

THE TOWN OF FOREST HEIGHTS  
**RESOLUTION 46-18**

**A RESOLUTION TO APPROVE ADDITIONAL FEES PAID TO AB CONSULTANTS, INC. TO COMPLETE EXPEDITED PLAN REVIEW SERVICES WITH THE COUNTY DEPARTMENT OF PERMITTING, INSPECTIONS AND ENFORCEMENT (DPIE) FOR THE NORTH HURON DRIVE SIDEWALK PROJECT**

Introduced by: Habeeb-Ullah Muhammad, Mayor

WHEREAS, the Town Council has authority to approve the procurement of goods and services pursuant to Code Section 20.4 and Charter Section 33-63(a) requires that all purchases and contracts for the Town government shall be made by the Mayor and Council and;

WHEREAS, the Town is currently engaging the services of AB Consultants, Inc. as a third party to provide expedited plan review services for the North Huron Drive Sidewalk Improvements and Storm Water Management project by way of a contract signed on March 6, 2018 with associated fees in the amount of \$2109.00 and;

WHEREAS, AB Consultants, Inc. is working with the Town by assisting with the preparing and County approval of storm water management concept plans, storm drain reports, permit applications and other related information which is required to be submitted to DPIE for review and approval of the project and;

WHEREAS, the scope of work in the contract signed by the Town and AB Consultants, Inc. contain among other stipulations, the completion of two pre-screenings and two reviews with DPIE to obtain ultimate storm water management concept approval for the project and;

WHEREAS, AB Consultants has informed the Town that there are additional comments that have been submitted by the County that they need to address concerning a geo-technical soil review which will require a third review at an additional cost of \$1,368.00 and;

WHEREAS, the Town desires to complete the plan review component of the project as time is of the essence due to the project completion schedule and the use of related grant funds and;

WHEREAS, after this requested fee charged by AB Consultants, Inc. the Town does not anticipate any more fees will need to be spent to complete this portion of the plan review process and;

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WHEREAS, the Mayor and Council has budgeted under line item 8018 of the FY 2019 Budget funding for the total amount of \$1,368.00.

NOW THEREFORE, BE IT RESOLVED that the Mayor and Town Council of the Town of Forest Heights, Maryland hereby authorize and approve the payment of additional funds to AB Consultants, Inc. at a total cost of \$1,368.00 and the contract proposal is attached hereto and incorporated as Exhibit A;

AND BE IT FURTHER RESOLVED that the Mayor and Town Council of Town of Forest Heights, Maryland hereby authorizes and approves the Mayor on behalf of the Town to execute the described contract and any other related instrument or document necessary to carry out the intent of this Resolution.

AND BE IT FURTHER RESOLVED that this Resolution shall take effect upon its passage.

PASSED this 18 day of July 2018.

APPROVED: By Resolution of the Town Council of The Town of Forest Heights, Maryland

<u>ROLL CALL VOTE</u>	<u>YE/NAY/ABSTAIN/ABSENT</u>
MUHAMMAD	<u>yea</u>
KENNEDY II	<u>absent</u>
MCLAURIN	<u>yea</u>
BARNES	<u>yea</u>
HINES	<u>yea</u>
WASHINGTON	<u>yea</u>
BROWNSON	<u>yea</u>

I HEREBY CERTIFY that the above Resolution No. 46-18 was passed by the required yea and nay vote of the Mayor and Council of Forest Heights on the 18 day of July 2018.

ATTEST:

THE MAYOR AND COUNCIL OF THE

THE TOWN OF FOREST HEIGHTS  
RESOLUTION 46-18

TOWN OF FOREST HEIGHTS

*SIGNATURE ON FILE*

\_\_\_\_\_  
Sherletta B. Hawkins, Town Clerk

*SIGNATURE ON FILE*

By: \_\_\_\_\_  
Habeb-Ullah Muhammad, Mayor

*SIGNATURE ON FILE*

By: \_\_\_\_\_  
Calvin Washington, Council President

CERTIFICATION

I, hereby certify, as the duly appointed Town Clerk of the Town of Forest Heights, Maryland, that on the 10 day of July 2018 with 6 Yea votes and 0 Nay, constituting at least a four (4) vote majority, the aforesaid Resolution 46-18 passed.

