



REQUEST FOR PROPOSAL

Strategic Market Planning, Economic Development

For:

City of Greenbelt

RFP Posted: June 21, 2024

Submissions Due: July 31, 2024

1. INVITATION

On behalf of the City of Greenbelt, we are pleased to invite you to submit a proposal to develop an economic development plan and marketing strategy. This analysis will provide the City with a baseline economic development analysis and a marketing plan designed to assist the City and our resident businesses in recovering and rebounding from the impacts of the COVID-19 pandemic. As noted in the Scope of Services, Greenbelt is divided into three (3) different areas each with its unique business character and the marketing plan will need to address each area as well as the City as a whole. The plan should include a baseline economic development analysis specific to the City of Greenbelt, identify key strengths and opportunities, best practice actions and initiatives from comparable communities and a strategic plan for the City to achieve the potentials identified in the plan.

Greenbelt is a chartered municipal government located within the Baltimore-Washington region in Prince George's County, Maryland. Greenbelt is nationally recognized as one of the historic planned communities of President Roosevelt's New Deal era. In 2017, Greenbelt celebrated the 80th anniversary of the community's incorporation and community spirit of cooperation and inclusion. An active citizenry of over 24,000 residents is served by the Council-Manager form of government. Seven Councilmembers appoint a City Manager who oversees over 225 city employees who provide a variety of services including city police; social services (individual and family counseling, emergency relief, independent senior living support (geriatric case management, home visits by student nurses), GED and English as a Second Language Tutoring, training for parents and children); recreation including two community centers, an aquatic and fitness center, an arts program, as well as numerous parks, trails, a forest preserve, and Greenbelt Lake; public works; planning; code enforcement, animal control; and an affordable housing apartment building. Greenbelt has earned Sustainable Maryland designation and has dedicated staff to environmental stewardship. The City coordinates with the Maryland National Capital Park and Planning Commission (M-NCPPC) as the City does not have zoning authority. For more information about the City, including department profiles, please visit greenbeltmd.gov.

The City anticipates the formal establishment of an agreement to provide economic development consulting services. The City of Greenbelt management may make a selection directly from this RFP or may choose to invite a select group of submitters to interview. Time is of the essence, however, in making a decision and getting a firm under contract. The City received a significant allocation of ARPA funds and intends to use an allocation of these funds for this study as well as future phases of the project. Note that per federal guidelines, ARPA funds must be obligated by Dec 31, 2024 and expended by Dec 31, 2026.

2. PROJECT OVERVIEW

The City of Greenbelt is initiating a process to create a strategic plan for economic development and marketing strategy that will outline key steps for enhancing the economic and business climate in the City and assist our businesses as they continue to recover from the COVID-19 pandemic. The timing is critical as the City and our businesses are working together to emerge from the pandemic and will be using American Rescue Plan Act (ARPA) funding for this project. As such, the project must be underway and “obligated” by the end of November 2024. Furthermore, the strategic plan will advance the City’s mission to increase economic growth, job creation and revitalization in the City. Ultimately, the strategic plan will serve as a guide for growing the City’s economy and creating jobs with a clear focus on supporting, retaining and expanding existing businesses, especially those hit hardest by the pandemic. Greenbelt is home to numerous small and mid-sized businesses which are significant drivers for local economic activity and job creation. Many of these businesses are local-serving retail or service-related companies with limited marketing and are still recovering from the loss of revenue.

Greenbelt is divided into three areas by two major highways that bifurcate our City. As seen on the included map, West Greenbelt is located west of SR-201-Kenilworth Avenue. This area of the City is home to Beltway Plaza, one of three shopping areas, Capital Office Park and Franklin Park Apartments, one of the largest garden-style apartment complexes in the country with over 2,400 apartments in 240 buildings. Center Greenbelt, also referred to as Historic Greenbelt, is home to a small historic shopping area, Roosevelt Center, which includes a Co-op grocery store, co-op restaurant and a small 2-screen cinema. It is surrounded by one of the original Greenbelt Towns of the Roosevelt New Deal programs of the Great Depression, with the co-op housing development of Greenbelt Homes Incorporated. Finally, East Greenbelt, defined as east of the BW Parkway (295), is home to Greenway Shopping Center, Maryland Trade Center and Commerce Center I & II with the majority of the office space in the City. Greenbelt has significant transportation assets with immediate connectivity to transit via the WMATA Metro Green Line and MARC trains as well as highway access to I-495, BW Parkway (Route 295), Kenilworth Ave (SR-201) and only a few minutes from I-95 and I-50.

