



MEMORANDUM

DATE: March 2, 2026

TO: Mayor Larry G. Hushour and Council Members: President Tim J. Washabaugh, Secretary Jason P. Evans, Karl L. Munder, Sean M. Kelly, Stephen L. Domotor

FROM: Barney Quinn
Town Engineer

ISSUE: TOWN HALL IMPROVEMENTS PHASE II

PURPOSE:

Town staff is seeking Council approval of the proposal for 100% design of Town Hall Improvements Phase II from Moseley Designs.

BACKGROUND:

The first floor of Mount Airy's Town Hall is being upgraded to ensure safe entries and exits for visitors, staff, and Commission/Council members. Phase I was completed in Summer 2025 and involved a few upgrades to the lobby area. Phase II requires an architectural design from the Town's consultant. This project will consist of a two-story addition at the rear of the Town Hall Building to include an egress from the Council Room and a potential small storage area.

DISCUSSION:

The Town asked Moseley Designs to provide a 100% design proposal for an addition on the back of Town Hall. Moseley is the architect and design firm currently working with the town on the design of the new police station. The proposal for the Town Hall design costs \$95,504. The FY26 budget has approximately \$24,000 remaining for this project. The other \$71,504 will be taken out of the FY27 budget which has \$384,000 proposed for this project.

RECOMMENDATIONS:

Town staff recommends the Town Council to approve award of the proposal for 100% design of Town Hall Improvements Phase II in the amount of \$95,504 to Moseley Designs.

February 20, 2026 (Revision 1)

RE: Architectural and Engineering Design Services
Town of Mount Airy – Town Hall Stair Addition and Security Improvements
Mount Airy, Maryland

Barney Quinn
Town of Mount Airy,
110 S. Main Street
Mount Airy, Maryland 21771

Dear Mr. Quinn:

Moseley is pleased to offer this proposal for civil, architectural, engineering, and Geotechnical services for the above referenced project.

Project Scope of Work

Our proposal is based on the following Project work and attached Scope of Work document.

The existing building is located at 110 S. Main Street is proposed to have the addition of a new secondary stair added to the rear of the building. Connection point to this new stair to occur at the first floor Town Hall Conference Room. Stair to lead directly to the exterior at the basement level.

The Project will not pursue LEED Certification.

The Work will be procured through competitive bidding and awarded under a single prime stipulated sum construction contract.

Consultants to Moseley

Moseley proposes to provide the architectural, mechanical (HVAC, plumbing, and fire protection), electrical, structural engineering, and security design services with its own staff.

We will engage the following consultants for the Project:

- Adtek Engineers for Civil Engineering and Geotechnical Engineering services.

Proposed Services

Our proposed Basic Services consist of normal architectural; structural engineering; mechanical (HVAC and fire protection) engineering and electrical engineering services for Concept Design/Schematic Design, Design Development/Construction Documents, Bidding, and Construction Phases.

Our services can be summarized as follows:

Concept Design/Schematic Design

1. This process will include:
 - a. Attend kickoff meeting with town representatives to review the project objectives.
 - b. Reviewing owner provided environmental site assessments, surveys and any previously completed studies.
 - c. Confirming the project schedule.
 - d. Establishing Town of Mount Airy and Moseley project contacts and communication procedures.
 - e. Identify town decision makers.
 - f. Discuss budget parameters and current construction market conditions with the town.
 - g. Discuss any prior programming and space study documentation.
 - h. Discuss desired program and staffing for town hall needs.
 - i. Discuss other initial project issues as required.
2. Complete an Existing Conditions Survey by visually observing the site and confirming the existing drawings provided by the town are representative of the existing construction.
 - a. Identify connection point for new stair and impact on existing conditions.
 - b. Identify MEP systems and device locations.
 - c. Identify existing Life Safety device locations.
 - d. Identify unique features.
3. Develop Concept Designs/Schematic Design.
 - e. Prepare one or two design options for stair addition
 - f. Attend one (1) virtual Review meeting and incorporate town comments.
 - g. Initiate topographical and geotechnical survey.
 - h. Prepare 100% Schematic Design Package
 - i. Submit concept Design/Schematic Design to the Town of Mount Airy for review and approval.

Design Development/Construction Document Services

1. Based on the approved Concept Design/Schematic Design package, develop site plans and Construction Drawings to 50%.
2. Conduct one virtual meeting with the Town to verify program compliance
3. Assist with regulatory submission.
4. Conduct one virtual design review meeting to review the 50% Construction Drawings with the town.
5. Incorporate comments from the design review meeting and develop Construction Drawings to 95%.
6. Prepare technical Specifications.
7. Conduct one virtual meeting to review the 95% Construction Drawings with the

- town.
8. Incorporate comments from the design review meeting.
 9. Prepare permit and bidding documents to 100%.
 10. Submit Design Development/Construction Documents to the Town of Mount Airy for review and approval.

