



**Office of Purchasing and Supply Service**  
Facilities Administration Building (FAB)  
13300 Old Marlboro Pike, Room 20  
Upper Marlboro, MD 20772  
Phone: 301-952-6560 Fax: 301-952-6605

Robert Johnson, Director

**COOPERATIVE PURCHASE LETTER AGREEMENT**

February 1, 2019

By Electronic Mail to:

Jason Thoenke  
Prime AE Group  
5521 Research Park, Suite 300  
Baltimore, MD 21228  
410-654-3790  
Email: [jthoenke@primeeng.com](mailto:jthoenke@primeeng.com)

**Subject: Glassmanor Elementary School – FY 18 Building Envelope and Central HVAC Conversion Project (PSC:16.141.18 / Priority #34 and 35)  
RFQ DCP19-01A  
Rider Contract City of Baltimore, Contract No. 1801 On-Call Architectural Design Services**

Dear Mr. Thoenke,

*With issuance of this Cooperative Purchase Letter Agreement, for the subject project, the Notice of Award, dated November 20, 2018 is rescinded and void.*

We refer to the proposal submitted by PRIME AE, Inc. (“PRIME AE”) or the “Contractor”) in response to Request for Quote (RFQ) No. DCP19-01A regarding A-E Services for Building Envelope & Central HVAC Conversion at Glassmanor Elementary School.

The Board of Education of Prince George’s County, MD (“Board”), Prince George’s County Public Schools (“PGCPS”), and the Department of Capital Programs are pleased that this work has been awarded to PRIME AE and if this Cooperative Purchase Letter Agreement is signed by the Contractor without modification of any kind, it will serve as the formal agreement to perform the work described in RFQ No. DCP19-01A. This Cooperative Purchase Letter Agreement is authorized pursuant to Code of Maryland Regulations (COMAR), Title 21, Subtitle 05, Chapter 21.05.09 - Intergovernmental Cooperative Purchase and rider contract City of Baltimore, Contract No. 1801 On-Call Architectural Design Services.

1. Cooperative Purchase Letter Agreement. This is a contract agreement between PRIME AE and PGCPS, acting by and through its Department of Capital Programs (“DCP” or the “Department”), and shall govern our relationship for the work described in the above referenced solicitation, RFQ No. DCP19-01A. This Cooperative Purchase Letter Agreement is effective on the date it is executed by the Board.

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2. Scope of Work. PRIME AE is hereby authorized to proceed with providing Architectural/Engineering Services for Glassmanor Elementary School as described in the RFP No. DCP19-01A, RFI Responses (October 4 and October 8, 2018) and the Contractor’s proposal dated November 12, 2018.
3. Service Delivery Schedule. The Contractor shall provide A-E Services for Building Envelope & Central HVAC Conversion at Glassmanor Elementary School, based on the Contractor’s proposal dated November 12, 2018. The revised contract schedule, as applicable, shall be developed in coordination with and approved by the assigned Project Manager.
4. Compensation and Not-to-Exceed Amount. The Contractor shall perform A-E Services for Building Envelope & Central HVAC Conversion at Glassmanor Elementary School for the not-to-exceed amount of \$366,699.09, as delineated in its Fee Proposal (reflecting separate requirements for HVAC and building envelope) dated November 12, 2018.
5. Indemnification. To the fullest extent permitted by law, PRIME AE shall indemnify and hold harmless the Board, PGCPS, the Department, and the Department’s consultants, agents and employees from and against claims, damages, losses and expenses, including but not limited to attorneys’ fees, arising out of or resulting from performance of the Work, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself), but only to the extent caused by the negligent acts or omissions of PRIME AE, a subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder.
6. Terms & Conditions. The Contractor’s proposal dated November 12, 2018, Department of Capital Programs Request for Proposal No. DCP19-01A, RFI Responses (October 4 and October 8, 2018) and rider contract City of Baltimore, Contract No. 1801 On-Call Architectural Design Services are incorporated as Exhibit A into this Cooperative Purchase Letter Agreement.

