



100 West Washington Street, Suite 1101 | Hagerstown, MD 21740-4735 | P: 240.313.2200 | F: 240.313.2201
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BOARD OF COUNTY COMMISSIONERS

July 28, 2026

OPEN SESSION AGENDA

- 9:00 AM INVOCATION AND PLEDGE OF ALLEGIANCE
CALL TO ORDER, *President John F. Barr*
APPROVAL OF MINUTES: June 30, 2026
- 9:05 AM COMMISSIONERS' REPORTS AND COMMENTS
- 9:20 AM STAFF COMMENTS
- 9:30 AM 1. ADEQUATE PUBLIC FACILITIES ORDINANCE (APFO) MITIGATION PROPOSAL – TOWNES AT ROCKSPRING
Jennifer Kinzer, Deputy Director, Planning and Zoning; Tracie L. Clabaugh, Esquire, representing D.R. Horton, Inc., Developers of the Townes at Rockspring Subdivision
- 9:35 AM 2. CLARIFICATION OF APPROVED TEXT AMENDMENT TO SECTION 19C SPECIAL ECONOMIC DEVELOPMENT DISTRICT – RZ-26-002
Zachary Kieffer, County Attorney
- 9:40 AM 3. SOLE SOURCE PROCUREMENT (PUR-1835) WEBSITE TECHNICAL SUPPORT AND MANAGEMENT
Brandi Kentner, Director, Procurement; Josh O'Neal, Chief Technical Officer, Information Technology
4. INTERGOVERNMENTAL COOPERATIVE PURCHASE (INTG-26-0343) TWO (2) NEW 2027 MACK GRANITE 4X2 PLOW TRUCKS WITH J&J DUMP BEDS AND PLOW PACKAGE FOR WASHINGTON COUNTY HIGHWAY DEPARTMENT
Brandi Kentner, Director, Procurement; Zane Rowe, Deputy Director, Highway Department
5. INTERGOVERNMENTAL COOPERATIVE PURCHASE (INTG-26-0331) – PERSONAL PROTECTIVE EQUIPMENT (PPE) FOR DIVISION OF EMERGENCY SERVICES
Brandi Kentner, Director, Procurement; Eric Jacobs, Operations Manager, Emergency Services; Dave Hays, Director, Emergency Services
- 9:55 AM 6. FY27 BUDGET AMENDMENT – HIGHWAY FUND
Kelcee Mace, Chief Financial Officer; Doug Levine, Supervisor of Operations, Highway Department

- 10:00 AM 7. EMPOWERING BOCC PRESIDENT TO SIGN/EXECUTE ADCI TASK ORDER NO. 15 – COMPLETION OF DESIGN WORK FOR A REPLACEMENT AIR TRAFFIC CONTROL TOWER
Andrew Eshleman, Director, Public Works; Neil Doran, Director, Hagerstown Regional Airport
- 10:05 AM 8. MARYLAND DEPARTMENT OF AGRICULTURE AND WASHINGTON COUNTY BLACK FLY TREATMENT MEMORANDUM OF UNDERSTANDING
Andrew Eshleman, Director, Public Works
- 10:10 AM 9. LETTER OF CONCURRENCE FOR FISHER BIOSERVICES TO USE A PORTION OF FTZ#255’S ALLOTTED ACREAGE IN FREDERICK, MD
Linda Spence, Financial Programs Administrator, Business and Economic Development; Jonathan Horowitz, Director, Business and Economic Development
- 10:15 AM 10. OPPORTUNITY ZONE 2.0 CENSUS TRACT NOMINATION APPROVAL
Jonathan Horowitz, Director, Business and Economic Development; Machelle Dwyer, Business Leader, Business and Economic Development
- 10:20 AM 11. QUIT CLAIM A PORTION OF EARLEY DRIVE
Todd Moser, Real Property Administrator, Engineering
- 10:25 AM 12. UNITED STATES DEPARTMENT OF THE INTERIOR MULTI-PARK USE MOU FOR FIRE AND EMS SERVICES
R. David Hays, Director, Emergency Services; Oley Griffith, Volunteer Coordinator, Emergency Services
- 10:30 AM 13. RECOMMENDATION TO HIRE TRANSPORTATION ENGINEER
Chip Rose, Director, Human Resources
- 10:40 AM 14. WASHINGTON COUNTY BOARD OF SOCIAL SERVICES – APPOINTMENTS
Dawn L. Marcus, County Clerk
15. ADULT PUBLIC GUARDIANSHIP REVIEW BOARD REAPPOINTMENTS
Dawn L. Marcus, County Clerk
16. HISTORIC DISTRICT COMMISSION APPOINTMENTS
Dawn L. Marcus, County Clerk

10:50 AM CLOSED SESSION – *(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. (1) Personnel matters are confidential.*

- *Discuss assignment of County employee*
- *Discuss discipline of County employee*

To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State. (4) Open session discussion would disclose proprietary commercial information or business development strategy and damage County competitive advantage in bringing business to County

- *Discussion of incentive program to attract business to locate in the County.*

To consult with counsel to obtain legal advice on a legal matter (7). Open session discussion would breach attorney/client confidentiality.

- *Legal advice pertaining to a legal matter involving the County.*
- *Legal advice pertaining to contract of which County is a party.*
- *Legal advice pertaining to legal matter.)*

12:00 PM RECONVENE IN OPEN SESSION

ADJOURNMENT

Citizens' comments regarding the items on this Agenda or any other item of County business may be directed to: contactcommissioners@washco-md.net.

You may also contact each Commissioner individually at:

John F. Barr, President: jbarr@washco-md.net or (240) 313-2205;

Jeffrey A. Cline, Vice President: jcline@washco-md.net or (240) 313-2208;

Neil C. Parrott, Commissioner: nparrott@washco-md.net (240) 313-2206;

Randal A. Leatherman, Commissioner: rleatherman@washco-md.net or (240) 313-2209;

Randall E. Wagner, Commissioner: rwagner@washco-md.net or (240) 313-2207.

Additionally, you may contact Michelle Gordon, County Administrator at mgordon@washco-md.net or (240) 313-2202.



Agenda Report Form

Open Session Item

SUBJECT: Adequate Public Facilities Ordinance (APFO) mitigation proposal – Townes at Rockspring

PRESENTATION DATE: July 28, 2026

PRESENTATION BY: Jennifer Kinzer, Deputy Director, Department of Planning and Zoning, Tracie L. Clabaugh, Esq., representing D.R. Horton, Inc., developers of the Townes at Rockspring subdivision.

RECOMMENDED MOTION: To approve/approve with conditions an APFO school mitigation plan for the Townes at Rockspring subdivision (S-23-023 & S-26-026).

REPORT-IN-BRIEF: D.R. Horton, Inc, the contract purchaser/developer of The Townes at Rockspring subdivision, is coming before the Board with an Adequate Public Facilities Ordinance (APFO) school mitigation plan as required by the new APFO which became effective on July 1, 2026. The developer is proposing to utilize the Alternate Mitigation Contribution (AMC) method to mitigate school impacts as a result of the proposed subdivision. The subdivision contains 123 Townhouse style homes that would have had an AMC contribution of \$2,191.76 per lot (\$269,586.48) under the previous version of the APFO. The developer is proposing a mitigation plan to provide a monetary contribution of \$3,000.00 per lot (\$369,000.00).

DISCUSSION: A subdivision Plat (S-23-023) for Phase 1 of the development, which consists of 65 townhouse lots, is in the final stages of the review process and will expire on August 22, 2026 if a mitigation plan is not accepted. A subdivision Plat (S-26-026) for Phases 2 & 3, which consists of 58 townhouse lots, has been submitted and is currently under review. As part of the review process, the subdivisions are tested for school capacity in accordance with the APFO. This subdivision is located within the Hickory Elementary, Springfield Middle and Williamsport High school districts. Results of the test concluded that the middle and high school districts have the capacity available to absorb new students produced from this development. However, the elementary school district does not. With the additional elementary students generated from this development, the State Rated Capacity (SRC) of Hickory Elementary will increase to 129.1% with Phase 1. In accordance with the new APFO, the developer is required to provide a mitigation plan to the Commissioners and obtain their approval, demonstrating that the plan adequately addresses the impacts of the development before the Plats can be approved.

FISCAL IMPACT: The request to increase the AMC contribution to \$3,000 per lot will assist the Board in accumulating revenue that will help pay for the construction of new schools.

CONCURRENCES: Alyssa Sabetto, Director, Department of Planning & Zoning

ALTERNATIVES: Deny the request

ATTACHMENTS: Developer mitigation proposal, Owner Affidavit and Plats for the Townes at Rockspring subdivision.

AUDIO/VISUAL NEEDS: none



July 17, 2026

John F. Barr, President
Board of County Commissioners of
Washington County
100 W. Washington Street, Suite 1101
Hagerstown, Maryland 21740

RE: APFO Mitigation Proposal - Townes at Rockspring (S-23-023 and S-26-026)

Dear Commissioner Barr and County Commissioners:

I represent D.R. Horton, Inc., the contract purchaser (“**Applicant**”) of the real property located on the east side of Hickory School Road at the intersection of Massey Boulevard, which is also known as “Townes at Rockspring” (“**Project**”).¹ The Applicant proposes to construct One Hundred Twenty-Three (123) townhomes as part of the Project.

PROJECT HISTORY

The Applicant received its Preliminary Plan approval for the Project in 2023 after two (2) years of closely working with Staff on obtaining water and sewer approvals. The Project consists of Phase 1 (S-23-023)(65 lots) and Phases 2 and 3 (S-26-026) (58 lots). The Final Plat submittal for Phase 1 (65 lots) will expire on **August 22, 2026**. If this Final Plat expires, the Applicant will be in jeopardy of losing water and sewer service for the Project. In addition, the location of the Project is in a school district that has already been redistricted to combine two school districts. The school located adjacent to the Project is supposed to close soon and a new school for this school district is slated to be constructed by August 2027. The following have been submitted and approved by Washington County: (i) Forest Stand Delineation; (ii) Environmental Site Design (SWCP) SWM Concept Plan; and (iii) Preliminary Site Plan/Preliminary Plat. The following have been submitted for review to Washington County: (i) Final Plat, Phase 1 (S-23-023); and (ii) Final Plat, Phase 2 and 3 (S-26-026). Applicant has also paid final review fees for Phase 1 of the Project. The Project is located adjacent to Hickory Elementary School, and near the Valley Mall and Crosspoint Shopping Center, which will be within walking distance from the Project.

APFO

Under the current Adequate Public Facilities Ordinance, amended July 1, 2026 (“**APFO**”), the elementary school level for the Project exceeds the State Rated Capacity at 129.1% (“**SRC**”).

¹ The owner of the property is Hekbel LLC (“**Owner**”), and the tax id number for the property is 26-065261. The Applicant has provided an Owner’s Affidavit to Washington County, under separate cover, as part of this submission package.

APFO Section 5.4.1 provides that the available capacity for individual schools is permitted in accordance with Sections 5.5. and 5.6. of the APFO.² Section 5.6 of the APFO provides options for the mitigation of inadequate school capacity for the Project.

In accordance with Section 5.6(b) of the APFO, if the school is not adequate and development exceeds 120% of SRC, the Applicant shall be “...required to mitigate the impact of the proposed development by providing one or more of the following mitigation measures to receive final plat approval” and “[f]ailure to obtain an approved mitigation plan within two (2) years from the date of final plan submittal shall result in denial of the final plat and/or site plan”. In our case, the first two options under Section 5.6(b) are not feasible since the schools in this district are currently being re-built, and redistricting has or will occur.

The Applicant has discussed its options with Staff and respectfully requests that the Board of County Commissioners approve an Alternate Mitigation Contribution (“AMC”) payment for the increased elementary school capacity projections. The Applicant will make a monetary contribution to a public facility improvement fund earmarked for public school construction under Section 5.6(b)(v) (“**Financial Contribution**”). In accordance with Section 5.6(b)(v), the Applicant is required to provide a detailed analysis as follows:

1. A monetary figure based on the proposed cost per dwelling unit.
2. A narrative explaining the rationale and/or formulas that resulted in the cost per dwelling unit.
3. A narrative explaining how the monetary contribution will provide impactful relief in the affected school district(s) within five years of final plat approval.

APFO MITIGATION PROPOSAL

A Monetary Figure Based on the Proposed Cost Per Dwelling Unit

The Board of County Commissioners has granted previous approvals for residential development through the Alternate Mitigation Contribution (or the AMC) payments in mitigation of school capacity projections.³ The Applicant proposes paying an AMC of Three Thousand Dollars (\$3,000.00) per townhome lot for all phases of the Project.⁴ The difference between the current required payment and the AMC is Eight Hundred Eight Dollars and Twenty-Four Cents (\$808.24)

² As provided in APFO Section 5.4.1(c) “Final approval will not be granted for developments in the review process until schools obtain adequate status through the determination made according to the procedures described in Sections 5.5 and 5.6”.

³ Most recently the Board of County Commissioners approved an AMC mitigation request for Elmwood Farm Section 5D in August 2025.

⁴ The currently required APFO School Capacity Fee is Two Thousand One Hundred Ninety-One Dollars and Seventy-Six Cents (\$2,191.76) per townhome lot.



per lot. This is an additional Ninety-Nine Thousand Four Hundred Thirteen Dollars and Fifty-Two Cents (\$99,413.52) in mitigation fees for the AMC. See **Exhibit A** for more information pertaining to the pupil generation rates and the State Rated Capacity from Washington County.

Cost Per Dwelling Unit Formula

Based upon the calculations for AMC payments for previous approvals, the same AMC-based formula for determining the mitigation from contributions under the existing and proposed APFO school adequacy provisions is the cost per dwelling unit formula that is being used for this request, as follows:

Townes at Rockspring APFO Proposal			
Per Lot Mitigation Payment		\$3,000.00	
Total Mitigation (123 Townhome Lots)		\$369,000.00	
Proposed Lots		123	
Students Produced		23	
Total APFO Mitigation	\$369,000.00	\$15,789.47	Per Pupil
Estimated Excise Tax	\$506,268.00	\$21,663.16	Per Pupil
		\$37,452.63	Total Mitigation Per Pupil (23 Pupils)

Pupil Generation Rates				Average Pupil Generation Rate
Type	Elementary	Middle	High	
Single Family	0.43	0.22	0.22	0.29
Townhouse	0.32	0.11	0.14	0.19
Multi-Family	0.31	0.12	0.16	0.20

Impactful Relief by Monetary Contribution

The monetary contribution through the AMC will provide immediate impactful relief for the affected school district as Washington County finalizes the construction of a new school for this subject school district. The additional total monetary contribution of Ninety-Nine Thousand Four



Hundred Thirteen Dollars and Fifty-Two Cents (\$99,413.52) can be directly spent and utilized in the affected school district.

Based on the history of the Project and the APFO Section 5.6(b)(v) analysis, the Applicant respectfully requests that the Board of County Commissioners grant the revised mitigation proposal to mitigate school impacts as outlined in this letter request.

Sincerely,

A handwritten signature in black ink, appearing to read "Tracie L. Clabaugh".

Tracie L. Clabaugh, Esq.

Enc.: (as noted)

cc: Joseph Young, D.R. Horton (via email)

Jennifer Kinzer, Deputy Director, Washington County (via email)

Exhibit A

Developer: Hekbel, LLC
 Subdivision: Townes at Rockspring, Phase 1
 Reference #: S-23-023
 Date of Test: 7-10-2026

Proposed Development Type	
Single Family	0
Townhouse	59
Multi-Family	0

Pupil Generation Rates			
Type	Elem	Mid	High
Single Family	0.43	0.22	0.22
Townhouse	0.32	0.11	0.14
Multi-Family	0.31	0.12	0.16

	Name	LRC	Current Enrollment	Pipeline Enrollment	Background Enrollment	Pupils Generated from this Development	Total Adjusted Enrollment	School Impact	% of LRC
Elementary	Hickory	241	317	1.29	8.8	18.9	346.0	-105.0	143.6%
Middle	Springfield	1096	814	34.1	18.6	6.5	873.2	222.8	79.7%
High	Williamsport	1094	868	34.1	-11.5	8.3	898.9	195.1	82.2%

AMC Use only	
SRC	% of SRC
268.0	129.1%
1096.0	79.7%
1094.0	82.2%

Current Elementary School Enrollment from BOE (March 2026)	State Rated Capacity	Local Rated Capacity (90%)
Bester	527	628
Boonsboro	535	499
Cascade	153	278
Clear Spring	373	386
Eastern	424	572
Emma K. Doub	386	297
Fountaindale	410	365
Fountain Rock	310	271
Greenbrier	274	274
Hancock	183	295
Hickory	317	268
Jonathan Hager	471	471
Lincolnshire	488	545
Maugansville	691	755
Old Forge	339	366
Pangborn	746	745
Paramount	399	408
Pleasant Valley	180	225
Potomac Heights	339	294
Rockland Woods	698	751
Ruth Ann Monroe	595	692
Salem Avenue	679	722
Sharpsburg	368	471
Smithsburg	374	431
Williamsport	517	568
Eastern/Ruth Ann Monroe*	1,019	1264

*For the purposes of this analysis Ruth Ann Monroe Primary School and Eastern Elementary School share the same school district therefore their enrollment, SRC, and LRC shall be combined into one school district.

Current Middle School Enrollment from BOE (December 2026)	State Rated Capacity	Local Rated Capacity (100%)
Boonsboro	679	870
Clear Spring	288	605
E. Russell Hicks	901	841
Northern	816	913
Smithsburg	547	839
Springfield	814	1096
Western Heights	825	998

Current High School Enrollment from BOE (December 2026)	State Rated Capacity	Local Rated Capacity (100%)
Boonsboro	747	1098
Clear Spring	417	656
Hancock Middle/High	188	591
North Hagerstown	1,475	1423
Smithsburg	682	897
South Hagerstown	1,452	1240
Williamsport	868	1094



DEPARTMENT OF PLANNING & ZONING
PLANNING | ZONING | LAND PRESERVATION | FOREST CONSERVATION | GIS

Owner's Representative Affidavit Subdivision Plat

This is to certify that representatives of D.R. Horton, Inc are hereby authorized to make application for subdivision of land located at Hickory School Rd & Massey Blvd ; also identified as State property tax account Map: 0048 Grid: 0018 Parcel: 0950 Record Number: S-25-031

I/We Hekbell, LLC do hereby certify, for ourselves and our personal representatives, heirs and assigns, that I/we are the legal and true owner(s) of the property described above and that I/we hereby authorize work associated with this application as required by the Washington County Subdivision and/or Zoning Ordinances.

I further certify that there are no suits, actions at law, leases, liens, mortgages, trusts, easements or rights of way affecting the property included in this Plan of Subdivision except the following:

N/A

All parties having an interest therein have hereunto affixed their signatures, indicating their assent to this Plan of Subdivision.

Owners Signature

7.8.2024

Date

WITNESS CERTIFICATION FOR LENDING INSTITUTIONS

We do hereby assent to this Plan of Subdivision: _____

Date: _____



DEPARTMENT OF PLANNING & ZONING
PLANNING | ZONING | LAND PRESERVATION | FOREST CONSERVATION | GIS

Owner's Representative Affidavit Subdivision Plat

This is to certify that representatives of D.R. Horton, Inc are hereby authorized to make application for subdivision of land located at Hickory School Rd & Massey Blvd ; also identified as State property tax account Map: 0048 Grid: 0018 Parcel: 0950 Record Number: S-26-026

I/We Hekbell, LLC do hereby certify, for ourselves and our personal representatives, heirs and assigns, that I/we are the legal and true owner(s) of the property described above and that I/we hereby authorize work associated with this application as required by the Washington County Subdivision and/or Zoning Ordinances.

I further certify that there are no suits, actions at law, leases, liens, mortgages, trusts, easements or rights of way affecting the property included in this Plan of Subdivision except the following:

N/A

All parties having an interest therein have hereunto affixed their signatures, indicating their assent to this Plan of Subdivision.

Owners Signature

7.8.2026

Date

WITNESS CERTIFICATION FOR LENDING INSTITUTIONS

We do hereby assent to this Plan of Subdivision: _____

Date: _____

LEGEND

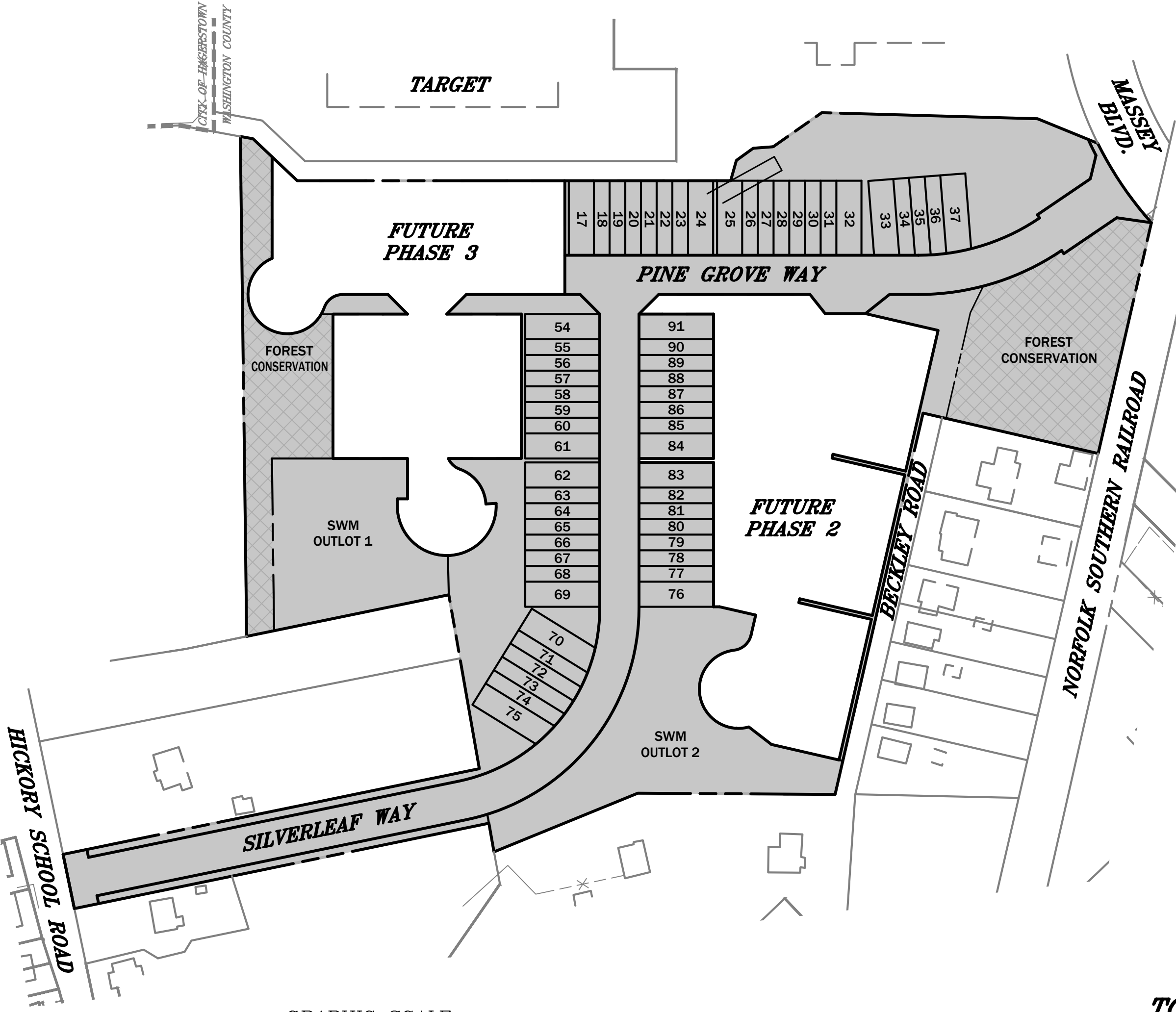
- 5/8" CAPPED REBAR
UNLESS OTHERWISE NOTED
- CONCRETE MONUMENT
- FOREST EASEMENT
- SWM EASEMENT
- STORM DRAIN EASEMENT
- SEWER EASEMENT
- WATER EASEMENT

FINAL PLAT
CROSSPOINT RESIDENTIAL
TOWNES AT ROCKSPRING

PHASE 1
59 TOWNHOME LOTS
SITUATE AT ON THE EAST SIDE OF HICKORY SCHOOL RD
& WEST SIDE OF MASSEY BLVD.
ELECTION DISTRICT 26
WASHINGTON COUNTY, MARYLAND

VICINITY MAP
SCALE: 1" = 2000'
TAX MAP 48 PARCEL P/O 701
COPYRIGHT ADC THE MAP PEOPLE PERMIT USE NUMBER 20403134

COORDINATES AND WASHINGTON COUNTY SURVEY MONUMENTS
1 - "KMART" 39°37'35.729872" (N)
77°45'49.307351" (W)
ELEV. 606.27
2 - "MALL" 39°37'38.29544" (N)
77°46'16.51472" (W)
ELEV. 596.02



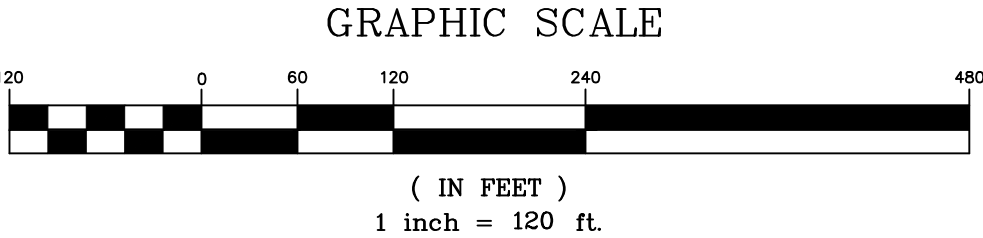
SHEET INDEX

COVER SHEET.....	1
KEY SHEET.....	2
FINAL PLAT.....	3-9
SIGNATURES & APPROVALS.....	10
SIGNAGE DETAILS	11

LAND USAGE BREAKDOWN

ORIGINAL TRACT AREA	750,513 S.F. OR	17.22940 Ac.
TOTAL AREA OF LOTS	132,378 S.F. OR	3.03902 Ac.
TOTAL AREA OF STREET RIGHT-OF-WAY	104,981 S.F. OR	2.41003 Ac.
TOTAL AREA OF OUTLOTS	87,816 S.F. OR	2.01598 Ac.
TOTAL AREA OF OPEN SPACE	181,886 S.F. OR	4.17553 Ac.
TOTAL AREA (THIS PHASE)	507,061 S.F. OR	11.64056 Ac.
REMAINING LANDS	243,452 S.F. OR	5.58884 Ac.
TOTAL NUMBER OF LOTS	59	
LOT DENSITY	59 LOTS/11.63 Ac.=	5.1 LOTS/Ac.

PLAT No. _____
DATE: _____
WASHINGTON COUNTY



OWNER:
HEKBEL LLC
505 MAIN ST
P.O. BOX 667
HACKENSACK, NJ. 070602

DRAWN BY: DCM/RLB	DATE: 5/12/23
CHECKED BY: GEN	DATE: 5/12/23
SCALE: 1" = 120'	

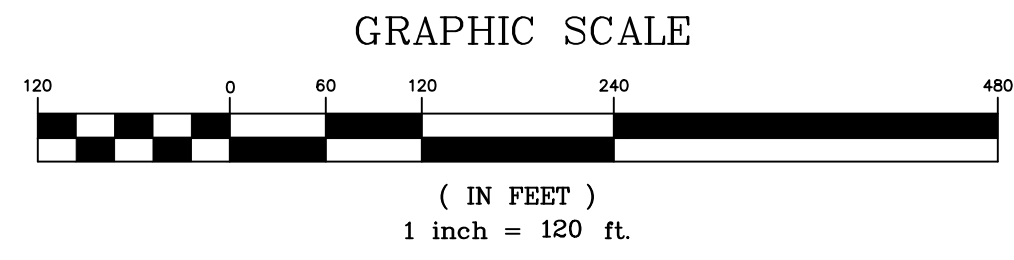
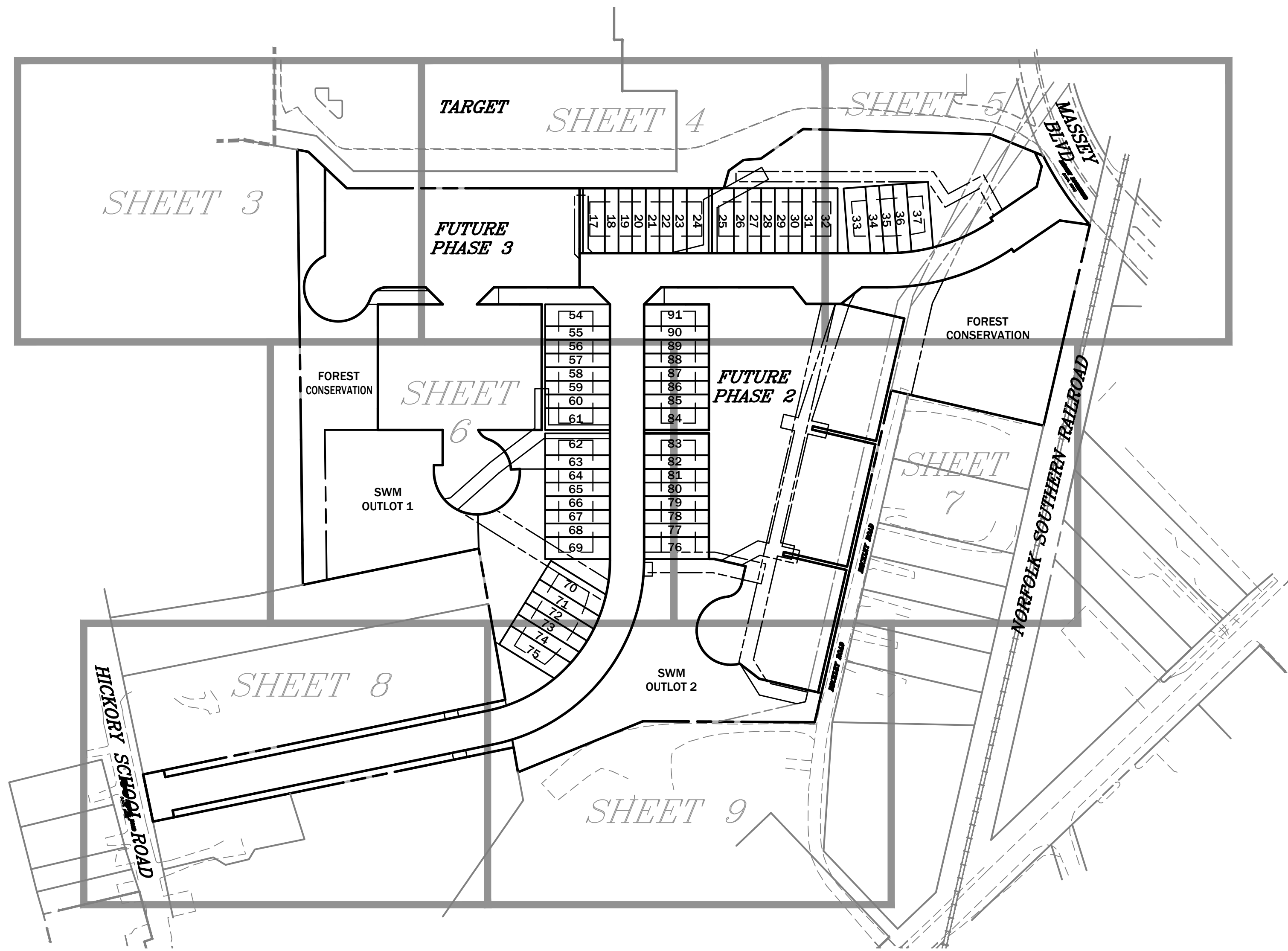
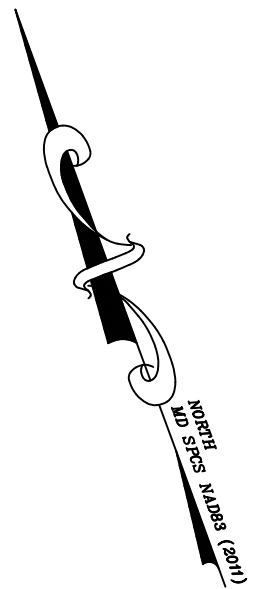
FOX & ASSOCIATES, INC.
ENGINEERS • SURVEYORS • PLANNERS
981 MT. AETNA ROAD
HAGERSTOWN, MARYLAND 21740
PHONE: (301)733-8503
FAX: (301)733-1853

82 WORMAN'S MILL CT. STE. 'G'
FREDERICK, MARYLAND 21701
PHONE: (301)695-0880
FAX: (301)293-6009



DISTRICT	26
TAX MAP No.	48
DWG. No.	C-3806

F:\OTHER\CROSSPT\RESIDENTIAL\21-51130_Horton\Survey\Drawings\Plats\Final Plat - Phase 1\01-rp-ph1-Final Plat.dwg Jun 22, 2026 - 9:46am User: rahlman



OWNER:
HEKBEL LLC
505 MAIN ST
P.O. BOX 667
HACKENSACK, NJ. 070602

DRAWN BY: DCM/RLB	DATE: 5/12/23
CHECKED BY: GEN	DATE: 5/12/23
SCALE: 1" = 120'	

KEY SHEET
FINAL PLAT
PHASE 1: LOTS 17-37 & 54-91
TOWNES AT ROCKSPRING
SITUATED ON THE EAST SIDE OF HICKORY SCHOOL ROAD & WEST SIDE OF MASSEY BLVD.
WASHINGTON COUNTY, MARYLAND

FOX & ASSOCIATES, INC. ENGINEERS • SURVEYORS • PLANNERS 981 MT. AETNA ROAD HAGERSTOWN, MARYLAND 21740 PHONE: (301)733-8503 FAX: (301)733-1853	82 WORMAN'S MILL CT. STE. 'G' FREDERICK, MARYLAND 21701 PHONE: (301)695-0880 FAX: (301)293-6009
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PLAT No. _____
DATE: _____
WASHINGTON COUNTY

COUNTY FILE No.
S-23-023
SHEET 2 OF 11

DISTRICT	26
TAX MAP No.	48
DWG. No.	C-3806

H:\OTHER\CROSSPT\RESIDENTIAL\21-51130_Horton\Survey\Drawings\Plats\Final Plat -- Phase 1\01-rp-ph1 Final Plat.dwg Jun 22, 2026 -- 9:46am User: rahlman

ADDRESS ASSIGNMENT

LOT #	HOUSE #	STREET
LOT 17	17136	PINE GROVE WAY
LOT 18	17138	PINE GROVE WAY
LOT 19	17140	PINE GROVE WAY
LOT 20	17142	PINE GROVE WAY
LOT 21	17144	PINE GROVE WAY
LOT 22	17146	PINE GROVE WAY
LOT 23	17148	PINE GROVE WAY
LOT 24	17150	PINE GROVE WAY
LOT 25	17154	PINE GROVE WAY
LOT 26	17156	PINE GROVE WAY
LOT 27	17158	PINE GROVE WAY
LOT 28	17160	PINE GROVE WAY
LOT 29	17162	PINE GROVE WAY
LOT 30	17164	PINE GROVE WAY
LOT 31	17166	PINE GROVE WAY
LOT 32	17168	PINE GROVE WAY
LOT 33	17172	PINE GROVE WAY
LOT 34	17174	PINE GROVE WAY
LOT 35	17176	PINE GROVE WAY
LOT 36	17178	PINE GROVE WAY
LOT 37	17180	PINE GROVE WAY
LOT 54	*	SILVERLEAF WAY
LOT 55	11196	SILVERLEAF WAY
LOT 56	11194	SILVERLEAF WAY
LOT 57	11192	SILVERLEAF WAY
LOT 58	11190	SILVERLEAF WAY
LOT 59	11188	SILVERLEAF WAY
LOT 60	11186	SILVERLEAF WAY
LOT 61	11184	SILVERLEAF WAY
LOT 62	11180	SILVERLEAF WAY
LOT 63	11178	SILVERLEAF WAY
LOT 64	11176	SILVERLEAF WAY
LOT 65	11174	SILVERLEAF WAY
LOT 66	11172	SILVERLEAF WAY
LOT 67	11170	SILVERLEAF WAY
LOT 68	11168	SILVERLEAF WAY
LOT 69	11166	SILVERLEAF WAY
LOT 70	11162	SILVERLEAF WAY
LOT 71	11160	SILVERLEAF WAY
LOT 72	11158	SILVERLEAF WAY
LOT 73	11156	SILVERLEAF WAY
LOT 74	11154	SILVERLEAF WAY
LOT 75	11152	SILVERLEAF WAY
LOT 76	11167	SILVERLEAF WAY
LOT 77	11169	SILVERLEAF WAY
LOT 78	11171	SILVERLEAF WAY
LOT 79	11173	SILVERLEAF WAY
LOT 80	11175	RAINTREE DRIVE
LOT 81	11177	RAINTREE DRIVE
LOT 82	11179	RAINTREE DRIVE
LOT 83	11181	RAINTREE DRIVE
LOT 84	11185	RAINTREE DRIVE
LOT 85	11187	RAINTREE DRIVE
LOT 86	11189	RAINTREE DRIVE
LOT 87	11191	RAINTREE DRIVE
LOT 88	11193	RAINTREE DRIVE
LOT 89	11195	RAINTREE DRIVE
LOT 90	11197	RAINTREE DRIVE
LOT 91	*	RAINTREE DRIVE

ADDRESS NOTES

- ADDRESSES ARE NOT FINAL UNTIL THE PLAT IS APPROVED.
- EACH ADDRESS IS BASED ON THE ENTRANCE LOCATION AS SHOWN ON THE PLAN. IF DRIVEWAYS ARE CONSTRUCTED AT A DIFFERENT LOCATION, THE ADDRESS FOR THAT LOT IS VOID, AND THE OWNER/DEVELOPER OF THE LOT MUST REAPPLY TO WASHINGTON COUNTY PLANNING AND ZONING DEPARTMENT FOR A NEW ADDRESS ASSIGNMENT.
- CORNER LOTS WILL BE ASSIGNED ADDRESSES AT TIME OF BUILDING PLAN APPROVAL.

SOILS

Fa.....FAIRPLAY (MARL) SILT LOAM / HYDRIC
HaB.....HAGERSTOWN SILT LOAM 3-8% SLOPES
HbB.....HAGERSTOWN SILTY CLAY LOAM 3-8% SLOPES VERY ROCKY
HcB.....HAGERSTOWN-ROCK OUTCROP COMPLEX 3 TO 8 PERCENT SLOPES
SuA.....SWANPOND-FUNKSTOWN-URBAN LAND COMPLEX 0 TO 3 PERCENT SLOPES
W.....WATER / HYDRIC

% ON SITE

0.1%
6.4%
44.4%
42.7%
2.8%
3.6%

GRAPHIC SCALE



(IN FEET)
1 inch = 30 ft.