Key Areas of Focus: This process should address three main areas:

- Assessment of existing economic conditions, obstacles, opportunities for expansion, and strengths in Greenbelt;
- Identification of strategic advantages, assets and business sectors that should be capitalized on;
- Development of key priorities and options to move the City’s economy forward, especially in its recovery from the pandemic; and
- Development of metrics to track the success of new initiatives in terms of job growth, investment, and economic impact.

3. RFP/PROJECT SCHEDULE

- | | |
|--|-------------------|
| a. RFP issued | June 21, 2024 |
| b. Q&A answers posted | July 8, 2024 |
| c. RFP submission deadline | July 31, 2024 |
| d. Staff review and ranking | August 9, 2024 |
| e. Interviews, if necessary (week of) | August 12, 2024 |
| f. Consultant selection and notification | August 21, 2024 |
| g. Council contract approval | September 9, 2024 |

4. SCOPE OF SERVICES

4.1 Kick-off Meeting, Scope Review and Information Sharing

To kick-off the work, the selected consultant will meet in person with the city project team for an initial project orientation meeting. The purpose of the meeting will be for both parties to familiarize themselves with each other, get on the same page regarding the scope, schedule and deliverables, and set expectations. The overall project purpose and expected outcomes will be discussed to provide clear guidance on what the City of Greenbelt is looking to achieve from the plan. The City Project Team will provide an overview of economic development activities and initiatives to date and share any existing economic development plans, documents and research previously conducted.

4.2 Quantitative and Qualitative Analysis of the Economic Development Landscape

The Consultant will develop a “fact base” that provides a holistic view of the economic development landscape in the City of Greenbelt. A comprehensive assessment of Greenbelt’s strengths, weaknesses, opportunities and threats (SWOT) based on facts and figures will be performed to identify City-centric data and analysis, specific to the City. The analysis and plan should focus on the City as a whole while paying special attention to the three distinct geographical and economic regions within the city (West, Central, and East). The consultant will collect, analyze, report on and provide clarification on a number of factors in order to present an accurate picture of the City’s economy that also points towards strengths, opportunities and challenges. Because we are using ARPA funding for this project, the analysis must also take the effects of the COVID-19 pandemic and the need for recovery into account.

4.3 Regional Contexts for Commerce and the Advantages/Disadvantages of the City Within it for Competitive Marketing

The analysis should identify, within the ever-shifting landscape of the dynamic DMV metropolitan area, opportunities and gaps in which Greenbelt can stand out and how we can overcome on-the-ground challenges. The plan should focus on the retention and expansion of existing and well-established businesses in Greenbelt, as well as further attraction of patronage to them. Given the limited available space and sites, the plan should also identify new company attraction opportunities. Items that can be elaborated include, but are not limited to: opportunities by different categories of businesses; evaluation of the impact of upcoming regional projects; and additional relevance to local or regional planning/zoning.

Status Update Meeting #1: The Consultant will meet with the City project team to brief them on the findings of the base analysis and market findings. This meeting will also set up the context and content for the business stakeholder outreach in Task 4.4.

4.4 Stakeholder Engagement/Business Community Outreach

The Consultant will meet with a representative sample of Greenbelt businesses to assess their perspective on Greenbelt as a business location, key strengths of a Greenbelt location, important hurdles to success and any assistance they require. In addition to one-on-one business interviews, the stakeholder outreach should also include a web survey. The Consultant is encouraged to suggest other methods of stakeholder engagement they have found successful.

4.5 Best Practices of Comparable Communities

As part of the development of plan recommendations, the Consultant will examine various economic development models and initiatives that are being used in comparable Cities in the DMV area as well as the mid-Atlantic states. The analysis should include 4 to 5 examples of other communities and be able to elaborate on their plans/roadmaps for economic development. The list of candidate Best Practice Cities will be discussed during Status Update Meeting #1.

Status Update Meeting #2: This meeting will combine the best practices analysis with the previous work and lay out the Consultant's initial thoughts on recommendations for the final Marketing Plan. While preliminary at this stage, the discussion will focus on the recommendations and strategies for Greenbelt.

