



CITY OF DISTRICT HEIGHTS

TUESDAY, FEBRUARY 14, 2023

AGENDA
HYBRID Work Session
5:00PM

In Person: Main Floor Commissioners Chamber, Municipal Building, 2000 Marbury Drive
Or Via Zoom: <https://zoom.us/j/95603505473?pwd=WnBLOWxmK0J0Q1ZGM2JNV2Rlc2p4Zz09>

CALL TO ORDER:

OPENING PRAYER:

PLEDGE OF ALLEGIANCE:

APPROVAL OF AGENDA:

- Work Session Meeting Agenda Tuesday, February 14, 2023

APPROVAL OF MINUTES:

- City Meeting Minutes of Thursday, February 2, 2023

PUBLIC PARTICIPATION:

NEW BUSINESS:

1. Municipal Building Restroom Renovation presentation
2. City Manager Hiring

MAYOR & COMMISSION ANNOUNCEMENTS/COMMENTS:

ADJOURNMENT

- **This agenda is subject to change. For the most current information, please contact the City Clerk at 301-336-1402 x110.**
- Pursuant to the statutory authority of the Maryland Annotated Code, General Provisions Article § 3-305(b), the Mayor and Commission of the City of District Heights are providing notice that they will meet in a Closed Session during the meeting on Tuesday, February 14, 2023 to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals. They will return after the closed session to adjourn.



**CITY OF
DISTRICT HEIGHTS**
MARYLAND

2000 Marbury Drive
District Heights, Maryland

City Meeting Minutes

Thursday, February 2, 2023, 7pm

HYPBRID | Limited Capacity In-Person & VIA ZOOM Audio/Visual Conference

CALL MEETING TO ORDER

The City Meeting of the City of District Heights was held on Thursday, February 2, 2023, via a HYBRID fashion: Limited capacity in-person and ZOOM audio/visual conference. Mayor Miller called the meeting to order at 7:01 p.m.

OPENING PRAYER

Vice Mayor Harcourt

PLEDGE OF ALLEGIANCE

Comr. Gomez

QUORUM

In attendance were Mayor Miller, Vice Mayor Harcourt, Comr. Janifer, Comr. Gomez, Comr. Tilghman, Katrina Polk - Acting City Manager, Cecelia Smith-Budd – Staff Accountant, Starr Jefferson –City Clerk, Chris Lawson – Director of HR, Nikesha Pancho – HR Manager

AGENDA ACCEPTANCE

Comr. Janifer moved to accept the agenda for the City Meeting Thursday, February 2, 2023. Comr. Gomez seconded the motion which carried a 4-0 vote.

APPROVAL OF MEETING MINUTES

Vice Mayor Harcourt moved to approve the January 24, 2023, Work Session Meeting minutes. Comr. Tilghman seconded the motion which carried a 4-0 vote.

Comr. Gomez moved to approve the January 27, 2023, Emergency Special Session minutes. Comr. Janifer seconded the motion which carried a 4-0 vote.

DEPARTMENT REPORTS

Public Works, Building and Ground Department Report – Mr. Roger Beam, Acting Supervisor

Mr. Beam requested that residents place limbs in unobstructed view for the Public Works crew members avoiding vehicles.

Report submitted

Code Enforcement Report- Chief Tarpley, Chief of Police

Two (2) new Code Enforcement Officers (1 part-time and 1 full-time) have been hired and are in training.

Residents receiving Warning Notices from the city may call (301) 336-1400.

Vice Mayor Harcourt inquired why there were no 'CAP identified' abandoned vehicles reflected on the current report. Chief Tarpley explained that the referenced vehicles were recently received by the department and would be reflected in February's report.

Citizens can communicate with Code Enforcement at codeenforcement@districtheights.org

Report submitted

Police Department – Chief Tarpley, Chief of Police

Chief Tarpley reported that the City of District Heights Police Department responded to a total of 660 calls for service in the month of January 2023.

Chief Tarpley highlighted the MLK celebration supported by the CODH PD, MD Park Police and *Together We Can*.

Additionally, Chief Tarpley announced his participation in the States Attorney's Retreat and his anticipated participation with Prince George's County Community Collaboration Resolution Center – a voluntary mediation-based program run by Prince George's County which provides training, tools and resources for mediation between neighbors, roommates and same house applicants.