OWNER:

HEKBEL LLC
505 MAIN ST
P.O. BOX 667
HACKENSACK, NJ. 070602

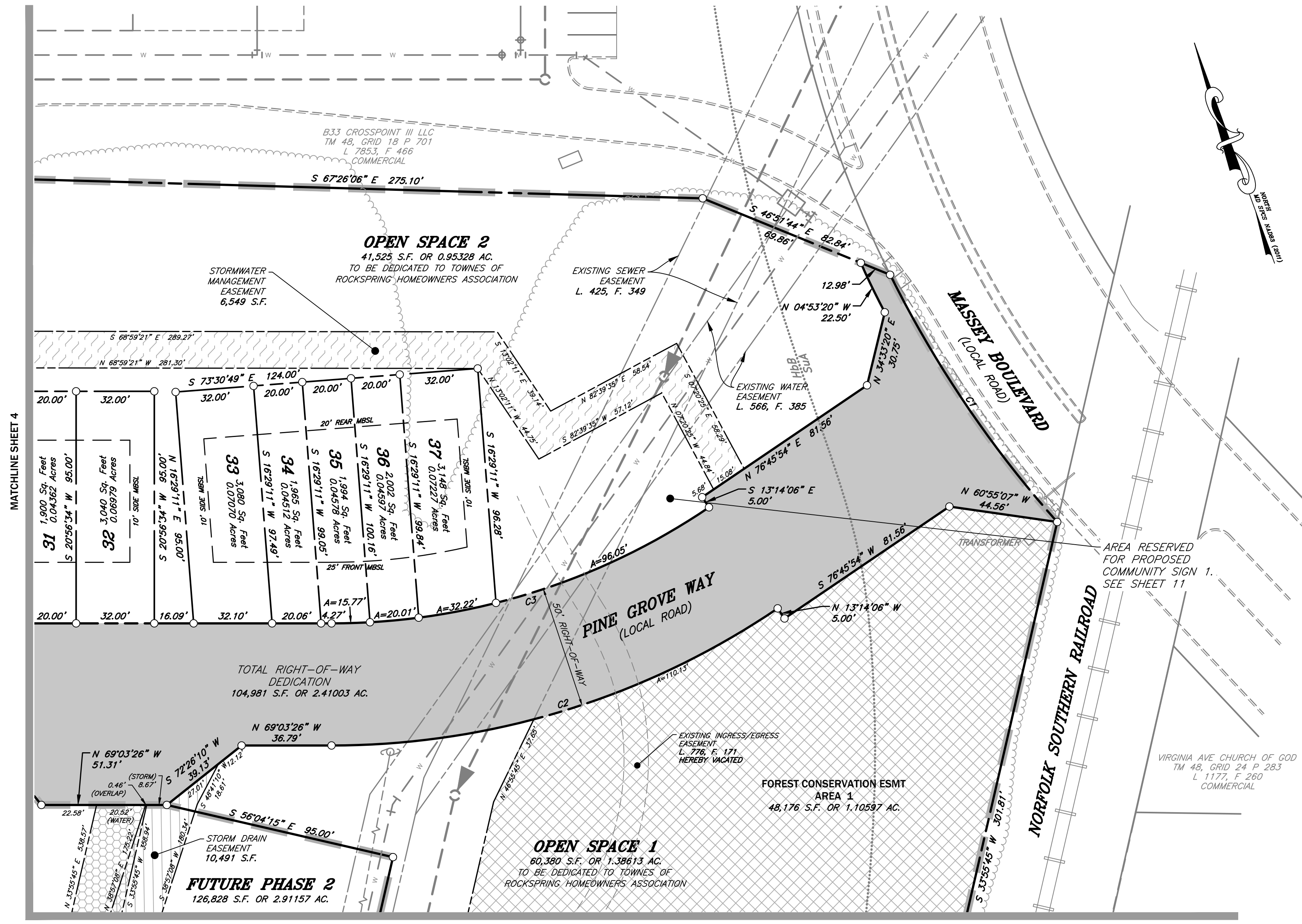
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CHECKED BY: GEN	DATE: 5/12/23
SCALE: 1" = 30'	

FOX & ASSOCIATES, INC. ENGINEERS • SURVEYORS • PLANNERS 981 MT. AETNA ROAD HAGERSTOWN, MARYLAND 21740 PHONE: (301)733-8503 FAX: (301)733-1853	
82 WORMAN'S MILL CT. STE. 'G' FREDERICK, MARYLAND 21701 PHONE: (301)695-0880 FAX: (301)293-6009	



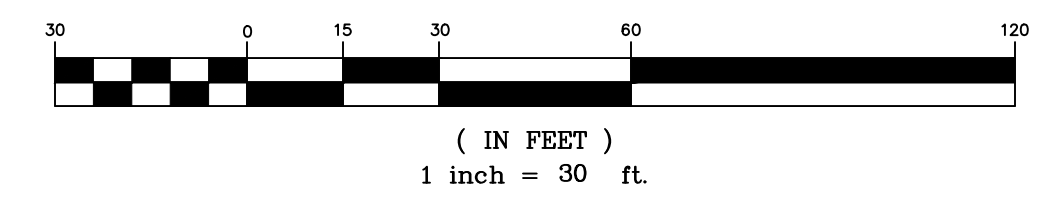
DISTRICT	26
TAX MAP No.	48
DWG. No.	C-3806

F:\OTHER\CROSSPT\RESIDENTIAL\21-51130 Horton\Survey\Drawings\Plats\Final Plot - Phase 1\01-PP Ph1 Final Plat.dwg Jun 22, 2026 - 9:46am User: rahlman



MATCHLINE SHEET 4

MATCHLINE SHEET 7



(IN FEET)
1 inch = 30 ft.

OWNER:
HEKBEL LLC
505 MAIN ST
P.O. BOX 667
HACKENSACK, NJ. 070602

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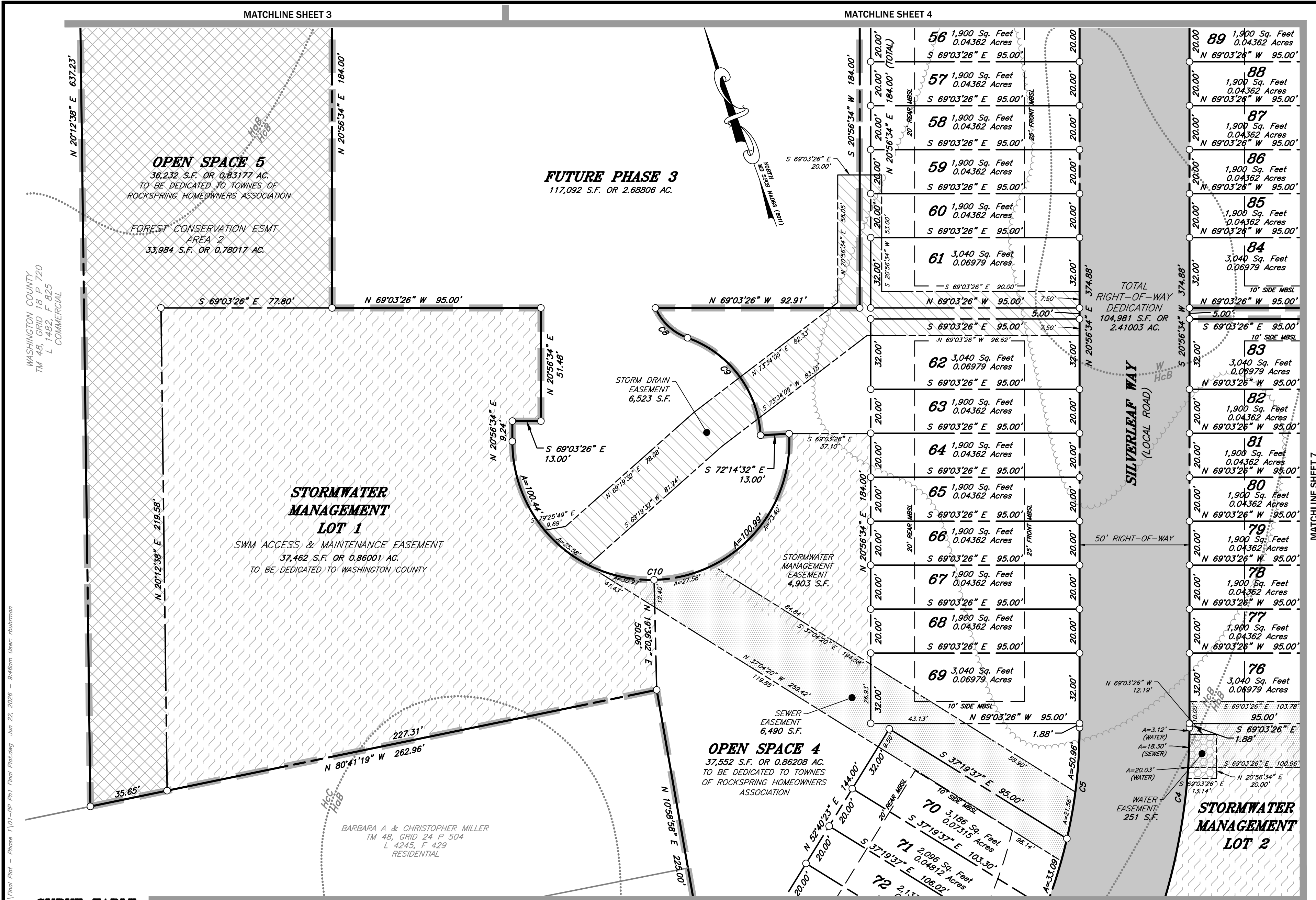
DISTRICT	26
TAX MAP No.	48
DWG. No.	C-3806

PLAT No. _____
DATE: _____
WASHINGTON COUNTY

FINAL PLAT
FINAL PLAT
PHASE 1: LOTS 17-37 & 54-91
TOWNES AT ROCKSPRING
SITUATED ON THE EAST SIDE OF HICKORY SCHOOL ROAD & WEST SIDE OF MASSEY BLVD.
WASHINGTON COUNTY, MARYLAND

COUNTY FILE No.
S-23-023

SHEET 5 OF 11



CURVE TABLE

CURVE	ARC LENGTH	RADIUS	DELTA ANGLE	CHORD BEARING	CHORD LENGTH	TANGENT
C1	122.47'	460.00'	15°15'15"	S 13°06'10" E	122.11'	61.60'
C2	193.87'	325.00'	34°10'40"	S 86°08'46" E	191.01'	99.91'
C3	164.04'	275.00'	34°10'40"	S 86°08'46" E	161.62'	84.54'
C4	376.14'	275.00'	78°22'07"	N 60°07'38" E	347.50'	224.16'
C5	307.75'	225.00'	78°22'07"	N 60°07'38" E	284.32'	183.40'
C6	164.71'	50.00'	188°44'37"	S 10°05'10" W	99.71'	654.02'
C7	30.77'	25.00'	70°31'44"	N 69°11'37" E	28.87'	17.68'
C8	20.49'	25.00'	46°57'02"	S 26°06'39" E	19.92'	10.86'
C9	58.77'	50.00'	67°20'38"	S 15°54'51" E	55.44'	33.31'
C10	201.42'	63.00'	183°11'06"	N 70°38'59" W	125.95'	226.16'
C11	30.77'	25.00'	70°31'44"	S 75°40'42" W	28.87'	17.68'
C12	198.84'	50.00'	227°51'04"	N 25°39'38" W	91.41'	112.70'

GRAPHIC SCALE



(IN FEET)
1 inch = 30 ft.

OWNER:
HEKBEL LLC
505 MAIN ST
P.O. BOX 667
HACKENSACK, NJ. 070602

DRAWN BY:
DCM/RLB
CHECKED BY:
GEN
SCALE: 1" = 30'

DATE:
5/12/23
DATE:
5/12/23

FOX & ASSOCIATES, INC.
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FREDERICK, MARYLAND 21701
PHONE: (301)695-0880
FAX: (301)293-6009



DISTRICT 26
TAX MAP No. 48
DWG. No. C-3806

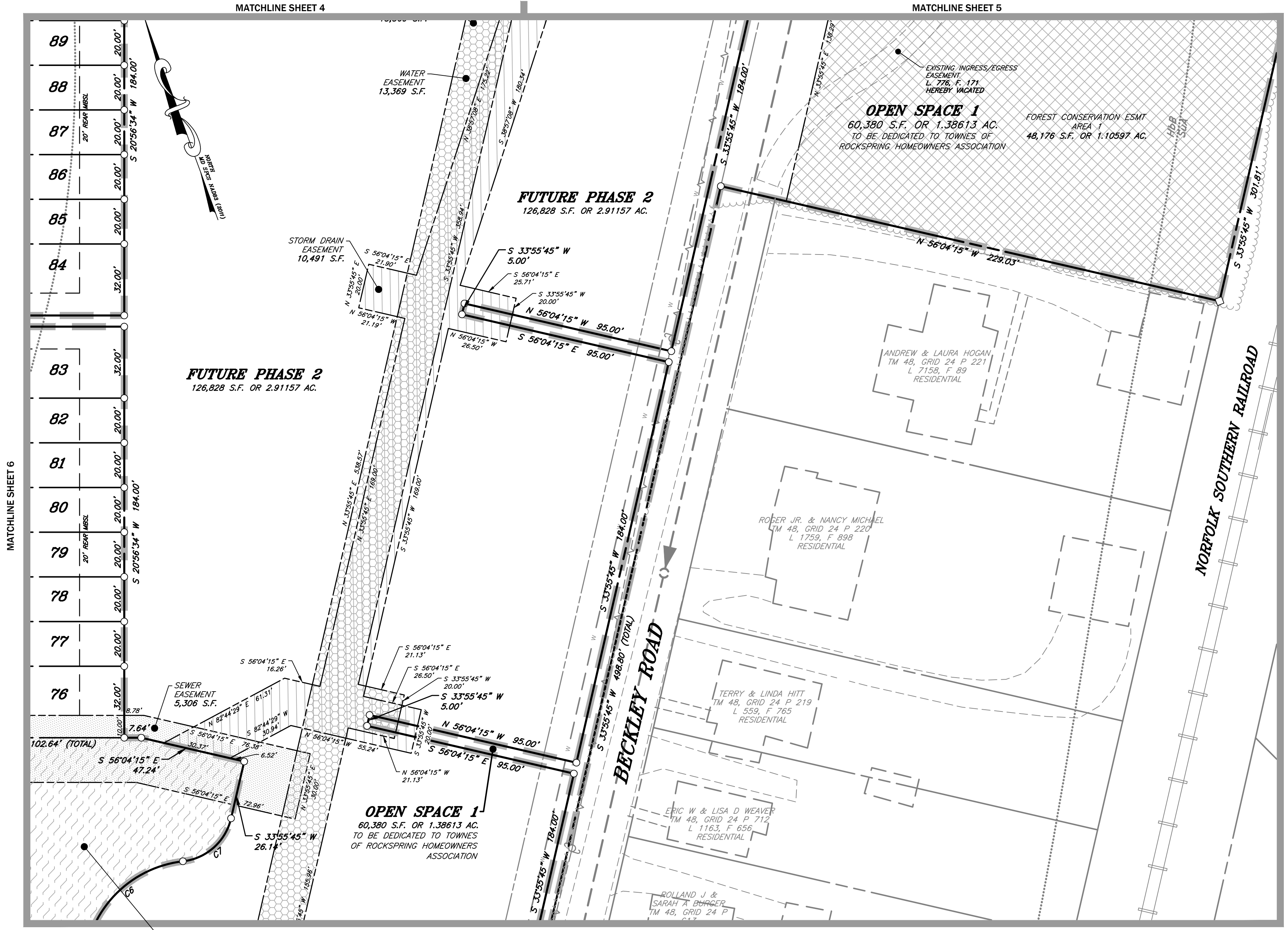
PLAT No. _____
DATE: _____
WASHINGTON COUNTY

FINAL PLAT
FINAL PLAT
PHASE 1: LOTS 17-37 & 54-91
TOWNES AT ROCKSPRING

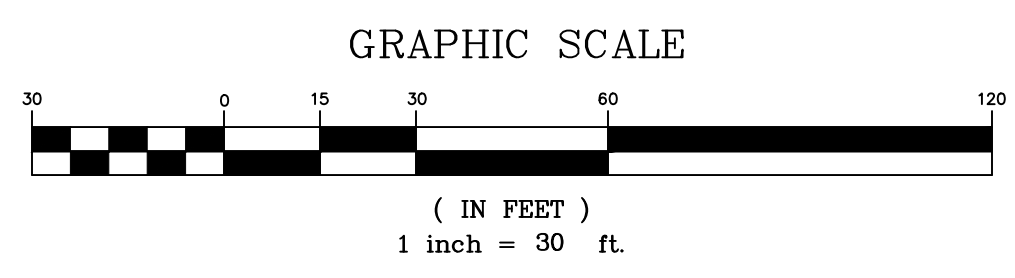
SITUATED ON THE EAST SIDE OF HICKORY SCHOOL ROAD & WEST SIDE OF MASSEY BLVD.
WASHINGTON COUNTY, MARYLAND

COUNTY FILE No.
S-23-023
SHEET 6 OF 11

F:\OTHER\CROSSPT\RESIDENTIAL\21-51130_Horton\Survey\Drawings\Plots\Final Plot - Phase 1\01-RP-PH Final Plat.dwg Jun 22, 2026 - 9:46am User: rahlman



STORMWATER MANAGEMENT LOT 2
SWM ACCESS & MAINTENANCE EASEMENT
50,354 S.F. OR 1.15597 AC.
TO BE DEDICATED TO WASHINGTON COUNTY



OWNER:
HEKBEL LLC
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HACKENSACK, NJ. 070602

DRAWN BY:
DCM/RLB
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GEN
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5/12/23
SCALE:
1" = 30'

FINAL PLAT
FINAL PLAT
PHASE 1: LOTS 17-37 & 54-91
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SITUATED ON THE EAST SIDE OF HICKORY SCHOOL ROAD & WEST SIDE OF MASSEY BLVD.
WASHINGTON COUNTY, MARYLAND

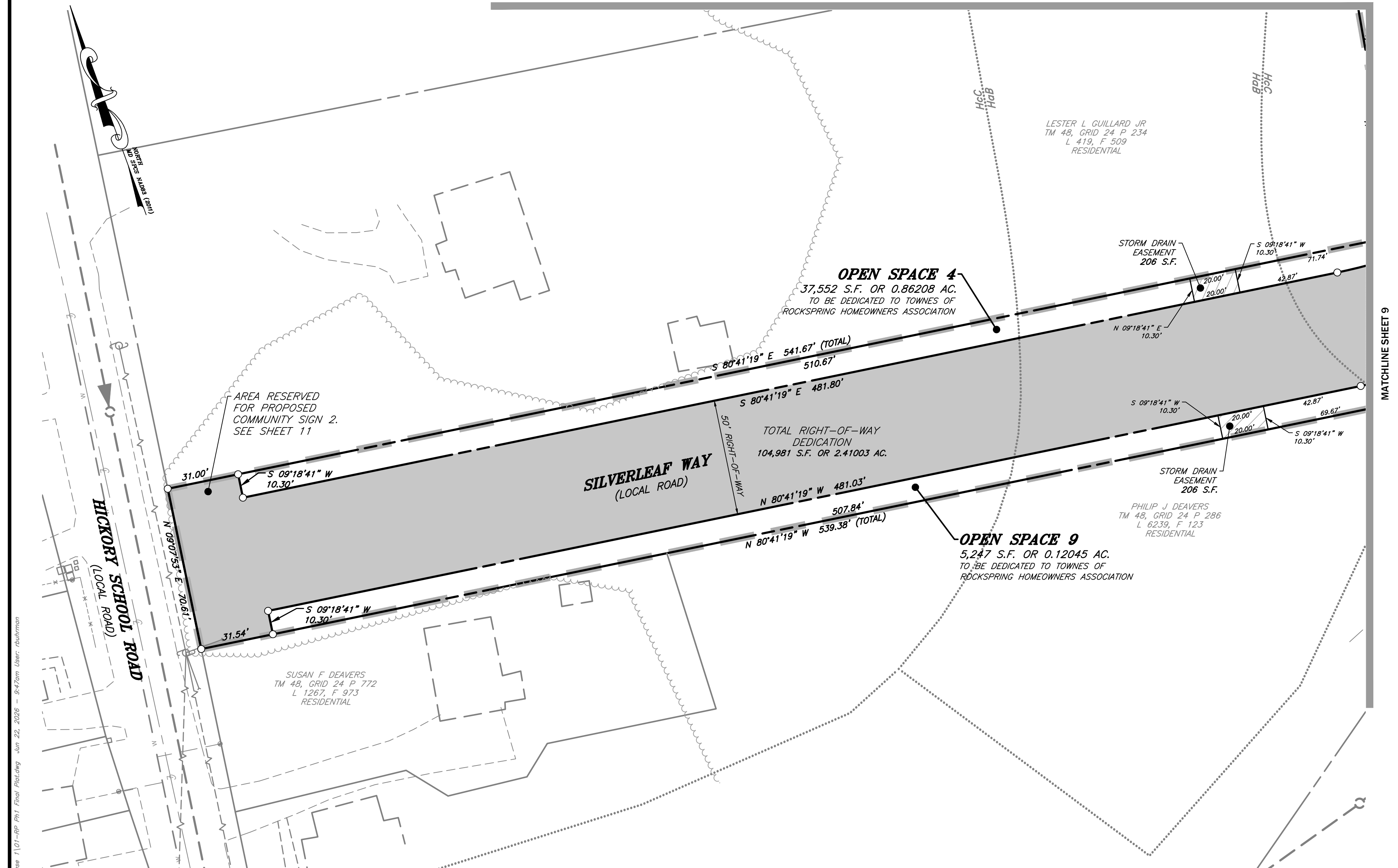
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PLAT No. _____
DATE: _____
WASHINGTON COUNTY

COUNTY FILE No.
S-23-023
SHEET 7 OF 11

DISTRICT 26
TAX MAP No. 48
DWG. No. C-3806

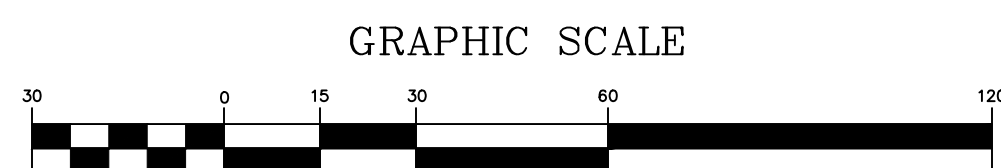


PLAT No. _____
 DATE: _____
 WASHINGTON COUNTY

FINAL PLAT
FINAL PLAT
 PHASE 1: LOTS 17-37 & 54-91
TOWNES AT ROCKSPRING
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 WASHINGTON COUNTY, MARYLAND

COUNTY FILE No.
 S-23-023

SHEET 8 OF 11



OWNER:
 HEKBEL LLC
 505 MAIN ST.
 P.O. BOX 667
 HACKENSACK, NJ. 070602

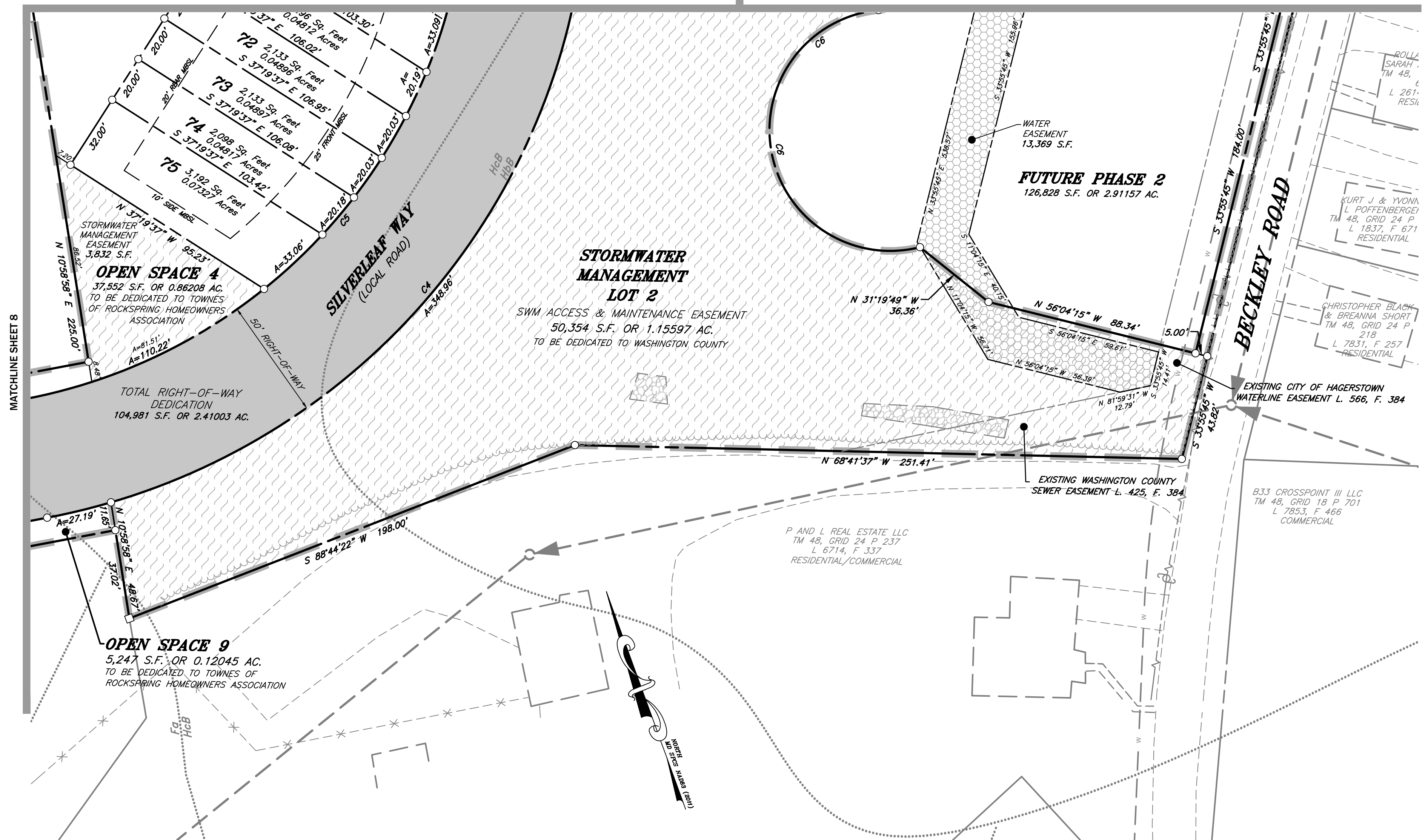
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DISTRICT	26
TAX MAP No.	48
DWG. No.	C-3806



PLAT No. _____
DATE: _____
WASHINGTON COUNTY

GRAPHIC SCALE



(IN FEET)
1 inch = 30 ft.

OWNER:

HEKBEL LLC
505 MAIN ST.
P.O. BOX 667
HACKENSACK, NJ. 070602

DRAWN BY: DCM/RLB	DATE: 5/12/23
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FINAL PLAT
FINAL PLAT
PHASE 1: LOTS 17-37 & 54-91
TOWNES AT ROCKSPRING
SITUATED ON THE EAST SIDE OF HICKORY SCHOOL ROAD & WEST SIDE OF MASSEY BLVD.
WASHINGTON COUNTY, MARYLAND

COUNTY FILE No.
S-23-023

SHEET 9 OF 11

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DISTRICT	26
TAX MAP No.	48
DWG. No.	C-3806

SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT THE PLAN SHOWN HEREON IS CORRECT; THAT IT IS A SUBDIVISION OF PART OF THE LANDS CONVEYED BY FMW PARTNERSHIP, A MARYLAND GENERAL PARTNERSHIP TO HEKBEL, LLC, A NEW JERSEY LIMITED LIABILITY COMPANY BY DEED DATED DECEMBER 24, 1998 AND RECORDED IN LIBER 1465 AT FOLIO 840 AMONG THE LAND RECORDS OF WASHINGTON COUNTY, MARYLAND AND FURTHER THAT THIS PLAT WAS PERSONALLY REVIEWED AND/OR PREPARED BY ME, OR THAT I WAS IN RESPONSIBLE CHARGE OVER ITS PREPARATION AND THE SURVEYING WORK REFLECTED HEREON, AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF MARYLAND, LICENSE NO. 21052, AND LICENSE EXPIRATION DATE: 08/24/2026.

DATE _____ GEORGE E. NAGEL
PROFESSIONAL LAND SURVEYOR

NOTES:

- THE PROPERTY SHOWN HEREON IS ALL OF LOT 3 AS SHOWN ON WASHINGTON COUNTY PLAT No. 10246 – 10247.
- THIS PLAT HEREBY VACATES ALL LOT LINES, RESERVATIONS, DEDICATIONS, EASEMENTS, AND RIGHTS OF WAY AS ESTABLISHED BY WASHINGTON COUNTY PLAT No. 3945 – 3948, WITHIN THE LIMITS OF THIS SUBDIVISION.
- BEARINGS AND DISTANCES IN AGREEMENT WITH A SURVEY PERFORMED BY FOX & ASSOCIATES, INC. DATED MARCH 2007.
- COORDINATES ARE BASED ON THE MARYLAND STATE PLANE COORDINATE SYSTEM NAD83(2011).
- AN EIGHT (8) FOOT WIDE EASEMENT FOR UTILITIES & DRAINAGE IS DEDICATED ALONG THE INTERIOR OF ALL SIDE AND REAR LOT LINES. A TWENTY (20) FOOT WIDE EASEMENT FOR UTILITIES IS DEDICATED ALONG THE INTERIOR OF ALL FRONT LOT LINES.
- INDICATES REBAR AND CAP UNLESS OTHERWISE NOTED
- ZONING – RS – RESIDENTIAL, SUBURBAN
- TYPICAL BUILDING RESTRICTION LINE (MBSL):
(UNLESS OTHERWISE LABELED AS BRL)
FRONT YARD – 20'
SIDE YARD – 8'
REAR YARD – 40'
- MBSL DENOTES MINIMUM BUILDING SETBACK LINE. BRL DENOTES BUILDING RESTRICTION LINE.
- SEWER WILL BE PROVIDED BY WASHINGTON COUNTY DEPARTMENT OF WATER QUALITY. WATER WILL BE PROVIDED BY THE CITY OF HAGERSTOWN UTILITY DEPARTMENT.
- THIS PARCEL IS LOCATED WITHIN "OTHER AREAS" AND IS NOT WITHIN THE 100-YR FLOODPLAIN AS SHOWN ON FEMA FLOOD INSURANCE RATE MAP NO 24043C0282D EFFECTIVE DATE AUGUST 15, 2017.
- NO CONSTRUCTION MAY OCCUR WITHIN THE 100 YEAR FLOODPLAIN WITHOUT A MARYLAND DEPARTMENT OF THE ENVIRONMENT, WATER MANAGEMENT ADMINISTRATION, PERMIT AND MEETING THE REQUIREMENTS OF THE WASHINGTON COUNTY FLOOD MANAGEMENT ORDINANCE.
- THE PRELIMINARY PLAT FOR THIS SECTION WAS APPROVED SEPTEMBER 14, 2023. FILE NO. PSP-22-001.
- ACCESSORY STRUCTURES MAY BE CONSTRUCTED IN ACCORDANCE WITH SEC. 4.10 AND SEC. 23.58 OF THE ZONING ORDINANCE AND SHALL NOT BE PLACED ON THE PROPERTY UNTIL THE PRINCIPAL STRUCTURE HAS BEEN CONSTRUCTED.
- EACH ADDRESS IS BASED ON THE ENTRANCE LOCATION. IF DRIVEWAY IS CONSTRUCTED IN A DIFFERENT LOCATION, ADDRESS IS VOID AND THE OWNER MUST REAPPLY TO THE WASHINGTON COUNTY PLANNING COMMISSION FOR A NEW ADDRESS ASSIGNMENT. CORNER LOTS WILL BE ADDRESSED AT TIME OF BUILDING PERMIT.
- STORMWATER MANAGEMENT OUTLOTS AND ROADWAY RIGHT-OF-WAYS SHALL BE DEDICATED TO WASHINGTON COUNTY. OPEN SPACE LOTS SHALL BE DEDICATED TO THE TOWNES OF ROCKSPRING HOMEOWNER'S ASSOCIATION.
- SIDEWALKS AND A.D.A. ACCESSIBLE RAMPS WILL BE INSTALLED AS SHOWN ON THE APPROVED PRELIMINARY PLAT (PSP-22-001). ALL SIDEWALKS SHALL BE OWNED AND MAINTAINED BY THE HOMEOWNERS ASSOCIATION. WASHINGTON COUNTY WILL NOT BE RESPONSIBLE FOR MAINTENANCE, REPAIR OR REPLACEMENT OF ANY SIDEWALK INSIDE OR OUTSIDE OF THE COUNTY RIGHT-OF-WAY.
- FOREST STAND DELINEATION PREPARED BY FOX AND ASSOCIATES, INC. APPROVED 7/28/2022 (FS-22-020). FOREST CONSERVATION REQUIREMENTS WILL BE MET BY COMBINATION OF ON-SITE CONSERVATION, STREET TREE CREDITS, AND PAYMENT-IN-LIEU. SEE FOREST CONSERVATION EASEMENT PLAT (FILE # FP-26-xxx).

OWNERS DEDICATION

WE DO HEREBY CERTIFY, FOR OURSELVES AND OUR PERSONAL REPRESENTATIVES HEIRS AND ASSIGNS, THAT WE ARE THE LEGAL AND TRUE OWNERS OF THE PROPERTY SHOWN AND DESCRIBED ON THIS PLAT AND THAT WE HEREBY ADOPT THE PLAN OF SUBDIVISION SHOWN HEREON, HEREBY DEDICATE TO PUBLIC USE ALL UTILITY AND DRAINAGE EASEMENT AREAS AND ALL ALLEY, STREET, AND ROAD RIGHTS-OF-WAY DESIGNATED ON THIS PLAT, HEREBY AGREE TO KEEP OPEN ALL SPACES AND RECREATION AREAS SHOWN HEREON AND HEREBY AGREE THAT SAID DEDICATIONS SHALL NOT IMPOSE ANY RESPONSIBILITY ON THE BOARD OF COUNTY COMMISSIONERS OF WASHINGTON COUNTY REGARDING THE SUBJECTS OF SUCH DEDICATIONS UNTIL LEGAL ACCEPTANCE THEREOF BY SAID BOARD, AND WE HEREBY RESERVE THE FEE SIMPLE TITLE TO THE LAND UNDERLYING SAID EASEMENTS, RIGHTS-OF-WAY, OPEN SPACES AND RECREATION AREAS, AND WITH REGARD TO SAID EASEMENTS AND RIGHTS-OF-WAY, HEREBY AGREE TO CONVEY THE SAME TO SAID BOARD, FOR THE USED OF SAID WASHINGTON COUNTY, WITHOUT CONSIDERATION, UPON THE LEGAL ACCEPTANCE OF SAID EASEMENTS AND/OR RIGHTS-OF-WAY BY SAID BOARD.

THIS DEED AND AGREEMENT OF DEDICATION SHALL BE BINDING UPON OUR GRANTEES, ASSIGNS, SUCCESSORS, HEIRS AND PERSONAL REPRESENTATIVES.

THERE ARE NO SUITS, ACTIONS AT LAW, LEASES, LIENS, MORTGAGES, TRUSTS, EASEMENTS OR RIGHTS-OF-WAY AFFECTING THE PROPERTY INCLUDED IN THIS PLAN OF SUBDIVISION EXCEPT THE FOLLOWING:

WE ALSO CERTIFY THAT THE COMMUNITY WATER AND/OR COMMUNITY SEWERAGE SYSTEM PROPOSED FOR THIS SUBDIVISION WILL BE AVAILABLE TO ALL LOTS OFFERED FOR SALE. WE ALSO CERTIFY THAT PLANS FOR THE COMMUNITY WATER SUPPLY AND/OR COMMUNITY SEWERAGE SYSTEM FACILITIES, INCLUDING ANY NECESSARY POINT OF DISCHARGE HAVE BEEN APPROVED BY THE DEPARTMENT OF HEALTH AND MENTAL HYGIENE.

AND ALL PARTIES HAVING AN INTEREST THEREIN HAVE HEREUNTO AFFIXED THEIR SIGNATURES INDICATING THEIR ASSENT TO THIS PLAN OF SUBDIVISION.

WE DO HEREBY ASSENT TO THIS PLAN OF SUBDIVISION.

WITNESS OUR HANDS AND SEALS THIS _____ DAY OF _____, 2026

WITNESS _____ HEKBEL, LLC

CERTIFICATE OF APPROVAL

FINAL APPROVAL GRANTED WASHINGTON COUNTY PLANNING COMMISSION

DATE _____ BY: _____
FINAL APPROVAL GOOD FOR SIX (6) MONTHS FROM ABOVE DATE

THIS PLAN/PLAT HAS BEEN REVIEWED BY THE WASHINGTON COUNTY DEPARTMENT OF WATER QUALITY FOR INCLUSION INTO THE COUNTY CAPACITY MANAGEMENT PLAN FOR THE SYSTEM THAT SERVES THIS PROJECT. ALLOCATION GRANTED FOR CONSTRUCTION SHOWN ON THIS PLAN/PLAT SHALL BE IN ACCORDANCE WITH THE CAPACITY MANAGEMENT PLAN DEVELOPED FOR THIS SYSTEM BASED ON AVAILABILITY OF ALLOCATION REMAINING IN THE FACILITY.

WASHINGTON COUNTY DEPARTMENT OF WATER QUALITY _____ DATE _____

COMMUNITY WATER SUPPLY AND COMMUNITY SEWERAGE SYSTEMS (PROPOSED SYSTEMS)

THIS PROPOSED SUBDIVISION OF LAND AS REPRESENTED HEREON AND ON THE APPROVED PLAN HAS BEEN FOUND TO BE IN COMPLIANCE WITH THE CODE OF MARYLAND REGULATIONS 26.04.03 ALLOWING FOR THE SUBDIVISION OF LAND UTILIZING COMMUNITY WATER SUPPLY AND COMMUNITY SEWERAGE SYSTEMS THAT ARE UNDER CONTRACT AND WILL BE AVAILABLE TO THE PROPERTY AT TIME OF SALE. THIS SUBDIVISION IS IN CONFORMANCE WITH THE CURRENT APPROVED COUNTY COMPREHENSIVE WATER AND SEWER PLAN THEREFORE COMPLIES WITH ENVIRONMENT ARTICLE §9-512. THE WASHINGTON COUNTY APPROVING AUTHORITY IS THE DELEGATED AUTHORITY PER ENVIRONMENT ARTICLE §1-301 THEREFORE THE APPROVING AUTHORITY'S SIGNATURE ON THE PLAT CERTIFIES THAT THE PARCELS SHOWN HEREON ARE IN COMPLIANCE WITH THE PERTINENT LAWS AND REGULATIONS AS OF THE APPROVAL DATE.

APPROVING AUTHORITY _____ DATE _____

AS THE OWNER OF THIS PROPERTY, I HEREBY CERTIFY THAT COMMUNITY WATER SUPPLY AND SEWERAGE FACILITIES WILL BE AVAILABLE TO ALL LOTS OFFERED FOR SALE AND THAT THE PLANS TO DEVELOP THE COMMUNITY WATER SUPPLY AND COMMUNITY SEWERAGE FACILITIES, INCLUDING ALL NECESSARY POINTS OF DISCHARGE, HAVE BEEN APPROVED BY THE DEPARTMENT OF THE ENVIRONMENT. FURTHER, I CERTIFY THAT THE FACILITIES WILL BE MAINTAINED AND OPERATED SO AS TO PROVIDE FOR A CONTINUOUS AND ACCEPTABLE WATER SUPPLY OR SEWAGE DISPOSAL SERVICE TO THE PROPERTIES SERVED.