4.6 The Comprehensive Marketing and Strategic Plan

The marketing and strategic plan should be based on Greenbelt's current conditions, the SWOT analysis, the results of the Best Practice analysis and the competitive advantage analysis performed in previous tasks. The plan must pay specific attention to the impact of the COVID-19 pandemic offering solutions and strategies to guide the City and resident businesses in recovery. The plan should also focus its recommendations on the City as a whole and the sub-areas of East Greenbelt, Center Greenbelt, and West Greenbelt. The Plan should present specific strategies to bring more customers to visit Greenbelt businesses, and the programs or initiatives needed to retain and expand our existing businesses. All strategies should be backed by detailed market-driven data.

4.7 Final Report, Presentation to Staff and Council

The draft final report will be submitted to the City's Project Manager for review and comment. The City's project team will then meet with the Consultant to review comments and suggested edits/changes.

The Consultant will present the final plan and recommendations to the City Council at an open Regular Meeting of the Council. At the presentation, the Consultant will provide an overview of the analysis, identifying specific locational advantages for both the growth of existing businesses and the attraction of new businesses, with specific programs/initiatives to achieve the potential. As noted elsewhere in this RFP, the focus should be both on the City overall and the three sub-areas. In addition, the impacts of the pandemic and specific strategies to help the City and its businesses rebound and recover will also be important components of the recommendations.

Meetings

While we seek the guidance of the consultant team on meetings, the RFP envisions at least two in-person meetings (4.1 Project Kick-off & 4.7 Final Presentation) and three (3) virtual Status Update meetings throughout the project. The Status Updates would come after task 4.3, task 4.5 and task 4.6.

5. PROPOSAL REQUIREMENTS

The requirements of this Proposal are as follows:

5.1 Executive Summary

- a. Provide your understanding of the project scope and important aspects of this project.
- b. Identify the proposed Project Manager and key project team members
- c. Summarize the proposed scope of work, project cost and timeline

5.2 Firm/Team Qualifications:

- a. Describe specific project experience related to projects of similar size, scope, type, and project team.
- b. Provide a brief summary of your team's experience on similar projects, in particular within DMV or the mid-Atlantic region, within the last 3-5 years.
- c. Provide three references for relevant projects including company name, address, contact name, telephone number, description of project, and successes/outcomes.

5.3 Proposed Project Team:

- a. Provide a staffing plan identifying all key principals and staff from all firms on your team whom you intend to assign to this project and include their profiles indicating relevant experience.
- b. Confirm the availability of the project team to start immediately and identify major projects that your proposed project team is expected to be involved in through the duration of the project. Note that any future change in key personnel will require approval in advance by the City's Project Manager.
- c. Provide a schedule of hourly rates for the proposed personnel, which will remain intact for the duration of the project.

5.4 Project Approach:

- a. Describe how your team would approach completing the tasks and goals identified in this RFP based on your firm's expertise and experience with similar projects.
- b. Describe your approach to identification and management of risks influencing on-time/on-budget completion.
- c. Specify the number of included meetings (in person and virtual), business community meetings and Council work sessions/presentations

5.5 Project Fee Proposal:

- a. Provide your fee proposal for the required services as a not to exceed fixed fee.
- b. Provide hourly billing rates to be used for both based fee invoicing and additional services should they be approved.
- c. Include a list of reimbursable expenses and an estimate of the total amount anticipated.
- d. Include a cost per additional meeting, if required, beyond those included above.

5.6 Other Conditions

- a. SAM.gov. This contract will be funded with federal American Rescue Plan Act funds. As such, the selected contractor, and any subcontractors, will need to be registered
- b. Living Wage – The City of Greenbelt requires that all contractors performing work for the City pay their employees a Living Wage. According to the State of Maryland, The Living Wage rates change each year based upon the changes in the Consumer Price Index. New rates are published at the beginning of the State’s fiscal year in July and become effective 90 days from the end of the state fiscal year in June. Therefore, effective 12:01 a.m. on September 28, 2023, the Living Wage rates will be adjusted to \$16.13 per hour in Tier 1 areas.

6. EVALUATION CRITERIA

Evaluation of proposals will be based on criteria at the Owner’s sole discretion, but will broadly be based on overall best value with respect to the following criteria.