*SIGNATURE ON FILE*

\_\_\_\_\_  
Sherletta B. Hawkins, Town Clerk

EXHIBIT A (AB Consultants, Inc. Contract Proposal)



June 26, 2018

The Honorable Habeeb-Ullah Mohammad  
Town of Forest Heights  
5508 Arapahoe Drive  
Forest Heights, MD 20745

Ref: Fee Proposal to Provide Prince George's County Department of Permits and Engineering (DPIE) Expedited Review Services for North Huron Drive Sidewalk Improvements SWM Concept EWO# 1, Maryland  
AB Proposal No. 2018016.001

Dear Mr. Mohammad:

Pursuant to your request, we are pleased to submit our fee proposal to provide additional DPIE expedited review services for the referenced project. The project is located at North Huron Drive, Fort Washington, MD. The project includes installation of 3,700 LF of permeable sidewalks along North Huron Drive. Permeable sidewalks are proposed to meet ESD to MEP requirements per PG DPIE regulations. The project will require SWM Concept approval from PGDPIE. AB Consultants will provide one additional SWM Concept review at PGDPIE to review and approve SWM Concept package. No additional review is anticipated. All reviews will be performed in accordance to the DPIE SWM manual and regulations.

With adequate advance notice of a pending submittal, AB commits to the following schedule upon submittal of plans to DPIE:

1. AB expedited reviewer will begin review within no more than one (1) working day after the DPIE District Engineer assigns the task to the expedited reviewer.
2. After starting the review, AB expedited reviewer will complete the review within a maximum of three (3) working days and submit official comments/approval to the DPIE District Engineer. Any missing documents by the design team will delay the review time. Expedited reviewer will promptly notify design engineer as soon as missing documents are discovered.

Our estimated Not-To-Exceed Fee for the above mentioned SWM Concept Peer Review Services is **\$1,368.00 (One Thousand Three Hundred and Sixty Eight Dollars)**. All invoicing will be made on a monthly basis for actual hours expended. No work beyond the authorized task limit will be performed without advance approval from Town of Forest Heights.

#### EXCLUSIONS:

The following items may be required for this project, but are not included in our scope of services:

- I. Any services not mentioned above.
- II. Any review of Prince George's Soil Conservation District submittal package.
- III. Maintenance of Traffic, landscape, structural, and geotech reviews.
- IV. Plan development of any kind.
- V. Re-work or revisions due to changes in regulations during the progress of work.
- VI. All meetings with owner, architect, reviewing agencies including meetings with Subdivision Review Committee.
- VII. Floodplain study.

June 26, 2018

AB CONSULTANTS, INC.

The Honorable Habeeb-Ullah Mohammad

DPIE Peer Review for Town of Forest Height SWM Concept EWO#1 in Prince George's County, Maryland

AB Proposal No. 2018016.001

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- VIII. All applicable review and permit fees.
- IX. Permit Processing.
- X. Construction Support / Administration Services.

Federal Express packages, prints, mileage, parking fees, etc. in excess of a **\$250 allowance** will be invoiced on a direct cost basis. We appreciate this opportunity to offer our services and are available to discuss the contents of this proposal at your convenience. Should you have any questions about this proposal, please feel free to contact me at (443) 729.2713 or [saifu.ahmed@abconsultantsinc.com](mailto:saifu.ahmed@abconsultantsinc.com).

Attached is a copy of our AB's "Standard Contract Terms and Conditions", which are hereby made a part of this contract. We appreciate this opportunity to offer our services and are available to discuss the contents of this proposal at your convenience. Please signify your acceptance of this proposal by returning a copy signed in the space provided below.

Respectfully,  
**AB CONSULTANTS, INC.**



Saifuddin Ahmed, PE  
 Senior Project Manager

Attachment: Standard Contract Terms and Conditions

**CLIENT:**

We hereby accept the conditions of this contract and authorize AB Inc. to proceed in accordance with the outlined proposal.

\_\_\_\_\_  
 Authorized Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Type/Print Name & Title

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