OWNER _____ DATE _____

PLAT No. _____

DATE: _____

WASHINGTON COUNTY

NOTES AND SIGNATURES

FINAL PLAT

PHASE 1: LOTS 17-37 & 54-91

TOWNES AT ROCKSPRING

SITUATED ON THE EAST SIDE OF HICKORY SCHOOL ROAD & WEST SIDE OF MASSEY BLVD.
WASHINGTON COUNTY, MARYLAND

COUNTY FILE No.
S-23-023

SHEET 10 OF 11

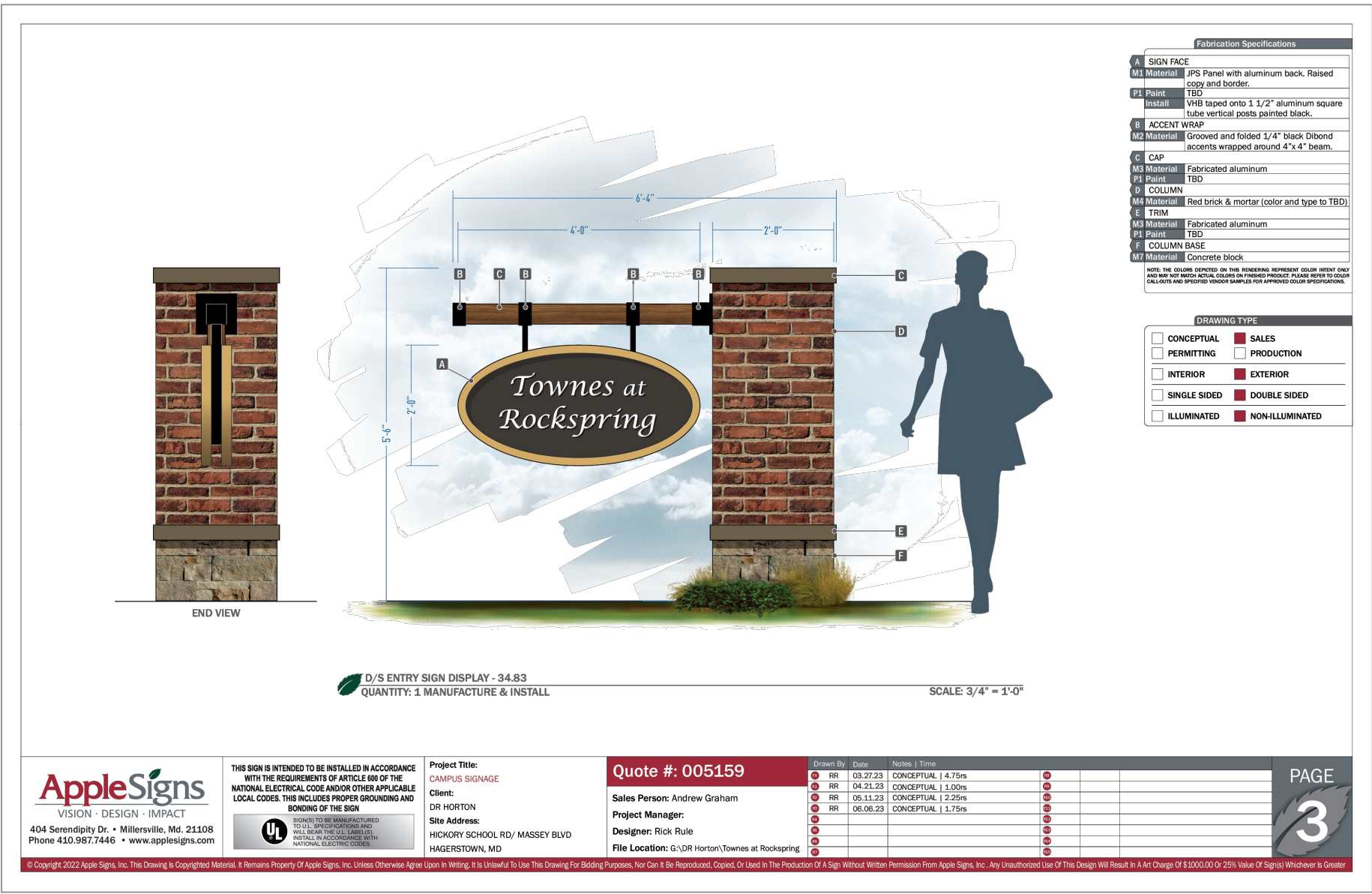
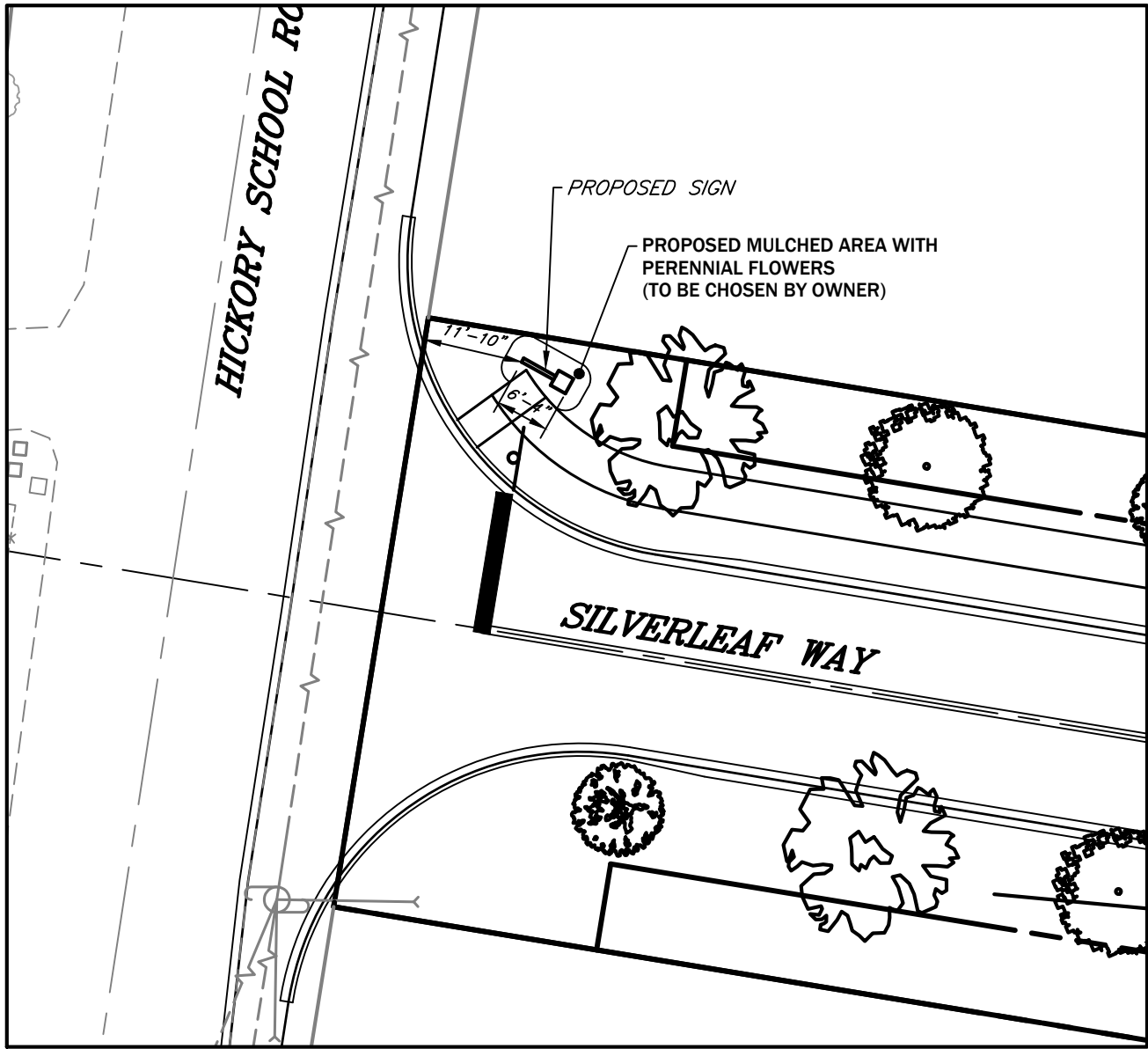
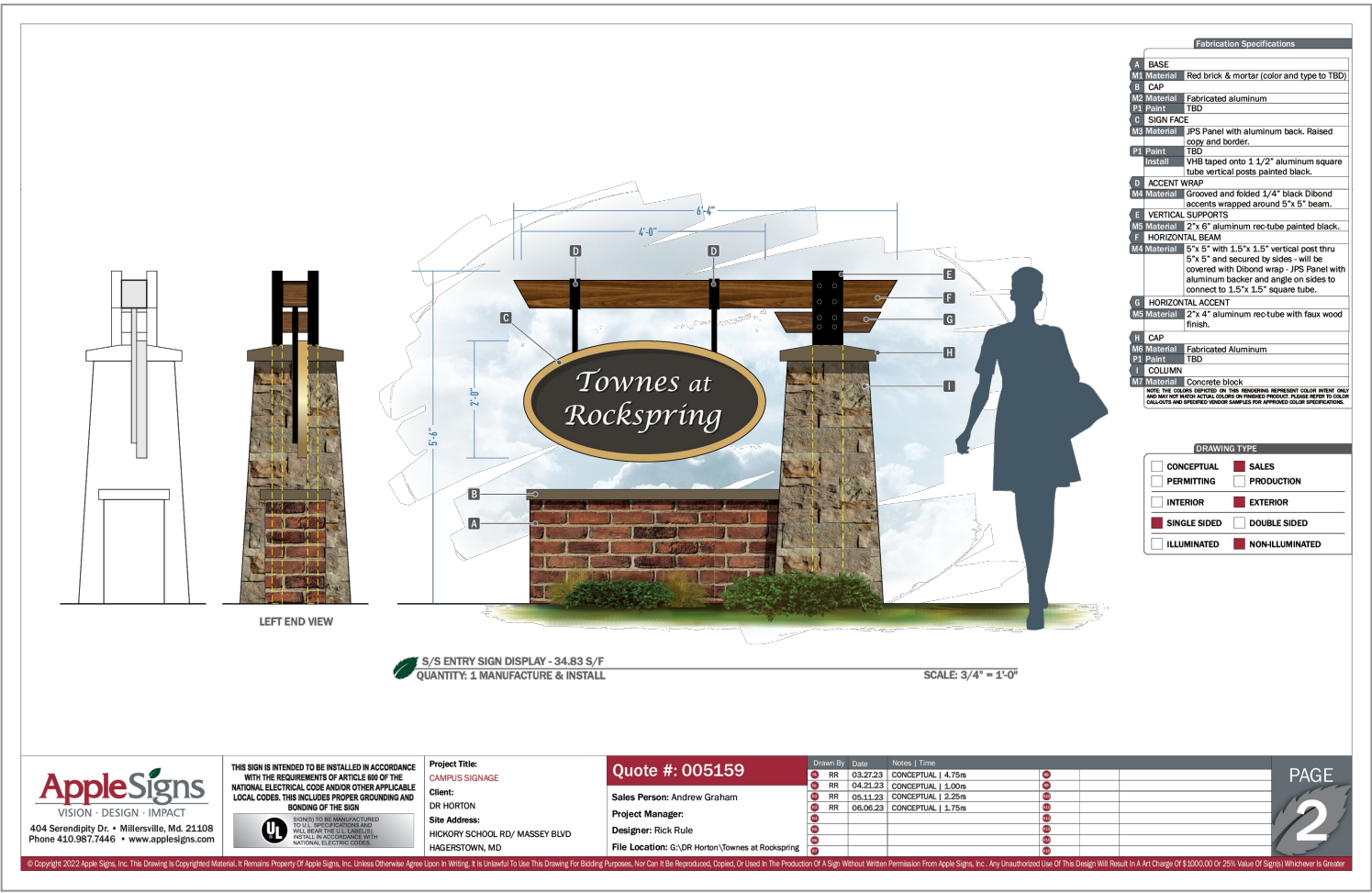
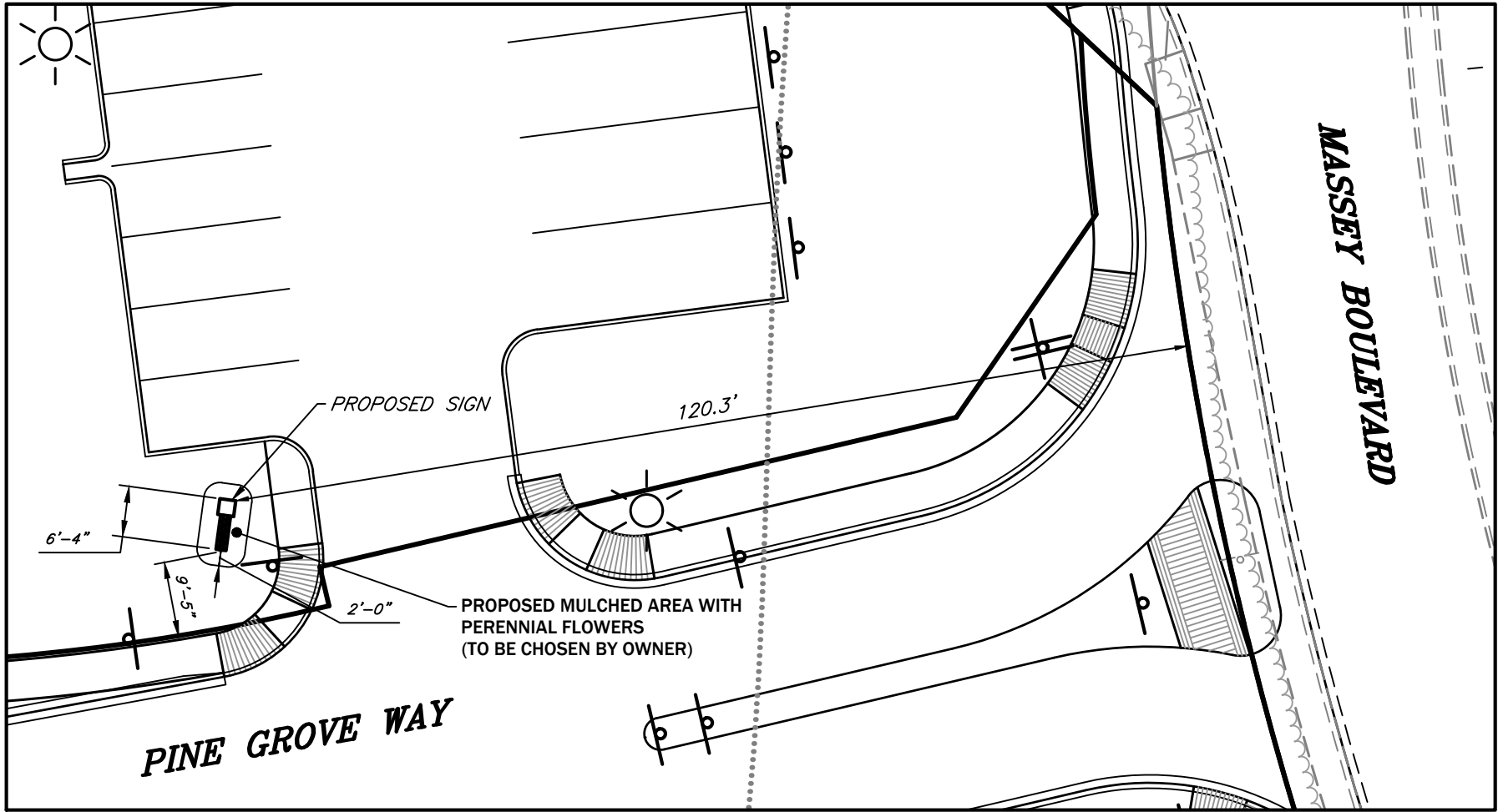
OWNER:
HEKBEL, LLC
505 MAIN ST
P.O. BOX 667
HACKENSACK, NJ. 070602

DRAWN BY: DCM/RLB	DATE: 5/12/23
CHECKED BY: GEN	DATE: 5/12/23
SCALE:	NTS

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DISTRICT	26
TAX MAP No.	48
DWG. No.	C-3806



H:\OTHER CROSSPT\RESIDENTIAL\21-51130 Horton\Survey\Drawings\Plots\Final Plot - Phase 1\1-FP SIGNAGE.dwg Jun 22, 2026 - 9:46am User: rubman

PLAT No. _____
DATE: _____
WASHINGTON COUNTY

FINAL PLAT
FINAL PLAT
PHASE 1: LOTS 17-37 & 54-91
TOWNES AT ROCKSPRING
SITUATED ON THE EAST SIDE OF HICKORY SCHOOL ROAD & WEST SIDE OF MASSEY BLVD.
WASHINGTON COUNTY, MARYLAND

COUNTY FILE No.
S-23-023
SHEET 11 OF 11

OWNER:
HEKBEL LLC
505 MAIN ST
P.O. BOX 667
HACKENSACK, NJ. 070602

DRAWN BY: DCM/RLB
CHECKED BY: GEN
DATE: 5/12/23
DATE: 5/12/23
SCALE: 1" = 30'

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FOX & ASSOCIATES INC.
Est. 1966
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DISTRICT 26
TAX MAP No. 48
DWG. No. C-3806

LEGEND

- 5/8" CAPPED REBAR
UNLESS OTHERWISE NOTED
- CONCRETE MONUMENT
- EXISTING FOREST EASEMENT
- EXISTING SWM EASEMENT

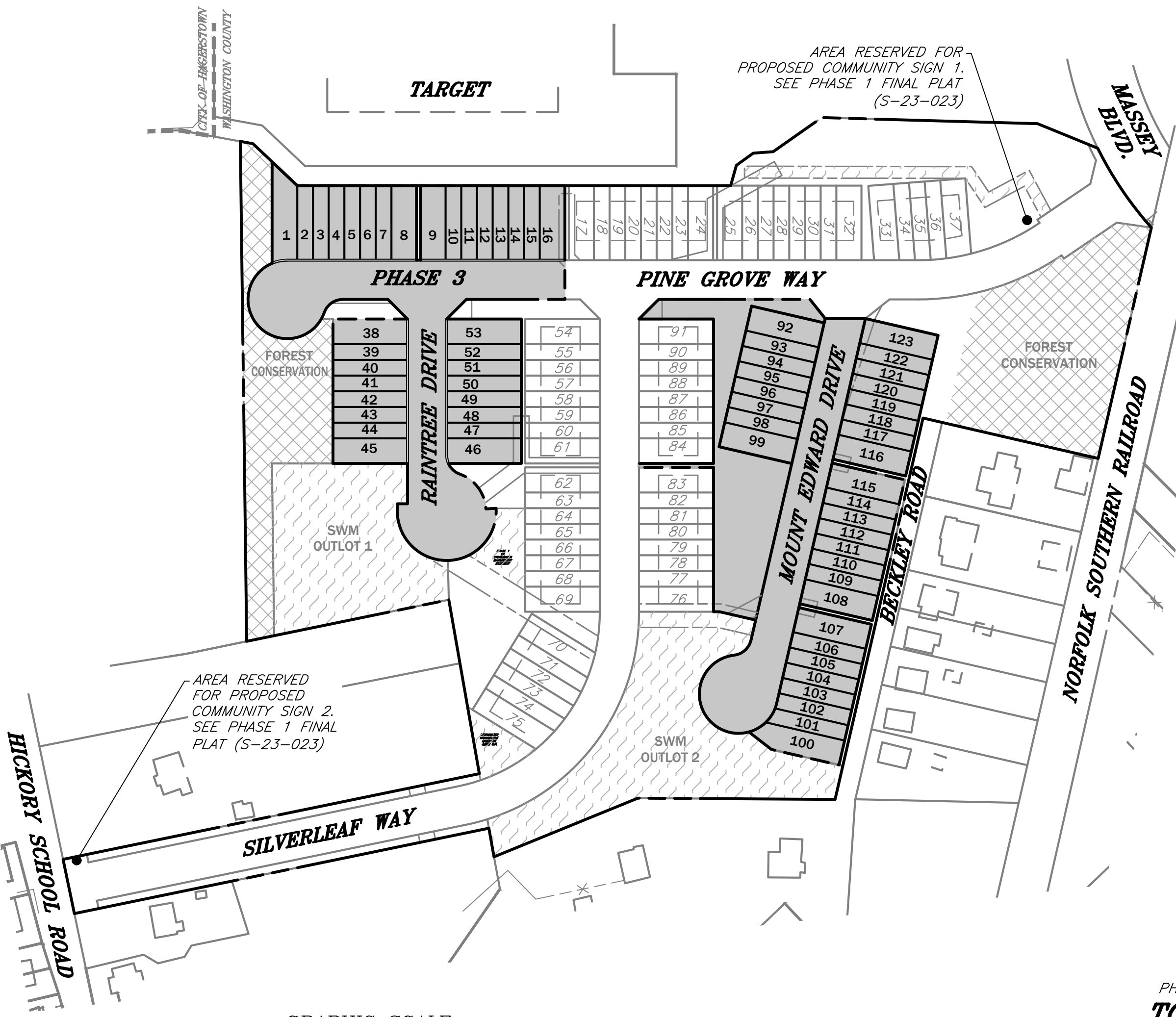
FINAL PLAT
CROSSPOINT RESIDENTIAL
TOWNES AT ROCKSPRING

PHASE 2 & 3
64 TOWNHOME LOTS
SITUATE AT ON THE EAST SIDE OF HICKORY SCHOOL RD
& WEST SIDE OF MASSEY BLVD.
ELECTION DISTRICT 26
WASHINGTON COUNTY, MARYLAND

VICINITY MAP
SCALE: 1" = 2000'
TAX MAP 48 PARCEL P/O 701
COPYRIGHT ADC THE MAP PEOPLE PERMIT USE NUMBER 20403134

WASHINGTON COUNTY SURVEY MONUMENTS:

1 - "KMART"	NORTHING: 714,711.4431 EASTING: 1,097,207.8050 ELEV. 606.219
2 - 20003	NORTHING: 715,937.2796 EASTING: 1,097,172.2153 ELEV. 587.538



SHEET INDEX

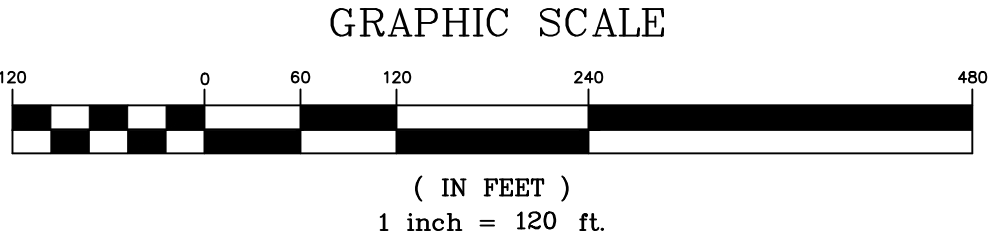
COVER SHEET.....	1
KEY SHEET.....	2
FINAL PLAT.....	3-6
SIGNATURES & APPROVALS.....	7

LAND USAGE BREAKDOWN

ORIGINAL TRACT AREA	750,513 S.F. OR	17.22940 Ac.
- TOTAL AREA PHASE 1	506,592 S.F. OR	11.62977 Ac.
REMAINING LANDS	243,921 S.F. OR	5.59963 Ac.
TOTAL AREA OF LOTS	140,826 S.F. OR	3.23294 Ac.
TOTAL AREA OF STREET RIGHT-OF-WAY	77,008 S.F. OR	1.76785 Ac.
TOTAL AREA OF OPEN SPACE 3	26,087 S.F. OR	0.59884 Ac.
TOTAL AREA (THIS PHASE)	243,921 S.F. OR	5.59963 Ac.
REMAINDER	0 S.F. OR	0.00000 Ac.

TOTAL NUMBER OF LOTS	64 (PHASE 2 & 3) + 59 LOTS (PHASE 1) = 123 LOTS
LOT DENSITY	123 LOTS/17.22940 Ac. = 7.14 LOTS/Ac.

PLAT No. _____
DATE: _____
WASHINGTON COUNTY



OWNER:
HEKBEL LLC
505 MAIN ST
P.O. BOX 667
HACKENSACK, NJ. 070602

DRAWN BY:	RLB	DATE:	10/4/23
CHECKED BY:	GEN	DATE:	10/4/23
SCALE:	1" = 120'		

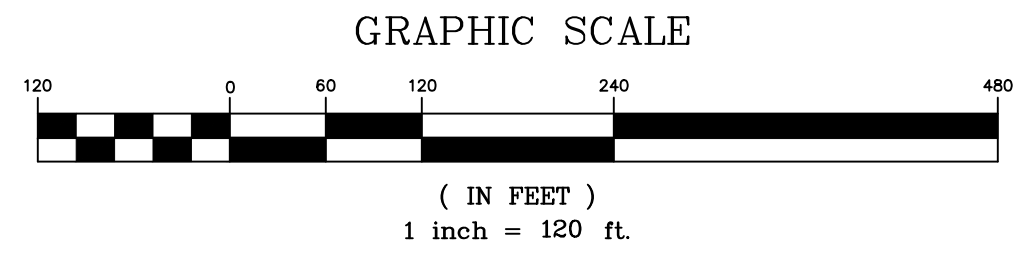
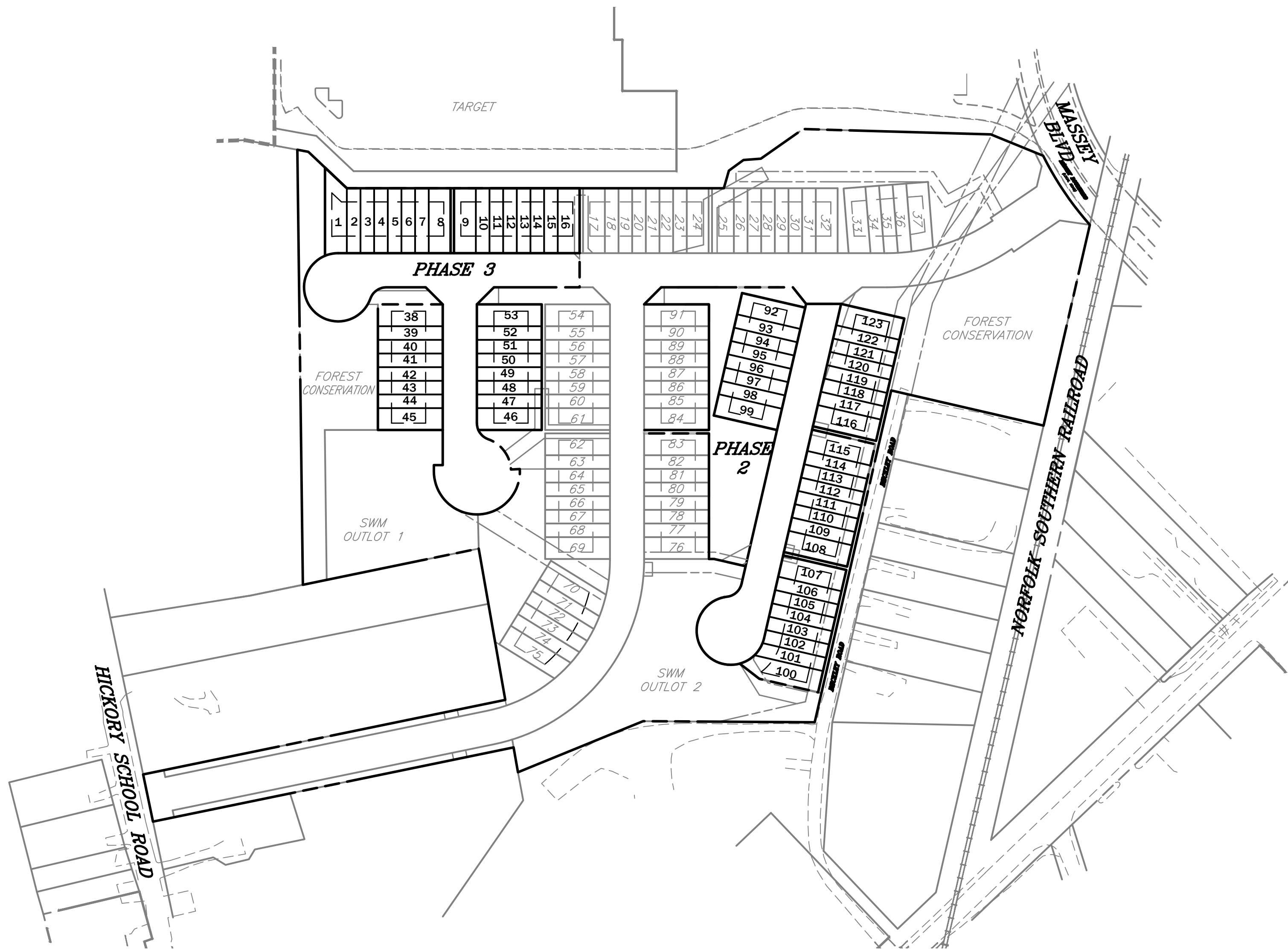
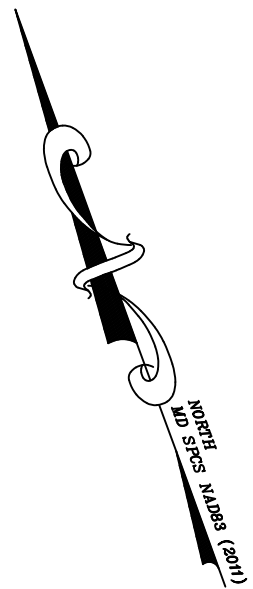
FOX & ASSOCIATES, INC.
ENGINEERS • SURVEYORS • PLANNERS
981 MT. AETNA ROAD
HAGERSTOWN, MARYLAND 21740
PHONE: (301)733-8503
FAX: (301)733-1853

82 WORMAN'S MILL CT. STE. 'G'
FREDERICK, MARYLAND 21701
PHONE: (301)695-0880
FAX: (301)293-6009



DISTRICT	26
TAX MAP No.	48
DWG. No.	C-3839

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OWNER:
HEKBEL LLC
505 MAIN ST
P.O. BOX 667
HACKENSACK, NJ. 070602

DRAWN BY: RLB	DATE: 10/4/23
CHECKED BY: GEN	DATE: 10/4/23
SCALE: 1" = 120'	

KEY SHEET
FINAL PLAT
PHASE 2 & 3: LOTS 1-16, 38-53, & 92-123
TOWNES AT ROCKSPRING
SITUATED ON THE EAST SIDE OF HICKORY SCHOOL ROAD & WEST SIDE OF MASSEY BLVD.
WASHINGTON COUNTY, MARYLAND

FOX & ASSOCIATES, INC. ENGINEERS • SURVEYORS • PLANNERS 981 MT. AETNA ROAD HAGERSTOWN, MARYLAND 21740 PHONE: (301)733-8503 FAX: (301)733-1853	82 WORMAN'S MILL CT. STE. 'G' FREDERICK, MARYLAND 21701 PHONE: (301)695-0880 FAX: (301)293-6009
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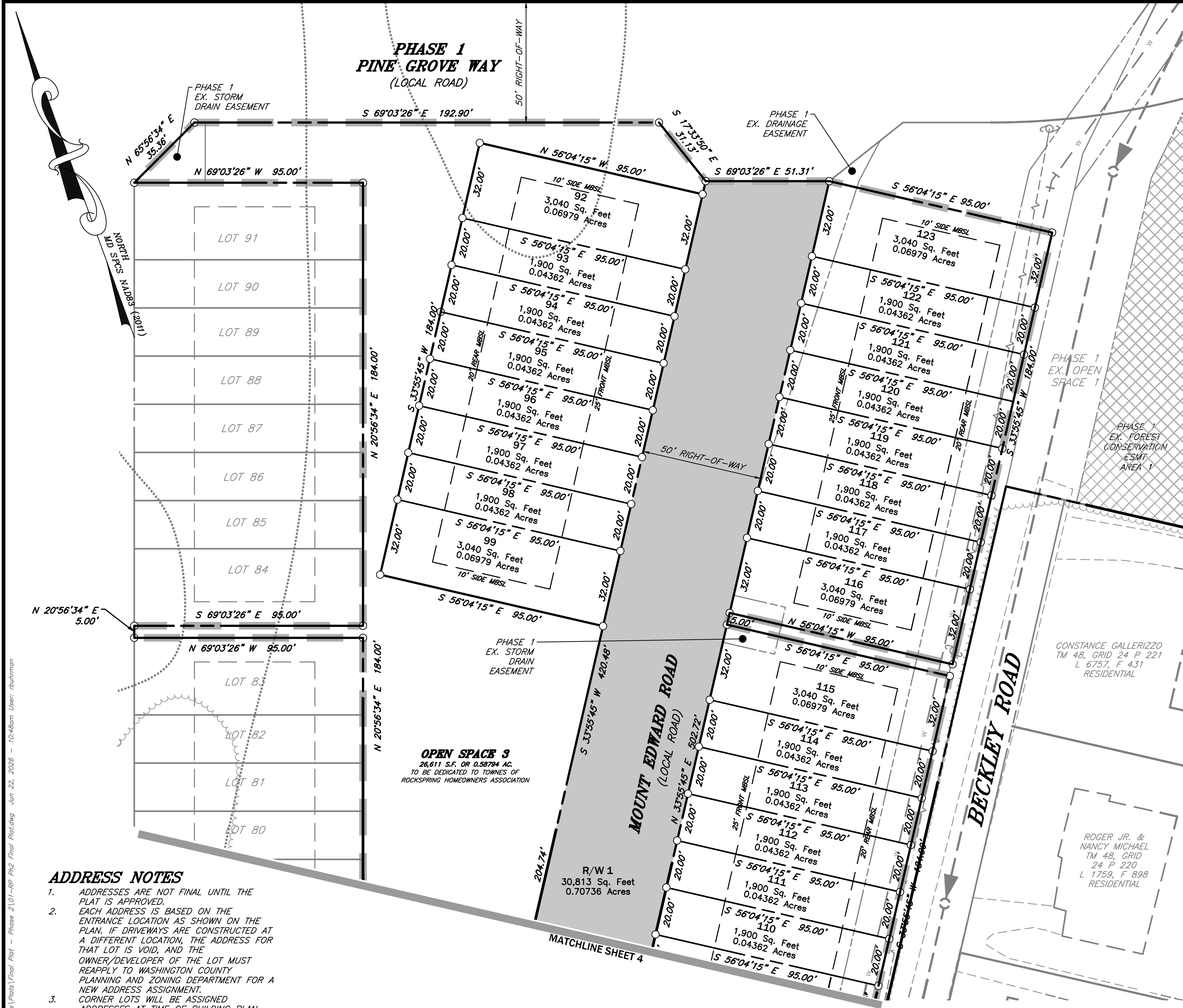


DISTRICT	26
TAX MAP No.	48
DWG. No.	C-3839

PLAT No. _____
DATE: _____
WASHINGTON COUNTY

COUNTY FILE No.
S-23-XXX
SHEET 2 OF 7

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PROPERTY ADDRESSES

LOT #	HOUSE #	STREET
LOT 1	17100	PINE GROVE WAY
LOT 2	17102	PINE GROVE WAY
LOT 3	17104	PINE GROVE WAY
LOT 4	17106	PINE GROVE WAY
LOT 5	17108	PINE GROVE WAY
LOT 6	17110	PINE GROVE WAY
LOT 7	17112	PINE GROVE WAY
LOT 8	17114	PINE GROVE WAY
LOT 9	17118	PINE GROVE WAY
LOT 10	17120	PINE GROVE WAY
LOT 11	17122	PINE GROVE WAY
LOT 12	17124	PINE GROVE WAY
LOT 13	17126	PINE GROVE WAY
LOT 14	17128	PINE GROVE WAY
LOT 15	17130	PINE GROVE WAY
LOT 16	17132	PINE GROVE WAY
LOT 38	*	RAINTREE DRIVE
LOT 39	11132	RAINTREE DRIVE
LOT 40	11130	RAINTREE DRIVE
LOT 41	11128	RAINTREE DRIVE
LOT 42	11126	RAINTREE DRIVE
LOT 43	11124	RAINTREE DRIVE
LOT 44	11122	RAINTREE DRIVE
LOT 45	11120	RAINTREE DRIVE
LOT 46	11121	RAINTREE DRIVE
LOT 47	11123	RAINTREE DRIVE
LOT 48	11125	RAINTREE DRIVE
LOT 49	11127	RAINTREE DRIVE
LOT 50	11129	RAINTREE DRIVE
LOT 51	11131	RAINTREE DRIVE
LOT 52	11133	RAINTREE DRIVE
LOT 53	*	RAINTREE DRIVE
LOT 92	*	MOUNT EDWARD DRIVE
LOT 93	11096	MOUNT EDWARD DRIVE
LOT 94	11094	MOUNT EDWARD DRIVE
LOT 95	11092	MOUNT EDWARD DRIVE
LOT 96	11090	MOUNT EDWARD DRIVE
LOT 97	11088	MOUNT EDWARD DRIVE
LOT 98	11086	MOUNT EDWARD DRIVE
LOT 99	11084	MOUNT EDWARD DRIVE
LOT 100	11049	MOUNT EDWARD DRIVE
LOT 101	11051	MOUNT EDWARD DRIVE
LOT 102	11053	MOUNT EDWARD DRIVE
LOT 103	11055	MOUNT EDWARD DRIVE
LOT 104	11057	MOUNT EDWARD DRIVE
LOT 105	11059	MOUNT EDWARD DRIVE
LOT 106	11061	MOUNT EDWARD DRIVE
LOT 107	11063	MOUNT EDWARD DRIVE
LOT 108	11067	MOUNT EDWARD DRIVE
LOT 109	11069	MOUNT EDWARD DRIVE
LOT 110	11071	MOUNT EDWARD DRIVE
LOT 111	11073	MOUNT EDWARD DRIVE
LOT 112	11075	MOUNT EDWARD DRIVE
LOT 113	11077	MOUNT EDWARD DRIVE
LOT 114	11079	MOUNT EDWARD DRIVE
LOT 115	11081	MOUNT EDWARD DRIVE
LOT 116	11085	MOUNT EDWARD DRIVE
LOT 117	11087	MOUNT EDWARD DRIVE
LOT 118	11089	MOUNT EDWARD DRIVE
LOT 119	11091	MOUNT EDWARD DRIVE
LOT 120	11093	MOUNT EDWARD DRIVE
LOT 121	11095	MOUNT EDWARD DRIVE
LOT 122	11097	MOUNT EDWARD DRIVE
LOT 123	*	MOUNT EDWARD DRIVE