Overall Experience of the Firm/Team	10%
Experience and Qualifications of the Project Team	25%
Project Approach and Schedule	35%
Project Cost	20%
References	10%

6.1 Interview Format (if needed): The City’s Project Manager may determine a short list of teams for interviews, upon review of the Proposals submitted. In the event that interviews are warranted, a short list of firms will be notified and provided a schedule of available days/times for in-person interviews.

6.2 Selection. A selection is expected to be made by August 21, 2024, and the City’s Project Manager will begin facilitating the execution of a mutually acceptable contract between the City and the selected consultant. The selected team and contract will be presented to the City Council at the September 9, 2024, Regular Council Meeting for approval.

PROPOSAL SUBMISSION:

PROPOSALS MUST BE RECEIVED ON OR BEFORE 4 PM ON JULY 31, 2024. Please provide an electronic and original hard copy to:

Tim George, Assistant City Manager
25 Crescent Rd
Greenbelt, MD 20770

tgeorge@greenbeltmd.gov

All requests for clarifications or additional information related to this Request for Proposal (RFP) must be submitted in writing (via email) by July 8 and directed to Tim George, Assistant City Manager, at tgeorge@greenbeltmd.gov. All answers will be provided in writing and posted on the City's website on or before July 15.

By submitting a proposal, the consultant agrees and warrants that it fully understands the project requirements. The Client reserves the right to amend or cancel the RFP at any time at its sole discretion before the execution of a contract with the selected consultant. In the event the RFP is withdrawn or canceled, the Client shall not be liable to any proposer for the costs incurred in connection with the RFP or the preparation of the proposer's response.

Disclaimer:

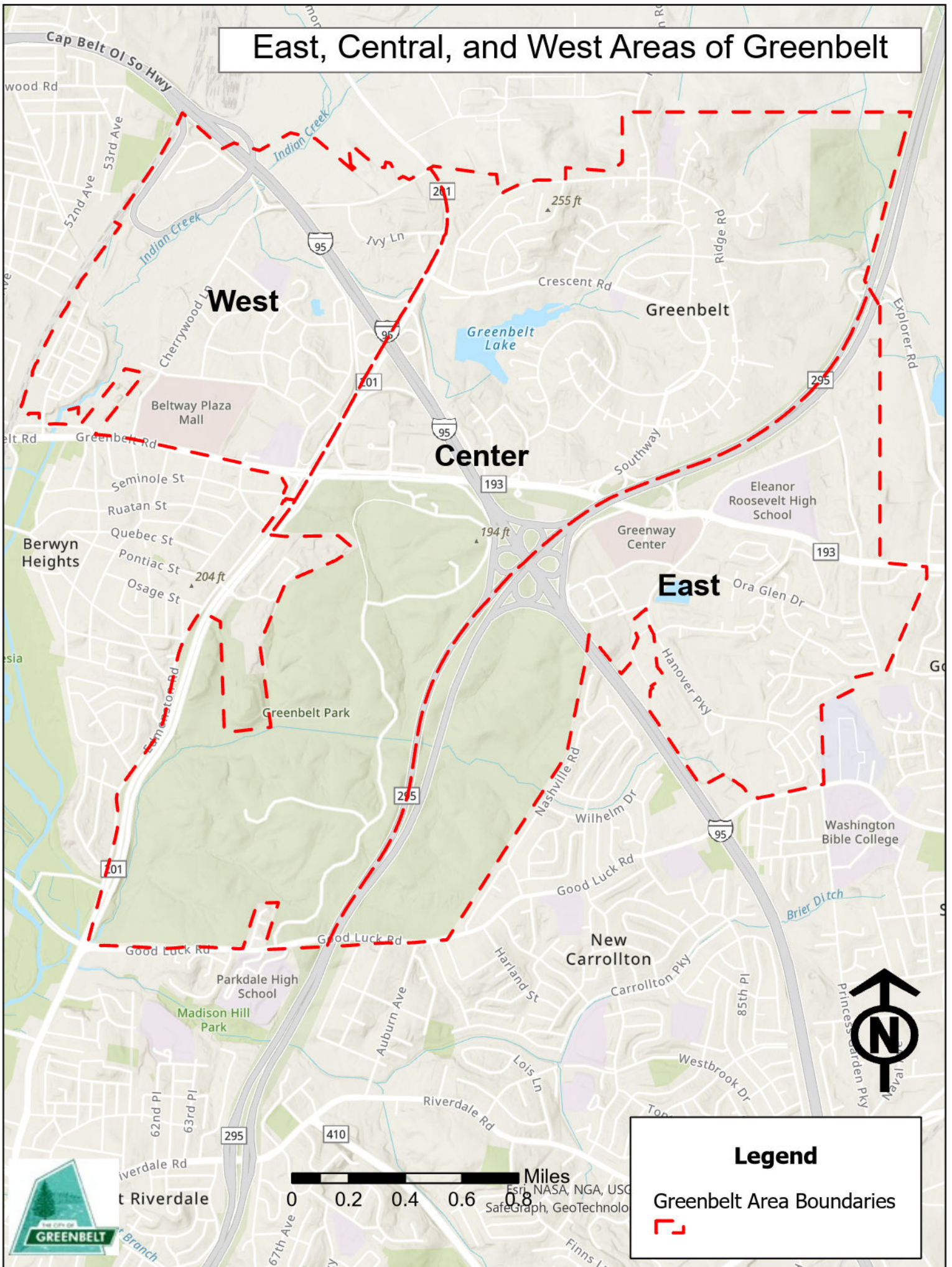
The RFP, including the documents incorporated and/or referenced in the RFP, has been prepared to solicit proposals, and are not contract offers. The only document that will be binding on the Owner is the contract, if any, duly executed by the Owner and the selected Consultant. No proposal shall be construed as creating any contractual relationship between the Owner and any party responding to this RFP.

