Consultants & Engineers, Inc. for such design to all parties, including the Client, shall not exceed the amount of Independent Consultants & Engineers' fee.

Dispute Resolution. If a dispute arises out of or related to this contract, or the breach thereof, and is said dispute cannot be settled through direct discussions, the parties agree to first endeavor to settle the dispute (value less than $5,000.00) in an amicable manner by mediation through the Construction Mediation Service before having recourse to arbitration or a judicial forum.

In the event the Client makes a claim against Independent Consultants & Engineers, Inc. at a law or otherwise, for any alleged error, omission or other act arising out of the performance of our professional services, and the Client fails to prove such claim, the Client shall pay triple the amount of all costs incurred by Independent Consultants & Engineers, Inc. in defending itself against the claim.

PLEASE NOTE "Payment is due within 30 days upon receipt of invoice unless special arrangements are made."

CONTRACT ACCEPTANCE ORDER

Project Name: Street Improvement Project
Project Location: Glenarden, Maryland
IC&E Proposal No. 40-18-003 Proposal Date: January 10, 2018

FOR PAYMENT OF INVOICES:

Charge Invoice to the Account of:
Client: _____
Address: _____

Attention: _____ Phone: _____
Fax No.: _____ Site Phone: _____
E Mail: _____

CONTRACT ACCEPTANCE BY: (Please sign and print) _____

PAYMENT TERMS: Payable within 30 days Upon Receipt of Invoice, 2% discount Net 10 days. Final Certification will not be released until paid in full.

FOR APPROVAL OF CHARGES:*

Send Invoice to for Approval: ☐ Mail ☐ Email
Firm: _____
Address: _____

Attention: _____ Email: _____ Phone: _____

* If the invoice is to be mailed for approval to someone other than the client, please indicate in the space above.

REPORT DISTRIBUTION LIST:

☐ Mail ☐ Email
Name: _____
Address: _____
Attention: _____
Email: _____
Phone: _____

☐ Mail ☐ Email
Name: _____
Address: _____
Attention: _____
Email: _____
Phone: _____

☐ Mail ☐ Email
Name: _____
Address: _____
Attention: _____
Email: _____
Phone: _____

☐ Mail ☐ Email (use additional sheet if needed)
Name: _____
Address: _____
Attention: _____
Email: _____
Phone: _____

This is a legal and binding contract between Independent Consultants & Engineers, Inc. and the Client as signed above.

RETURN ONE EXECUTED COPY OF THIS FORM AND RETAIN ONE COPY FOR YOUR FILES