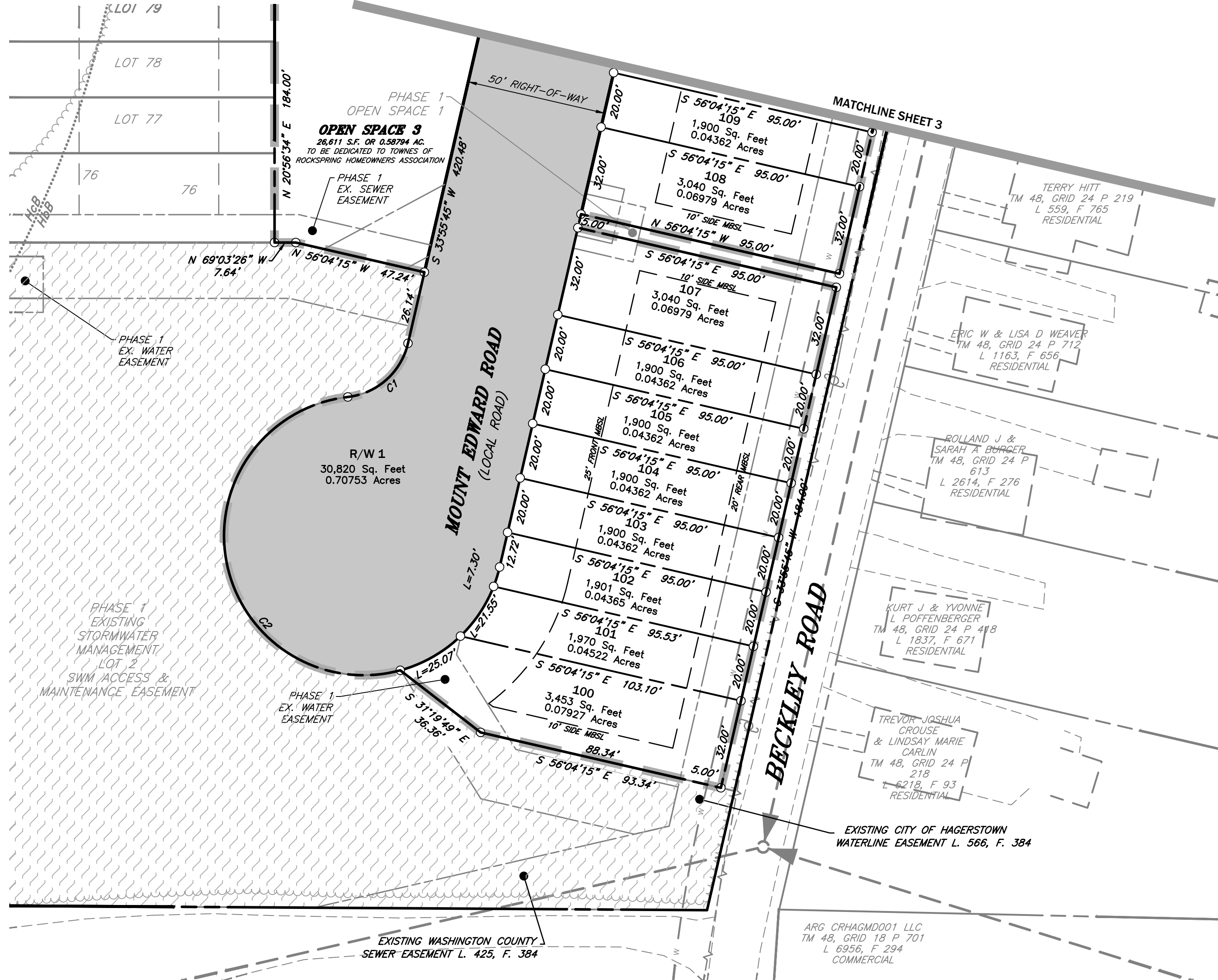
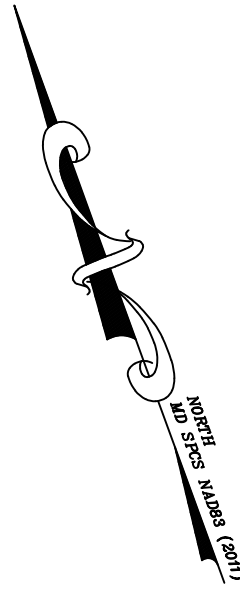
PLAT No. _____

DATE: _____

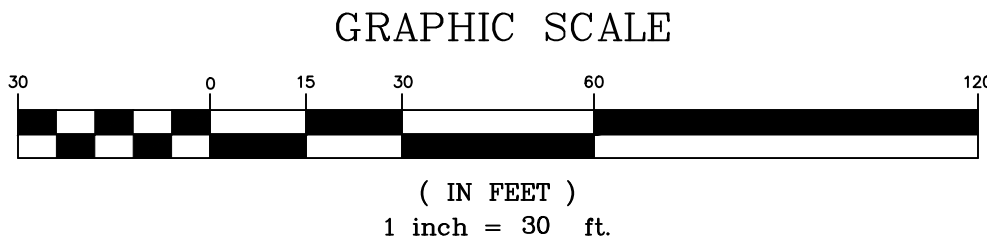
WASHINGTON COUNTY

MATCHLINE SHEET 3

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MATCHLINE SHEET 5



OWNER:
HEKBEL LLC
505 MAIN ST
P.O. BOX 667
HACKENSACK, NJ. 070602

DRAWN BY: RLB
CHECKED BY: GEN
DATE: 10/4/23
DATE: 10/4/23
SCALE: 1" = 30'

FOX & ASSOCIATES, INC.
ENGINEERS • SURVEYORS • PLANNERS
981 MT. AETNA ROAD
HAGERSTOWN, MARYLAND 21740
PHONE: (301)733-8503
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82 WORMAN'S MILL CT. STE. 'G'
FREDERICK, MARYLAND 21701
PHONE: (301)695-0880
FAX: (301)293-6009

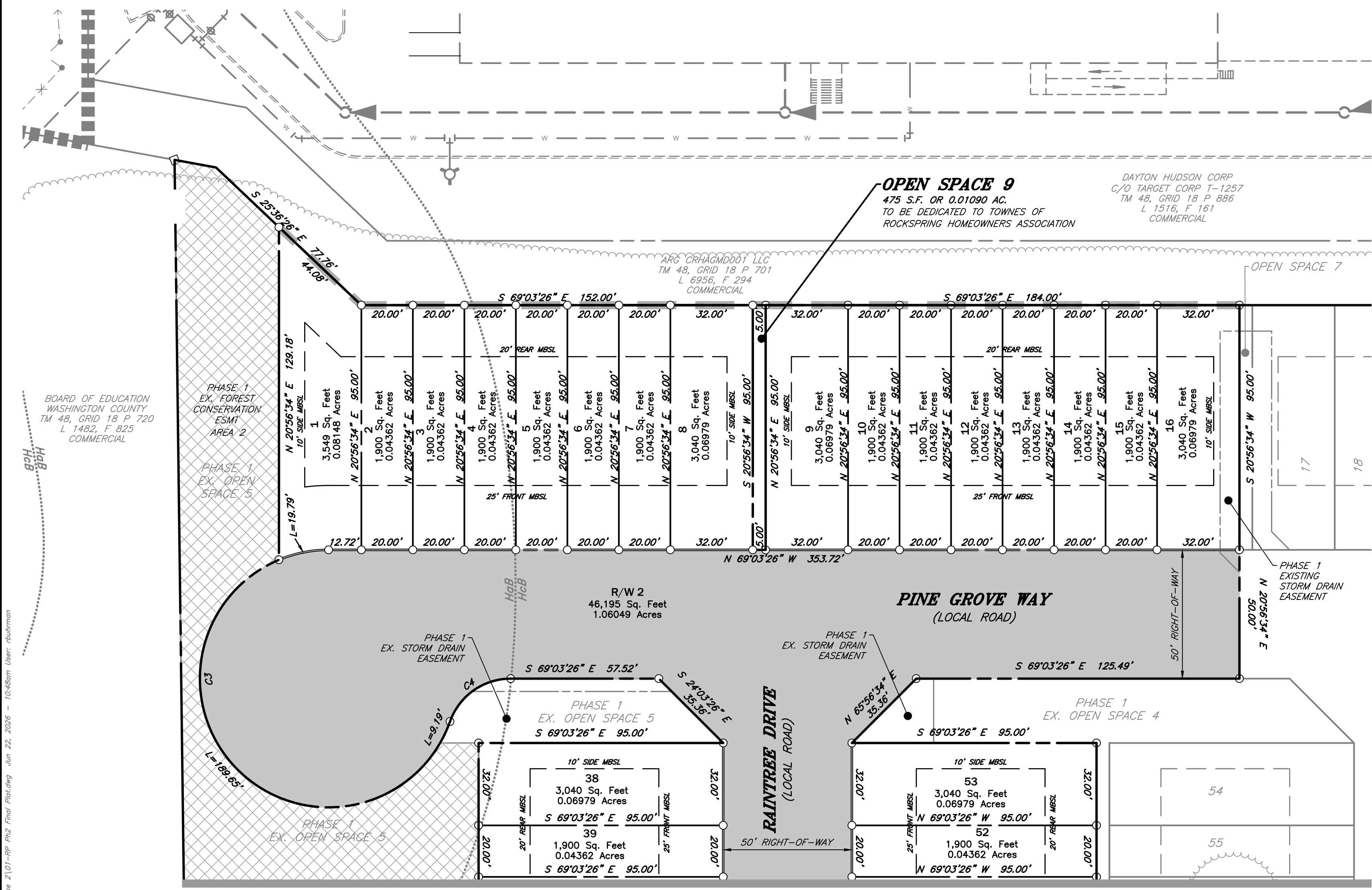


DISTRICT 26
TAX MAP No. 48
DWG. No. C-3839

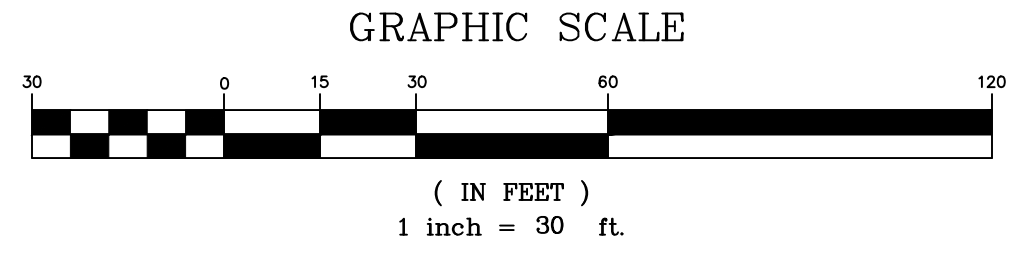
PLAT No. _____
DATE: _____
WASHINGTON COUNTY

FINAL PLAT
FINAL PLAT
PHASE 2 & 3: LOTS 1-16, 38-53, & 92-123
TOWNES AT ROCKSPRING
SITUATED ON THE EAST SIDE OF HICKORY SCHOOL ROAD & WEST SIDE OF MASSEY BLVD.
WASHINGTON COUNTY, MARYLAND

COUNTY FILE No.
S-23-XXX
SHEET 4 OF 7



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OWNER:
HEKBEL LLC
505 MAIN ST
P.O. BOX 667
HACKENSACK, NJ. 070602

DRAWN BY:
RLB
CHECKED BY:
GEN
SCALE: 1" = 30'

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10/4/23
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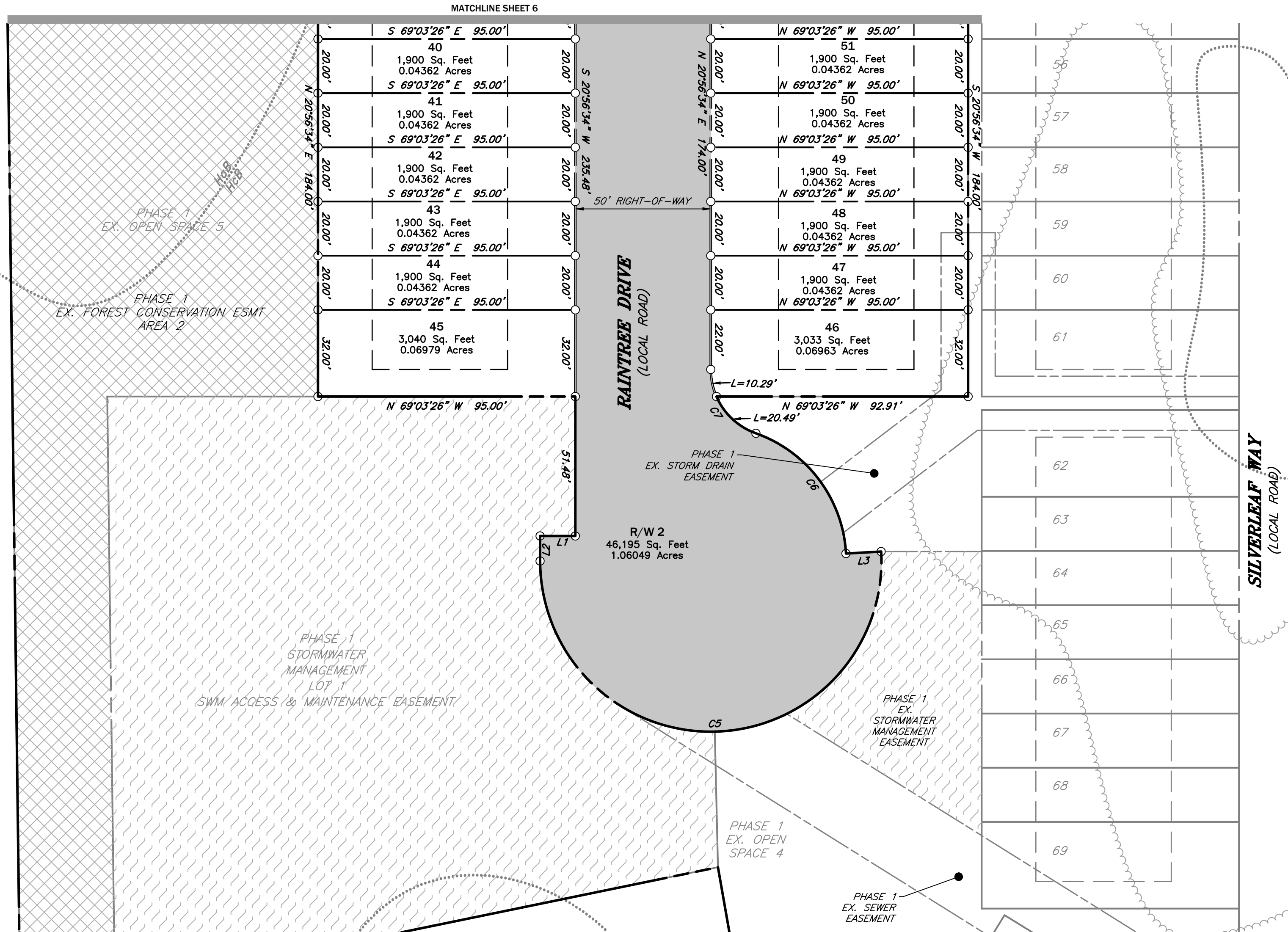
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DISTRICT 26
TAX MAP No. 48
DWG. No. C-3839

PLAT No. _____
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WASHINGTON COUNTY
FINAL PLAT
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WASHINGTON COUNTY, MARYLAND
COUNTY FILE No.
S-23-XXX
SHEET 5 OF 7

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BOARD OF EDUCATION
WASHINGTON COUNTY
TM 48, GRID 18 P 720
L 1482, F 825
COMMERCIAL



CURVE TABLE

CURVE	ARC LENGTH	RADIUS	DELTA ANGLE	CHORD BEARING	CHORD LENGTH	TANGENT
C1	30.77'	25.00'	70°31'44"	N 69°11'37" E	28.87'	17.68'
C2	218.63'	50.00'	250°31'44"	S 20°48'23" E	81.65'	70.71'
C3	19.79'	50.00'	22°40'40"	N 80°23'46" W	19.66'	10.03'
C4	30.77'	25.00'	70°31'44"	S 75°40'42" W	28.87'	17.68'
C5	201.42'	63.00'	183°11'06"	S 70°38'59" E	125.95'	2266.16'
C6	58.77'	50.00'	67°20'38"	N 15°54'51" W	55.44'	33.31'
C7	30.77'	25.00'	70°31'44"	S 14°19'18" E	28.87'	17.68'

LINE TABLE

LINE	BEARING	DISTANCE
L1	N 69°03'26" W	13.00'
L2	S 20°56'34" W	9.24'
L3	N 72°14'32" W	13.00'

GRAPHIC SCALE



(IN FEET)
1 inch = 30 ft.

OWNER:

HEKBEL LLC
505 MAIN ST
P.O. BOX 667
HACKENSACK, NJ. 070602

DRAWN BY: RLB	DATE: 10/4/23
CHECKED BY: GEN	DATE: 10/4/23
SCALE: 1" = 30'	

FINAL PLAT
FINAL PLAT
PHASE 2 & 3: LOTS 1-16, 38-53, & 92-123
TOWNES AT ROCKSPRING
SITUATED ON THE EAST SIDE OF HICKORY SCHOOL ROAD & WEST SIDE OF MASSEY BLVD.
WASHINGTON COUNTY, MARYLAND

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FOX & ASSOCIATES, INC.
Est. 1966
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PLAT No. _____
DATE: _____
WASHINGTON COUNTY

COUNTY FILE No.
S-23-XXX

SHEET 6 OF 7

DISTRICT	26
TAX MAP No.	48
DWG. No.	C-3839

SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT THE PLAN SHOWN HEREON IS CORRECT; THAT IT IS A SUBDIVISION OF PART OF THE LANDS CONVEYED BY FMW PARTNERSHIP, A MARYLAND GENERAL PARTNERSHIP TO HEKBEL, LLC, A NEW JERSEY LIMITED LIABILITY COMPANY BY DEED DATED DECEMBER 24, 1998 AND RECORDED IN LIBER 1465 AT FOLIO 840 AMONG THE LAND RECORDS OF WASHINGTON COUNTY, MARYLAND AND FURTHER THAT THIS PLAT WAS PERSONALLY REVIEWED AND/OR PREPARED BY ME, OR THAT I WAS IN RESPONSIBLE CHARGE OVER ITS PREPARATION AND THE SURVEYING WORK REFLECTED HEREON, AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF MARYLAND, LICENSE NO. 21052, AND LICENSE EXPIRATION DATE: 08/24/2026.

08/24/2026
DATE
GEORGE E. NAGEL
PROFESSIONAL LAND SURVEYOR



NOTES:

- THE PROPERTY SHOWN HEREON IS PART OF LOT 3 AS SHOWN ON WASHINGTON COUNTY PLAT No. 10246 - 10247.
- THIS PLAT HEREBY VACATES ALL LOT LINES, RESERVATIONS, DEDICATIONS, EASEMENTS, AND RIGHTS OF WAY AS ESTABLISHED BY WASHINGTON COUNTY PLAT No. 3945 - 3948 AND WASHINGTON COUNTY PLAT No. 10246 - 10247, WITHIN THE BOUNDARIES OF THIS SUBDIVISION.
- BEARINGS AND DISTANCES IN AGREEMENT WITH A RECENT SURVEY PERFORMED BY FOX & ASSOCIATES, INC. DATED MARCH 2007.
- COORDINATES ARE BASED ON THE MARYLAND STATE PLANE COORDINATE SYSTEM NAD83(2011).
- AN EIGHT (8) FOOT WIDE EASEMENT FOR UTILITIES & DRAINAGE IS DEDICATED ALONG THE INTERIOR OF ALL REAR LOT LINES AND ALONG THE INTERIOR OF SIDE LOT LINES OD END UNITS. A TWENTY (20) FOOT WIDE EASEMENT FOR UTILITIES IS DEDICATED ALONG THE INTERIOR OF ALL FRONT LOT LINES.
- INDICATES REBAR AND CAP UNLESS OTHERWISE NOTED
- ZONING - RM - RESIDENTIAL, MULTI-FAMILY DISTRICT
- TYPICAL MINIMUM BUILDING SETBACKS (MBSL):
(UNLESS OTHERWISE LABELED AS BRL)
FRONT YARD - 25'
SIDE YARD - 10' (END UNITS)
REAR YARD - 20'
- MBSL DENOTES MINIMUM BUILDING SETBACK LINE. BRL DENOTES BUILDING RESTRICTION LINE.
- SEWER WILL BE PROVIDED BY WASHINGTON COUNTY DEPARTMENT OF WATER QUALITY. WATER WILL BE PROVIDED BY THE CITY OF HAGERSTOWN UTILITY DEPARTMENT.
- THIS PARCEL IS LOCATED WITHIN "OTHER AREAS" AND IS NOT WITHIN THE 100-YR FLOODPLAIN AS SHOWN ON FEMA FLOOD INSURANCE RATE MAP NO 24043C0282D WITH AN EFFECTIVE DATE AUGUST 15, 2017.
- NO CONSTRUCTION MAY OCCUR WITHIN THE 100 YEAR FLOODPLAIN WITHOUT A MARYLAND DEPARTMENT OF THE ENVIRONMENT, WATER MANAGEMENT ADMINISTRATION, PERMIT AND MEETING THE REQUIREMENTS OF THE WASHINGTON COUNTY FLOOD MANAGEMENT ORDINANCE.
- THE PRELIMINARY PLAT FOR THIS SECTION WAS APPROVED SEPTEMBER 14, 2023. FILE NO. PSP-22-001.
- ACCESSORY STRUCTURES MAY BE CONSTRUCTED IN ACCORDANCE WITH SEC. 4.10 AND SEC. 23.58 OF THE ZONING ORDINANCE AND SHALL NOT BE PLACED ON THE PROPERTY UNTIL THE PRINCIPAL STRUCTURE HAS BEEN CONSTRUCTED.
- EACH ADDRESS IS BASED ON THE ENTRANCE LOCATION. IF DRIVEWAY IS CONSTRUCTED IN A DIFFERENT LOCATION, THE ADDRESS IS VOID AND THE OWNER MUST REAPPLY TO THE WASHINGTON COUNTY PLANNING COMMISSION FOR A NEW ADDRESS ASSIGNMENT. CORNER LOTS WILL BE ADDRESSED AT TIME OF BUILDING PERMIT.
- THERE ARE NO FLOODPLAINS, STEEP SLOPES, RELATED BUFFERS OR HABITAT OF THREATENED OR ENDANGERED SPECIES IDENTIFIED BY THE U.S. FISH AND WILDLIFE SERVICE PER 50 CRF 17 AS REQUIRED TO BE SHOWN BY SECTION 314 OF THE SUBDIVISION ORDINANCE AND SECTION 4.21 OF THE ZONING ORDINANCE, EXCEPT FOR THE ITEMS SHOWN HEREON.
- STORMWATER MANAGEMENT OUTLOTS AND ROADWAY RIGHT-OF-WAYS SHALL BE DEDICATED TO WASHINGTON COUNTY. OPEN SPACE LOTS SHALL BE DEDICATED TO THE TOWNES OF ROCKSPRING HOMEOWNER'S ASSOCIATION.
- SIDEWALKS AND A.D.A. ACCESSIBLE RAMPS WILL BE INSTALLED AS SHOWN ON THE APPROVED PRELIMINARY PLAT (PSP-22-001). ALL SIDEWALKS SHALL BE OWNED AND MAINTAINED BY THE HOMEOWNERS ASSOCIATION. WASHINGTON COUNTY WILL NOT BE RESPONSIBLE FOR MAINTENANCE, REPAIR OR REPLACEMENT OF ANY SIDEWALK INSIDE OR OUTSIDE OF THE COUNTY RIGHT-OF-WAY.
- FOREST STAND DELINEATION PREPARED BY FOX AND ASSOCIATES, INC. APPROVED 7/28/2022 (FS-22-020). FOREST CONSERVATION REQUIREMENTS WILL BE MET BY COMBINATION OF ON-SITE CONSERVATION, STREET TREE CREDITS, AND PAYMENT-IN-LIEU. SEE FOREST CONSERVATION EASEMENT PLAT (FILE # FP-26-XXX).

OWNERS DEDICATION

WE DO HEREBY CERTIFY, FOR OURSELVES AND OUR PERSONAL REPRESENTATIVES HEIRS AND ASSIGNS, THAT WE ARE THE LEGAL AND TRUE OWNERS OF THE PROPERTY SHOWN AND DESCRIBED ON THIS PLAT AND THAT WE HEREBY ADOPT THE PLAN OF SUBDIVISION SHOWN HEREON, HEREBY DEDICATE TO PUBLIC USE ALL UTILITY AND DRAINAGE EASEMENT AREAS AND ALL ALLEY, STREET, AND ROAD RIGHTS-OF-WAY DESIGNATED ON THIS PLAT, HEREBY AGREE TO KEEP OPEN ALL SPACES AND RECREATION AREAS SHOWN HEREON AND HEREBY AGREE THAT SAID DEDICATIONS SHALL NOT IMPOSE ANY RESPONSIBILITY ON THE BOARD OF COUNTY COMMISSIONERS OF WASHINGTON COUNTY REGARDING THE SUBJECTS OF SUCH DEDICATIONS UNTIL LEGAL ACCEPTANCE THEREOF BY SAID BOARD, AND WE HEREBY RESERVE THE FEE SIMPLE TITLE TO THE LAND UNDERLYING SAID EASEMENTS, RIGHTS-OF-WAY, OPEN SPACES AND RECREATION AREAS, AND WITH REGARD TO SAID EASEMENTS AND RIGHTS-OF-WAY, HEREBY AGREE TO CONVEY THE SAME TO SAID BOARD, FOR THE USED OF SAID WASHINGTON COUNTY, WITHOUT CONSIDERATION, UPON THE LEGAL ACCEPTANCE OF SAID EASEMENTS AND/OR RIGHTS-OF-WAY BY SAID BOARD.

THIS DEED AND AGREEMENT OF DEDICATION SHALL BE BINDING UPON OUR GRANTEES, ASSIGNS, SUCCESSORS, HEIRS AND PERSONAL REPRESENTATIVES.

THERE ARE NO SUITS, ACTIONS AT LAW, LEASES, LIENS, MORTGAGES, TRUSTS, EASEMENTS OR RIGHTS-OF-WAY AFFECTING THE PROPERTY INCLUDED IN THIS PLAN OF SUBDIVISION EXCEPT THE FOLLOWING:

WE ALSO CERTIFY THAT THE COMMUNITY WATER AND/OR COMMUNITY SEWERAGE SYSTEM PROPOSED FOR THIS SUBDIVISION WILL BE AVAILABLE TO ALL LOTS OFFERED FOR SALE. WE ALSO CERTIFY THAT PLANS FOR THE COMMUNITY WATER SUPPLY AND/OR COMMUNITY SEWERAGE SYSTEM FACILITIES, INCLUDING ANY NECESSARY POINT OF DISCHARGE HAVE BEEN APPROVED BY THE DEPARTMENT OF HEALTH AND MENTAL HYGIENE.

AND ALL PARTIES HAVING AN INTEREST THEREIN HAVE HEREUNTO AFFIXED THEIR SIGNATURES INDICATING THEIR ASSENT TO THIS PLAN OF SUBDIVISION.

WE DO HEREBY ASSENT TO THIS PLAN OF SUBDIVISION.

WITNESS OUR HANDS AND SEALS THIS _____ DAY OF _____, 2023

WITNESS
HEKBEL, LLC

CERTIFICATE OF APPROVAL

FINAL APPROVAL GRANTED WASHINGTON COUNTY PLANNING COMMISSION

DATE
BY:
FINAL APPROVAL GOOD FOR SIX (6) MONTHS FROM ABOVE DATE

THIS PLAN/PLAT HAS BEEN REVIEWED BY THE WASHINGTON COUNTY DEPARTMENT OF WATER QUALITY FOR INCLUSION INTO THE COUNTY CAPACITY MANAGEMENT PLAN FOR THE SYSTEM THAT SERVES THIS PROJECT. ALLOCATION GRANTED FOR CONSTRUCTION SHOWN ON THIS PLAN/PLAT SHALL BE IN ACCORDANCE WITH THE CAPACITY MANAGEMENT PLAN DEVELOPED FOR THIS SYSTEM BASED ON AVAILABILITY OF ALLOCATION REMAINING IN THE FACILITY.

WASHINGTON COUNTY DEPARTMENT OF WATER QUALITY
DATE

COMMUNITY WATER SUPPLY AND COMMUNITY SEWERAGE SYSTEMS (PROPOSED SYSTEMS)

THIS PROPOSED SUBDIVISION OF LAND AS REPRESENTED HEREON AND ON THE APPROVED PLAN HAS BEEN FOUND TO BE IN COMPLIANCE WITH THE CODE OF MARYLAND REGULATIONS 26.04.03 ALLOWING FOR THE SUBDIVISION OF LAND UTILIZING COMMUNITY WATER SUPPLY AND COMMUNITY SEWERAGE SYSTEMS THAT ARE UNDER CONTRACT AND WILL BE AVAILABLE TO THE PROPERTY AT TIME OF SALE. THIS SUBDIVISION IS IN CONFORMANCE WITH THE CURRENT APPROVED COUNTY COMPREHENSIVE WATER AND SEWER PLAN THEREFORE COMPLIES WITH ENVIRONMENT ARTICLE §9-512. THE WASHINGTON COUNTY APPROVING AUTHORITY IS THE DELEGATED AUTHORITY PER ENVIRONMENT ARTICLE §1-301 THEREFORE THE APPROVING AUTHORITY'S SIGNATURE ON THE PLAT CERTIFIES THAT THE PARCELS SHOWN HEREON ARE IN COMPLIANCE WITH THE PERTINENT LAWS AND REGULATIONS AS OF THE APPROVAL DATE.

APPROVING AUTHORITY
DATE

AS THE OWNER OF THIS PROPERTY, I HEREBY CERTIFY THAT COMMUNITY WATER SUPPLY AND SEWERAGE FACILITIES WILL BE AVAILABLE TO ALL LOTS OFFERED FOR SALE AND THAT THE PLANS TO DEVELOP THE COMMUNITY WATER SUPPLY AND COMMUNITY SEWERAGE FACILITIES, INCLUDING ALL NECESSARY POINTS OF DISCHARGE, HAVE BEEN APPROVED BY THE DEPARTMENT OF THE ENVIRONMENT. FURTHER, I CERTIFY THAT THE FACILITIES WILL BE MAINTAINED AND OPERATED SO AS TO PROVIDE FOR A CONTINUOUS AND ACCEPTABLE WATER SUPPLY OR SEWAGE DISPOSAL SERVICE TO THE PROPERTIES SERVED.

OWNER
DATE

PLAT No. _____
DATE: _____
WASHINGTON COUNTY

NOTES AND SIGNATURES

FINAL PLAT

PHASE 2 & 3: LOTS 1-16, 38-53, & 92-123

TOWNES AT ROCKSPRING

SITUATED ON THE EAST SIDE OF HICKORY SCHOOL ROAD & WEST SIDE OF MASSEY BLVD.
WASHINGTON COUNTY, MARYLAND

COUNTY FILE No.
S-23-XXX

SHEET 7 OF 7

DISTRICT 26

TAX MAP No. 48

DWG. No. C-3839

OWNER:
HEKBEL, LLC
505 MAIN ST
P.O. BOX 667
HACKENSACK, NJ. 070602

DRAWN BY: RLB
CHECKED BY: GEN
DATE: 10/4/23
SCALE: N/A

FOX & ASSOCIATES, INC.
ENGINEERS • SURVEYORS • PLANNERS
981 MT. AETNA ROAD
HAGERSTOWN, MARYLAND 21740
PHONE: (301)733-8503
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Agenda Report Form

Open Session Item

SUBJECT: Clarification of Approved Text Amendment to Section 19C Special Economic Development District - RZ-26-002.

PRESENTATION DATE: July 28, 2026

PRESENTATION BY: Zachary Kieffer, County Attorney

RECOMMENDED MOTION: An amended motion to approve the text amendment may be warranted, at the conclusion of Board discussion.

REPORT-IN-BRIEF: County staff is seeking clarification of motion and vote approving the text amendment to Section 19C – Special Economic Development District of the Zoning Ordinance.

DISCUSSION: Following a public hearing at the July 21, 2026 regular meeting of the Board of County Commissioners, the Board voted to approve the application for text amendment, RZ-26-002. The motion included a revision to the original proposed text amendment. Prior to the amendment becoming effective on July 31, 2026, staff is seeking to clarify the extent of the revision to the text amendment. Pursuant to Section 4-203 of the Land Use Article of the Maryland Code, a zoning regulation may not become effective until 10 days after the public hearing by the legislative body.

FISCAL IMPACT: N/A

CONCURRENCES: A/A

ALTERNATIVES: N/A

ATTACHMENTS: None

AUDIO/VISUAL NEEDS: N/A



Agenda Report Form

Open Session Item

SUBJECT: Sole Source Procurement Award (PUR-1835) Website Technical Support and Management

PRESENTATION DATE: July 28, 2026

PRESENTATION BY: Brandi Kentner, CPPO, Procurement Director, and Josh O'Neal, Chief Technical Officer

RECOMMENDED MOTION: Motion to approve a sole-source award to Hub City Mobile of Hagerstown, MD in the amount of \$50,676 for Support and Maintenance services for the Washington County Government Website. This approval is contingent upon the approval and signing of the contract agreement.

REPORT-IN-BRIEF: This is for the continued performance, security, and scalability of the County's WordPress-based web services, which are critical to maintaining public communication, digital service delivery, and internal operational workflow. This award shall be tentatively for the period of July 20, 2026, through July 19, 2027.

DISCUSSION: The Department of Information Technology wishes to apply Section 1-106.2(a)(1) to the Code of Local Public Laws of Washington County, Maryland, to the procurement requested. This section states that sole-source procurements are authorized and permissible when (1) only one source exists that meets the County's requirements.

This request requires the approval of four (4) out of the five (5) Commissioners in order to proceed with a sole-source procurement. If approved, the following remaining steps of the process will occur as outlined by the law: 1) Not more than ten (10) days after the execution and approval of a contract under this section, the procurement agency shall publish a notice of award in a newspaper of general circulation in the County, and 2) An appropriate record of the sole source procurement shall be maintained as required.

FISCAL IMPACT: Funding is available in the Department of Information Technologies' operating budget 515000-10-11000 Contracted/Purchased Services for these services.

CONCURRENCES: Danielle Weaver, Director of Public Relations and Marketing

ALTERNATIVES: Deny approval for submission of this request

ATTACHMENTS: Proposal from Hub City Mobile dated July 9, 2026



Website Management Proposal

- Hub City Mobile -

July 9, 2026

Direct Contact

301-331-4522

Email

brad@hubcitymobile.com

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SUMMARY OF SERVICES

Maintaining a large, content-rich government website like **washco-md.net** requires deep WordPress expertise, proactive processes, and a reliable support structure. We bring precisely that: years of experience supporting complex WordPress environments, providing rapid issue resolution, and proudly earning a proven ability to keep high-profile sites stable, secure, and performant.

This project will include an initial assessment, continued website care and support, and ongoing optimization. We aim to improve the overall health and stability of the site while under our care and provide an accountable method for solving various problems on the site.

Services Provided

We will provide the following ongoing services under this maintenance agreement:

Proactive Maintenance & Monitoring

- Uptime monitoring with alerts triggered within 60 seconds of any outage, backed by a dedicated uptime status page.
- Daily off-site backups stored securely for rapid recovery if needed.
- Scheduled and on-demand WordPress core, plugin, and theme updates.
- Staggered rollout of major updates to minimize the risk of plugin/theme conflicts.
- Identification and removal of unused plugins and themes.

Security Hardening & Response

- Implementation of mandatory two-factor authentication (2FA) for all administrators.
- Real-time monitoring of suspicious login or content behavior.
- Immediate vulnerability patching when threats are identified.
- Periodic security audits to identify risks before they become issues.

Performance & SEO Monitoring

- Image optimization services to improve page speed.
- Mobile UX improvements to support the majority of users accessing the site via mobile.
- Ongoing Google Search Console monitoring to ensure indexing health.
- Weekly automated reports covering uptime, traffic, search insights, and update logs.

Content & Editorial Support

- Assistance adding/editing/removing content, landing pages, or pop-ups.
- Support for staff from various departments (PR, B&I, Purchasing, etc.) to publish and revise content.
- Continuous restructuring of outdated content and redirects for deprecated pages.
- Management of user roles, content contributors, and editorial workflows.

Support Center & Ticketed Support

- Access to our ticket-based support system for fast and accountable turnaround.
- Priority resolution of critical issues with <1 business day response SLA.
- Monthly reporting on resolution metrics to identify and resolve tough issues.
- Self-help support

Limitations of Services

The following services are **not** included in the scope of regular maintenance:

- Full or partial redesigns of the site.
- Custom plugin or theme development.
- Custom third-party integrations or API work.
- Email services, domain configuration, or external DNS/subdomain management.
- Social media, online reputation management, or digital advertising.
- **OPTIONAL, SELECTED BY CLIENT:** Site hosting. This will be managed by Washington County's IT Department and their representative(s).

Separate project agreements would be required for work beyond the scope outlined above.

Contract & Pricing

Pricing:

- \$50,676/year
- Due July 20, 2026
- Renewal pricing subject to adjustment at the end of the contract term

Terms:

- One-year minimum contract.
- Yearly billing.
- Standard SLA applies to all support requests

Value & Continuity

We bring not only technical proficiency but deep contextual understanding of the county's site. Over the past year of supporting Washington County's website, we have developed several key features and assisted with multiple complex fixes.. With direct, front-line access to changes as they arise, we will continue to act quickly and effectively.

Schedule of Milestones & Monthly Maintenance Rhythm

We follow a structured and proactive monthly schedule to ensure updates, oversight, and communication are all handled consistently:

Week	Task	Notes
Week 1	Monthly Check-In Meeting	30-minute video call to review any issues, roadmap items, or changes needed.
Week 2	WordPress Core/Plugin/Theme Updates	Performed Saturday or Sunday. Security patches prioritized. Some updates may be skipped if major changes are introduced.
Week 3	Monthly Site Report Delivered	Summary of uptime, SEO insights, traffic highlights, plugin/theme changes, and notable observations.
Week 4	WordPress Core/Plugin/Theme Updates	Second round of updates, again on weekend (Saturday/Sunday). May be skipped if previous updates included major changes.

Monthly Maintenance Report Contents

Each month, we will deliver a detailed maintenance report highlighting the health, performance, and progress of the website. These reports are designed to be understandable by both technical and non-technical stakeholders, offering clear visibility into ongoing efforts and site reliability.

Core Report Metrics

Category	Details Included
Uptime	Total uptime percentage (based on 60-second monitoring), incidents reported, response time, and resolution details.
Plugin, Theme, and Core Updates	List of all updated plugins, themes, or WordPress core releases, including version numbers and update dates. Notes on any updates requiring special handling or resulting in conflict resolution.
Security Overview	Admin login attempts (successful and failed), user lockouts, malware scans (if applicable), and vulnerabilities patched.
Backups	Number of successful daily backups created and stored. Note if any failed backups occurred.
Performance Notes	Observations on site speed, caching status, or front-end performance. Includes highlights of image optimization work and largest contentful paint (LCP) if data is available.
SEO & Traffic Insights	Highlights from Google Search Console and Google Analytics, including: top-performing pages, search trends, crawl issues, or mobile usability concerns.
Content & Structural Adjustments	Summary of added/edited pages, removed outdated content, and redirect map for retired or moved URLs.
Support Tickets/Requests	Summary of tickets submitted, resolved, or pending. Each item includes a brief resolution summary and timestamp.

Upcoming Priorities or Recommendations	Items recommended for future attention based on monitoring, such as deprecated plugin replacement, new accessibility needs, or structural issues noticed during ongoing care.
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SUPPORT DETAILS

Help Center Overview

Knowledge Base

The Help Center will serve as a dynamic, always-available knowledge base with two key areas:

General Resources for All Clients

- How-to guides for content editing, media management, and form submissions.
- Tutorials on best practices for WordPress, Elementor, JupiterX, and other frequently used tools.
- FAQs and troubleshooting tips for common issues.

Client-Specific Sections

- Washington County will have a dedicated area with role-based visibility (e.g. content editors, department admins).
- Articles tailored to the workflows, templates, and structure of the WashCo site.
- Ability to update or hide content based on permission levels and assigned roles.

Hub City Mobile will own the planning, creation, and upkeep of Help Center content, ensuring it stays accurate and relevant.

Ticketed Support System

We will implement and manage a ticketed support system that provides traceability, accountability, and fast resolution of client requests.

Key Support Standards:

- **Response Time:** All support requests will receive a first response within **one business day** (defined as 8 business hours).
- **Business Hours:** Monday–Friday, 9:00 AM to 5:00 PM Central Time.
- **Ticket Types:** General questions, content update requests, access provisioning, bug reports, technical fixes, and more.
- **Priority Handling:** Critical issues (e.g. site down, form submissions failing) are addressed immediately upon detection or ticket receipt.