Nothing contained in this RFP in writing or implied by the selection process shall create any obligation on the part of the Owner and/or the Owner's Project Manager to select any firm for the services described herein. The Owner reserves the right at their sole discretion to select any firm or team, to decide not to select a firm or team, or proceed with the project, or to otherwise modify their approach to the assignment.

7. Attachments

- A. Any Relevant current/previous general plans of City
- B. Sample Contract with Terms and Conditions

East, Central, and West Areas of Greenbelt



STANDARD CONTRACT FORM

THIS AGREEMENT, made this *[insert day]* day of *[insert month]* by and between the **CITY OF GREENBELT**, a municipal corporation organized under the laws of Maryland, hereinafter referred to as the "**CITY**", and *[insert contractor's full legal name]*, hereinafter referred to as "**CONTRACTOR**".

WITNESSETH

WHEREAS, the City desires the Contractor to provide *[insert description]*.

WHEREAS, the City desires to employ the services of the Contractor in connection with the aforementioned service under the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the covenants and promises set forth, the parties hereto agree as follows:

1. **SCOPE OF WORK.** The Contractor agrees to perform the work described and be bound by the terms and conditions set forth in *[insert RFP no. and description]*, to include *[list all addenda]*, hereto attached and made a part hereof and identified as Exhibit "A" and in the CONTRACTOR'S proposal dated *[insert date]*, hereto attached a made a part hereof and identified as Exhibit "B", and in the CONTRACTOR'S best and final offer (BAFO) dated *[insert date]* hereto attached and made part hereof and identified as Exhibit "C". In the event any terms of the attached exhibits conflict with this Agreement, this Agreement shall prevail over the aforementioned exhibits. In the event the terms of any of the exhibits conflict with each other, then Exhibit "C" shall prevail over both Exhibits "B" and "A". In the event the terms of Exhibit "B" conflict with Exhibit "A", then Exhibit "A" shall prevail over Exhibit "B". In the event of a conflict in the terms contained in the documents in Exhibit "C", the terms of the most recently dated document shall prevail.

The Contractor shall perform the services described in this Agreement (a) in a timely, diligent and professional manner in accordance with recognized standards of the applicable industry or profession, and; (b) in accordance with the time periods set forth in this Agreement and in the schedule and sequencing specified by the City. Contractor shall furnish efficient business administration and superintendence and shall use its best efforts to ensure that such services being performed under this Agreement are completed in the best way and in the most expeditious and economical manner consistent with the City's best interests.

2. **REVIEW BY CITY.** The Contractor agrees that the work and records covered by this Agreement will be subject to review, at all times, by representatives of the City.