Bidding and Construction Contract Award Services

1. Issue necessary working drawings to Town to solicit bids.
2. Respond to pre-bid questions.

Construction Contract Administration Services

1. Review General Contractor's product submittals.
2. Respond to Contractor's RFI's.

Our proposal does not include the following services, but we can provide these services if requested for additional compensation.

- Interior programming modifications other than new stair connection point, removal of windows affected by the new design, etc.
- Plumbing or Acoustic Engineering; Building Commissioning
- Special Use Permits or Site/Building Permit Expediting
- Move management services, special inspection services, or construction testing
- Printing of documents for the town's use.
- See limitations noted in the attached Exhibit B as part of the civil engineering scope of work for this project. Items such as underground utility survey, stormwater management, and erosion and sediment control are excluded. Additional scope can be added if required.
- Expanded bidding and construction contract administration.
- Other services not specifically included in this proposal.

Moseley shall have no responsibility or liability for the discovery, identification, abatement, or removal of asbestos, lead paint, toxic mold, or any other hazardous or regulated substances in relation to the Project, nor does our proposal include any services related to hazardous materials. Separately from this contract, the town shall provide all necessary services related to hazardous materials.

Cost of Services

We propose a lump sum compensation for the services defined above. The lump sum cost of the services for each phase, including our expenses for travel, communication, and reproduction of documents for our own office use, is as follows.

Concept / Schematic Design	\$ 44,303.00
Design Development / Construction Documents	\$ 43,088.00
Bidding	\$ 2,478.00
Construction Phase	\$ 5,635.00
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Total Services	\$ 95,504.00

Refer to the enclosed spreadsheets indicating the basis of these amounts.

The cost of the services is not tied to the construction cost. It is based on the level of effort and professional time required to provide the services.

We will invoice monthly in proportion to the progress of our services. The lump sum amounts will not change unless the Town of Mounty Airy authorizes substantive changes in the Project scope or in the scope or extent of our services, or unless additional construction services are requested by the town. In such cases, adjustments to the cost of services would be as negotiated and mutually agreed by the Town of Mount Airy and Moseley Inc.

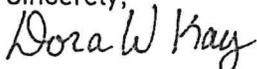
Schedule (Estimate)

We propose the following schedule for the Project which includes allowing one week between phases for approvals. Permit approvals are not accommodated in this schedule but can typically be 2 to 3 months.

Concept / Schematic Design	1.25 months
Owner Approval	1 week
Design Development / Construction Documents	1.75 months
Owner Approval	1 week
Site / Building Permit Approvals	To Be Determined
Bidding	0.75 months
Construction Contract Administration (Estimate)	4.25 Months
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Total (less permit approvals)	8.50 months

If this proposal is satisfactory, please prepare the required documentation for review and execution. As always, we appreciate this opportunity to be of service to the Town of Mount Airy.

Sincerely,



Dora W. Kay, AIA
Vice President

Enclosures:

- Exhibit A – Cost of Services Breakdown
- Exhibit B – Adtek Engineers Scope of Services Proposal

COSTS OF SERVICES
 Mt. Airy, MD Town Hall Stair Addition
 February 20, 2028 (Revision 1)

DESIGN

CONCEPTUAL DESIGN / SCHEMATIC DESIGN	HOURS										TOTAL
	PRINCIPAL	SENIOR PROJECT MANAGER	PROJECT DESIGNER	INTERIOR DESIGN	SENIOR STRUCT ENGINEER	SENIOR MECHANICAL ENGINEER	PLUMBING / FP ENGINEER	SENIOR ELECTRICAL ENGINEER	CONSTR CONTRACT ADMIN	ADMIN	
TASKS											
Conduct Kickoff Meeting with Town	2.00	4.00								1.00	7.00
Conduct site visit to observe conditions		6.00	6.00		16.00	6.00		6.00			40.00
Develop one or two design options for stair addition		8.00	18.00		2.00	2.00		2.00		1.00	31.00
Review meeting with Town (Zoom Call)		2.00	2.00			2.00		2.00		1.00	9.00
Initiate Survey and Geotech		1.00			1.00						2.00
Prepare 100% SD package	2.00	8.00	32.00	2.00	16.00	6.00	2.00	6.00		1.00	75.00
Receive approval from Town	No Cost										
TOTAL HOURS	4.00	29.00	56.00	2.00	35.00	16.00	2.00	16.00		4.00	164.00
HOURLY RATE	\$ 275.00	\$ 256.00	\$ 128.00	\$ 128.00	\$ 201.00	\$ 225.00	\$ 184.00	\$ 225.00	\$ 192.00	\$ 88.00	
SUBTOTAL - MOSELEY	\$ 1,100.00	\$ 7,424.00	\$ 7,168.00	\$ 256.00	\$ 7,035.00	\$ 3,600.00	\$ 368.00	\$ 3,600.00	\$ -	\$ 352.00	\$ 30,903.00
ADTEK - Topographic Survey											\$ 3,500.00
ADTEK - Geotechnical Survey											\$ 9,900.00
TOTAL CONCEPTUAL / SCHEMATIC DESIGN COST											\$ 44,003.00