REPORTING DETAILS

Key Metrics for Ongoing Reporting

Here are some **technical metrics** that we will include in our monthly reports to stakeholders (these focus on site health and performance, not content or visitor analytics):

- **Uptime** – e.g., *“99.98% uptime this month (approx 13 minutes of downtime)”*. This gives a clear measure of availability. We will include any significant outages with reasons for the outage.
- **Response Time** – average server response time or time to first byte. For example, *“Average server response time: 350ms”*. This can reflect backend performance.
- **Page Speed Metrics** – for instance, *“Homepage LCP: 1.4s on desktop, 2.6s on mobile (improved from 3.0s last month)”* or *“Homepage total size 1.8 MB across 45 requests”*. We will pick one or two core pages and report their key performance numbers. Over time, this shows optimization impact.
- **Error Rates** – number of 404 errors encountered (broken links). e.g., *“404 errors: 5 broken links found and redirected this month”*. Also, any PHP errors logged: *“PHP errors: 0 fatal errors, 2 warnings (now resolved) over the month”*.
- **Security Incidents** – *“Blocked 120 malicious login attempts”* or *“No malware detected in weekly scans”* or *“Patched critical vulnerability X within 24 hours of disclosure”*. This highlights our enhanced security posture and responsiveness.
- **Updates and Maintenance** – *“WordPress core and 12 plugins updated (no downtime or issues)”*, *“Performed full backup and test restore on April 15”*, *“Optimized database, removed 30MB of overhead”*. These show our proactive maintenance actions.
- **Server/System Health** – if relevant, *“Server disk usage at 40%, CPU usage normal”*, or *“SSL certificate valid through Oct 2026”*, *“Domain expires in 2028”*. Basically, any infrastructure metrics that need monitoring (SSL expiry will be reported when near, e.g., *“SSL certificate will renew in 20 days, renewal scheduled”*).

By including the above metrics in our internal weekly/monthly report, we provide transparency into the technical health of the site without focusing on traffic or content. This helps us prioritize technical quality (security, speed, uptime) which is critical for a government website. Regular maintenance using the schedule and tools described will ensure the site remains **secure, accessible, and high-performing**, thereby providing a reliable experience to all users.

PARTY RESPONSIBILITIES

Party Responsibilities

Defined Parties

1. Washington County a.k.a. "Client"
2. Hub City Mobile a.k.a "Primary Contractor" or "PC"

Client Responsibilities

Providing Context

Through the evaluation period prior to assumption of responsibility for the site and throughout the regular maintenance cycles of the site, questions will arise from our side regarding how or why a particular implementation is in place. This helps us decide what steps to take to improve the health and stability of the site. Without this context, issues may go unaddressed, or solutions may be incomplete or inoperable.

Timely Decision Making

The Client will provide decisions regarding requirements or preferences, in response to our requests for information, within 5 business days. We will make default decisions if this time lapses without an adequate response from the Client.

Reporting Problems

The Client will report problems found by users, staff, and other stakeholders via the Support Center's ticketing system. As evaluations, problem reporting, and other routine tasks are completed, documentation will be created, so it is very important that the Client reports problems in a timely and thorough manner. General guidance for reporting problems will be provided to the Client.

Primary Contractor Responsibilities

Email Account Creation

It is preferred that we use Google Workspace email accounts for this project. We can use a subdomain for these email accounts so current Siteground email accounts don't have to be changed. I recommend [gov.hubcitymobile.com](mailto:help@gov.hubcitymobile.com) or something similar. The Starter tier is \$70-80/yr depending on how you purchase the license. This will enable the creation of a Google Drive account that is dedicated to Government support operations and controlled by the PC.

An email account will be created by the PC to use for client communications. The preferred account name for this account will be help@gov.hubcitymobile.com, with the following recommended aliases:

- support@gov.hubcitymobile.com - Used as a secondary email for help@, recommended to have both pointing at the Help Center
- admin@gov.hubcitymobile.com - Used for services and notifications, occasional use
- joe@gov.hubcitymobile.com - Used only when necessary for 1:1 communications, preferably rare

Liaison and Coordination Duties

The PC will serve as the primary point of contact for 1:1 interactions between the Client and the Services being provided. If a conversation or report to the PC is worthy of tracking and accountability, the PC will coordinate with the Client's representative(s) to create support cases through the ticketing system provided and administered by the PC.

Regular Maintenance and Monitoring Duties

All responsibilities outlined in the **Support Details** and **Maintenance Details** documentation will be handled by the PC in a timely manner, within 1 business day of the scheduled activity, assuming no emergency or other incident that would demand otherwise. These exceptions will be reported promptly and as soon as they are needed. The PC will serve as the Site Administrator and will receive all relevant administrative notifications.

Support Center Management

The PC will lead the creation and management of a centralized Help Center. The PC will be responsible for the management of the Support Center provided to the Client containing both general guidance and site-specific guidance for members of their User Group. The PC will provide the following services within the Support Center:

- Answering support questions and requests via ticketing system.
- Creating general documentation.
- Creating site-specific documentation.
- Prioritizing client-reported issues alongside the general priority task list.

- Provide a first response time of **one business day** (defined as 8 business hours Monday - Friday, 8am - 5pm)

Reporting Duties

The PC will be responsible for generating a report for the Client. This report will contain the specifics outlined in the **Report Details** documentation. These reports will be provided once per month, for a total of 12 reports throughout the term of the contract. The PC report will contain internal metrics and recommendations relevant to the execution of the services being provided. The Client report will contain technical metrics that summarize the health of the site and detail work conducted during the previous month.

Assignment and Management of Work

The PC will be responsible for managing all work related to maintenance, monitoring, and support requests related to the Washington County website. The PC will reserve the right to subcontract any duties necessary to providing this service such as report generation, executing scheduled updates, responding to downtimes/outages, optimization and cleanup tasks, regular scans or audits, managing backups, monitoring analytics, user management, and strategic and planning assistance. This right ensures that the appropriate response can be provided given the challenges expected as improvements are made or incidents occur.

General Expertise

The PC will serve as the Subject Matter Expert (SME) for all things WordPress, content management, user access and role-based functionality, and will be responsible for making any recommendations based on the Client's goals or requirements as they are established.

Monthly Check-ins

The Client will be offered a 30 minute meeting with the PC once per month at the time of the Client's choosing. We recommend this meeting take place in the first week of each month to recap activities and discuss details from the previous month's report.

MAINTENANCE STRATEGY

Keeping a government website secure and performant is an ongoing process. Below is a structured maintenance plan and some recommended tools/metrics for ongoing monitoring. This is divided into **Weekly vs Monthly tasks**, followed by suggestions for additional tools and technical metrics to include in regular reports.

Weekly Maintenance Tasks

- **Core and Plugin Updates:** We check for updates to WordPress core, plugins, and themes at least twice per month. Then, apply updates in a timely manner to fix issues and provide improvements or new features. For any critical security updates (e.g., a zero-day vulnerability in a plugin), we will update immediately. We will always perform updates on a staging site first if possible, or have a backup ready in case an update causes issues. We may also place temporary fixes in place if restoring a backup would be more disruptive than patching.
- **Backup Verification:** We will ensure that daily automated backups are running and being stored. Each week, we'll verify the recent backups – e.g., download a backup and perform a test restore on a staging environment to confirm it works. This includes the database and uploaded files. If backups are managed by a plugin (UpdraftPlus, BackupBuddy, etc.) or hosting, we'll check the logs for any failures.
- **Security Scan & Logs:** We'll review security logs and run malware scans. We will look for any file change warnings, malware alerts, or blocked intrusion attempts. We'll examine the login activity to see if there have been repeated failed logins or any unusual login times (could indicate brute force attempts). We will ensure the firewall is active and ensure rules are updated. We will also scan the site with an external tool like Sucuri SiteCheck to catch any malware that might have slipped through.
- **Uptime and Performance Monitoring:** We will monitor uptime via dedicated monitoring tools. If there were downtimes in the past week, investigate the cause (server issue, network, etc.) and document it. We will also monitor response time graphs and identify any significant slowdowns that would warrant looking at server load or traffic spikes at those times. This helps proactively identify if the site is under strain.
- **Content and Functionality Quick Test:** We'll conduct a quick sweep of the site's key pages (homepage, key pages defined by client) to ensure everything looks and works as expected after any updates. This may include testing contact forms and deliverability, checking that interactive elements (menus, search, any dynamic widgets) function properly, and that no new errors or broken layouts have appeared.
- **Cache/Clean-Up:** We'll clear/flush caches following updates or scheduled content changes to ensure users get the latest content. Similarly, we'll clear any accumulated transient options or performance logs if they are building up. We will also regularly

purge security logs periodically to avoid database bloat. We'll keep the site's "overhead" low by cleaning sessions, transients, and cache junk each week.

Monthly Maintenance Tasks

- **Full Site Audit:** Each month, we'll perform a more thorough audit of the site's health. This includes checking **Google Search Console** for any crawl errors (404s, etc.) or security issues flagged. Although content/SEO is not the focus, Search Console can reveal technical issues like broken links or mobile usability problems that overlap with user experience.
- **Broken Link Check:** We'll scan for broken links (404 errors) across the site. Over time, internal or external links may break. We'll use a plugin like Broken Link Checker or use an external scanner like Screaming Frog to identify 404s. We'll fix or redirect those broken links to maintain a good user experience and avoid frustration. This includes verifying that all PDF/document links on the site are still valid (especially important for government sites that link to many documents). Monthly link checking will catch issues early. We'll also check for any missing images (broken image links) and restore or remove those.
- **Database Optimization:** We'll perform a DB optimization using a tool like WP-Optimize or WP-Sweep. This will clean out old revisions, remove trashed items, and optimize tables for performance. It's a quick win for keeping the site snappy and the DB size in check.
- **Performance Review:** We'll take a baseline performance measurement each month and compare the results with the previous month's metrics. We'll look at core web vitals (LCP, CLS) and page size/request count. If we see the page size creeping up or new issues (maybe a plugin started loading an extra script), we will address it. We'll track the impact of any optimizations done.
- **Security Deep Dive:** Each month, we'll do a security review. This might include checking file integrity, reviewing user accounts and their roles, verify that backups are stored off-site and older backups are pruned if not needed. If any new major vulnerabilities were announced for WordPress or its ecosystem in the past month, we'll double-check that the site is patched or protected against those. Essentially, a monthly "security status report" for peace of mind.
- **Update Documentation & Testing:** We'll maintain a changelog of maintenance as issues are addressed. Each month, we'll record what was updated and what issues were found and fixed. This helps in reporting to stakeholders and in tracking down issues. When establishing best practices, we'll document those in a help center specific to the site.

Additional Tools for Monitoring & Reporting

We'll use our standard stack of tools to implement these maintenance items:

- **Security Monitoring:** We'll use **Wordfence** to provide a firewall, malware scanning, and login security. **Wordfence** will notify us if it finds malicious files or if someone is locked out for too many login attempts. It also reports on attacks blocked.
- **Activity Logging:** We'll use an activity log plugin to track administrative actions and logins called **Simple History**. This plugin records events such as user logins, plugin updates, content changes, etc. This is useful not only for security (seeing if an unfamiliar user made a change) but also for reporting maintenance actions. For instance, you can review the log to confirm that backups ran or that an editor updated a page.
- **Performance Monitoring Tools:** In addition to manual testing, we'll use an automated performance monitor - **GTmetrix Pro**. We'll use GTmetrix to run a weekly page load test and keep a history of page speed, page size, and request count. We'll set this up for the homepage and a handful of key pages. This will help us catch any performance regressions (for example, if page size suddenly jumps because someone added an unoptimized image, or if a new plugin slows things down).
- **Uptime & SSL:** We'll monitor SSL certificate expiry by configuring an SSL monitor so we get advance notice (e.g., 14 days before expiry) if the certificate is nearing renewal. This is critical if the cert isn't auto-renewing for some reason.
- **Cron Job Monitoring:** WordPress relies on WP-Cron for scheduled tasks (like publishing scheduled posts, running backups, etc.). If WP-Cron fails (for instance, if someone disabled it or if traffic is low and cron isn't triggered), scheduled tasks might not run. We'll use the plugin **WP Croncontrol** to inspect scheduled tasks and ensure none are failing or overdue. We'll report on cron health by noting if any scheduled events missed their runtime.
- **Analytics for Errors:** We'll evaluate server logs regularly for technical errors or site crashes. If determined necessary, we'll use a service called **New Relic APM** (application performance monitoring) which can surface slow queries or error rates.

THE FINE PRINT

Washington County Government is responsible for making additional payments at normal hourly rates (\$75/hr) for changes requested by Washington County Government that extend beyond the original scope of the project, as detailed. The developer reserves a 10% margin for time and charges that exceed estimates and informs the client when time will be exceeded. The client and developer will communicate directly about any changes that affect cost.

Upon approval of this agreement Hub City Mobile, LLC expects that the project will be completed in approximately 60 days. This depends greatly on the efficiency of receiving all the needed content and how fast a design strategy is approved.

By signing this proposal you are agreeing that any communal information is confidential and will not be shared with any third parties without Hub City Mobile, LLC's permission.

THE DOTTED LINE

Hub City Mobile, LLC

Washington County Government

Name (printed)

Name (printed)

Name (signed)

Name (signed)

Title

Title

Date:



Agenda Report Form

Open Session Item

SUBJECT: Intergovernmental Cooperative Purchase (INTG-26-0343) Two (2) New 2027 Mack Granite 4x2 Plow Trucks with J&J Dump Beds and Plow Package for Washington County Highway Department

PRESENTATION DATE: July 28, 2026

PRESENTATION BY: Brandi Kentner, CPPO, Purchasing Director; Zane Rowe, Deputy Director, Public Works - Highways

RECOMMENDED MOTION: Move to authorize by Resolution, for the Washington County Highway Department to purchase Two (2) New 2027 Mack Granite 4x2 Plow Trucks with J&J Dump Beds and Plow Package from Baltimore Truck Center, Hagerstown Division, of Hagerstown, MD, for the total amount of \$620,424 and to utilize a competitively bid cooperative contract (No. 032824-MAK) that was awarded by Sourcewell.

REPORT-IN-BRIEF: The new plow trucks will replace two (2) 2007 Sterling Acterra Dump Trucks, one with 86,671 miles & one with 115,743 miles. The old dump trucks will be sold via Gov Deals.

The Code of Public Local Laws of Washington County, Maryland (the Public Local Laws) §1-106.3 provides that the Board of County Commissioners may procure goods and services through a contract entered into by another governmental entity, in accordance with the terms of the contract, regardless of whether the County was a party to the original contract. Sourcewell took the lead in soliciting the resulting agreement. If the Board of County Commissioners determines that participation by Washington County would result in cost benefits or administrative efficiencies, it could approve the purchase of these vehicles in accordance with the Public Local Laws referenced above by resolving that participation would result in cost benefits or in administrative efficiencies.

The County will benefit from direct cost savings in the purchase of these vehicles because of the economies of scale this buying group leveraged. I am confident that any bid received as a result of an independent County solicitation would exceed the spend savings that the Sourcewell contract provides through this agreement. Additionally, the County will realize savings through administrative efficiencies as a result of not preparing, soliciting, and evaluating a bid. This savings/cost avoidance would, I believe, be significant.

DISCUSSION: N/A

FISCAL IMPACT: Funds are budgeted in the department's Capital Improvement account EQP042 for this purchase.

ALTERNATIVES:

1. Process a formal bid and the County could possibly incur a higher cost for the purchase, or
2. Do not award the purchase.

ATTACHMENTS: Resolution and Baltimore Truck Center Quote dated July 13, 2026

AUDIO/VISUAL NEEDS: N/A

RESOLUTION NO. RS-2026-

(Intergovernmental Cooperative Purchase [INTG-26-0343] Two [2] New 2027 Mack Granite 4x2 Plow Trucks with J&J Dump Beds and Plow Package for Washington County Highway Department)

RECITALS

The Code of Public Local Laws of Washington County, Maryland (the "Public Local Laws"), § 1-106.3, provides that the Board of County Commissioners of Washington County, Maryland (the "Board"), "may procure goods and services through a contract entered into by another governmental entity in accordance with the terms of the contract, regardless of whether the county was a party to the original contract."

Subsection (c) of § 1-106.3 provides that "A determination to allow or participate in an intergovernmental cooperative purchasing arrangement under subsection (b) of this section shall be by resolution and shall either indicate that the participation will provide cost benefits to the county or result in administrative efficiencies and savings or provide other justifications for the arrangement."

The Highway Department of seeks to purchase two (2) new 2027 Mack Granite 4x2 Plow Trucks with J&J Dump Beds and Plow Package from Baltimore Truck Center, Hagerstown Division, of Hagerstown, Maryland, for the total amount of \$620,424, and to utilize a competitively bid cooperative contract (No. 032824-MAK) that was awarded by Sourcewell.

Eliminating the County's bid process will result in administrative and cost savings for the County. The County will benefit with direct cost savings because of the economies of scale the aforementioned contract has leveraged. Additionally, the County will realize administrative efficiencies and savings as a result of not preparing, soliciting, and evaluating bids.

NOW, THEREFORE, BE IT RESOLVED by the Board, pursuant to § 1-106.3 of the Public Local Laws, that the Highway Department is hereby authorized to purchase two (2) new 2027 Mack Granite 4x2 Plow Trucks with J&J Dump Beds and Plow Package from Baltimore Truck Center, Hagerstown Division, of Hagerstown, Maryland, for the total amount of \$620,424, and to utilize a competitively bid cooperative contract (No. 032824-MAK) that was awarded by Sourcewell.

Adopted and effective this ____ day of July, 2026.

ATTEST:

BOARD OF COUNTY COMMISSIONERS
OF WASHINGTON COUNTY, MARYLAND

Dawn L. Marcus, County Clerk

BY: _____
John F. Barr, President

Approved as to form
and legal sufficiency:

Zachary J. Kieffer
County Attorney

Mail to:
Office of the County Attorney
100 W. Washington Street, Suite 1101
Hagerstown, MD 21740



July 13th 2026

CUSTOMER QUOTATION

Washington County Maryland – Sourcewell Member # 18599

100 West Washington Street

Hagerstown MD 21740

Baltimore Truck Center provides the following vehicle(s) for your consideration:

- 2 New 2027 Mack Granite 4x2 Plow Trucks with J&J Dump Beds and Plow Package
- Mack MP7 375 HP Engine
 - Allison 4500 RDS Automatic Transmission
 - 20,000 pound Mack Front Axle
 - 23,000 Pound Mack Rear Axle on Spring Suspension – No Diff Lock
 - 180" Wheelbase
 - Bridgestone Tires on Accuride Aluminum Wheels
 - 10'6" foot J& Dump Body and Plow Package
 - Complete Chassis and body specifications provided in accompanying pages.

One Unit (1)

<u>Chassis List Price</u>	\$ 253,770
Total Discount from List	<u>\$ (94,431)</u>
Sourcewell Customer Chassis Price	\$ 159,339

Sourced Goods

Prep	\$ 3,083.00
Body	\$ 141,645.00
Pre Wet Kit	\$ 4,544.00
Added Protection Plans	<u>\$ 1,601.00</u>
Subtotal for Sourced Goods	\$ 150,873.00



Total – Chassis plus Sourced Goods WITH the Pre wet Kit = \$310,212.00 .

Total for 2 trucks = \$620,424.00 .

Note – this quote is valid until current supply of Baltimore Truck Center stock chassis slots are sold. Mack is officially sold out of slots for 2026 calendar year.

Note #2 – On this purchase we will require the Mack Chassis be paid for when we deliver it to J&J to minimize floor plan expenses, \$159,339 per truck. If Washington County wishes to inspect the chassis before it is taken to J&J Truck Bodies to confirm it meets the spec, arrangements will be made for that.



Agenda Report Form

Open Session Item

SUBJECT: Intergovernmental Cooperative Purchase (INTG-26-0331) – Personal Protective Equipment (PPE) for Division of Emergency Services

PRESENTATION DATE: July 28, 2026

PRESENTATION BY: Brandi Kentner, CPPO, Director of Procurement; Eric Jacobs, Operations Manager, Division of Emergency Services; Dave Hays, Director F&R, Emergency Management

RECOMMENDED MOTION: Move to authorize by Resolution, for the approval of the purchase of 19 sets of Personal Protective Equipment (PPE) (coats and pants) for the Division of Emergency Services from Maryland Fire Equipment Corporation of Rockville, MD at the contracted unit prices totaling \$70,004.00 based on the contract awarded by the Arlington County, VA contract (C26314)

REPORT-IN-BRIEF: Section 106.3 of the Public Local Laws of Washington County grants authorization for the County to procure goods or services under contracts entered into by other government entities. On items over \$50,000, a determination to allow or participate in an intergovernmental cooperative purchasing arrangement shall be made by Resolution and shall indicate that the participation will provide cost benefits to the county or result in administrative efficiencies and savings or provide other justification for the arrangement.

The County will benefit with the direct cost savings in the purchase of PPE (pants and coat) because of economies of scale this contract has leveraged. Additionally, the County will realize savings through administrative efficiencies as a result of not preparing, soliciting and evaluating a bid. Acquisition of the equipment by utilizing the Arlington County, VA contract and eliminating our County's bid process would result in administrative and cost savings for the Division of Emergency Services in preparing specifications and the Purchasing Department.

DISCUSSION: Structural-firefighting turnout gear will be purchased and assigned to Recruit Class 8 personnel, ensuring personnel in Field Operations are equipped to perform their essential job functions. Arlington County, VA awarded the initial contract with multiple renewal periods. This contract offers a 54% discount off of list price.

FISCAL IMPACT: Funding is in the department's operating budget 599999-10-11525.

CONCURRENCES: Dave Hays, Director F&R, Emergency Management

ALTERNATIVES: N/A

ATTACHMENTS: Maryland Fire Equipment Corporation Quote dated 7/17/26

AUDIO/VISUAL NEEDS: N/A

RESOLUTION NO. RS-2026-

(Intergovernmental Cooperative Purchase [INTG-26-0331] Personal Protective Equipment [PPE] for Division of Emergency Services)

RECITALS

The Code of Public Local Laws of Washington County, Maryland (the "Public Local Laws"), § 1-106.3, provides that the Board of County Commissioners of Washington County, Maryland (the "Board"), "may procure goods and services through a contract entered into by another governmental entity in accordance with the terms of the contract, regardless of whether the county was a party to the original contract."

Subsection (c) of § 1-106.3 provides that "A determination to allow or participate in an intergovernmental cooperative purchasing arrangement under subsection (b) of this section shall be by resolution and shall either indicate that the participation will provide cost benefits to the county or result in administrative efficiencies and savings or provide other justifications for the arrangement."

The Division of Emergency Services seeks to purchase nineteen (19) sets of Personal Protective Gear (PPE) (coats and pants) from Maryland Fire Equipment Corporation of Rockville, Maryland, at the contracted unit prices totaling \$70,004.00, based on the contract awarded by Arlington County, Virginia, contract (C26314).

Eliminating the County's bid process will result in administrative and cost savings for the County. The County will benefit with direct cost savings because of the economies of scale the aforementioned contract has leveraged. Additionally, the County will realize administrative efficiencies and savings as a result of not preparing, soliciting, and evaluating bids.

NOW, THEREFORE, BE IT RESOLVED by the Board, pursuant to § 1-106.3 of the Public Local Laws, that the Division of Emergency Services is hereby authorized to purchase nineteen (19) sets of Personal Protective Gear (PPE) (coats and pants) from Maryland Fire Equipment Corporation of Rockville, Maryland, at the contracted unit prices totaling \$70,004.00, based on the contract awarded by Arlington County, Virginia, contract (C26314).

Adopted and effective this ____ day of July, 2026.

ATTEST:

BOARD OF COUNTY COMMISSIONERS
OF WASHINGTON COUNTY, MARYLAND

Dawn L. Marcus, County Clerk

BY: _____
John F. Barr, President

Approved as to form
and legal sufficiency:

Zachary J. Kieffer
County Attorney

Mail to:
Office of the County Attorney
100 W. Washington Street, Suite 1101
Hagerstown, MD 21740



Maryland Fire Equipment Corporation

12284 Wilkins Avenue, Rockville, MD 20852

Phone 301-881-2713 Website www.marylandfire.com

Quotation

Date	Quotation #
7/17/2026	07172026RSC

Name / Address
Washington County, MD Div. of Emergency Services 16232 Elliott Parkway Williamsport, MD 21795 Eric Jacobs 240-500-4026

Thank you for giving us the opportunity to quote you.

If you need further assistance, please contact Scott Colvin

Phone # 301-881-2713

Email scolvin@marylandfire.com

Expiration Date	Terms	F.O.B.
8/16/2026	NET 30	Factory

Qty	Item	Description	U/M	Unit Price	Total
18	7K245-G	Globe GX-PRO Jacket Flex 7 Gold, Titanium SL2, Crosstech Black, Per Attached Specifications, List Price - \$4679.66, Wash. receives 54% discount.	ea	2,152.64	38,747.52
18	NEW ITEM	Globe, GPSP Pant, Flex 7 Gold, Titanium SL2, Crosstech Black, Per Attached Spec. #FK245-G. List Price - \$3167.83, Wash receives 54% discount	ea	1,457.20	26,229.60
1	AF2N3-G	Globe, Athletix Jacket PBI Stretch, Per Attached Specifications. List Price - \$6043.73, Wash. receives 54% discount	ea	2,780.12	2,780.12
1	BF2N3-G	Globe, Athletix Pants PBI Stretch, Per Attached Specifications. List Price - \$4336.44, Wash. receives 54% discount	Pr	1,994.76	1,994.76
	Freight			252.00	252.00
		****Pricing Per Arlington County, VA Contract #C26314****			
Custom orders cannot be canceled or returned once order is placed.					

Acceptance of Quotation

The above prices, specifications and conditions are satisfactory and are hereby accepted.

Signature: _____

Prices quoted are valid for 30 days from date of this quotation unless noted in writing. Custom orders cannot be canceled or returned once order has been placed. Payments made by credit card may incur a 3% convenience fee.

Date: _____

Total \$70,004.00



Agenda Report Form

Open Session Item

SUBJECT: FY27 Budget Amendment – Highway Fund

PRESENTATION DATE: July 28, 2026

PRESENTATION BY: Kelcee Mace, Chief Financial Officer; Doug Levine, Supervisor of Operations, Highway Department

RECOMMENDED MOTION: Motion to approve the FY27 budget amendment as presented.

REPORT-IN-BRIEF: Staff is requesting approval for a budget amendment to draw funds out of fund balance to complete extra line striping.

DISCUSSION: Staff is requesting approval to draw funds from the Highway Fund balance to complete extra line striping. On August 26, 2025, the BOCC approved an additional \$175,000 to be used for line striping, making the FY26 total \$350,000. The highway department was unable to utilize the entire \$350,000 in FY26 and is requesting to draw the remaining \$108,900 out of fund balance in FY27.

FISCAL IMPACT: \$108,900

CONCURRENCES: Andrew Eshleman, Division Director of Public Works

ALTERNATIVES: N/A

ATTACHMENTS: Budget Adjustment Form

AUDIO/VISUAL NEEDS: N/A



Washington County, Maryland

Budget Adjustment Form

Are external signatures needed?

☐ Yes ☒ No

(?)

☒ Budget Amendment

☐ Budget Transfer

Fiscal Year*

2027

BOCC Approval Date (if known)

07/28/2026

Preparer, if applicable

Sign

Department Head Authorization

Sign

Division Director / Elected Official Authorization

Sign

☐ Click here to reorder rows

Expenditure / Account Number	Fund Number	Department Number	Project/ Grant Number	Activity Code	Department and Account Description	Increase (Decrease) +/-
490090	20	00000		▼	Fund Balance Reserve - Highway	108,900
515000	20	20050		▼	Contracted/Purch Service - Traffic Control	108,900

[Add another row](#)

Explain Budget Adjustment *

On August 26, 2025, the BOCC approved an additional \$175,000 to be used for line striping, making the FY26 total \$350,000. The highway department was unable to utilize the entire \$350,000 in FY26 and is requesting to draw the remaining \$108,900 out of fund balance in FY27.

Attach Additional Items

Upload

Save as Draft



Agenda Report Form

Open Session Item

SUBJECT: Empowering BOCC President to sign/execute ADCI Task Order No. 15 – Completion of Design work for a Replacement Air Traffic Control Tower

PRESENTATION DATE: June 30, 2026

PRESENTATION BY: Andrew Eshleman, P.E., Division Director of Public Works, Neil Doran, Airport Director

RECOMMENDED MOTIONS:

Move to empower the President of the Board of County Commissioners to sign/execute ADCI Task Order No. 15 in the amount of \$1,117,144

REPORT-IN-BRIEF:

As previously announced, \$1.5 million in State Funding has been awarded to complete pre-construction activities such as planning, design, engineering and architectural tasks needed to support the future development of a replacement Air Traffic Control Tower at the Hagerstown Regional Airport. Staff recommend approval of this ADCI Task Order No. 15 so the additional design work can commence.

DISCUSSION: N/A

FISCAL IMPACT: This project is identified in the County's Capital Improvement Plan, under ID # BLD079.

Approval to accept State Grant funds was obtained from the BOCC on 06/30/2026. ADCI serves as the airport's on-call consultant and completes this work in partnership with AJT Engineering, Inc. among other firms on the project team. This is a continuation of the previous design team's efforts that completed the Siting Study and 30% plan development. The Siting Study was approved by the Federal Aviation Administration. Staff have confirmed with State officials that an Independent Fee Estimate (IFE) for a Governor's grant is not required but have reviewed the estimate and find it reasonable and comparable to similar sized towers' design fees. It's estimated this design process could take 12-14 months.

ADCI Task Order No. 15 Total: \$1,117,144.00. Residual funds may potentially be used in the future to complete some Site Utility work. Such work would be included under separate agreements. Preliminary cost estimates for Site Utility work appear to equal the remaining funds, i.e., approx. \$380,000.

CONCURRENCES: Michelle Gordon, County Administrator; Kelcee Mace, Chief Financial Officer

ALTERNATIVES: N/A

ATTACHMENTS:

AUDIO/VISUAL NEEDS: N/A

TASK ORDER NO: 15
PROFESSIONAL SERVICES AGREEMENT: PUR-1714



PROJECT TITLE:

Construct New Air Traffic Control Tower (ATCT) – Final Design and Bid Phase Services and Package 1 CA/CMI Services

AIRPORT:

Hagerstown Regional Airport – Richard A. Henson Field (HGR)

PROJECT NO:

County PO No.: Pending

FAA Grant No.: Pending

State Grant No.: Pending

DATE OF ISSUANCE:

07/10/26

METHOD OF PAYMENT:

Design/Bidding: Lump Sum

Construction: Cost-Plus Fixed Fee - Not to Exceed (CPFF-NTE)

TASK ORDER AMOUNT:

Design/Bidding: \$1,030,169.00

Construction: \$86,975.00

Task Order Total: \$1,117,144.00

PROJECT DESCRIPTION:

See the attached ADCI's Scope of Work and Price Proposal.

ATTACHMENTS:

PO

The original Agreement for Professional Services between Board of County Commissioners of Washington County, Maryland (County) and Airport Design Consultants, Inc. (ADCI) for professional services at the Hagerstown Regional Airport – Richard A. Henson Field (HGR) dated January 27, 2025 shall govern all task orders executed under this agreement unless modified in writing and agreed to by the County and ADCI. The current Federal Contract Provisions have been included in Attachment A and are herewith being made a part of this Task Order Proposal.

ACCEPTED

by:

Ronald N. Morris, PE, CM for
Mahesh S. Kukata, P.E
Vice President
Airport Design Consultants, Inc
6011 University Blvd, Suite 490
Ellicott City, MD 21043

APPROVED

by:

John F. Barr
President
Board of County Commissioners of Washington Co. MD
100 West Washington Street, Room 1101
Hagerstown, MD 21740

July 10, 2026

2026-HGR-1307

Mr. Neil Doran, C.M, ACE
Airport Director
Hagerstown Regional Airport – Richard A. Henson Field
18434 Showalter Road
Hagerstown, Maryland 21742

Sent electronically to: ndoran@washco-md.net

**Reference: Scope of Work and Price Proposal
Task Order No. Fifteen (15) – Construct New Air Traffic Control Tower (ATCT) –
Final Design and Bid Phase Services and Package 1 Construction Administration,
Management, and Inspection (CA/CMI) Services
Hagerstown Regional Airport – Richard A. Henson Field (HGR), Hagerstown, MD**

Dear Mr. Doran:

Airport Design Consultants, Inc. (ADCI) is pleased to submit this proposal to the Board of County Commissioners of Washington County, Maryland, a body corporate and politic and a political subdivision of the State of Maryland (County) to provide Professional Engineering Services associated with the Professional Services associated with the Construct New Air Traffic Control Tower (ATCT) – Final Design and Bid Phase Services (Project) at the Hagerstown Regional Airport – Richard A. Henson Field (HGR). Also, included in this Proposal is Construction Administration, Management, and Inspection (CA/CMI) Services for a Package 1 Project for the construction of Site Utilities for the proposed new ATCT.

Whereas the County and ADCI entered into an Agreement (PUR-1714) for ADCI to provide Professional Services that was originally executed on January 27, 2025. All the terms and conditions of the Agreement remain in full effect and apply to this Specific Project Proposal.

For this task, the following subconsultants will assist us:

- Architecture – AJT Engineering Inc.
 - Structural – Sykes Consulting
 - MEP Fire Protection – Simes & Associates
 - Cost Estimating – Connico (DBE)
- Field Topographic Survey – Triad Engineering, Inc.
- Geotechnical Investigations – Triad Engineering, Inc.

Whereas, the County and ADCI in their mutual covenants herein agree in respect to the scope of work and price proposal for the referenced Project as set forth below:

DESCRIPTION OF WORK

Background Information

The Airport serves all aviation markets including general aviation, business, military and commercial service. Scheduled passenger service is offered at HGR by Allegiant Air. The Airport Reference Code is shown as C-III on the current Airport Layout Plan (ALP) and the Design Aircraft is A321-200. The ATCT is located in Hagerstown, Maryland on Hagerstown Regional Airport (HGR) which is approximately 5 miles north of city center, 67 miles west northwest of Baltimore and 14 miles west of Camp David. The airport adjoins US Interstate 81 on the west and is just south of the Pennsylvania state line.

This Project is for the Design and Bidding to construct a replacement Airport Traffic Control Tower (ATCT) at the Hagerstown Regional Airport (HGR). The existing ATCT was constructed in 1973 and is a substandard, deficient tower with failing, obsolete equipment and insufficient height to provide visual line-of-site for the airfield.

The proposed Project is to provide the site, utility, and building design for the construction of a new Airport Traffic Control Tower (ATCT). The ATCT will be a complete facility with a 500 Sq. Ft., 8-sided cab mounted on a single square functional shaft. The new ATCT will be constructed near the existing ATCT and will be constructed with 10 floors at a height of approx. 120' above ground level (AGL). The proposed tower will be constructed on the FAA approved site submitted through the Alternative Siting Process as a candidate site for a new Airport Traffic Control Tower in the Federal Contract Tower (FCT) program. All criteria are met as set forth in the FAA Order 6480.4B.

The new ATCT is replacing a tower of 35' AGL height. After the construction of the new tower, the existing tower will be demolished and removed. The new ATCT will be equipped with FAA-relocated equipment and provide a safe and efficient working environment for ATC personnel. The ATCT is expected to remain in operation for 15 hours per day and oversee 630+ Air Carrier and nearly 40,000 diverse annual air traffic operations including protecting airspace above Presidential facilities at Camp David. Allegiant Airlines provides scheduled commercial traffic and there are a multitude of aviation related tenants on the airport to include Sierra Nevada who provides critical aviation related services to the US Government. Several flight schools exist as well. There are approximately 157 based aircraft including numerous based corporate jets, rotary wing and equipment test bed aircraft.

Washington County owns and operates the Airport. Air Traffic Control Specialists (ATCS) provide air traffic service through the FAA Contract Tower Program. The ATCS's are employed by Midwest ATC Services, Inc. (Midwest). It is anticipated that the new ATCT, communications, weather and NAVAID equipment will continue to be maintained by the FAA.

A siting study was performed utilizing the FAA Alternate Siting Process (ASP). In accordance with FAA Order 6480.4B - Airport Traffic Control Tower Siting Process, the site selection study reviewed three (3) different locations at the Airport. The updated Siting Study was submitted to the Federal Aviation Administration (FAA) Technical Operations (AJW) Terminal Facilities National Coordinator and was approved on June 03, 2026.

Based on the results and acceptance of the Siting Report, Concept Validation Documents (CVD) were prepared to clearly define the project's scope, objectives, and requirements. These documents form the basis of design for this Project and serves as a roadmap for the project team.



Under this Proposal, the following Professional Engineering Services will be provided:

A. BASIC SERVICES OF CONSULTANT

Professional Engineering Services to be performed under this task will be as detailed below.

DESIGN AND BIDDING PHASE SERVICES

1. Project Development

- a. Scoping Meeting.** Attend one (1) project scoping meeting, prepare the Scope of Work and assist the County in satisfying the requirements of the Federal Aviation Administration (FAA), Maryland Aviation Administration Office of Regional Aviation Assistance (MAA), and/or other Grant Offer(s) to receive grant funding for this Project.
- b. Proposal Preparation.** Prepare the Scope of Work, Schedule of Fees/Fee Estimate by Task. Prepare Project Survey and Geotechnical Investigation Exhibits. Prepare Requests for Proposal (RFP) for Survey and Geotechnical Exploration and obtain Price Proposals for inclusion in the Engineering Agreement.
- c. Airspacing.** Completion and submission of required Federal Aviation Administration (FAA) Form 7460-1, Notice of Proposed Construction or Alteration's, for the critical Construction Equipment and one for the Construction Safety and Phasing Plan (CSPP) in accordance with FAA Office of Airports (ARP) Standard Operating Procedure (SOP) 9.2 Standard Operating Procedure for FAA Aeronautical Study, Coordination and Evaluation.
- d. ALP P&I Update.** A Pen & Ink (P&I) Update to the Airport Layout Plan (ALP) was submitted as part of the Schematic Design for this Project; therefore, an additional update in accordance with FAA SOP 2.0 Standard Procedure for FAA Review and Approval of Airport Layout Plans (ALPs) is not required for submission to and approval by the FAA. If during design it is determined that a geometric change is required, the required as-built geometric updates will be included under a separate agreement and submitted for FAA approvals.
- e. FAA Documented Categorical Exclusion (CATX).** A National Environmental Policy Act (NEPA) has been submitted and a finding is expected shortly for this Project. No additional services are anticipated under this Agreement.

2. Project Administration

- a. Project Administration.** Throughout the course of the project ADCI shall provide all necessary coordination with County, HGR Staff, Subconsultants, and appropriate Federal, State and Local agencies, including correspondence, telephone contact, memorandums and a maximum of one (1) meeting(s) or conference(s). Such coordination shall be provided during period covered by the agreed upon schedule for completion of the Project.
- b. Grant Management Assistance.** Throughout the course of the project ADCI shall provide the following grant management services to assist the County:
 1. Prepare one (1) State Grant Application for County Review and submittal to the State, including all correspondence and communications related thereto.



2. Assist County with Quarterly Performance Reporting, as required.
 3. Assist County with Financial Reporting, as needed.
 4. Assist County in the preparation of Requests for Reimbursement (RFR) from the State during the duration of the Project, with legal assistance provided by the County. Prepare and submit draft State requests for reimbursement of County's project expenses. Prepare pay request summary spreadsheet, project summary spreadsheet and documentation for County's use in submitting RFR's.
 5. Preparation and Submission of one (1) Final Grant Closeout Package including the Additional Documents Needed for Financial Close Out of Grant.
- c. Internal QA/QC Review. Engineer's Senior Engineer and Senior Project/Construction Manager will perform an Independent Technical Quality Assurance/Control Review of the Documents for each submittal prior to submitting them to County/Agencies for each submittal and prior to approval to advertise the Project for Bidding. ADCI will utilize the checklist included in the FAA ARP SOP 1.00, FAA Evaluation of Sponsor's Construction Safety and Phasing Plans Funded by the AIP or PFC Programs, as a guide for the review of the CSPP.