3. **OWNERSHIP RIGHTS.** All finished or unfinished documents, data, studies, surveys, drawings, CADD drawings, maps, models, photographs, letters and reports prepared by the Contractor or its subcontractors shall become the property of the City.

4. **EQUAL EMPLOYMENT OPPORTUNITY.** The Contractor will not discriminate against any employee or applicant for employment because of age (in accordance with applicable law), ancestry, color, national origin, race, ethnicity, religion, disability, genetics, marital status, pregnancy, presence of children, gender, sexual orientation, gender identity or expression, or veteran status. The Contractor will take

affirmative action to ensure that applicants are employed, and the employees are treated fairly and equally during employment with regard to the above. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment, layoff or termination, rates of pay or other form of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause. Contractors must also include the same nondiscrimination language in all subcontracts.

If the Contractor fails to comply with nondiscrimination clauses of this contract or fails to include such contract provisions in all subcontracts that subcontractors will not discriminate against any employee or applicant for employment in the manner described above, this contract may be declared void AB INITIO, cancelled, terminated or suspended in whole or in part and the Contractor may be declared ineligible for further contracts with the City of Greenbelt. Any employee, applicant for employment, or prospective employee with information concerning any breach of these requirements may communicate such information to the City Manager who shall commence a prompt investigation of the alleged violation. Pursuant to such investigation, the Contractor will permit access to the Contractor's books, records, and accounts. If the City Manager concludes that the Contractor has failed to comply with nondiscrimination clauses, the remedies set out above may be invoked.

5. INDEMNIFICATION. The Contractor agrees to indemnify and save harmless the City against any liability, claim, demand for personal injury or property damage, and other expenses or losses suffered or arising out of or caused by any negligent act or omission of the Contractor, its subcontractors, servants, agents or employees incurred in the performance of the Agreement.

6. TIME OF THE ESSENCE. The Contractor acknowledges that time is of the essence in providing the services under this Agreement and agrees to assign adequate personnel sufficient to respond to requests for service.

7. CONTRACT TERM. This Agreement shall be effective upon execution of the contract and shall continue through [INSERT DATE] with possible renewal options, subject to the annual review of the City Treasurer, the satisfactory performance of the Offeror, the concurrence of the Greenbelt City Council and the annual availability of an appropriation.

8. TERMINATION FOR CONVENIENCE. The City may terminate this Agreement for convenience by giving written notice to the Contractor of such termination and specifying the effective date thereof, at least five days before the effective date of such termination. If the Agreement is terminated by the City as provided in this Section the Contractor will be paid on a pro-rata basis for work performed prior to the effective date of such termination.

9. TERMINATION FOR CAUSE. If through any cause, the Contractor shall fail to fulfill in a timely and proper manner its obligation under this Agreement, or if the Contractor shall violate any of the covenants, agreements, or stipulations of this Agreement, the City shall thereupon have the right to terminate this Agreement by giving written notice to the Contractor of such termination and specifying the effective date thereof, at least five days before the effective date of such termination. If the Agreement is terminated by the City as provided in this Section the Contractor will be paid an amount based on the number of hours actually worked at the hourly rates set forth herein, or if no hourly rate is set forth, Contractor shall be paid on a pro-rata basis for work performed. Notwithstanding the above, the Contractor shall not be relieved of liability to the City for damages sustained by the City by virtue of

any breach of the Agreement by the Contractor, and the City may withhold any payments due the Contractor up to the full amount of the Contractor's fee, until such a time as the exact amount of damages due the City from the Contractor is determined by any Court of competent jurisdiction.

10. **COMPLIANCE WITH LAWS.** The Contractor shall observe and comply with Federal, State, County and local laws, ordinances and regulations that affect the work to be done herein, and shall indemnify and hold the City harmless, and all of its officers, agents and servants against any claim or liability from or based on the violation of any such law, ordinance or regulation, whether by the Contractor or the Contractor's agent. Notwithstanding the foregoing, in the event that the Contractor determines that a conflict exists between any applicable law, ordinance and/or regulation, the Contractor will so advise the City and the City will decide which law, ordinance and/or regulation shall be followed.

11. **SUBCONTRACTS.** None of the services covered by this Agreement shall be subcontracted without the prior written consent of the City. The Contractor will require all subcontractors to have in effect at all times insurance coverage as required by the City in Exhibit "A" for negligent acts, errors, and omissions of subcontractors and their employees and the City shall be named as an insured party.