This cooperative purchasing letter agreement, plus the solicitation, your offer and any pertinent documents will constitute the entire contract after acceptance by your firm and the BOARD. Please refer to the **Rider City of Baltimore Contract No. 1801 On-Call Architectural Design Services** for all applicable terms and conditions.

ACCEPTED BY:

**FOR THE FIRM:**

**FOR THE BOARD OF EDUCATION:**

  
 \_\_\_\_\_  
 SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
 Kumar Buvanendran, PE  
 \_\_\_\_\_  
 NAME  
 President and CEO  
 \_\_\_\_\_  
 TITLE  
 PRIME AE Group, Inc.  
 \_\_\_\_\_  
 FIRM

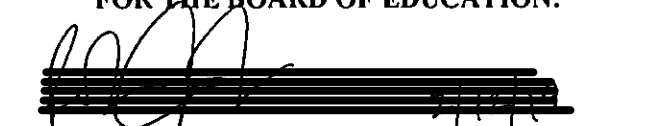
  
 \_\_\_\_\_  
 SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
 Robert Johnson, Esq.  
 \_\_\_\_\_  
 NAME:  
 Director, Purchasing & Supply Services  
 \_\_\_\_\_  
 TITLE  
 FOR THE BOARD OF EDUCATION  
 OF PRINCE GEORGE’S COUNTY  
 UPPER MARLBORO, MARYLAND 20772

Exhibit A

**CONTRACT PRICING**

**Glassmanor ES – FY 18 Central HVAC  
 Conversion Project**

<b>ITEM DESCRIPTION</b>	<b>PROPOSED</b>
<b>Design Phase (Duration: X Months)</b>	
<b>Schematic Design and Design Development (up to 35%)</b>	<b>\$48,619.20</b>
<b>Design Development (up to 65%)</b>	<b>\$54,353.67</b>
<b>Permit Set/DGS State Submission (95%)</b>	<b>\$46,172.36</b>
<b>Construction Documents (100%)</b>	<b>\$13,134.84</b>
<b>Bid/Award Phase (Duration: X Weeks)</b>	
<b>Reference Bid Phase Scope of Work</b>	<b>\$5,922.05</b>
<b>Construction Administration Phase (Duration: 18 months)</b>	
<b>Reference Construction Phase Scope of Work</b>	<b>\$48,298.54</b>
<b>Post-Construction/Close Out Phase (3 Months)</b>	
<b>Reference Post-Construction Administration Phase Scope of Work</b>	<b>\$4,449.80</b>
<b>Required Services</b>	
<b>Peer Review Services (DPIE Permit)</b>	<b>\$15,150.50</b>
<b>HVAC Commissioning Services</b>	<b>\$16,215.99</b>
<b>Reimbursables</b>	<b>\$1,350.00</b>
<b>TOTAL BASE BID FEE</b>	<b>\$253,666.95</b>

**CONTRACT PRICING**

**Glassmanor ES – FY 18 Building Envelope**

ITEM DESCRIPTION	PROPOSED
<b>Design Phase (Duration: X Months)</b>	
<b>Schematic Design and Design Development (up to 35%)</b>	<b>\$24,534.55</b>
<b>Design Development (up to 65%)</b>	<b>\$19,388.76</b>
<b>Permit Set/DGS State Submission (95%)</b>	<b>\$14,218.63</b>
<b>Construction Documents (100%)</b>	<b>\$4,267.17</b>
<b>Bid/Award Phase (Duration: X Weeks)</b>	
<b>Reference Bid Phase Scope of Work</b>	<b>\$3,360.82</b>
<b>Construction Administration Phase (Duration: 18 months)</b>	
<b>Reference Construction Phase Scope of Work</b>	<b>\$29,888.13</b>
<b>Post-Construction/Close Out Phase (3 Months)</b>	
<b>Reference Post-Construction Administration Phase Scope of Work</b>	<b>\$2,843.58</b>
<b>Required Services</b>	
<b>Peer Review Services (DPIE Permit)</b>	<b>\$13,150.50</b>
<b>HVAC Commissioning Services</b>	
<b>Reimbursables</b>	<b>\$1,350.00</b>
<b>TOTAL BASE BID FEE</b>	<b>\$113,002.14</b>