3. Preliminary Design (30 and 60%)

The Program Development phase includes the following tasks:

- a. Pre-Design Meeting. Prepare for, attend, and provide meeting notes for one (1) project Pre-Design Meeting with personnel from the County, FAA, ATCT, MAA and other stakeholders to discuss the overall project scope, work schedule, airport operational safety, project coordination, design investigations, and other project specific items in accordance with the requirements of FAA Advisory Circular (AC) 150/5370-12B Quality Management for Federally Funded Airport Construction Projects. All comments will be given due consideration and differences resolved.
- b. Pavement Design. Complete a pavement design for this project is in accordance with FAA Advisory Circular 150/5320-6, Airport Pavement Design and Evaluation, based on the anticipated fleet mix/forecast and geotechnical findings for the 20-year design life. The pavement structural sections will be determined utilizing the FAA Rigid and Flexible Iterative Elastic Layered Design (FAARFIELD) software. The inputs for FAARFIELD include fleet mix with average annual departures, subgrade CBR values and type of subbase materials. These factors as well as other design parameters will be evaluated to determine the optimum pavement section(s) to be utilized for this Project.
- c. Preliminary Plans. Design effort to reach 30% and 60% completion of plans to include evaluation and documentation of design criteria, and written descriptions of the work elements involved in each phase of the Project. The current editions of FAA Advisory Circular (AC) 150/5370-2, Operational Safety on Airport During Construction, and AC 150/5300-13B, Airport Design, will be the basis of most geometric design parameters ADCI will utilize for this Project. Plans to be included in this submission generally include:
 - Cover Sheet

- Drawing Index
 - General Construction and Safety Notes
 - General Project Layout
 - Survey Control and Baseline Plan
 - Construction Safety and Phasing Plans
 - Construction Safety and Phasing Details
 - Maximum Equipment Height Plan
 - Existing Conditions and Civil Demolition Plan
 - Paving and Geometry Plans
 - Paving Profiles
 - Typical Sections and Paving Details
 - Grading and Drainage Plans
 - Drainage Details
 - Pavement Marking Plan
 - Pavement Marking Details
 - Fence and Gate Plan
 - Fence and Gate Details
 - Utility Plan
 - Utility Details
 - Boring Location Plan
 - Boring Logs
- d. Preliminary Engineer's Opinion of Probable Cost (EOPC). Based on the information contained in the preliminary design documents, prepare and submit an Engineer's Opinion of Probable Cost (EOPC).
- e. Preliminary Design Engineers Report. Prepare the Design Engineer's Report in accordance with the Federal and/or State requirements and furnish to the County such documents and design data, so that approval may be secured from such governmental authorities having jurisdiction over the Project.

4. Final Design Development (90% and Bid (Signed/Sealed))

The Final Design Development phase will build upon feedback from the programmatic submission. Final Design will include two (2) separate submissions of the documents at the 90% and Final Bid Submission stages. Each submission will include a design review meeting with pertinent stakeholders to include:

- County/Airport Personnel (Executive, Operations, Finance, etc.),
- FAA (ADO, ATCT),
- MAA, and
- Airport Tenant representatives, as needed.



ADCI will prepare for incorporation in the Contract Documents final drawings to show the general scope, extent, and character of the work to be furnished and performed by Contractor(s) and Specifications prepared in accordance with Federal Aviation Administration (FAA) Advisory Circular (AC) 150/5370-10H and/or State guidelines.

- a. Final Design Review Meeting. Furnish electronic copies of the Final Design documents to the County, FAA, MAA and other agencies, as required, for review and approval. Prepare for, attend, and provide meeting notes for three (3) Design Review Meetings with the County, FAA, MAA, and other appropriate agencies. All comments will be given due consideration and differences resolved.
- b. Final Plans. Design effort to reach 90% and Final Bid Submission completion of plans to include evaluation and documentation of design criteria, and written descriptions of the work elements involved in each phase of the Project. The current editions of FAA Advisory Circulars at the date of issuance of a Notice To Proceed (NTP) will be the basis of design parameters ADCI will utilize for this Project. Plans to be included in these submissions will generally include:
 - Cover Sheet
 - Drawing Index
 - Schedule of Quantities
 - General Construction and Safety Notes
 - General Project Layout
 - Survey Control and Baseline Plan
 - Construction Safety and Phasing Plans
 - Construction Safety and Phasing Details
 - Maximum Equipment Height Plan
 - Existing Conditions and Civil Demolition Plan
 - Paving and Geometry Plans
 - Paving Profiles
 - Typical Sections and Paving Details
 - Grading and Drainage Plans
 - Drainage Details
 - Pavement Marking Plan
 - Pavement Marking Details
 - Fence and Gate Plan
 - Fence and Gate Details
 - Utility Plan
 - Utility Details
 - Boring Location Plan
 - Boring Logs



- c. Final Project Manual. Prepare for review and approval by the County, its legal counsel and other advisors, instructions to bidders, minimum wage rate determination, bid proposal forms and certifications, bid bond form, contract agreement forms, contract bond form, general conditions, supplementary conditions, federal general provisions, federal contract regulations, and include all required appendices to the manual. Prepare the FAA general contract provisions and technical specifications conforming to the requirements set forth in FAA AC 150/5370-10H. When circumstances do not provide for a standard general provision or technical specification to completely the required scope of work, utilize a standard state provision or technical specification or develop one specific to the Project.
- d. Final Engineer's Report. Prepare the Final Engineer's Report in accordance with the Federal and/or State requirements to provide technical criteria, written descriptions and design data for County 's use in filing applications for permits with or obtaining approvals of such governmental authorities as have jurisdiction to approve the design of the Project and assist County in consultations with appropriate authorities.
- e. Final Engineer's Opinion of Probable Cost (EOPC). Advise County of any adjustments to the EOPC caused by changes in general scope, extent or character or design requirements of the Project or Construction Costs. Furnish to the County a revised EOPC based on updated quantity takeoffs of the Plans and Specifications for each submission.

5. Bid Phase Services

Following final approval of the plans and specifications by the County, FAA and MAA, as appropriate, bidding services will commence and will include the following services:

- a. Bid Document Distribution. Prepare electronic PDF copies of the As-Bid documents for distribution to the County, FAA, MAA, and prospective bidders.
- b. Pre-Bid Meeting. Schedule, prepare for, and conduct one (1) Pre-Bid Meeting between County, FAA, MAA, prospective bidders, and other agencies. The Pre-Bid Meeting will be conducted in accordance with FAA AC 150/5370-12B, Quality Management for Federally Funded Airport Construction Projects, to discuss project scope, work schedule, funding, airport operational safety, contract requirements, and other project specific items. Prepare and distribute meeting notes in an Addendum.
- c. Bid Addendum(s). Preparation of responses to bidder's questions and requests for clarifications as appropriate to interpret, clarify or expand the Bidding Documents. Preparation of addenda and coordination with the County.
- d. Bid Opening, Tabulation and Recommend Award. Attend one (1) virtual Bid Opening hosted by the County. Prepare the Bid Tabulation and transmit it to the County, FAA, MAA, and Bidders. Prepare the Recommendation of Award and transmit to the County for their consideration in offering award.
- e. Conformed Documents Preparation. Coordinate and assemble Construction Contracts (Agreements, Bonds and Insurances) and submit executed Contract Information to Funding Agencies. Incorporate completed bid proposal forms, executed contracts, bonds, insurance certificates, and all addenda into a Conformed set of Contract Documents. The Conformed



Documents will be transmitted electronically to the County, FAA, MAA, and Contractor. Three (3) full-sized sets, or as prescribed in the contract documents, will be printed for the Contractor.

CONSTRUCTION PHASE SERVICES

Following the Bid Opening and Recommendation of Award, the Construction Phase Services shall commence and include:

1. Project Development

- a. Proposal Preparation.** Prepare the Scope of Work, Schedule of Fees/Fee Estimate by Task. Prepare Project Exhibits. Prepare Requests for Proposal (RFP) for Electrical and Soil Testing Services and obtain Price Proposals for inclusion in the Engineering Agreement.

2. Preconstruction Phase

- 1) Preconstruction Meeting.** Schedule, prepare for, and conduct meeting between owner, engineer, contractor, and other agencies to discuss project scope, work schedule, airport operational safety, contract relationships, contract time, utility interface, project coordination, marking and lighting of construction areas, construction plans and specifications, measurement, payment, inspections, and other project specific items. Prepare and distribute meeting notes.
- 2) Construction Startup Paperwork.** Review and coordinate the Safety Plan Compliance Document (SPCD) with the Contractor and other Pre-Construction paperwork. Construction Management Program and Contractors Quality Control Plan are not required for this Project. The Engineer's responsibilities for coordination of construction safety programs shall not extend to direct control over or charge of the acts or omissions of the construction Contractor, its subcontractors, agents or employees of the construction Contractor or its subcontractors, or any other persons performing work on the Project not directly employed by the Engineer.
- 3) Construction Management Software Setup.** Setup construction management software, Procore for use by the CMI team, Contractor, and subcontractors, Owner, and others who may have a need to access the documents.

3. Construction Phase

- 4) Construction Administration.** Provide overall management of Construction effort to include general written correspondence and management of Subconsultants. Correspond with FAA, State, Owner, and Contractor regarding quality, progress, change orders, measurement, payment and quantities. Utilizing the Construction Schedules provided by the Construction Contractor, the Architect / Engineer shall review the update of the Project construction schedule incorporating the activities of the Contractors and Subcontractors on the Project, including activity sequences and durations, allocation of labor and materials, processing of Shop Drawings, Product Data and Samples, and delivery of products requiring long lead time and procurement. The Project construction schedule shall include the



Owner's phasing and occupancy requirements showing portions of the Project having occupancy priority. The Architect / Engineer shall review the Contractor's update of the Project construction schedule as required to show current conditions. If an update indicates that the previously approved Project construction schedule may not be met, the Architect / Engineer shall recommend corrective action to the Owner.

- 5) **Progress Meetings/Site Visits.** Conduct weekly Construction Progress Meetings and Site Visits with the Owner, Contractor, RPR, and other affected parties/agencies to discuss such matters as procedures, progress and scheduling and to observe the construction. Prepare and provide interested parties with meeting minutes after each progress meeting. Track old business, action items, and prepare notes for use as agenda for next meeting. The purpose of ADCI's visits to and representation by the Resident Project Representative (and assistants, if any) at the site will be to enable ADCI to better carry out the duties and responsibilities assigned to and undertaken during the Construction Phase, and, in addition, by exercise of ADCI's efforts as an experienced and qualified design professional, to provide the Owner a greater degree of confidence that the completed work of Contractor(s) will conform generally to the Contract Documents and that the integrity of the design concept as reflected in the Contract Documents has been implemented and preserved by Contractor(s). On the other hand, ADCI shall not, during such visits or as a result of such observations of Contractor(s)' work in progress, supervise, direct or have control over Contractor(s)' work nor shall Architect / Engineer have authority over or responsibility for the means, methods, techniques, sequences or procedures of construction selected by Contractor(s), for safety precautions and programs incident to the work of Contractor(s) or for failure of Contractor(s) to comply with laws, rules, regulations, ordinances, codes or orders applicable Contractor(s) furnishing and performing their work. Accordingly, Architect / Engineer can neither guarantee the performance of the construction contracts by Contractor(s)' nor assume responsibility for Contractor(s)' failure to furnish and perform their work in accordance with the Contract Documents.
- 6) **Interpretations and Clarifications.** Respond to Contractor Claims and Issue necessary interpretations and clarifications of the Contract Documents and in connection therewith prepare Field Revisions, Change Orders or Supplemental Agreements as required. This will also include negotiations with the contractor regarding costs and schedule. Preparation of a Final Change Order based on As-Built Quantities.
- 7) **Shop Drawings.** Coordinate, log and transmit shop drawings to Architect / Engineer for review of conformance to plans and specifications. Prepare documentation for Owner, RPR, and Contractor regarding outcome of shop drawing review by the Architect / Engineer. Establish and implement procedures for expediting the processing and approval of Shop Drawings, Product Data, Samples and other submittals. It is the Architect / Engineer's responsibility to review all Shop Drawings, Product Data, Samples and other submittals from the Construction Contractor. The Architect / Engineer shall coordinate submittals with information contained in related documents and transmit to the Owner those which have been approved by the Architect / Engineer. The Architect / Engineer's actions shall be taken with such reasonable promptness as to cause no delay in the Work or in the activities of the



Owner or Construction Contractor. These Submittals will be submitted, logged and responded to within the designated Construction Management Software.

- 8) **Request For Information (RFI) Response.** Respond to Requests For Information (RFI's) from the Contractor and Issue necessary interpretations and clarifications of the Contract Documents. These RFI's will be submitted, logged and responded to within the designated Construction Management Software.
- 9) **Applications for Payment.** Review Monthly Contractor's pay requests. Prepare Pay Request Summary spreadsheet and Project Cost Summary spreadsheet. Forward necessary documentation to Owner for payment to the Contractor. Certified Payrolls - Receive and Review Contractor's Certified Payrolls for Compliance with Wage Rates. Interview Contractor Staff and Prepare Summary.
- 10) **Substantial Completion Inspection.** Conduct a Substantial Completion inspection to develop a punchlist and determine if the work has been completed to a point where the COUNTY may take beneficial occupancy of the project area. The Architect / Engineer, RPR, COUNTY, Contractor, FAA and/or State will walk over the entire project before the job is released. The punch list items will be reviewed prior to the final inspection. ADCI shall write minutes and distribute them to all those in attendance.
- 11) **Final Inspection and Project Final Acceptance.** Attendance by Architect / Engineer, Construction Manager and RPR at one (1) Final Inspection Meeting to verify punchlist completion and distribution of meeting notes.

4. Construction Management and Resident Engineering/Inspection

- 1) **Resident Project Representative (RPR).** Provide full-time, on-site RPR during construction. Review Contractor construction, oversee quality control testing, oversee construction surveys, compile construction quantities, review Contractor payment applications, and to serve as a liaison between the OWNER and Contractor. RPR will prepare FAA weekly progress reports (FAA Form 5370-1) and submit directly to FAA/STATE with copy to Owner. RPR will conduct wage rate interviews with Contractor personnel on behalf of the Owner and advise Owner of any issues that will require action by the Owner. For this Project, full-time is defined as a minimum of a ten (10) hour Contractor workday, five (5) days per week, on-site. For this project, it is assumed that the construction period(s) will be as outlined on the attached Schedule of Fees.
- 2) **Supplemental Field Representative.** Provide supplemental, on-site RPR during construction, for special inspections. For this project, if required, assumptions for the construction period(s) requiring a supplemental inspector are as outlined on the attached Schedule of Fees.

5. Operational Phase

- 1) **Project Closeout.** At the conclusion of the project, ADCI will prepare and submit a Final Project Report providing general Site Information, a Detailed Project Description, a Summary of Significant Dates, Project Bidding and Award Information, a Summary of Contract Modifications, a Financial Summary, and a Testing Summary.



- 2) **Record Drawings.** Preparation of a digital copy of record drawings to reflect as constructed conditions. Includes documenting changes to plans and specifications based on Contractor Markups, RPR Markups and As-Built Survey.

B. SPECIAL SERVICES OF CONSULTANT

1. Building Coordination

The ADCI team will provide all the necessary building related services to accomplish the Project. On our team is a national ATCT Consultant, AJT Engineering Inc., with a considerable amount of prior ATCT experience. Under them will be the following other subconsultant that they have worked with in the past:

- Structural – Sykes Consulting
- MEP Fire Protection – Simes & Associates
- Cost Estimating – Connico (DBE)

This part of our team will provide all building related services up to five (5) feet from the building for the project. ADCI will conduct weekly coordination calls with the Building Team to review scope, action items and deliverable schedules. The scope of services to be provided AJT Engineering, Inc., and the other building team members, are attached to this Proposal.

2. Mapping and Surveys

ADCI will provide all necessary base mapping for the project. Existing maps will be utilized where possible and supplemental maps provided where necessary. Existing maps are, in general, adequate to serve as location maps for the project. Supplemental mapping will be required in the vicinity of the Project site.

ADCI will obtain all necessary field surveys to provide sufficient detail to prepare the supplemental maps. The ground surveys conducted will be based on the existing National Geodetic Survey (NGS) PACS and SACS or if not present, other NGS Control established at the Airport. Ground Surveys will be conducted by Triad Engineering, Inc. and the services to be provided are attached to this Proposal.

3. Soils and Subsurface Investigation

ADCI will obtain the required testing and evaluation for the Project, including determining the pavement section and the soils and drainage characteristics for the project area as well as analyzing the on-site borrow areas. The extent of such evaluation shall be determined by ADCI and shall be in sufficient detail to permit proper design. The evaluation will include soil and rock borings, along with various laboratory tests, such as, natural moisture content, grain size analysis, Atterberg Limits, standard Proctor and CBR test. The Geotechnical Consultation and Testing are to be performed by Triad Engineering, Inc. and the scope of services is attached to this Proposal.

ADCI will include, in the Engineer's Report, a written report provided by the Subconsultant setting forth the test results and evaluations determined during this material evaluation and soil survey, making recommendations for the applicable portions of the Project design.

Mr. Neil Doran, C.M, ACE
July 10, 2026



C. COMPENSATION

For the Engineering Services described in Paragraphs A and B above, we ask compensation to be on a **Lump Sum** basis for the Design and Bidding Phase and on a **Cost-Plus Fixed Fee Not-To-Exceed** basis for the Construction Phase. We estimate the costs of these services to be:

Design/Bid Phase Services:	\$1,030,169
Construction Phase Services:	\$86,975
Grand Total:	\$1,117,144

A list of tasks, including list of drawings and breakdowns of the man-hours and costs required for the project are attached to this Proposal.

D. ASSUMPTIONS

Items not included in this contract include:

1. All application, submission, and review fees will be paid by the client and are not part of this proposal. If paid for by ADCI, they shall be reimbursed as an additional service, in addition to the quoted fee herein.
2. Should additional services for revisions or work outside of this Scope of Services be required, we will provide a scope of work and fee estimate for those services to the client. We will not commence additional services work until the additional services scope and fee estimate have been approved.
3. This proposal does not include the preparation of the NPDES Notice of Termination paperwork or inspection services.
4. This proposal does not include preparation or recording the land development plan.
5. All expenses will be billed on a reimbursable basis on the assumptions presented in the attached fee.
6. Construction Phase Services for future packages will be provided under a separate agreement(s).

E. TIME OF COMPLETION

It is anticipated that construction funding be available in the summer of 2027; therefore, the bid process will be completed in the late Spring/Summer of 2027. ADCI anticipates the following design and bid procurement completion schedule for this project relative to Notice-to-Proceed.

Field Work/Design Initiation

Survey

Geotechnical Results

30% Submittal (Programmatic Design)

90% Submittal

Submit 7460/CSPP

100% Submittal/Bid Documents

Bidding Phase Services

Package 1 – CA/CMI Services

NTP + 60 Calendar Days

NTP + 45 Calendar Days

NTP + 60 Calendar Days

NTP + 150 Calendar Days

NTP + 270 Calendar Days

NTP + 180 Calendar Days

NTP + 315 Calendar Days

NTP + 365 Days

Construction NTP + 30 Calendar Days

Mr. Neil Doran, C.M, ACE
July 10, 2026



F. AUTHORIZATION

ADCI will proceed with this project immediately upon receipt of the written Notice-to-Proceed by the County.

Thank you for the opportunity to submit this Proposal. We look forward to collaborating with you and your stakeholders on this Project. If you have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ronald N. Morris", is written over a faint circular stamp.

Ronald N. Morris, PE, CM
Senior Engineering Manager

Attachments

L:\Proposals\HGR\2026-HGR-1307 ATCT Final Design TO 15\20260710 TO 15 Proposal - 2026-HGR-1307 ATCT Final Design R0.docx



PROFESSIONAL SERVICES COST SUMMARY

Airport Design Consultants, Inc. 6011 University Blvd., Suite 490, Ellicott City, MD 21043						
Hagerstown Regional Airport – Richard A. Henson Field (HGR) Construct New Air Traffic Control Tower (ATCT) – Final Design and Bid Phase Services and Package 1 CA/CMI Services						
I. DIRECT COSTS	Design and Bidding Phase Services			Construction Phase Services - Package 1, Site Utilities		
Work Classification	No. Hrs.	Rate/Hr.	Total	No. Hrs.	Rate/Hr.	Total
Senior Project Manager	5	\$110.00	\$550.00	1	\$110.00	\$110.00
Senior Airport Engineer	261	\$105.00	\$27,405.00	39	\$105.00	\$4,095.00
Project Engineer	470	\$60.00	\$28,200.00	146	\$60.00	\$8,760.00
Design Engineer	754	\$50.00	\$37,700.00	32	\$50.00	\$1,600.00
Resident Project Representative	0	\$65.00	\$0.00	214	\$65.00	\$13,910.00
CAD Designer	419	\$45.00	\$18,855.00	43	\$45.00	\$1,935.00
TOTAL OF SECTION I			\$112,710.00	TOTAL OF SECTION I		\$30,410.00
II. CONTRACTOR IN HOUSE REPRODUCTION COSTS			\$1,140.00			\$0.00
III. MATERIAL AND SUPPLIES (Not Included in G&A costs)			\$0.00			\$0.00
IV. INDIRECT COSTS						
1. Overhead on Direct Labor		148.70%	\$167,600.00			\$45,220.00
2. General and Administrative Costs		0%	\$0.00			\$0.00
3. Profit - All above Direct and Indirect Costs		15%	\$42,047.00			\$11,345.00
TOTAL OF SECTION IV			\$209,647.00			\$56,565.00
V. TOTAL OF SECTIONS I, II, III, AND IV			\$323,497.00			\$86,975.00
VI. REIMBURSABLE ITEMS						
1. Travel and Subsistence			\$1,597.00			\$0.00
2. Sub-Consultant Services			\$705,075.00			\$0.00
						\$0.00
						\$0.00
						\$0.00
TOTAL OF SECTION VI			\$706,672.00			\$0.00
VII. PROPOSAL (TOTAL OF SECTIONS V AND VI)			\$1,030,169.00			\$86,975.00
VIII. PROPOSAL (TOTAL ALL SUBTASKS)			\$1,117,144.00			



SCHEDULE OF FEES/FEE ESTIMATE BY TASK

Hagerstown Regional Airport – Richard A. Henson Field (HGR) Construct New Air Traffic Control Tower (ATCT) – Final Design and Bid Phase Services and Package 1 CA/CMI Services Design and Bidding Phase Services												
Airport Design Consultants, Inc. 6011 University Blvd., Suite 490, Ellicott City, MD 21043		Direct Costs			Labor Classifications						Totals	
		No. of Sheets, Reports, Etc.	No. of Meals	No. of Trips	Senior Project Manager	Senior Airport Engineer	Project Engineer	Design Engineer	Resident Project Representative	CAD Designer	Total Hours	Task Fee
Task	Activity Description											
BASIC SERVICES		365 = Total Design Duration (Calendar Days)										
1	Project Development (PD)											
1.01	Scoping Meeting	0	1	1	0	8	0	0	0	8	16	\$3,432.06
1.02	Proposal Preparation	0	0	0	1	8	0	0	0	4	13	\$3,231.86
1.03	Airspacing	5	0	0	0	0	3	10	0	5	18	\$2,588.35
1.04	ALP P&I Update (Not Required)	0	0	0	0	0	0	0	0	0	0	\$0.00
1.05	FAA Documented Categorical Exclusion (CATX) (Not Required)	0	0	0	0	0	0	0	0	0	0	\$0.00
	Subtotal Project Development (PD)	5	1	1	1	16	3	10	0	17	47	\$9,252.27
2	Project Administration (PA)											
2.01	Project Administration (1 Meeting and 2 hrs/Week for 52 Weeks)	1	1	1	0	2	106	0	0	0	108	\$18,790.53
2.02	Grant Management Assistance	15	0	0	0	0	0	30	0	0	30	\$4,290.08
2.03	Internal Independent Technical Review (ITR)	3	0	0	0	12	0	0	0	0	12	\$3,603.66
	Subtotal Project Administration (PA)	19	1	1	0	14	106	30	0	0	150	\$26,684.27
3	Programmatic Design (30% and 60%)											
3.01	Design Review Meetings	2	2	2	4	0	0	8	0	8	20	\$3,432.06
3.02	Pavement Design	0	0	0	0	5	10	10	0	0	25	\$4,647.58
3.03	Preliminary Site Plans (Building by AJT)											
	Cover Sheet	1	0	0	0	1	0	2	0	2	5	\$843.71
	Drawing Index	1	0	0	0	2	2	6	0	2	12	\$2,059.24
	General Construction and Safety Notes	2	0	0	0	4	4	12	0	4	24	\$4,118.47
	General Project Layout	1	0	0	0	2	2	6	0	4	14	\$2,316.64
	Survey Control and Baseline Plan	1	0	0	0	2	2	6	0	2	12	\$2,059.24
	Construction Safety and Phasing Plans	2	0	0	0	4	4	12	0	4	24	\$4,118.47
	Construction Safety and Phasing Details	1	0	0	0	2	2	6	0	2	12	\$2,059.24
	Maximum Equipment Height Plan	2	0	0	0	4	4	12	0	4	24	\$4,118.47
	Existing Conditions and Civil Demolition Plan	2	0	0	0	4	4	12	0	4	24	\$4,118.47
	Paving and Geometry Plans	4	0	0	0	4	4	12	0	4	24	\$4,118.47
	Paving Profiles	2	0	0	0	4	4	12	0	4	24	\$4,118.47
	Typical Sections and Paving Details	1	0	0	0	2	2	6	0	2	12	\$2,059.24
	Grading and Drainage Plans	4	0	0	0	8	8	24	0	8	48	\$8,236.94
	Drainage Details	1	0	0	0	1	1	2	0	4	8	\$1,272.72
	Pavement Marking Plan	2	0	0	0	4	4	12	0	4	24	\$4,118.47
	Pavement Marking Details	1	0	0	0	2	2	6	0	2	12	\$2,059.24
	Fence and Gate Plan	1	0	0	0	2	2	6	0	2	12	\$2,059.24
	Fence and Gate Details	4	0	0	0	8	8	24	0	8	48	\$8,236.94



Date Prepared: 07/10/26

SCHEDULE OF FEES/FEE ESTIMATE BY TASK

Hagerstown Regional Airport – Richard A. Henson Field (HGR) Construct New Air Traffic Control Tower (ATCT) – Final Design and Bid Phase Services and Package 1 CA/CMI Services Design and Bidding Phase Services												
Task Activity Description		Direct Costs			Labor Classifications						Totals	
		No. of Sheets, Reports, Etc.	No. of Meals	No. of Trips	Senior Project Manager	Senior Airport Engineer	Project Engineer	Design Engineer	Resident Project Representative	CAD Designer	Total Hours	Task Fee
Airport Design Consultants, Inc. 6011 University Blvd., Suite 490, Ellicott City, MD 21043												
	Utility Plan	1	0	0	0	2	2	6	0	2	12	\$2,059.24
	Utility Details	10	0	0	0	20	20	60	0	20	120	\$20,592.36
	Boring Location Plan	1	0	0	0	1	1	2	0	4	8	\$1,272.72
	Boring Logs	4	0	0	0	4	4	8	0	16	32	\$5,090.89
3.04	Preliminary Engineer's Opinion of Probable Cost (EOPC)	2	0	0	0	4	8	16	0	16	44	\$6,921.32
3.05	Preliminary Design Engineers Report	2	0	0	0	8	48	48	0	16	120	\$19,562.74
Subtotal Programmatic Design (30% and 60%)		55	2	2	4	104	152	336	0	148	744	\$125,670.59
4	Final Design Development (90% and Bid (Signed/Sealed))											
4.01	Design Review Meetings	2	2	2	0	0	8	8	0	8	24	\$3,546.46
4.02	Final Site Plans (Building by AJT)											
	Cover Sheet	1	0	0	0	1	0	2	0	2	5	\$843.71
	Drawing Index	1	0	0	0	2	2	6	0	2	12	\$2,059.24
	Schedule of Quantities	1	0	0	0	2	8	6	0	8	24	\$3,861.07
	General Construction and Safety Notes	2	0	0	0	4	4	12	0	4	24	\$4,118.47
	General Project Layout	1	0	0	0	2	2	6	0	4	14	\$2,316.64
	Survey Control and Baseline Plan	1	0	0	0	2	2	6	0	2	12	\$2,059.24
	Construction Safety and Phasing Plans	2	0	0	0	4	4	12	0	4	24	\$4,118.47
	Construction Safety and Phasing Details	1	0	0	0	2	2	6	0	2	12	\$2,059.24
	Maximum Equipment Height Plan	2	0	0	0	4	4	12	0	4	24	\$4,118.47
	Existing Conditions and Civil Demolition Plan	2	0	0	0	4	4	12	0	4	24	\$4,118.47
	Paving and Geometry Plans	4	0	0	0	4	4	12	0	4	24	\$4,118.47
	Paving Profiles	2	0	0	0	4	4	12	0	4	24	\$4,118.47
	Typical Sections and Paving Details	1	0	0	0	2	2	6	0	2	12	\$2,059.24
	Grading and Drainage Plans	4	0	0	0	8	8	24	0	8	48	\$8,236.94
	Drainage Details	1	0	0	0	1	1	2	0	4	8	\$1,272.72
	Pavement Marking Plan	2	0	0	0	4	4	12	0	4	24	\$4,118.47
	Pavement Marking Details	1	0	0	0	2	2	6	0	2	12	\$2,059.24
	Fence and Gate Plan	1	0	0	0	2	2	6	0	2	12	\$2,059.24
	Fence and Gate Details	4	0	0	0	8	8	24	0	8	48	\$8,236.94
	Utility Plan	1	0	0	0	2	2	6	0	2	12	\$2,059.24
	Utility Details	10	0	0	0	20	20	60	0	20	120	\$20,592.36
	Boring Location Plan	1	0	0	0	1	0	2	0	2	5	\$843.71
	Boring Logs	1	0	0	0	1	2	4	0	4	11	\$1,730.33
4.03	Final Project Manual	1	0	0	0	3	0	16	0	0	19	\$3,188.96
4.04	Final Engineer's Opinion of Probable Cost (EOPC)	2	0	0	0	4	8	18	0	16	46	\$7,207.33



SCHEDULE OF FEES/FEE ESTIMATE BY TASK

Hagerstown Regional Airport – Richard A. Henson Field (HGR) Construct New Air Traffic Control Tower (ATCT) – Final Design and Bid Phase Services and Package 1 CA/CMI Services Design and Bidding Phase Services												
Task Activity Description		Direct Costs			Labor Classifications						Totals	
		No. of Sheets, Reports, Etc.	No. of Meals	No. of Trips	Senior Project Manager	Senior Airport Engineer	Project Engineer	Design Engineer	Resident Project Representative	CAD Designer	Total Hours	Task Fee
Airport Design Consultants, Inc. 6011 University Blvd., Suite 490, Ellicott City, MD 21043												
4.05	Final Design Engineers Report	2	0	0	0	4	16	24	0	12	56	\$8,923.36
Subtotal Final Design Development (90% and Bid (Signed/Sealed))		47	2	2	0	97	123	322	0	138	680	\$114,044.50
5	Bid Phase Services (BD)	30 = Total Bidding Phase Duration (Calendar Days)										
5.01	Bid Preparation, Advertisement, Distribution	1	0	0	0	1	4	8	0	8	21	\$3,160.36
5.02	Pre-Bid Meeting	1	1	1	0	4	4	8	0	8	24	\$4,061.27
5.03	Bidder Questions, Answers, & Addenda	6	0	0	0	6	12	24	0	48	90	\$13,470.84
5.04	Bid Opening, Tabulation and Recommend Award	0	1	1	0	2	6	0	0	0	8	\$1,630.23
5.05	Conformed Documents Preparation	1	0	0	0	2	8	16	0	40	66	\$9,409.56
Subtotal Bid Phase Services (BD)		9	2	2	0	15	34	56	0	104	209	\$31,732.25
SUBTOTAL BASIC SERVICES		135	8	8	5	246	418	754	0	407	1830	\$307,384.00
SPECIAL SERVICES												
1	Building Coordination											
1.01	Subconsultant RFP, Agreement, and Survey Exhibit Preparation	0	0	0	0	1	0	0	0	4	5	\$815.11
1.02	SubConsultant Coordination (1 hrs/Week for 52 Weeks)	1	0	0	0	2	52	0	0	0	54	\$9,523.97
Subtotal Building Coordination		1	0	0	0	3	52	0	0	4	59	\$10,339.08
2	Mapping and Surveys											
2.01	Subconsultant RFP, Agreement, and Survey Exhibit Preparation	0	0	0	0	1	0	0	0	4	5	\$815.11
2.02	Subconsultant Coordination	1	0	0	0	4	0	0	0	0	4	\$1,201.22
Subtotal Mapping and Surveys		1	0	0	0	5	0	0	0	4	9	\$2,016.33
3	Soils and Subsurface Investigation											
3.01	Subconsultant RFP, Agreement, and Boring Location Exhibit Preparation	0	0	0	0	1	0	0	0	4	5	\$815.11
3.02	Subconsultant Coordination	1	0	0	0	6	0	0	0	0	6	\$1,801.83
Subtotal Soils and Subsurface Investigation		1	0	0	0	7	0	0	0	4	11	\$2,616.94
SUBTOTAL SPECIAL SERVICES		3	0	0	0	15	52	0	0	12	79	\$14,972.00
TOTAL HOURS/FEE (BASIC AND SPECIAL SERVICES)		138	8	8	5	261	470	754	0	419	1909	\$322,356.00



SCHEDULE OF FEES/FEE ESTIMATE BY TASK

Hagerstown Regional Airport – Richard A. Henson Field (HGR)												
Construct New Air Traffic Control Tower (ATCT) – Final Design and Bid Phase Services and Package 1 CA/CMI Services												
Design and Bidding Phase Services												
Airport Design Consultants, Inc. 6011 University Blvd., Suite 490, Ellicott City, MD 21043				Direct Costs			Labor Classifications				Totals	
				No. of Sheets, Reports, Etc.	No. of Meals	No. of Trips	Senior Project Manager	Senior Airport Engineer	Project Engineer	Design Engineer	Resident Project Representative	CAD Designer
Task	Activity Description											
REIMBURSABLE EXPENSES CALCULATION												
Item				Calculation				Rate		Total		
Travel and Substance												
Airfare (To/From Airport)				0 miles/trip x 0 trips				\$1.740 /mile		\$0.00		
Mileage (To/From Airport)				160 miles/trip x 8 trips				\$0.670 /mile		\$858.00		
Per Diem (RPR)				0 days @ local GSA rates				\$178.00 /day		\$0.00		
Meals & Incidentals (M&IE)				8 people on trips				\$68.00 /person		\$544.00		
Lodging				0 nights				\$110.00 /night		\$0.00		
Cell Phone				0 months				\$60.00 /month		\$0.00		
Tolls				0 trips				\$0.00 /trip		\$0.00		
Postage				13 packages				\$15.00 /package		\$195.00		
Subtotal Travel and Substance										\$1,597.00		
Reproduction												
Copies				5000 copies				\$0.12 /copy		\$600.00		
Exhibit Prints/Plots				50 dwgs				\$1.80 /drawing		\$90.00		
Drawing Prints/Plots				50 dwg per set x 5 sets				\$1.80 /drawing		\$450.00		
Subtotal Reproduction										\$1,140.00		
Sub-Consultant Services												
Architecture/MEP/Structural/Estimating – AJT Engineering Inc.				1 Lump Sum				\$676,075.00 /LS		\$676,075.00		
Design Survey - Triad Engineering, Inc. (Est)				1 Lump Sum				\$9,000.00 /LS		\$9,000.00		
Geotechnical - Triad Engineering, Inc.				1 Lump Sum				\$20,000.00 /LS		\$20,000.00		
Subtotal Sub-Consultant Services										\$705,075.00		
TOTAL REIMBURSABLE EXPENSES										\$707,812.00		
TOTAL FEE										\$1,030,168.00		



SCHEDULE OF FEES/FEE ESTIMATE BY TASK

Date Prepared:

07/10/26

Hagerstown Regional Airport – Richard A. Henson Field (HGR) Construct New Air Traffic Control Tower (ATCT) – Final Design and Bid Phase Services and Package 1 CA/CMI Services Construction Phase Services - Package 1, Site Utilities												
Task Activity Description		Direct Costs			Labor Classifications						Totals	
		No. Per Diem, SD's, RFI's, Etc.	No. of Meals	No. of Trips	Senior Project Manager	Senior Airport Engineer	Project Engineer	Design Engineer	Resident Project Representative	CAD Designer	Total Man Hours	Task Fee
Airport Design Consultants, Inc. 6011 University Blvd., Suite 490, Ellicott City, MD 21043												
BASIC SERVICES		30 = Total Construction Contract Time (Calendar Days) 21 = RPR On-Site Construction Contract Time (Calendar Days)										
1	Preconstruction Phase											
1.01	Proposal Preparation	0	0	0	0	2	0	0	0	0	2	\$600.61
1.02	Preconstruction Meeting	1	0	0	0	4	0	0	4	0	8	\$1,944.83
1.03	Construction Startup Paperwork	0	0	0	0	0	0	0	0	0	0	\$0.00
1.04	Construction Management Software Setup	0	0	0	0	0	0	0	0	0	0	\$0.00
	Subtotal Preconstruction Phase	1	0	0	0	6	0	0	4	0	10	\$2,545.44
2	Construction Administration (CA)											
2.01	Construction Administration (5 Weeks @ 4 hrs/Wk)	5	0	0	0	5	15	0	0	0	20	\$4,075.57
2.02	Progress Meetings/Site Visits (3 Meetings)	3	3	3	0	6	18	0	0	0	24	\$4,890.69
2.03	Interpretations and Clarifications (Assume 1 Field Revs./Change Orders)	1	0	0	1	6	16	8	0	8	39	\$7,035.72
2.04	Shop Drawings (25 Submittals @ 2 Hrs/Ea)	25	0	0	0	0	50	0	0	0	50	\$8,580.15
2.05	Request For Information (RFI) Responses	5	0	0	0	5	10	20	0	5	40	\$6,721.12
2.06	Applications for Payment	2	0	0	0	2	4	0	0	0	6	\$1,287.02
2.07	Substantial Completion Inspection	1	0	0	0	4	8	0	0	0	12	\$2,574.05
2.08	Final Inspection and Project Final Acceptance	1	0	0	0	4	8	0	0	0	12	\$2,574.05
	Subtotal Construction Administration (CA)	43	3	3	1	32	129	28	0	13	203	\$37,738.36
3	Construction Mngt and Resident Engineering/Inspection											
3.01	Resident Project Representative (RPR) (21 Days @ 10 Hrs/Day)	21	21	3	0	0	0	0	210	0	210	\$39,039.68
3.02	Supplemental Field Representative	0	0	0	0	0	0	0	0	0	0	\$0.00
	Subtotal Construction Mngt and Resident Engineering/Inspection	21	21	3	0	0	0	0	210	0	210	\$39,039.68
4	Operational Phase											
4.01	Project Closeout	1	0	0	0	1	2	4	0	0	7	\$1,215.52
4.02	Record Drawings	15	0	0	0	0	15	0	0	30	45	\$6,435.11
	Subtotal Operational Phase	16	0	0	0	1	17	4	0	30	52	\$7,650.63
SUBTOTAL BASIC SERVICES		81	3	6	1	39	146	32	214	43	475	\$86,974.00

REIMBURSABLE EXPENSES CALCULATION			
Item	Calculation	Rate	Total
Travel and Substance			
Airfare (To/From Airport)	0 miles/trip x 0 trips	\$1.740 /mile	\$0.00
Mileage (To/From Airport)	160 miles/trip x 6 trips	\$0.655 /mile	\$629.00
Mileage (To/From hotel)	10 miles/trip x 21 trips	\$0.655 /mile	\$138.00
Per Diem (RPR)	21 days @ local GSA rates	\$166.00 /day	\$3,486.00
CM Meals	3 people on trips	\$16.00 /person	\$48.00
Tolls	0 trips	\$0.00 /trip	\$0.00
Postage	0 packages	\$0.00 /package	\$0.00
Subtotal Travel and Substance			\$4,301.00
Reproduction			
Copies	0 copies	\$0.12 /copy	\$0.00
Drawing Prints/Plots (for various meetings)	6 number of drawings	\$1.80 /drawing	\$11.00
Jump Drive (Record Drawings)	0 number of Jump Drive's	\$25.00 /JD	\$0.00
Drawing Prints/Plots (Record Drawings)	50 dwg/set x 0 sets	\$1.80 /drawing	\$0.00
Subtotal Reproduction			\$11.00
Sub-Consultant Services			
Construction/As-Built Survey - Triad Engineering, Inc. (Est)	1 Not To Exceed	\$ 7,000.00 /CPFF NTE	\$7,000.00
	0 Lump Sum	\$ - /LS	\$0.00
Subtotal Sub-Consultant Services			\$7,000.00
TOTAL REIMBURSABLE EXPENSES			\$11,312.00
TOTAL FEE			\$98,286.00

SCOPE OF WORK HAGERSTOWN REGIONAL AIRPORT

AIRPORT TRAFFIC CONTROL TOWER

Design - AJT Engineering, Inc.