12. **ASSIGNMENT.** The Contractor shall not assign or transfer any interest in this Agreement without the prior written approval of the City.

13. **INSURANCE.** The Contractor shall carry insurance with limits as required in Exhibit "A" by the City and shall provide to the City a certificate evidencing the same.

14. **CONFLICTS OF INTEREST.** The Contractor covenants that it has presently no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance or services required to be performed under this Agreement. The Contractor further covenants that in the performance of this Agreement no person having any such interest shall be employed.

15. **DISPUTES.** Except as otherwise provided in this agreement, any dispute concerning a question of fact arising out of this agreement which is not disposed of by agreement, shall be decided in accordance with the City's Purchasing Procedures as set forth in Chapter 2 of the Greenbelt City Code.

16. **GOVERNING LAW.** This Agreement is executed in the State of Maryland and shall be governed by Maryland law. The Contractor, by execution of this Agreement, consents to the jurisdiction of the Maryland state courts with respect to any dispute arising out of this agreement and further consents to venue in Montgomery County, Maryland.

17. **SUCCESSORS AND ASSIGNS:** This Agreement shall be binding and inure to the benefit of all successors and assigns of the parties hereto. Notwithstanding the foregoing, this Agreement shall be considered a personal services contract and the Contractor shall not assign any right or obligation under this Agreement without the City's express written consent which may be withheld in the City's sole and absolute discretion.

18. **INDEPENDENT CONTRACTOR.** The Contractor shall perform this Agreement as an independent contractor and shall not be considered an agent of the City, nor shall any of the Contractor's employees or agents be subagents of the City.

19. **COMPENSATION.** The Contractor shall provide to the City the services described in the amount not to exceed *[insert dollar amount in words]* dollars (\$*[insert dollar amount in numbers]*). In the event the labor hours and expenses exceed this amount the Contractor shall complete the tasks with no additional compensation.

20. **INVOICING.** Invoices for payment shall include a complete description of the services rendered, personnel, hourly rates, hours and date of services. All invoices shall be submitted to the City of Greenbelt, Attn: *[insert contact and department]*, 25 Crescent Road, Greenbelt, MD 20770.

21. **MODIFICATION.** This agreement may be modified only by written instrument signed by both parties hereto.

22. **LIVABLE WAGE.** All contractors are encouraged to pay a living wage. Any vendor that has a contract(s) valued at \$50,000 or more with the City shall also be required to pay a Living Wage in accordance with State law. The contractor is responsible to check with the State Division of Labor and Industry, or other appropriate agency, to determine the appropriate wage rate. Contractors and Subcontractors subject to the Living Wage Law shall pay each covered employee at least the minimum amount set by law for the applicable Tier Area.

23. **SAM.gov REGISTRATION.** The U.S. Treasury requires all contractors administering a program or providing goods and/or services to the City of Greenbelt (who will be paid using the American Rescue Plan Act (ARPA) funds), will need to have an active registration with the System for Award Management ("SAM") (<https://www.sam.gov>). Any entity with a Dunn's number must convert to a SAM's number effective April 2022. If you do not currently have a SAM.gov number, one can be issued by going to SAM.gov. to register.

24. **ENTIRE AGREEMENT.** This agreement, including the exhibits attached hereto, constitutes the entire agreement between the City and the Contractor, and the parties shall not be bound by any prior negotiation, representations or promises, not contained herein.

Principal Contacts (Note: name the person with the day-to-day responsibility for contracted work)

Any notice, provisions or communications required under this contract should be directed as follows:

IF FOR THE CITY OF GREENBELT:

Name: Josué Salmerón, City Manager

Address: 25 Crescent Rd.

Address: Greenbelt, MD 20770

Phone No.: 301-474-8000

Email Address: jsalmeron@greenbeltmd.gov

IF FOR THE CONTRACTOR NAME:

Name:

Address:

Address:

Phone No.:

Email Address:

Approving Signatures

Signatures acknowledge receipt and understanding of this agreement. Signed and agreed to on the dates indicated below:

ATTEST: City of Greenbelt

Approved by: _____

Josué Salmerón, City Manager

_____ Date

ATTEST: Company Name

Company Representative

Approved: _____

_____ Date