DESIGN DEVELOPMENT / CONSTRUCTION DOCUMENTS	HOURS										TOTAL
	PRINCIPAL	SENIOR PROJECT MANAGER	PROJECT DESIGNER	INTERIOR DESIGN	SENIOR STRUCT ENGINEER	SENIOR MECHANICAL ENGINEER	PLUMBING / FP ENGINEER	SENIOR ELECTRICAL ENGINEER	CONSTR CONTRACT ADMIN	ADMIN	
TASKS											
Prepare site and building plans to 50%	2.00	10.00	16.00	4.00	20.00	12.00		12.00			78.00
Verify program compliance / Meet with Town		8.00				2.00		2.00			12.00
Assist with regulatory submission		1.00			1.00	1.00					3.00
Prepare permit and bidding documents to 100%	2.00	6.00	32.00	4.00	20.00	12.00	4.00	12.00			94.00
Meet with Town (Zoom Call)		3.00				3.00		3.00		1.00	10.00
Receive approval from Town	No Cost										
TOTAL HOURS	4.00	30.00	48.00	8.00	41.00	30.00	4.00	28.00		1.00	195.00
HOURLY RATE	\$ 275.00	\$ 256.00	\$ 128.00	\$ 128.00	\$ 201.00	\$ 225.00	\$ 184.00	\$ 225.00	\$ 192.00	\$ 88.00	
SUBTOTAL - MOSELEY	\$ 1,100.00	\$ 7,680.00	\$ 6,144.00	\$ 1,024.00	\$ 8,241.00	\$ 6,750.00	\$ 736.00	\$ 6,525.00	\$ -	\$ 88.00	\$ 38,288.00
ADTEK - Site Drawings											\$ 4,800.00
TOTAL DESIGN DEVELOPMENT / CONSTRUCTION DOCUMENTS COST											\$ 43,088.00

BIDDING AND CONSTRUCTION CONTRACT ADMINISTRATION

BIDDING	HOURS										TOTAL
	PRINCIPAL	SENIOR PROJECT MANAGER	PROJECT DESIGNER	INTERIOR DESIGN	SENIOR STRUCT ENGINEER	SENIOR MECHANICAL ENGINEER	PLUMBING / FP ENGINEER	SENIOR ELECTRICAL ENGINEER	CONSTR CONTRACT ADMIN	ADMIN	
TASKS											
Conduct pre-bid conference											
Prepare and issue addenda											
Respond to pre-bid questions		2.00			2.00	2.00		2.00	3.00	1.00	12.00
Receive and review bids											
TOTAL HOURS		2.00			2.00	2.00		2.00	3.00	1.00	12.00
HOURLY RATE	\$ 275.00	\$ 256.00	\$ 128.00	\$ 128.00	\$ 201.00	\$ 225.00	\$ 184.00	\$ 225.00	\$ 192.00	\$ 88.00	
SUBTOTAL - MOSELEY	\$ -	\$ 512.00	\$ -	\$ -	\$ 402.00	\$ 450.00	\$ -	\$ 450.00	\$ 576.00	\$ 88.00	\$ 2,478.00
ADTEK (excluded from this phase)											\$ -
SUBTOTAL COST											\$ 2,478.00

CONSTRUCTION CONTRACT ADMINISTRATION	HOURS										TOTAL
	PRINCIPAL	SENIOR PROJECT MANAGER	PROJECT DESIGNER	INTERIOR DESIGN	SENIOR STRUCT ENGINEER	SENIOR MECHANICAL ENGINEER	PLUMBING / FP ENGINEER	SENIOR ELECTRICAL ENGINEER	CONSTR CONTRACT ADMIN	ADMIN	
TASKS											
Conduct pre-construction conference (4 month construction estimate)											
Attend construction progress mtgs (CCA 4 visits; Struct 1 visit; MEP 1 visit)											
Respond to Contractor's RFIs		1.00			1.00	2.00		2.00	3.00		9.00
Review Contractor's submittals		4.00		2.00	2.00	2.00	2.00	2.00	3.00	2.00	19.00
Review Contractor's pay requests											
Conduct punchlist											
Backpunch											
Review Contractor's final pay app											
Assemble closeout docs / warranties											
TOTAL HOURS		5.00		2.00	3.00	4.00	2.00	4.00	6.00	2.00	28.00
HOURLY RATE	\$ 275.00	\$ 256.00	\$ 128.00	\$ 128.00	\$ 201.00	\$ 225.00	\$ 184.00	\$ 225.00	\$ 192.00	\$ 88.00	
SUBTOTAL - MOSELEY	\$ -	\$ 1,280.00	\$ -	\$ 256.00	\$ 603.00	\$ 900.00	\$ 368.00	\$ 900.00	\$ 1,152.00	\$ 176.00	\$ 5,635.00
ADTEK (excluded from this phase)											\$ -
SUBTOTAL COST											\$ 5,635.00

TOTAL COST											\$ 95,504.00
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