SECTION I: DESCRIPTION

The Airport Traffic Control Tower Project consists of the full design and bidding services for the Airport Traffic Control Tower (ATCT) building and site improvements located on the HAGERSTOWN REGIONAL AIRPORT (HGR). The project has already completed a Siting Study and gained approval with the updated study by the FAA. An Environmental Assessment or Categorical Exclusion has been completed and approved.

This scope of work and subsequent fee schedule are based on the updated Siting Study, with a minimum cab floor height of 99 ft above ground level, 440 net square feet cab area. Standard consoles were chosen during the siting process. Should design changes be necessary that cause additional design effort, the fee schedule will be submitted for approval to cover the additional effort. This scope encompasses all design within 5 ft. of the ATCT.

Construction Management will be in a future contract.

1 THE DESIGN ELEMENTS SHALL GENERALLY INCLUDE THE FOLLOWING:

- The building is to be a minimum 99'-0" ft. (+/-) cab floor level height Airport Traffic Control Tower, with a cab capable of accommodating up to 4 controllers and a supervisor, with a backup generator. The site includes new parking and utility access, access drive with modifications to the existing fence. Parking is to be provided and sized per local requirements. The tower shall include all necessary equipment to conform to the FAA Minimum Equipment List and shall conform to ADA requirements except for the Cab and the level below. Design shall include a break room, bathroom facilities, manager's office, elevator, and equipment levels. The building design will be based on a precast concrete structure. Site and Design new Secondary Weather Tower will be required.
- Perform all work to FAA requirements, State, City and County codes and regulations.
- Provide 30%, 60%, 90% and Final Designs for review.
- Provide Rough Order of Magnitude Engineers Estimate of Probable Construction Cost at the 30% and 90% milestones.
- Project to be constructed in **a single** bid package. A **separate** communications and weather system procurement package will be issued.
- All drawings will be prepared in AutoCad® 2D.
- Design codes shall be locked in at the 30% design phase.

2 Deliverables shall include:

- 30%, 60%, 90% and Final set of construction plans delivered in PDF format.
- 30% specification list and 90% set of specifications in CSI formatted specifications for the project.
- 30% and 90% Rough Order of Magnitude Engineers Estimate of Probable Construction Cost
- Bid Ready construction documents. (**One Bid Package for Construction and a Separate Comm Package**)

3 Meetings shall include:

- Kickoff meeting. This will be a virtual meeting requiring the presence of the AJT Project Manager and all design team members attending virtually.
- 30%, 60% and 90% review meetings will be conducted virtually and will include all key design team members.
- Bi-Weekly meetings during the design process, held virtually.

SECTION II: SCOPE OF WORK

The Prime Consultant will provide subconsultant management for the collection of data necessary and design, bidding services, and project closeout services for the project.

4 Task 1 - Preliminary Design Engineering (30 and 60%):

- 4.1 Prepare for and attend **Kickoff Meeting** with the Airport to discuss the scope of the project, budget, and grant requirements. Enlist FAA support to attend and provide expected FAA requirements. Begin coordination with the FAA for relocation of existing data and NAVAIDS systems (if applicable), new FTI and Mission Support Reimbursable Agreements, Frequency/Spectrum Applications and Airspace coordination. Develop a schedule.
- 4.2 Develop Design Criteria Based on:
 - a. Preliminary Building Design
 - b. Results of the Siting Study
 - c. Airport Requirements
 - d. Applicable FAA Orders and Advisory Circulars
 - e. Review Tower Shaft Size, Functionality, and Finish
 - f. Equipment Needs
- 4.3 Identify items of proposed work, levels of federal funding requested and project impacts. Identify items of work which will be bid as alternative bid items. Meet with the Owner to discuss the preliminary design.
- 4.4 Prepare preliminary drawings to include Tower shaft and cab layout.
- 4.5 Develop Structural Plans, wall sections, cab framing detail and elevations. Meet all local code requirements and fire code.
- 4.6 Develop Preliminary Mechanical Plans meeting all local code requirements, fire code, and FAA criteria. Includes HVAC, Tie to Emergency Power Distribution System, Plumbing, etc. B. Mechanical Design. Mechanical design services shall include the design, plans and specifications for heating, ventilating and air conditioning (HVAC) systems for a typical air traffic control tower. The tower will utilize PTAC units for typical floors and ductless split system for the tower cab. The support building shall utilize a DX split HVAC system. Perform the calculations necessary to size & zone the HVAC equipment and ductwork, and provide related plans, equipment schedules, sections, details and specifications.
- 4.7 Develop Preliminary Plumbing design services shall include the design, plans and specifications for domestic water and drain, waste & vent systems for a typical air traffic control tower. Fixture locations, quantities and types will be established to suit the project program and floor plan. Specifically, perform the necessary calculations to size and layout the distribution systems within the building, and provide related plans, fixture schedules, risers, details and specifications. Provide, via the Civil Engineer for the project, a site plan which establishes the size, location and elevations of water and sewer services (including necessary appurtenances such as meters, backflow preventers, etc.) to the point of connection to the aforementioned building systems within 5 feet of the building foundation.
- 4.8 Develop Preliminary Electrical Plans and specs meeting all local code requirements, fire code, and FAA criteria. Includes Electrical System Design, Riser Diagram, Gate and building access control, Backup Power and Switch Panel, etc. Electrical design services shall include the design, plans and specifications for lighting, power, and lightning protection systems for a typical air traffic control tower including a whole building standby generator. Perform engineering calculations to include: short circuit, electrical load, voltage drop, and lighting calculations. Provide related plans, riser diagrams, panel and lighting schedules and electrical details as necessary to fully describe the electrical distribution

system. Additionally, the design for electronic air traffic control and security systems shall be limited to providing power, raceways, and boxes for such systems with system configuration and device locations.

- 4.9 Develop Preliminary Fire Detection and Suppression Plans. The construction documents will include a performance-based specification for fire suppression and alarm systems as required by the NFPA Life Safety Code and the local Building Code. This contract assumes a storage tank is not required. Any design for water lines to the site will be provided by others based on predicted water usage.
- 4.10 Compile Project Specifications List.
- 4.11 Submit Preliminary Tower Drawings to the Owner.
- 4.12 Prepare and submit Rough Order of Magnitude Engineers Estimate of Probable Construction Cost.
- 4.13 Determine applicable codes and governing agencies. Compile and present code waiver requests to the Authority Having Jurisdiction as required and as approved by the Owner. Meet with the Building and Fire Departments to discuss code compliance requirements.
- 4.14 Develop the new ATCT equipment package based on:
 - a. Requirements of the Federal Contract Tower Minimum Equipment list.
 - b. Strategy for coordination of FTI and Mission Support identified by the FCT PIM.
 - c. Budgetary constraints.
- 4.15 Additional Coordination Meetings as required during Preliminary Engineering.
- 4.16 Conduct in-house Quality Control.
- 4.17 Project Management and sub-consultant Coordination for Preliminary Engineering Design Phase.
- 4.18 Coordinate Bi Weekly virtual design progress meetings between the Owner and Team.

5 TASK 2 - FINAL DESIGN AND CONSTRUCTION DOCUMENTS PHASE (90% AND FINAL):

- 5.1 Attend FAA design progress meetings via phone conference as required.
- 5.2 Meet with Owner and Airport stakeholders to discuss construction phasing.
- 5.3 Develop Structural Plans and specs including the Foundation Plan, Details, wall sections, cab framing detail and elevations, miscellaneous details. Meet all local code requirements, fire code, and FAA criteria.
- 5.4 Develop Mechanical Plans and specs meeting all local code requirements, and fire code. Includes HVAC, Tie to Emergency Power Distribution System, Plumbing, etc.
- 5.5 Develop Electrical Plans and specs meeting all local code requirements, fire code, and FAA criteria. Includes Electrical System Design, Equipment/Panel Schedules, Gate Access, Backup Power and Automatic Transfer Switch Panel, Lightning Protection, etc.
- 5.6 Develop Fire Detection and Suppression Plans.
- 5.7 Prepare full 90% plans and specifications to the Owner and the minimal FAA for Review.

5.8 Revise plans and specifications based on comments from the Owner and the FAA. Upfront/General Specifications will be by Prime Consultant.

5.9 Prepare final (100%) copies of plans and specifications to the Owner and the FAA for review.

5.10 Internal QA Review

5.11 Prepare and submit Rough Order of Magnitude Engineers Estimate of Probable Construction Cost. Note that this estimate will be completed by the design team and will be based on best knowledge of previous projects, RS Means and available online sources for construction inflation and location factors. Local bidding environment, trade availability, material escalation and shortages and other factors may cause inaccurate estimates. The Team cannot warrant bid/estimate accuracy and is not responsible for redesign in the event of over budget/estimate bids without additional compensation.

5.12 Bi Weekly Project Design Team Meetings.

6 TASK 3 - BIDDING ASSISTANCE:

Prepare final design documents for inclusion in the RFP package to solicit proposals for a qualified and capable contractor. Consultant shall provide the following:

6.1 Support the reply to bidders' Request for Information

6.2 Coordinate and participate in one virtual pre bid conference

6.3 Support the review bids and make bid recommendation to the Airport. Assist in the bid award, as necessary

SECTION III: OWNER'S RESPONSIBILITIES

1. Provide Engineer full information as to the requirements for the Project, including design objectives and constraints, space, capacity and performance requirements, flexibility and expandability, and any budgetary limitations.
2. Place at the Engineer's disposal all available information pertinent to the Project including previous reports and any other data relative to the Project.
3. Guarantee access to and make all provisions for the Engineer to enter upon public and private property as required.
4. Examine all studies, reports, sketches, drawings, specifications, proposals and other documents presented by the Engineer, obtain advice of an attorney, insurance counselor and other consultants as the Owner deems appropriate for such examination, and render in writing decisions pertaining thereto within ten calendar days so as not to delay the services of the Engineer.
5. Provide such legal, accounting, independent cost estimating and insurance counseling services as may be required for the Project.
6. Designate in writing a person to act as the Owner's representative with respect to the Engineer's services. Such person shall have complete authority to transmit instructions, receive information, and interpret and define the Owner's policies and decisions with respect to materials, equipment, elements and systems pertinent to the Engineer's services.

7. Advise Engineer of the identity and scope of services of any independent consultants employed by Owner to perform or furnish services in regard to the Project, including, but not limited to, cost estimating, project peer review, value engineering, and constructability review.
8. Furnish to Engineer data as to Owner's anticipated costs for services to be provided by others for Owner's, so that Engineer may make the necessary calculations to develop and periodically adjust Engineer's opinion of total project costs.
9. Give prompt written notice to the Engineer whenever the Owner observes or otherwise becomes aware of any development that affects the scope or time of performance of Engineer's services, any defect or nonconformance in Engineer's services, or any defect in the Project or changed circumstances.
10. Furnish or direct the Engineer to provide additional services as required.
11. Advertise for Proposals from Bidders.
12. Bear all costs incident to compliance with the requirements of this Section.

SECTION IV: ADDITIONAL SERVICES

If authorized in writing by the Owner, the Engineer/Architect team shall provide additional professional services in connection with the Project as set forth below, and the Owner shall pay the fee negotiated for the additional services provided.

1. Services due to changes in the scope of the Project or its design, including but not limited to, changes in size, complexity, schedule or character of construction.
2. Revisions of studies, reports, design documents, drawings, or specifications that have previously been approved by the Owner, or when such revisions or change orders are due to causes beyond the control of the Engineer team.
3. Services required as a result of Owner providing incomplete or incorrect project information. This includes the location of any and all underground utilities on or around the site. The Engineer/Architect team will not be responsible for any damage or consequential damages that may be caused by the damage or destruction of any underground utilities.
4. Design documents for alternate bids or for out-of-sequence work requested by the Owner, which are not considered a part of Phase II services.
5. Detailed renderings, exhibits or scale models for the Project.
6. Special analysis of the Owner needs such as owning and operating analysis, staffing and training, operating and maintenance manuals, special operating drawings or charts, and any other similar analyses. The bidding documents will require the Contractor to provide operating and maintenance manuals for any equipment procured as part of the Project.
7. Services in connection with Supplemental Agreements and Change Orders to reflect changes requested by Owner so as to make the compensation commensurate with the extent of the Additional Services rendered.
8. Services resulting from significant delays, changes, or price increases occurring as a direct or indirect result of materials, equipment, or energy shortages.
9. Radon abatement systems.
10. Any CMAR Coordination and process.
11. Energy Modeling or Building Energy Simulations or life cycle cost analysis.

12. Design of alternative energy systems, solar, hot water, etc.
13. Boundary, land, and right-of-way surveys, establishment of monuments; and, related office computations and drafting.
14. Preparation of property or easement descriptions and related drawings.
15. Appearance before regulatory agencies.
16. Other services not otherwise provided for in this Agreement.
17. The Engineer/Architect team will perform, at its own cost, the professional services necessary to correct errors and omissions reported to the Engineer/Architect team as the sole and exclusive remedy.

End of Scope



Design and Construction Documents

Detail on Page
2

\$372,381

Subconsultants Design

Geotechnical Investigation	ADCI	
Surveying	ADCI	
Environmental Assessment	ADCI	
Civil/Site	ADCI	
Structrural	Sykes Consulting	\$112,500
MEP Fire Protection	Simes & Associates	\$111,000
Cost Estimating	Connico (DBE)	\$40,000
	Subtotal	\$263,500
	Markup on Subconsultants	\$26,350
	Subtotal Subconsultants	\$289,850

Design

Design	# Personnel	# Days	# PerDiem Days	# Hotel Days	Vehicle Days	Airfare Tickets
Kickoff Meeting at HGR	1	2	3	2	3	1
30 and 60% Virtual Meeting						
90% Meeting Virtual Meeting						
		Subtotal	3	2	3	1
		Unit cost	\$80	\$131	\$95	\$600
		Extended Cost	\$240	\$262	\$285	\$600
		Subtotal Travel for Design Phase			\$1,387	

Drawings

1/2 Size	500	@	\$0.65	=	\$325.00
Full Size		@	\$1.15	=	
<u>Documentation & Electronic Media</u>					
"A" Size	1000	@	\$0.10	=	\$100.00
Subtotal Reproduction					\$425

Total Design \$664,043

AJT Bidding Labor **\$12,032** Remote Virtual Support

Total Bidding Support	\$12,032
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Total Design and Bidding Support	\$676,075
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**Hagerstown Regional Airport
Design-Airport Traffic Control Tower
SUMMARY SHEET**

Task	Principal Engr Mgr \$283	Arch Dsgr \$150				Designer/ Drafter \$98	Doc Admin \$87	Total
Engineering & Design Hours for 1 Review (30%) Design Development								
Coordination with Environmental Assessment-N/A								
Coordination with Subconsultants/Drawing and Design Review	40	8						48
Kickoff Meeting, Travel and Preparation	24	24				16		64
Exterior Concept Development		16				16		32
Exterior Concept Development Meeting	2	4				8		14
Biweekly Meetings	10	10				10		40
G Sheets-4 Sheets		8				12		20
Arch - Wall Type and Life Safety Plans		8				4		12
Arch - Lvl's 1 and 2		12				12		24
Arch - Lvl's 3-6 Unfinished		12				12		24
Arch - Lvl's 7-9		24				24		48
Arch - CAB Plan		12				16		28
Arch - Ceiling Plans		8				16		24
Arch - Ext. Elevations-2 Sheets		16				8		24
Arch - Cross Section		16				40		56
Arch - Stair Plans		8				12		20
Arch - Details		8				12		20
Arch - Precast Plans and Elevations		16				32		48
Arch - CAB Section		8				8		16
Communication Plans 2 Sheets	12	4				8		24
Riser Dia Telco and Access Control	4	4				8		16
Const Cost Estimate Support and Review	8	4						12
30% Design Review Meeting Prep and Meet	4	8				16		28
Subtotal Engineering & Design	104	238				290		642
Subtotal Base Rate	\$29,432	\$35,700				\$28,420		\$94,597

**Hagerstown Regional Airport
Design-Airport Traffic Control Tower
SUMMARY SHEET**

Task	Principal Engr Mgr \$283	Arch Dsgr \$150				Designer/ Drafter \$98	Doc Admin \$87	Total
Engineering & Design Hours for 1 Review (60%) Design Development								
Coordination with Subconsultants/Drawing and Design Review	12	12						24
Biweekly Meetings	10	10				10		40
G Sheets-8 Sheets		8				4		12
Arch - Wall Type and Life Safety Plans		6				4		10
Arch - Lvl's 1 and 2		8				24		32
Arch - Lvl's 3-6 Unfinished		16				8		24
Arch - Lvl's 7-9		12				12		24
Arch - CAB Plan		8				8		16
Arch - Ceiling Plans 5 Sheets		8				8		16
Arch - Enlarged Cab Plan		8				8		16
Arch - Ext. Elevations		8				8		16
Arch - Ext. Elevations		8				8		16
Arch - Cross Section		12				12		24
Arch - Stair Plans-2 Sheets		8				8		16
Arch - Details		8				12		20
Arch - Details		8				12		20
Arch - Details		8				8		16
Arch - Finish/ Door Schedule		8				8		16
Arch - Precast Plans and Elevations 8 Sheets		24				24		48
Arch - CAB Section		8				8		16
Arch - Enlarged Plan Details		8				12		20
Arch -Signage and Floor Finish 4 Sheets		16				20		36
Arch - Roof Details 2 Sheets		8				8		16
Arch - Millwork 3 Sheets		16				16		32
Arch - Specs/Notes 2 Sheets						8		8
Communication Plans 4Sheets	12	4				8		24
Riser Dia Telco and Security	4	4				8		16
Telco/Comm Details	4	4				8		16
Const Cost Estimate Support and Review	4	4						8
Begin coordination of FAA Agreements	12							
60% Design Review and Meeting Prep	8	12				24	16	60
Subtotal Engineering & Design	66	272				306	16	670
Subtotal Base Rate	\$18,678	\$40,800				\$29,988	\$1,392	\$91,903

**Hagerstown Regional Airport
Design-Airport Traffic Control Tower
SUMMARY SHEET**

Task	Principal Engr Mgr \$283	Arch Dsgr \$150				Designer/ Drafter \$98	Doc Admin \$87	Total
Engineering & Design Hours for 1 Review (100%) Construction Documents, Final Submittal								
Coordination with Subconsultants/Drawing and Design Review	24							24
Biweekly Meetings	12	12				12		46
G Sheets-4 Sheets		6				4		10
Arch - Wall Type and Life Safety Plans		6				4		10
Arch - Lvl's 1 and 2		16				8		24
Arch - Lvl's 3-6 Unfinished		8				8		16
Arch - Lvl's 7-9		8				8		16
Arch - CAB Plan		8				16		24
Arch - Ceiling Plans 5 Sheets		8				8		16
Arch - Enlarged Cab Plan		12				12		24
Arch - Ext. Elevations		12				12		24
Arch - Ext. Elevations		12				12		24
Arch - Cross Section		12				12		24
Arch - Stair Plans-2 Sheets		12				12		24
Arch - Details		12				12		24
Arch - Details		12				12		24
Arch - Details		12				12		24
Arch - Finish/ Door Schedule		4				4		8
Arch - Door/Window		4				2		6
Arch - CAB Section		8				8		16
Arch - Enlarged Plan Details		8				8		16
Arch -Signage and Floor Finish 4 Sheets		4				4		8
Arch - Roof Details 2 Sheets		4				4		8
Arch - Millwork 3 Sheets		4				4		8
Arch - Design Analysis		8				8		16
Arch - Specs/Notes 2 Sheets		8				8		16
Communication Plans 3 Sheets	12	4				12		28
Riser Dia Telco and Security	4	4				8		16
Specifications	16	24						40
Const Cost Estimate Support and Review	4	4						8
QC Review (in-house peer review)	8	8				8		24
90% Design Review Meeting Prep and Travel	32	32				12	8	84
Final Construction Documents Preparation	24	40				80	16	160
Coordinate FAA Agreements	40							
Subtotal Engineering & Design Final	176	336				334	24	880
Subtotal Base Rate	\$49,808	\$50,400				\$32,732	\$2,088	\$136,073
Total Manhours All Tasks	346	846				930	40	2192
Total Base Rate	\$97,918	\$126,900				\$91,140	\$3,480	\$322,573
Communications Equipment Specification and FAA Coordination								
Communications Equipment Specification Draft	40							40
Specification Package Final Version	16							16
FAA Coordination through Design Complete	120							120
Subtotal Comm and FAA Equipment Coordination	176							176
Subtotal Base Rate	\$49,808							\$49,808
Total through Bid Documents								\$372,381
Bidding Phase Submittal								
Questions during Bidding	12	12				12		36
Pre Bid Conference/Construction Slideshow (Virtual)	8							8
Bid Opening/Evaluation	12							12
Subtotal Bid Phase	32	12				12		56
Subtotal Base Rate	\$9,056	\$1,800				\$1,176		\$12,032

June 25, 2026

Via E-mail

Peter Deeks, PE
President
AJT Engineering, Inc.
1970 Michigan Avenue, Building E
Cocoa, FL 32922
Phone: 321 783-5001

**SUBJECT: HAGERSTOWN REGIONAL AIRPORT (HGR) AIR TRAFFIC CONTROL TOWER
HAGERSTOWN, MARYLAND
PROPOSAL FOR STRUCTURAL ENGINEERING SERVICES**

Dear Mr. Deeks,

Thank you for the opportunity to submit this proposal for structural engineering services for a new Air Traffic Control Tower and the Hagerstown Regional Airport, located in Hagerstown, Maryland. We are excited about the possible opportunity to work with you and your team on this important project.

This proposal is presented in order to establish a basis for commencement of work for the project. We anticipate that this engagement letter will remain in effect until a formal contract is executed for the services.

Scope of Project

The project involves the design of a new 99-foot-tall Air Traffic Control Tower (ATCT). The tower structure will consist of load-bearing precast concrete walls serving as the primary gravity and lateral force-resisting system, supporting nine floors of composite steel and concrete framing. The building footprint will be approximately 25 feet by 25 feet.

A 12-foot-tall steel-framed cab, including a parapet, will be constructed above the tower walls, resulting in an overall building height of approximately 117 feet. The entire structure will be supported on a reinforced concrete mat foundation.

The tower will accommodate an elevator, stairwell, mechanical and electrical rooms, a break room, an FAA equipment room, and air traffic controller operational space and observation catwalk on the uppermost level.

The estimated construction cost for the control tower building is expected to be approximately **\$14,500,000.00**.

Scope of Services

Our scope of Basic Services will include the following:

- Schematic Design
- Design Development
- Construction Documents

A breakdown of our Scope of Services is outlined in the attached Exhibit A.

Fees

Based on our general overview of the project, we propose a structural design fee of **\$112,500.00**. The design fee is broken down as follows:

Project Phase	Percent	Fee
Schematic Design (30% Design)	30%	\$33,750.00
Design Development (60% Design)	30%	\$33,750.00
90% Construction Documents	30%	\$33,750.00
100% Construction Documents	10%	\$11,250.00
Total Design Fees		\$112,500.00

Exclusions

The following expenses are excluded from the Basic Fee and will be billed to the Client at our cost:

1. Construction Administration Phase is not included in these fees, and if required will be performed under a separate contract agreement.
2. Design of the Load-bearing precast walls is not included in the structural scope and will be a delegated design item.
3. Reimbursable expenses are not included in the fees and will be provided per the Owner-Architect agreement.
4. Deliverables will be transferred via electronic means whenever possible. Plotting and reproductions requests by Client or Owner will be electronically forwarded to an outside reproduction facility, and the cost will be charged to the Client.

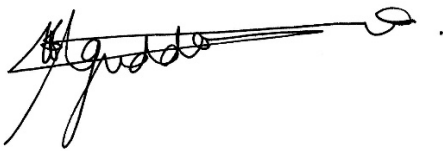
5. Fees and expenses for securing approvals of governing authorities having jurisdiction over the Project.
6. Consultants, physical models, 3-dimensional flythrough and special presentation materials.

If this letter satisfactorily sets forth your understanding of our agreement, please sign the attached copy and return it to us.

We look forward to continuing our successful working relationship with AJT Engineering, Inc. Please let me know if you have any questions or comments, or if you need any additional information. Thank you again for the opportunity to submit our proposal for this project.

Sincerely,

SYKES CONSULTING, INC.

A handwritten signature in black ink, appearing to read "M. Kigudde", followed by a long horizontal line and a small circle at the end.

Martin S. Kigudde, PE, SE
Principal

SCOPE OF CONSULTANT SERVICES

EXHIBIT A TO CONTRACT OR PURCHASE ORDER

- A. General Information. The professional services which AJT Engineering, Incorporated (ENGINEER) has employed Simes & Rosch, LLC (CONSULTING ENGINEER) to provide under this Agreement are generally described as follows: "New Airport Traffic Control Tower, Hagerstown, Maryland". This project will provide a new 99 foot tall air traffic control tower at the existing airport in Hagerstown, Maryland. The part of the Project for which CONSULTING ENGINEER is to perform is the mechanical, electrical, plumbing, and fire protection design and is herein referred to as "This Part of the Project".
- B. Mechanical Design. Mechanical design services shall include the design, plans and specifications for heating, ventilating and air conditioning (HVAC) systems for a typical air traffic control tower. The tower will utilize PTAC units for typical floors and ductless split system for the tower cab. The support building shall utilize a DX split HVAC system. Specifically, Simes and Rosch, LLC (CONSULTING ENGINEER) shall perform the calculations necessary to size & zone the HVAC equipment and ductwork, and provide related plans, equipment schedules, sections, details and specifications. ENGINEER shall provide floor plans, elevations, wall sections, roof sections, window & door schedules and other information as necessary for calculation of heating and air conditioning loads, as well as required structural support and architectural wall penetration details.
- C. Plumbing Design. Plumbing design services shall include the design, plans and specifications for domestic water and drain, waste & vent systems for a typical air traffic control tower. Fixture locations, quantities and types will be established by ENGINEER to suit the project program and floor plan. Specifically, CONSULTING ENGINEER shall perform the necessary calculations to size and layout the distribution systems within the building, and provide related plans, fixture schedules, risers, details and specifications. ENGINEER will provide, via the Civil Engineer for the project, a site plan which establishes the size, location and elevations of water & sewer services (including necessary appurtenances such as meters, backflow preventers, etc.) to the point of connection to the aforementioned building systems within 5 feet of the building foundation.
- D. Electrical Design. Electrical design services shall include the design, plans and specifications for lighting, power, and lightning protection systems for a typical air traffic control tower including a whole building standby generator. Note that the site is being designed by others. Specifically, CONSULTING ENGINEER shall perform engineering calculations to include: short circuit, electrical load, voltage drop, and lighting calculations. The CONSULTING ENGINEER shall provide related plans, riser diagrams, panel and lighting schedules and electrical details as necessary to fully describe the electrical distribution system. Additionally, the design for electronic air traffic control and security systems shall be limited to providing power, raceways, and boxes for such systems with system configuration and device locations provided by others. Design of communications (including RF system) and IT systems is by others.
- E. Fire Suppression and Alarm Design. The construction documents will include a performance-based specification for fire suppression and alarm systems as required by the

NFPA Life Safety Code and the local Building Code. This contract assumes a storage tank is not required. Any design for water lines to the site will be provided by others based on predicted water usage provided by ENGINEER.

F. Deliverables. The CONSULTING ENGINEER shall provide the following:

- (1) 30%, 90%, and Final Mechanical, Plumbing, Electrical, and Fire Protection Drawings (electronically in PDF format).
- (2) Mechanical, Plumbing, Electrical, and Fire Protection specifications (electronically in PDF format). Note that fire protection specifications will be on the drawings.

G. Construction Administration. Not in contract (to be negotiated at a later date).

H. Meetings. All meetings will be attended by teleconference. One engineer will participate in the weekly construction meetings (by teleconference), as required.

I. Schedule. The CONSULTING ENGINEER shall complete the design phase described above by _____ (to be negotiated). However, ENGINEER understands that the CONSULTING ENGINEER cannot complete certain parts of the design without input from ENGINEER, ENGINEER's other engineering subcontractors, and the local electrical utility. If the CONSULTING ENGINEER is delayed because of this, the schedule for design will be renegotiated.

J. Fee. Per the contract, ENGINEER agrees to pay CONSULTING ENGINEER a flat fee of **\$111,000** for the project. Payment schedule is as follows:

30% Design Submittal:	\$ 42,000
90% Design Submittal:	\$ 62,000
Final Design Submittal:	<u>\$ 7,000</u>
Total:	\$111,000

K. Exclusions. The following items are excluded from the Contract: Preparation of OMSI manuals; cost estimating; reproduction costs; BIM modeling or BIM design drawings; utility or civil surveys; attendance at construction meetings; hazardous materials surveys or abatement; DQC responsibilities; commissioning or testing; metering of electrical equipment or feeders to establish demand; protective device coordination or arc flash studies (provided by electrical subcontractor for the tower); preparation of life safety plan, LCCA, Performance Rating Method or other energy analyses; engineering support for LEED accreditation or any other sustainability program; surveys or design for emergency responder communication or area of refuge systems; structural, geotechnical, or seismic engineering; and the design of runway or apron lighting and related lighting controls, radio, air traffic control, cathodic protection or medium voltage systems. Professional liability insurance is limited to \$2M per incident and \$2M aggregate as is typical for MEP design contracts. This proposal assumes that the ENGINEER will be able to be registered in Maryland in time to support the final design schedule. If not, the contract will have to be renegotiated.

L. Commissioning. Not Applicable (by others, if required).

- M. Limits of Liability. The ENGINEER agrees that to the fullest extent permitted by law, the CONSULTING ENGINEER's maximum liability to the ENGINEER, CONTRACTOR, OWNER, or any other party for any and all claims, actions, damages, losses, or injury (including death) resulting from the CONSULTING ENGINEER's alleged errors or omissions in the design of This Part of the Project shall be limited to the value of This Part of the Project or \$50,000, whichever is less. In no event and under no circumstances shall CONSULTING ENGINEER be liable for incidental, indirect, special, contingent or consequential damages. For design build contracts, the CONSULTING ENGINEER shall not be liable for liquidated damages related to the construction contract schedule.

PURSUANT TO SECTION 558.0035 OF THE FLORIDA STATUTES, AN INDIVIDUAL EMPLOYEE OR AGENT MAY NOT BE HELD INDIVIDUALLY LIABLE FOR NEGLIGENCE.

Additional services determined to be out of the scope of this base contract shall be billed by the hour at the following rates, plus 10% profit and reimbursable expenses:

Principal	\$229/hour
Senior Engineer/Senior Project Manager	\$211/hour
Engineer	\$170/hour
Designer	\$105/hour
Administrative	\$ 94/hour

These additional services shall not be performed without prior written agreement between ENGINEER and CONSULTING ENGINEER.

This document shall be an exhibit to the ENGINEER's standard contract or purchase order. This Agreement supersedes all prior written or oral understandings. This contract is null and void if the base contract is not signed by both parties within 120 days.

CONSULTING ENGINEER:



David W. Simes, P.E.
Managing Member

Date: 06/25/26

END OF EXHIBIT A

June 26, 2026

Mr. Ron Morris, PE, CM, Senior Engineering Manager
Airport Design Consultants, Inc. (ADCI)
1800 JFK Blvd., Suite 444, Philadelphia, PA 19103

RE: Proposal for Geotechnical Exploration
HGR- Airport Traffic Control Tower
Hagerstown, Maryland
Triad Proposal No. 03-26-0576

Dear Mr. Morris:

Triad Engineering, Inc. (Triad) is pleased to submit this proposal for a geotechnical exploration of the above referenced site. We received the project RFP from you on June 23, 2026. This proposal outlines our understanding of the project, describes our planned scope of services and contains an estimate of the fee for our services.

PROJECT DESCRIPTION

The site for the planned project is at the Hagerstown Regional Airport at the southern end of Henson Boulevard and North of the existing tower. The project consists of a new tower with an approximate footprint of 25-ft by 25-ft and a proposed foundation area of approximately 32-ft by 32-ft. We understand that the tower will be 119 feet tall. The tower construction is anticipated to consist of a precast wall system and multiple floors of precast concrete planks or concrete filled steel pans supported by steel framing. The structure will contain an elevator with a 5-foot deep elevator pit. The anticipated structure loading will be on the order 9,250 kips or higher. Grading plans have not been prepared. Based on the existing site topography, we anticipate cuts and fills on the order of 5 feet or less will be required to achieve final grades within the majority of the building footprint.

SCOPE OF SERVICES

We propose to drill two (2) borings within the proposed tower footprint. After completion of the soil borings, if shallow rock is encountered, we propose to perform one day of rock probes spaced approximately 10 feet on center within the proposed foundation areas. Upon completion of the field work, we will conduct appropriate soil testing in our laboratory and prepare a detailed geotechnical report. Our planned scope of services is more fully discussed below.

Field Exploration

Geotechnical Soil Borings

We propose to accomplish the test borings with a track- or ATV-mounted rotary auger drill rig and perform Standard Penetration Testing and sampling at 2.5-foot sample intervals to a depth of ten (10) feet and at 5-foot intervals thereafter. The borings will be extended to refusal on rock. We estimate that rock will be encountered within 15 feet below existing grades. Upon refusal, 20 feet of rock coring will be performed in each boring. The boreholes will be checked for groundwater upon completion and then backfilled with auger cuttings. Borings within pavement areas will be patched with asphalt cold patch. Please note that some settling of this backfill may occur over time. Any excess spoils will be spread flat in green areas. Our proposal does not include return site visits for maintenance of the borehole locations after our on-site work is complete.

A geotechnical engineer from our office will be present during the drilling work to supervise the field exploration program and log all of the borings. We understand that the project surveyor will stakeout boring locations and determine ground surface elevations prior to our mobilization on site.

We propose to conduct soil resistivity tests at one location consisting of two perpendicular lines using the Wenner Four-Electrode Method (ASTM G 57) with "a" spacing intervals of 5, 10, 20, 30, and 40 feet.

We assume that there will be no work hour restrictions and that all work can be completed within typical day working hours. We assume that ADCI will provide site escorts if needed.

Foundation Rock Depth Exploration

The project site is underlain by limestone bedrock. This bedrock is known to have a highly variable top of rock profile and to also contain float boulders, pinnacles and ledges. Therefore, if foundations bearing on or within bedrock are deemed appropriate based on the results of the test borings, we propose to perform air-track probes to explore the subsurface conditions for depth to rock within the footprint of the proposed foundations. We plan to utilize a hydra-trac drill with a 3-inch diameter bit to complete the rock depth probes.

The probes will be spaced approximately 10 feet on center in a grid pattern. The rock depth probes will be extended to 10 feet into rock or a maximum of 35 feet, whichever occurs first. Additional probes may be drilled at select locations depending on the results of the initial probes and how much time is left in the day after drilling the initial probes.

We plan to complete the probes in one day. We assume that there will be no work hour restrictions and that all work can be completed within typical day working hours. We assume that ADCI will provide site escorts if needed.

Air-track drilling creates minimal spoils and therefore the holes created from drilling will be backfilled with clean materials brought to the site by us. The top of the holes will be patched with asphalt cold patch if drilled within any existing asphalt. Mud and dust will likely cover the work area. We will clean up as much dry soil and dust as possible, however some will remain. The airtrack drill rig is on metal track, as a result scuff marks and other damage to the parking lot surface will occur. From our experience the majority of the damage will occur at locations where the rig needs to turn. In these areas some of the pavement may be displaced. We will do our best to limit damage to the pavement. However, we will not be responsible for any repairs to the pavement other than backfilling of the probe holes.

A geotechnical engineer from our office will be present during the drilling to supervise the field exploration program and log all the probes. We understand that the project surveyor will establish probe locations and determine ground surface elevations prior to our mobilization on site.

ReMi Seismic Survey (optional)

We do not anticipate this service will be necessary to determine the seismic site classification. As a result, we have provided the fee for this service in our Itemized Fee Estimate but estimated a quantity of 0. However, if requested we can provide this service for the fee outlined in our Itemized Fee Estimate. If requested, our subcontractor will conduct the ReMi survey using a Geometrics StrataView 24-channel seismograph, and an orthogonal set of linear arrays of 4.5-Hz geophones with a constant 10-foot spacing, and similar to a cross-hair pattern if site accessibility permits. Two (depending on site accessibility) geophone array locations will be selected on the site (depending on site accessibility and with a minimum 230-foot length, preferably longer if site conditions allow) and scanned, using the following procedure: at each selected location, seismic noise along the geophone array will be measured five to eight times, each with a record length of 15 seconds or greater. Where possible, an orthogonal geophone array to each location will also be surveyed (to test for site anisotropy).

We assume that there will be no work hour restrictions and that all work can be completed within typical day working hours. We assume that ADCI will provide site escorts if needed.

Data will be analyzed using SeisOpt ReMi by Optim Software. From the measured ambient seismic noise, the shear-wave dispersion curve will be derived, and will be modeled to determine the subsurface shear-wave velocity profile.

Underground Utilities

Unmarked underground utilities pose a grave threat to workers performing subsurface drilling and excavation. Because of this, Triad will contact the appropriate public utility location service (e.g., Miss Utility, One-Call, etc.) to mark underground utilities prior to our subsurface exploration. However, it must be noted that public utility location services will not mark private underground lines or public underground utilities beyond a meter. Therefore, it is your responsibility to disclose the presence and provide the accurate location of all underground utilities not marked by the public

utility location service. Triad will not be responsible for any damages that may result from striking underground utilities during the course of the subsurface exploration.

We have included the cost for engaging in the services of a private utility locator to mark underground utilities to identify utilities and obstructions within a 10-foot radius of each proposed boring location. Private locators typically utilize one or more non-evasive methods to delineate subsurface obstructions. These non-evasive methods may include but are not limited to ground penetrating radar (GPR), frequency conduction electromagnetics, and/or traceable rod. This service attempts to trace any utility for which structures are visible from the work area. The client will be responsible for providing drawings or other notifications of any known utilities to enter the work area for which there are no apparent surface features or structures visible from the work area.