The Vice Mayor inquired about updates on the squatters reported in the Sunvalley Terrace property. Chief Tarpley shared the on-going communication and support received from the States Attorney's Office and his confidence that a resolution should be reached soon.

Report submitted

Youth Services Bureau "YSB Report"- Ms. Katrina Emerson, Director of YSB

Ms. Emerson highlighted the strategic focus for YSB to recruit and hire qualified clinicians for the agency.

Additionally, Ms. Emerson shared the secondary focus of supporting families through advocacy with MAYSB.

The YSB is preparing to meet with the Human Services and Public Safety Committee to discuss funding, services and how the new County Council can best support their efforts.

Report submitted

Recreation – Mr. Jefferey Taylor, Director of Recreation

Mr. Taylor shared that the Recreation Department had serviced 489 members of the community for the month of January 2023.

Mr. Taylor will be working to secure a large collapsible stage for the City of District Heights in lieu of the constructed stage used in the past for events.

The current Recreation Dept. hours of operation are Monday- Friday 9am to 8pm.

Beginning March 4, 2023 the Recreation Dept will begin Saturday hours from 9am to 3pm.

Report submitted

Treasury- Mr. Ralph Bazilio, Treasurer

Mr. Bazilio provided an overview of the city's overall economic position being 'good'. The city's expenses are within its established budget, which Mr. Bazilio characterized as 'a good thing.' He noted that the current budget has allotment for items that have yet to be spent.

Mr. Bazilio identified approximately \$100,000 of tax revenue due to the city that is expected in the short term. Mr. Bazilio also discussed coming opportunities to work with stakeholders within the city departments to develop individualized budgets to better manage their operations.

Report submitted

General Government – Katrina Polk, Director Senior Services & Acting City Manager

Dr. Polk discussed the temporary structure implemented in Public Works since the retirement of long-time supervisor, Brian Edwards.

Additionally, Dr. Polk presented 30-day and 90-day assessment models to evaluate budget needs, effectiveness of procedures and workflow of each department.

Report submitted

Human Resources – Chris Lawson, Director HR

Mr. Lawson shared the progress of the city's transition to the new payroll system. Mr. Lawson also provided details of the onboarding process experienced by new City of District Heights employees.

Report submitted

PRESENTATIONS

Senior Center Update – Lane Feick, Owner's Rep

Mr. Feick provided an overview of the most recent progress of the Senior Center's completion, noting that the target open date had move from March 1, 2023 as previously reported, to a new target open date of March 15, 2023.

Report submitted

Swearing in Ceremony for new City of District Heights Police Officers – Mayor Miller & Chief Tarpley

Travon Campbell took the Oath of Office for Police Officer

Dramone Pierce took the Oath of Office for Patrol Sergeant

Fred Rosario took the Oath of Office for Patrol Sergeant

PUBLIC PARTICIPATION

Thelma Younger informed the Commission of a petition started for speedbumps on the odd side of Marbury Drive. Ms. Younger also brought up a concern regarding loose wires on a telephone pole on her street.

Harryette Irving brought up a concern about the difficulty of 2-way traffic on some of the city streets due to parked vehicles. Ms. Irving inquired whether a traffic study could be conducted to determine if some streets could be converted to 1-way streets.

COMMISSION ANNOUNCEMENTS

Comr. Janifer announced the 1-year anniversary Memorial Service for former Mayor Jack C. Sims on Saturday, February 4, 2023, at St. Mary's Church in Landover Hills, MD.

Comr. Tilghman reminded residents that they have access to view previously held City Meetings on the city website under the Archives tab.

ADJOURNMENT

Vice Mayor Harcourt moved to adjourn. Comr. Gomez seconded the motion which carried a 4-0 vote. The City Meeting adjourned at 9:21 p.m.

Respectfully submitted,

Starr Jefferson
City Clerk

DRAFT



C O R K I L L C U S H R E E V E S , P A
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8 February, 2023

Ms. Angela C. Barnhill-Love
Building Coordinator
The City of District Heights
2000 Marbury Drive
District Heights, MD 20747

Scope Statement of Services: Toilet and Accessibility Renovations at City Hall: DRAFT

Dear Ms. Barnhill-Love :

We are providing a complete, full-service design, permitting and bidding proposal. In general, the design will include approximately 1,100 SF of area's requiring alteration on 2 stories or floors. These areas will be brought up to date, meeting the Accessibility Code of Maryland to the greatest extent achievable. Based on our findings in the Feasibility Study and the recently informed leadership we are able to tailor and accomplish the requirements within a tight scope of work.

CCR will lead a team of Registered architects and licensed engineers, including, mechanical, electrical and plumbing. We will leverage our in-house engineering and expertise in directing the engineer's that may be necessary. These are required by Prince George's County to be licensed in the State of Maryland. Once we know more we'll ascertain whether we'll need Plumbing, Electrical and possibly Mechanical Professional Engineers (PE).

Design Development (DD):

- (+2) meetings to complete detailed plan development and approvals for a preferred option
- Coordination with MEP Engineers based on their initial design diagrams
- DD level code analysis is refined with code officers & code cover sheet is completed
- CCR communicates with local DPIE Code officials to review building code compliance
- DD level reflected ceiling plans and large toilet plans are developed in this phase
- Refer to Deliverables below for more detail on permit required documentation
- Outline material specifications are developed by CCR and included in DD submission
- A DD level, line-item estimate is developed to verify latest construction costs to further define Budget

Mech, Elec and Plumbing Systems Design : Design Dev. (DD)

- The consulting engineers will finalize building survey work based on preliminary reports
- In brief narratives, provide efficient MEP systems for developer review and approve

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- Calcs, equipment capacities for the selected HP Split system
- Preliminary fixture, power and plumb capacities, and unit selections

Mech, Elec and Plumbing Systems Final Documentation (CD's):

- (CD) Coordinate with CCR and consulting engineers, final background plans shared
- (CD) Establish all final routing, sizes to document in CD level, full plan layouts from CCR backgrounds
- (CD) Complete all Code required MEP diagrams, schedules and final calcs

Document Deliverables:

1. Drawings
 - a. Cover sheet with project team, code compliance data, and notes
 - b. Floor plan (scale 1/4" = 1'-0" min.), legends, notes, references, and dimensions
 - c. Reflected ceiling plan (scale 1/4" = 1'-0" min.), notes, references and dimensions as relevant
 - d. Interior Elevations, Sections and Details.
 - e. Schedules
2. Finish schedule
3. Door schedule and hardware schedule
 - f. Mechanical and plumbing plans (scale 1/4" = 1'-0")
4. HVAC layouts and plans
5. Drain, waste, vent plumbing layout plans
6. Risers, lists, schedules and diagrams
7. Code compliance utility specifications
 - g. Electrical plans (scale 1/4" = 1'-0")
8. Power plan
9. Lighting plan
10. Risers and diagrams, fixture list and calculations
11. Low voltage conduit 'back-bone' and symbols at connect points
12. Project Manual including Instruction to Bidders and Specifications
Specs for Code level fire alarm system by vendor delegated design by GC/ subs
Final Spec sections for MEP, FA
13. The final CD estimate is formatted and included in final documents for the City

Bidding and Negotiation (B/N):

- Build appropriate bidders list with client's input and approval
- Answer technical questions from bidders.
- Open bids with client and select low bidder and begin negotiation

Construction Administration (CA): (NIC – To be negotiated with the City's post-Bidding Outcome)

- Attend meetings to administer to design intent as client's agent
- Respond to contractor's Requests for Information
- Review shop drawings and component submittals for document compliance
- Support problem solving with advice and specific details as needed
- Evaluate construction schedule and provide advice to client as needed

- Comment on each system's progress as presented in the monthly pay requisition
- Review and provide comments about PCO's worthiness to become a Change Order

Excluded Services:

- PGCO/DPIE Construction Document Permitting: (Coordinated and paid by the City; DPIE requires 3rd Party Reviews.
- Zoning review or studies
- Structural survey, reporting or redesigns (it is assumed structure is NIC)
- Complete Sprinkler system design (refer to delegated design notes)
- Complete IT/ AV, displays, security and communications (By Others)
- Environmental and hazardous materials reports
- Photo-realistic 3-D renderings by professional consultants. (CCR supplies renderings)
- LEED Certification or other forms of sustainable measurement systems.
- Land-use attorney consultation or fees.
- Permitting, Agency or inspection fees.



9 February, 2023

Ms. Angela C. Barnhill-Love
Building Coordinator
The City of District Heights
2000 Marbury Drive
District Heights, MD 20747

Re: Toilet and Accessibility Renovations at City Hall

DRAFT

Dear Ms. Barnhill-Love :

Thank you for your warm reception on a chilly day, and thanks to your colleague for his help in my rough measuring of the spaces needing renovation. That area is roughly about 300 square feet on the main floor and 800 square feet on the lower level.

Given the plumbing and durable finishes in these areas, these are not easily re-worked, with demolition, digging and piping, mechanical and some electrical work being needed, all within a building under daily use.

After conversations with my colleagues here at the office, it is clear that for the best service to District Heights, and the commensurate and fair fee for our work, we should proceed in two phases. First, DISCOVERY: we should attempt to, by referring to historic drawings showing how City Hall was to be built, and then by thorough on-site measuring and infrastructure surveys and determine the following :

Accessibility, Technical and Life Safety Feasibility Discovery and Reporting :

- Ascertain Title II, Public Accommodation, Accessibility Code of Maryland (ADA) & A117.1.
- Study technical & spatial issues created by moving any walls to allow proper ADA clearances
- Research and coordinate with reviewer and permit authorities the best path to compliance
- Discover at a preliminary level and incorporate the extent of probable, selective demolition
- Provide test fit plan-layouts of required fixture quantities, locations and clearances
- Consider at a preliminary level the matching and or replacement finishes for each space
- Coordinate the approved layouts with the plumbing and electrical engineers

Mech, Elec and Plumbing Systems Feasibility Discovery and Reporting :

- Confirm plumbing pipes general routing below the lower-level floor and coordinate Owner supplied testing as needed.
- Evaluate National Electrical Code (NEC) requirements for power quantity and locations

- Evaluate existing power/ circuit runs and the adequacy of the existing power capacities
- Per ASHRAE and IEBC confirm this level of alterations latest HVAC standards
- Discover whether existing mechanical systems will be affected by Code or other utility work
- Preliminary review and understanding of the building AV/IT and security needs (Design by others – refer to Exclusions)

Preliminary Cost Estimating and Reporting :

- Preliminary cost estimating will be based on the feasibility’s discoveries and layouts
- A brief report will format and leverage these discoveries and be a basis for scoping design efforts for future, design services

With those sorts of questions answered by your consideration of this early, discovery phase, we could then make a proposal for going forward with the finished permitting and construction drawings, (Contract Documents) along with working to obtain prices from contractors to perform the work through the bidding and negotiation phase.

Excluded Services:

- Schematic or Development Design Phases
- Construction Document Phase
- Bidding services
- Construction Administration as Agent
- Owner provided plumbing drain testing for below-grade and slab conditions
- Zoning review or studies. This is assumed to be done or underway by the Civil, P.E.
- Per Phase, Line-Item Estimating (CCR will provide recent cost data, escalations & \$/ROM)
- Complete Sprinkler system design (refer to delegated design notes)
- Complete IT/ AV, displays, security and communications design (By Others)
- Environmental and hazardous materials reports.
- Permit or inspection fees.

Proposed Project A/E Approximate Milestone Schedule:

- | | | |
|--|--------------|-----|
| 1. Discovery/ Feasibility Phase including Public Approvals | (2.5) Months | TBD |
| 2. A&E Reporting on discoveries and necessary steps with Deliverable | (2) Weeks | TBD |

We understand the need for *due diligence* and we can begin later this month, once your team has agreed to this Service Fee Proposal and the Retainer has been provided.

Fixed Fee Basis for a Feasibility Study Phase:
Architecture and MEP Engineering Feasibility Effort

\$ 7,800.00

Reimbursable Fees: if needed, these are broken down as follows:

Travel / Projects	\$.60 per mile
Project Large Document Printing & Reproduction	\$ (Cost) + (10%)
Postage, Delivery and Messenger	\$ (Cost) + (10%)

If our proposal is acceptable a signed letter will trigger next step, **AIA B104 Agreement Between Owner & Architect** contract reviews. To begin a **\$1200.00** Retainer is necessary which is credited as part of the total A/E Feasibility Fixed Fee.

Signed and agreed:

Owner

Architect

(Signature)

(Signature)

(Printed name and title)

John F. Corkill, Jr. AIA , Senior Principal

(Date)

(Date)