It is important to note that depth limitations for GPR are limited to 3 to 8 feet (sometimes less) and are dependent on soil type, soil water content, and the types of materials that are being scanned through. Other non-evasive methods rely on access to existing utilities at the ground surface and/or the presence of an intact tracer wire to be delineated. If these methods will not be sufficient to locate the existing utilities at the site, we recommend the use of vacuum extraction to clear the boring locations of utilities prior to drilling activities. Upon request, Triad can provide an additional fee to subcontract this service.

Laboratory Testing

Laboratory testing will be conducted on representative samples to supplement field classifications, assess potential volume change characteristics and establish foundation design parameters. The following types and numbers of tests are planned:

TYPE OF TEST	PLANNED NUMBER
Moisture Content	10
Soil Classification Tests	2
Soil Corrosivity Series	1
Rock Core Compressive Tests	4

Evaluation and Detailed Report

Upon completion of the field exploration and laboratory testing, we will prepare a detailed geotechnical report which will include the following:

- 1) A detailed discussion of the site geology and subsurface conditions encountered.
- 2) Detailed boring logs, rock depth summary table, and a Test Location Plan.
- 3) Results of laboratory soil testing.

- 4) Foundation recommendations with specific references to bearing capacity, settlement potential and seismicity data. If deemed appropriate, recommendations, such as grout to rock bond values, will be provided for design of rock-anchors/micro-piles.
- 5) Recommendations for site preparation and controlled fill construction.
- 6) Foundation construction procedures.

Our services for this project are strictly limited to those described herein. If necessary, additional services which may be required will be addressed by a change order to this contract.

ESTIMATED FEE AND SCHEDULE

The fee for our services will be based on the unit prices listed herein and the actual quantities of work performed. Based on these unit rates and the scope of work outlined in this proposal, we estimate a total fee of \$19,305.00. An itemized fee estimate is attached to this proposal.

Due to the planned drill depths, we do not anticipate losing any drill steel during the rock depth probe drilling. However, the subsurface conditions are beyond our control and due to the karst geology there is a potential for drill steel to be lost. If hydra-track drill steel is lost during drilling, it will be invoiced at the following unit rates:

3.5" Bit, Per Each.....	\$ 310.00
16' of drill steel, Per Each	\$ 900.00
12' of drill steel, Per Each	\$ 800.00
Coupler, Per Each.....	\$ 200.00

Triad will submit invoices for payment on a monthly basis, or upon project completion, whichever occurs first. Our invoices will be based on the actual amount of work completed in the previous period. Any subcontractor costs will be invoiced immediately upon receipt. Payment is due no more than 30 days following receipt of our invoice unless the provisions of our contract set forth an alternate schedule for payment.

The quoted unit rates are firm. The quantities of work are estimated based on our past experience and judgment, and therefore, the actual fee for the project may be more or less than estimated. We recommend a "not to exceed fee" of \$20,000. This includes a contingency to cover unforeseen conditions that may arise during field work and require that additional work be performed while personnel and/or equipment are immediately available. This contingency is designed to protect your interests. If it is necessary to demobilize and later remobilize personnel and equipment, both cost and schedule could be impacted significantly. If we recognize that the Scope of Work required to complete the project will increase significantly (beyond the contingency discussed above), Triad will provide you with a Change Order to authorize additional fees.

The field exploration fees include mobilization and transportation of drill rig and crew to and from the site and the listed totals of soil drilling and sampling. Fees for stand-by time (at the Client's request) or additional soil and rock drilling footage have not been included. The charges for these items will be additional, if required. Charges associated with post-report meetings, plan

Our workload at the time of authorization will have some influence on the starting date for the investigation. We are normally able to initiate field work within five to ten working days after written authorization is received. We anticipate that the field exploration will require approximately 2 to 3 days, and laboratory testing will require about 2 weeks. Our report can be submitted within 1 to 2 weeks after completion of the field and laboratory work. It is emphasized that this schedule is an estimate and it is based on normal work loads and appropriate weather conditions.

This proposal and the attached Professional Services Agreement (PSA) represent the entire understanding between you and Triad with respect to the subject project. If our scope of services and related fees are acceptable, please complete the attached PSA and return it to us. Our receipt of the signed PSA will constitute formal notice to proceed. This proposal will remain open for a period of sixty (60) days from this date.

Sincerely,

Anthony Kelly

St. Louis

Attachments: Itemized Fee Estimate
Professional Services Agreement

ITEMIZED ESTIMATED FEES
Geotechnical Exploration
HGR Airport Traffic Control Tower
Hagerstown, Maryland
Triad Project No. 03-26-0576

Item	Estimated Quantity	Unit Rate	Estimated Fee
FIELD EXPLORATION			
Rotary Auger Drill Rig Mobilization/Demobilization	1	\$2,200 each	\$2,200.00
Private Utility Locate	1 half day	\$900.00/half day \$1,600/ full day	\$900.00
Soil drilling with SPT	30 lf.	\$20/lf.	\$600.00
NQ sized Rock Coring	40 lf.	\$70.00/lf.	\$2,800.00
Rock Coring Set-up Charge per Boring	2	\$275.00/each	\$550.00
Water Hauling, for Rock Coring	2	\$300.00/day	\$600.00
Hard Drilling surcharge	10 lf.	\$6.50/lf.	\$65.00
Airtrack Rig Mobilization/Demobilization	1	\$900.00 each	\$900.00
Airtrack Rig Operator	8 hrs.	\$300.00/hr.	\$2,400.00
Backfill Materials (sand and asphalt patch)	1	\$800.00 each	\$800.00
Geotechnical Staff Engineer to direct and log drilling	24 hrs.	\$115.00/hr.	\$2,760.00
Soil Resistivity Wenner Four-Electrode Method	1	\$500 each	\$500.00
ReMi Seismic Survey (optional)	0	\$8,000 each	\$0.00
			Subtotal: \$ 15,075.00
LABORATORY TESTING SERVICES			
Moisture Content	10	\$16.00/each	\$160.00
Classification (Sieve Analysis and Atterberg Limits)	2	\$220.00/each	\$440.00
Soil Corrosivity Series	1	\$220.00/each	\$250.00
Rock Core Compressive Strength	4	\$95.00/each	\$380.00
			Subtotal: \$ 1,230.00
EVALUATION AND REPORT			
Preparation of Deliverables (Geotechnical Report)	1	\$3,000.00/lump sum	\$3,000.00
			Subtotal: \$ 3,000.00
ESTIMATED TOTAL FEES: \$ 19,305.00			

July 2, 2026

2025-HGR-1703

Mr. Ronald D. Bidle, Jr., Prof. LS
Survey Manager
Triad Engineering, Inc.
1075-D Sherman Avenue
Hagerstown, Maryland 21740

Sent electronically to: rbidle@triadeng.com

**Reference: Request For Proposal – Design Survey
Construct New Air Traffic Control Tower (ATCT)
Hagerstown Regional Airport – Richard A. Henson Field (HGR)
Hagerstown, Maryland**

Dear Mr. Bidle:

Airport Design Consultants, Inc. (ADCI) is requesting a proposal from your firm to provide Design Ground Surveys for the above referenced project at the Hagerstown Regional Airport – Richard A. Henson Field (HGR). This Project is for the final design and bidding phases of a project demolish the existing Air Traffic Control Tower (ATCT) and construct a new one on the same site at the Airport. The proposed survey area is generally depicted on the enclosed **Exhibit EX-01**.

SCOPE OF WORK

Item 1 – Design Survey

1. All topographical information including ground spot elevations, shall be provided to the limits shown on **Exhibit EX-01 (approximately 6 Acres)**.
2. Drainage structure (information and description) within the marked survey area shall be given with top elevations, inverts (in and out for all connections) inside pipe diameters, pipe and manhole construction materials, etc. Drainage outfall lines existing within the project limits shall be traced to the next junction point outside the project limits.
3. Pavement joints in areas between visibly differing pavement sections shall be surveyed. In the areas of asphalt overlay on concrete pavement, the visible reflective cracking of the asphalt over the previously concrete pavement shall be surveyed to establish concrete joint pattern.
4. Locations of all utilities within the marked survey area (underground and above) shall be marked and identified, including, but not limited to sanitary sewer, water, gas, and electrical using ground penetrating radar, electromagnetic, and/or sonde locating equipment. Utility



structures shall be given with top elevations and size/type of cover. Storm, sanitary and waterlines shall be traced to the next junction or appurtenance upstream and downstream outside the project limits. Triad will perform a design one-call with the Miss Utility System to have each utility company field locate and mark their service lines prior to survey, as required. A private utility locate shall be conducted and the information obtained surveyed and included in the survey plans.

5. Geotechnical Investigation is being conducted by Triad. The Proposed Boring Locations will be surveyed and marked in the field with the Boring Location Number. The surveyed locations and elevations shall be provided to ADCI for use by the Geotechnical Consultant.

Item 2 – Additional On-Call Design Survey

6. The cost for one (1) additional day of on-call design survey to be used upon ADCI's request shall be included separately. This shall include both field and office time. These services will be required on short notice to verify critical locations and/or elevations.

FORMAT

7. Horizontal and vertical control for this project shall be obtained using the Primary Airport Control Station (PACS) established at the Airport. The PACS designation is HGR AP STA B and the Point ID is JV7053. Horizontal control shall be referenced to the state plane coordinate system North American Datum (NAD) 83, latest adjustment at time of survey; as provided on the NGS Data Sheet. Vertical control shall be referenced to the North American Vertical Datum (NAVD) 88 datum. Reference all Ellipsoidal Heights to NAD83 (GRS 80) realization. The most recent National Geodetic Survey (NGS) GEOID model, shall be used. Spot elevations shall be given to $\nabla 0.01$ feet for paved sections and $\nabla 0.1$ feet for turfed sections. Locations of permanent items within the project limits shall be shown relative to "Baseline R" (horizontal control $\nabla 0.05Y$).
8. It is requested that three (3) files (AutoCAD Civil3D 2018 or later) containing the following information be submitted for our use:

File 1 – plan.dwg - Planimetric file. (All objects in this file shall have zero elevation.)

File 2 – cont.dwg - Contours file. This file should include contours, contour labels, spot information, breaklines and the Surface Triangulated Irregular Network (TIN) used to generate the contours.

- ➔ The drawing world shall be oriented with the State Plane Coordinate System NAD 83.
- ➔ The grid pattern on the drawings shall be based on the State Plane Grid Coordinate System.
- ➔ No elevations shall be assigned to any lines or objects in the planimetrics file. Only contours, breaklines and spot elevations shall have elevations assigned to them.
- ➔ Provide contour mapping with a contour interval of 0.5 foot.
- ➔ All spots shall be on the appropriate layer and contain an attribute for elevation and point description.



- All contours shall be continuous polylines with intermediate and index layers. (Break contours for annotation only.)
 - All text in the drawing file shall be standard (Arial font), sized to match "Leroy" standard templates (80, 100, 120, etc.) scaled for a 1"= 30' plot scale.
 - Drawing entities shall have color and linetype set "BYLAYER".
 - If any non-standard symbols are used in the drawing, provide a copy of the necessary code required to load and edit the drawing as submitted.
 - No linework shall be broken in order to add specific "patterns" to create the look of a custom linetype. (An example of this would be breaking a line at specific intervals to add an "X" text object to distinguish a fenceline.) As stated, a copy of ADCI's standard linetype definition file is included. If the surveyor is unable to use this linetype definition file, the "continuous" linetype should be used in place of ADCI's custom linetypes. No additional text items or symbols should be placed along the line to "approximate" a custom linetype.
9. It is also requested that a ASCII text point file be included for both the Planimetrics and Contours files and both should be in the format: point number, northing, easting, elevation, description (P,N,E,Z,D)
- File 3: SPC.asc** All points given in the State Plane Grid Coordinate System.
10. It is requested that a photographic record be kept of all monuments used and proposed monuments set as part of the performance of these services. Copies of these photographs shall be provided electronically in JPEG format.
11. All computer files (drawing files, ASCII points file, photographs, etc.) shall be submitted electronically.
12. Please prepare a proposal showing separate line-item cost each for **Items 1 and 2.**

GENERAL

1. If accepted, your proposal shall serve as a basis for a **not-to-exceed contract** directly with ADCI. The proposal should include a fee schedule, estimated workhours, anticipated non-salary cost and a "not-to-exceed" ceiling figure. If you have any comments please submit them prior to providing your proposal, otherwise it is assumed that you are willing to accept all of the terms and conditions presented therein.
2. As soon as your services are complete, your firm should invoice ADCI. Your invoice will then be included with the next ADCI invoice to the Owner. Payment for your services will be forwarded within fourteen (14) days upon receipt of payment from the Owner. (Receipt of payment from the Owner is dependent upon the Owner receiving funds from the applicable funding agencies.) In order to be included with the next ADCI invoice, your invoice should be received no later than the 25th of the month.
3. The invoice shall, at a minimum, include the following:

Mr. Ronald D. Bidle, Jr.
July 2, 2026



- a. Project name
 - b. Airport name
 - c. ADCI project number
 - d. Invoice number
 - e. Workhour cost, with breakdown of hours and fees
 - f. Non-salary costs
4. If your company does not already possess an Airfield Security Badge for HGR, then at least one member of the survey party must attend a safety and security training class at the airport and apply for an Airport Identification (ID) Media badge to work in the secure areas of the airport. The training class takes about 1.5 hours and must be scheduled with the Airport Manager in advance. After taking the class, the persons to be badged must complete the badging application form. The applicants company is required to verify each applicant's previous ten year employment history prior to signing the application. Please allow 7-14 days to receive the required security clearance from the Transportation Security Administration (TSA). The required forms can be obtained by contacting the Airport Operations Manager. In lieu of the above, ADCI can provide escorts on the Airfield but at least 14 calendar days notice must be provided to adequately schedule badged personnel to accomplish the escort.
5. All crews working in the active Aircraft Operation Area (AOA) shall have aviation band radios and monitor the Hagerstown Ground Frequency 120.8 MHz between the hours of 7:00 a.m. and 10:00 p.m. and Unicom Frequency 122.95 MHz at all other times. All activities on the airfield shall be coordinated with the Owner and the Engineer prior to the start of work. The work crews shall be prepared to clear the taxiway safety areas (TSAs) during aircraft operations as ordered by the Owner.
6. The ADCI Project Manager and Airport Operations Manager must be contacted prior to beginning any reconnaissance and/or field work inside and/or outside the Airport Security fence or adjacent properties. The contact information for the Airport Manager is as follows:

Mr. Gene Bolanowski	Tel: (240) 313-2769
Operations Manager	Cell: (386) 846-9118
Hagerstown Regional Airport	Email: ebolanowski@washco-md.net
18434 Showalter Road	
Hagerstown, MD 21742	
7. Since this project is funded by the Federal Government, compliance is required with Contract Provision Guidelines for Obligated Sponsors and Airport Improvement Program Projects. The requirements can be found on the Federal Aviation Administrations (FAA) website at: https://www.faa.gov/airports/aip/procurement/federal_contract_provisions.
8. Companies whose employees perform work on the Airport shall have General Liability Insurance with a minimum coverage of **\$1,000,000**. You will be requested to provide a Certificate of Insurance when completing the Subconsultant Agreement.
9. If your firm is a **Disadvantaged Business Enterprise (DBE)**, provide a copy(s) of current **certification by a State or Federal agency(s)**, preferably where the project is located.

Mr. Ronald D. Bidle, Jr.
July 2, 2026



ADCI is requesting your proposal on or before **July 17, 2026**. It is anticipated that a Notice-To-Proceed (NTP) for this work will be issued in the Summer/Fall of 2026. Upon receipt of the written NTP, it is requested that a copy of the electronic files for the requested surveys be forwarded to our office within thirty (30) calendar days for Item 1 and within fourteen (14) calendar days for Item 2.

If you should have any questions regarding this matter, please do not hesitate to contact our office.

Sincerely,

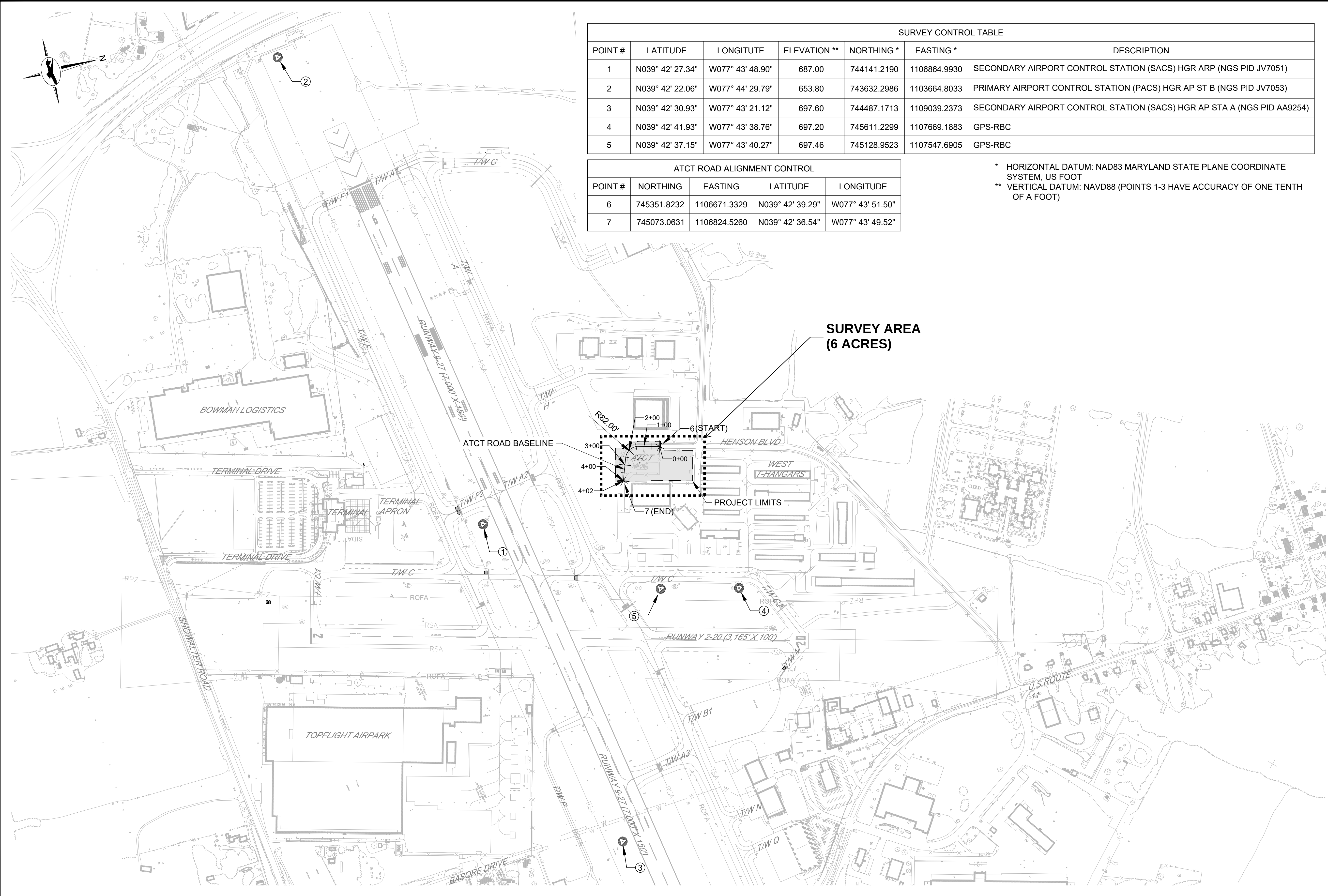
A handwritten signature in blue ink, appearing to read "Ronald N. Morris", with a stylized flourish at the end.

Ronald N. Morris, PE, CM
Senior Engineering Manager

RNM/rmm

Enclosures: 1. Exhibit EX-1, Survey and Boring Exhibit

L:\Proposals\HGR\2026-HGR-1307 ATCT Final Design TO 15\SUBS\Triad-Survey\20260710 Design Survey RFP - HGR ATCT Final Design.docx



SURVEY CONTROL TABLE						
POINT #	LATITUDE	LONGITUDE	ELEVATION **	NORTHING *	EASTING *	DESCRIPTION
1	N039° 42' 27.34"	W077° 43' 48.90"	687.00	744141.2190	1106864.9930	SECONDARY AIRPORT CONTROL STATION (SACS) HGR ARP (NGS PID JV7051)
2	N039° 42' 22.06"	W077° 44' 29.79"	653.80	743632.2986	1103664.8033	PRIMARY AIRPORT CONTROL STATION (PACS) HGR AP ST B (NGS PID JV7053)
3	N039° 42' 30.93"	W077° 43' 21.12"	697.60	744487.1713	1109039.2373	SECONDARY AIRPORT CONTROL STATION (SACS) HGR AP STA A (NGS PID AA9254)
4	N039° 42' 41.93"	W077° 43' 38.76"	697.20	745611.2299	1107669.1883	GPS-RBC
5	N039° 42' 37.15"	W077° 43' 40.27"	697.46	745128.9523	1107547.6905	GPS-RBC

ATCT ROAD ALIGNMENT CONTROL				
POINT #	NORTHING	EASTING	LATITUDE	LONGITUDE
6	745351.8232	1106671.3329	N039° 42' 39.29"	W077° 43' 51.50"
7	745073.0631	1106824.5260	N039° 42' 36.54"	W077° 43' 49.52"

* HORIZONTAL DATUM: NAD83 MARYLAND STATE PLANE COORDINATE SYSTEM, US FOOT
** VERTICAL DATUM: NAVD88 (POINTS 1-3 HAVE ACCURACY OF ONE TENTH OF A FOOT)

GENERAL NOTES

1. ALL UTILITIES SHALL REMAIN IN PLACE AND IN SERVICE UNLESS OTHERWISE NOTED.

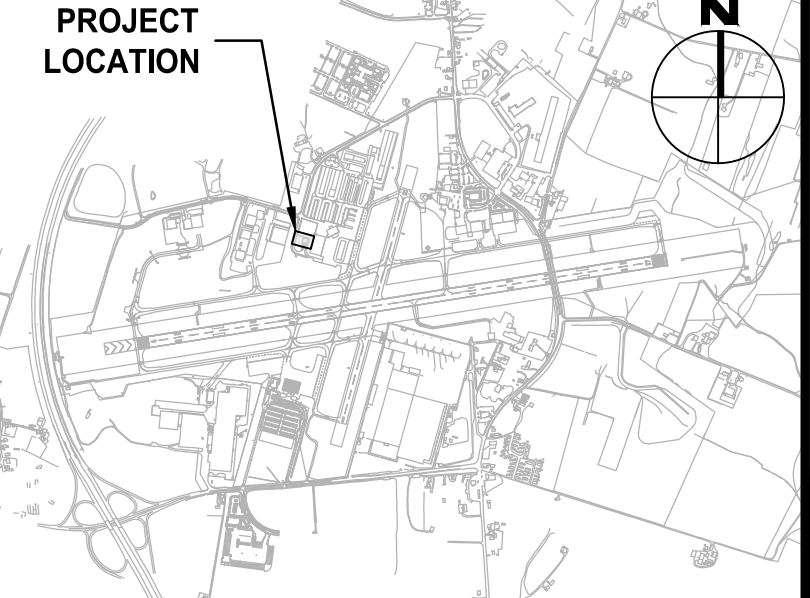
LEGEND

- EXISTING AOA FENCE
SECONDARY CONTROL
PROJECT WORK LIMITS

GRAPHIC SCALE



KEY PLAN



CONSULTANT:

AIRPORT DESIGN CONSULTANTS
6011 UNIVERSITY BLVD, SUITE 490
ELLCOTT CITY, MD 21043
TEL: 410.465.9600
FAX: 410.465.9602

SEAL:

PROFESSIONAL CERTIFICATION:

DESIGNED: B.J.D.

DRAWN: B.C.T.

CHECKED: V.J.D.

APPROVED: R.N.M.

REVISION NO.

REVISION DATE

DESCRIPTIONS

HAGERSTOWN REGIONAL AIRPORT
Washington County, MD

PROJECT TITLE:

CONSTRUCT NEW AIR TRAFFIC CONTROL TOWER (ATCT) - SITING STUDY AND CONCEPT VALIDATION DOCUMENTS (CVD)

SHEET TITLE:

SURVEY CONTROL AND BASELINE PLAN

SCALE:

AS SHOWN

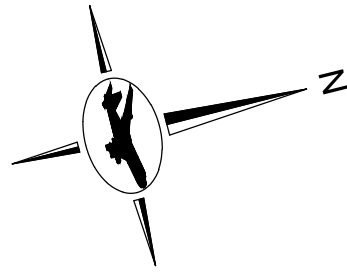
DATE:

OCTOBER 2025

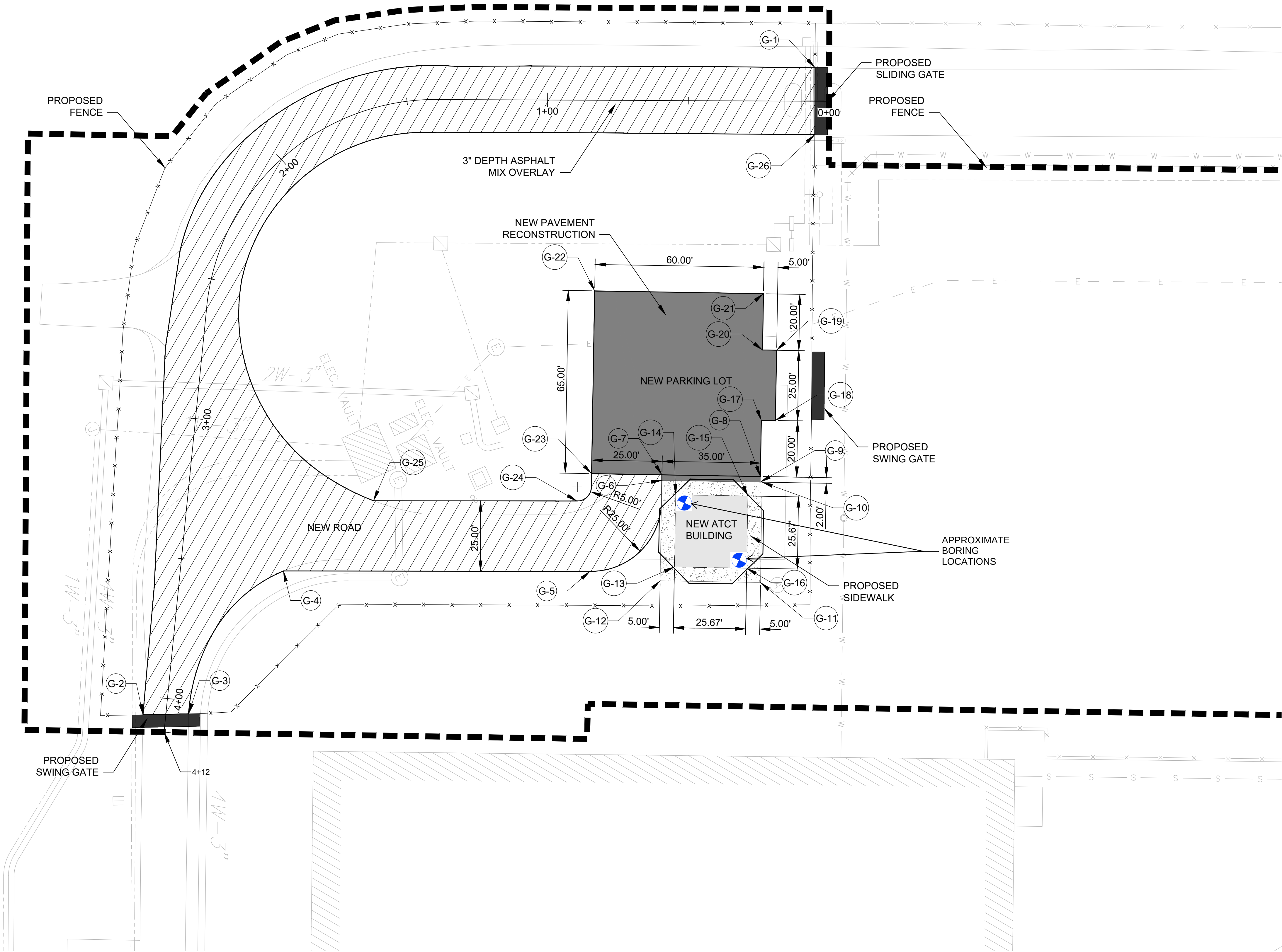
Bid No.: PUR - 1714
MAA GRANT No.: MAA-GR-26-003

SUBMISSION: PRELIMINARY (25%) SUBMITTAL

SHEET NO.: EX-01



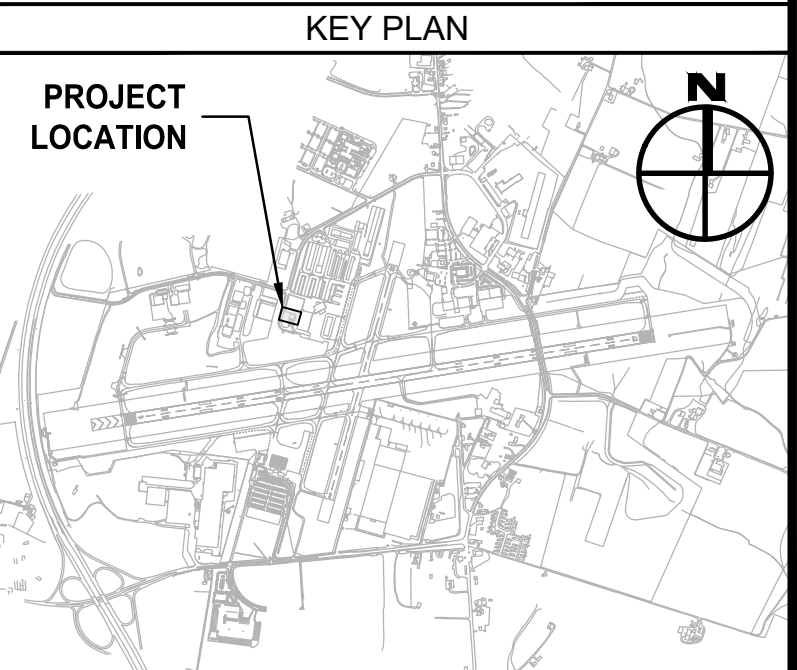
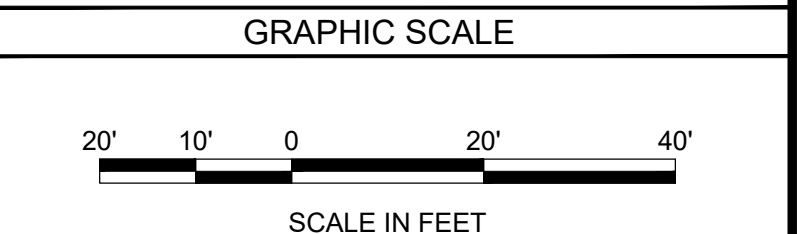
STATION OFFSET TABLE			
POINT	BASELINE	STATION	OFFSET
G-1	ATCT ROAD	0+04.99	12.000
G-2	ATCT ROAD	4+06.59	8.052
G-3	ATCT ROAD	4+04.64	-8.052
G-4	ATCT ROAD	3+50.74	-36.495
G-5	ATCT ROAD	3+39.99	-144.889
G-6	ATCT ROAD	0+58.79	-135.061
G-7	ATCT ROAD	0+58.76	-133.062
G-8	ATCT ROAD	0+23.77	-133.495
G-9	ATCT ROAD	0+23.79	-135.494
G-10	ATCT ROAD	0+23.13	-135.503
G-11	ATCT ROAD	0+23.57	-171.167
G-12	ATCT ROAD	3+40.84	-170.047
G-13	ATCT ROAD	0+54.17	-165.788
G-14	ATCT ROAD	0+53.85	-140.123
G-15	ATCT ROAD	0+28.19	-140.440
G-16	ATCT ROAD	0+28.50	-166.105
G-17	ATCT ROAD	0+23.52	-113.496
G-18	ATCT ROAD	0+18.52	-113.558
G-19	ATCT ROAD	0+18.21	-88.560
G-20	ATCT ROAD	0+23.21	-88.498
G-21	ATCT ROAD	0+22.96	-68.500
G-22	ATCT ROAD	0+82.96	-67.757
G-23	ATCT ROAD	0+83.76	-132.752
G-24	ATCT ROAD	3+15.57	-137.833
G-25	ATCT ROAD	3+22.70	-65.845
G-26	ATCT ROAD	0+05.01	-11.898



- GENERAL NOTES
- ALL UTILITIES SHALL REMAIN IN PLACE AND IN SERVICE UNLESS OTHERWISE NOTED.
 - SEE SHEET GC101 FOR SURVEY CONTROL AND BASELINE PLAN.
 - SEE SHEET CP300 FOR PAVING DETAILS.

LEGEND

- PROJECT WORK LIMITS
- 3" DEPTH ASPHALT MIX OVERLAY
- NEW PAVEMENT RECONSTRUCTION
- PROPOSED SIDEWALK
- NEW ATCT BUILDING



CONSULTANT:  AIRPORT DESIGN CONSULTANTS 6011 UNIVERSITY BLVD, SUITE 490 ELLCOTT CITY, MD 21043 TEL: 410.465.9600 FAX: 410.465.9602	SEAL:	PROFESSIONAL CERTIFICATION:	DESIGNED: B.J.D.	REVISION NO.	REVISION DATE	DESCRIPTIONS
			DRAWN: B.C.T.			
			CHECKED: V.J.D.			
			APPROVED: R.N.M.			
 HAGERSTOWN REGIONAL AIRPORT Washington County, MD						
PROJECT TITLE: CONSTRUCT NEW AIR TRAFFIC CONTROL TOWER (ATCT) - SITING STUDY AND CONCEPT VALIDATION DOCUMENTS (CVD)						
SHEET TITLE: BORING LOCATIONS						
SCALE: AS SHOWN			DATE: OCTOBER 2025			
			EX-02			



Agenda Report Form

Open Session Item

SUBJECT: Maryland Department of Agriculture and Washington County Black Fly Treatment Memorandum of Understanding

PRESENTATION DATE: July 28, 2026

PRESENTATION BY: Andrew Eshleman, Director of Public Works

RECOMMENDED MOTION(S): Move to approve execution of the Memorandum of Understanding with the Maryland Department of Agriculture for controlling Black Flies on the Potomac River and adjacent tributaries.

REPORT-IN-BRIEF: The Maryland Black Fly Suppression Pilot Program was established in 2016, with the first stream treatments beginning in 2017. Administered by the Maryland Department of Agriculture (MDA), the program requires participating local jurisdictions to provide a 50 percent cost share for suppression activities. Washington County has participated in the program since its inception, and the effectiveness of the treatments has resulted in achieving permanent status within MDA's nuisance management program. To formally define the roles, responsibilities, and cost-sharing arrangements between the County and MDA, a Memorandum of Understanding (MOU) has been prepared for consideration.

DISCUSSION: Similar to previous years, the treatment program is structured around the annual funding available from both participating organizations. The program is administered by the Maryland Department of Agriculture (MDA), which oversees all aspects of the suppression effort, including procurement and management of the contracted services, scheduling, and application of the treatments

FISCAL IMPACT: Variable based on the annual operating budget 12410 Pest Management and not to exceed \$137,500 annually. FY27 estimated contribution is \$50,000.

CONCURRENCES: County Administrator & County Attorney

ALTERNATIVES: Do not participate which may complicate program administration

ATTACHMENTS: Draft MOU

AUDIO/VISUAL TO BE USED: N/A

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING is entered into this 10th day of June, by and between the STATE OF MARYLAND DEPARTMENT OF AGRICULTURE, hereinafter "MDA", and WASHINGTON COUNTY, MARYLAND, hereinafter "COUNTY".

WHEREAS MDA is an agency of the State of Maryland.

WHEREAS COUNTY is a political subdivision of the State of Maryland.

WHEREAS, the Maryland General Assembly enacted Md. Code Ann., Agric. Art. §§ 5-1001 et seq., requiring MDA to implement a program to control nuisance insects in the State.

WHEREAS MDA and COUNTY want to clarify their respective roles and responsibilities in implementing a certain project for controlling Black Fly, a nuisance insect, on the Potomac River and adjacent Tributaries in Washington County, Maryland, using *Bacillus thuringiensis israelensis*.

WHEREAS, MDA and COUNTY have agreed to each pay 50% of the costs associated with the project; and the parties have agreed that each will perform certain work in accordance with this Memorandum of Understanding ("Memorandum" or "MOU").

NOW, THEREFORE, the MDA and COUNTY agree as follows:

ARTICLE I-MDA's SCOPE OF WORK

MDA and COUNTY shall develop and implement a MONITORING PLAN as described more fully below to further the work that is to be performed by the COUNTY, under MDA's management of a contract with a third party for the aerial application of insecticides to control Black Flies. The COUNTY, in consultation with and directed by the MDA, shall determine the frequency and timing of aerial applications.

Summary

Black Fly control will be implemented starting July 1, 2026, on the Potomac River, and adjacent Tributaries.

Treatments of the Potomac River and Tributaries with *Bacillus thuringiensis israelensis* (Bti formulation) will be applied approximately once a month beginning on or about March and ending each treatment season, on or about October to be repeated each year that this MOU is in effect.

Responsibilities of the Parties

The Black Fly control treatments shall be implemented in Washington County on:

- State owned property
- Local government property; and
- Private property (with consent of the property owner).

MDA and COUNTY shall notify appropriate people on the date and locations of upcoming applications.

MDA and COUNTY shall conduct field studies to determine the need for, location and timing of spraying.

MDA and COUNTY shall review the effectiveness of the application.

Monitoring Objectives

Determine impact and frequency of Bti in controlling Black Fly populations in treated and control areas.

Field Operations

Maryland's Black Fly Suppression project is based on field monitoring and laboratory identifications of Black Fly populations throughout the Potomac River and Tributaries at known hotspots. The information gathered because of these processes is, and will be, used by MDA and COUNTY staff to schedule treatment operations in coordination with the aerial application contractors. MDA and COUNTY staff are also responsible for reviewing treatment effectiveness.

Spray Operations

Treatments shall be scheduled only when larval sample results indicate presence of nuisance insect pest species.

MDA & COUNTY shall notify federal, state, and county authorities, including emergency management personnel, of upcoming Black Fly treatments.

MDA & COUNTY staff shall direct treatments in coordination with aerial application contractors.

Treatments shall consist of aerial applications of environmentally safe, naturally occurring soil bacteria - Bti (possible trade name Vectobac 12AS).

MDA staff shall review the effectiveness of the spraying after each treatment. To cover the cost of this program, MDA, and the COUNTY, pursuant to Md. Code Ann., Agric. Art § 5-1003, have each agreed to pay 50% of the cost of the project to a maximum of Two Hundred Seventy-five Thousand dollars (\$275,000) total for MDA and County.

Biomonitoring

MDA & COUNTY will monitor non-target species in the treatment and non-treatment areas to assess the health of local populations.

ARTICLE II-WASHINGTON COUNTY's SCOPE OF WORK

1. MDA shall enter into and manage a contract with a third party for the aerial application of insecticides on the Potomac River and Tributaries to control nuisance Black Fly. The COUNTY shall cooperate and coordinate with MDA in the implementation and management of this contract.

ARTICLE III-COUNTY'S COMPENSATION AND METHOD OF PAYMENT

COUNTY shall pay for half of the actual costs of services set forth above, not to exceed One Hundred Thirty-seven Thousand Five Hundred dollars (\$137,500). MDA shall invoice the COUNTY once a month for the COUNTY's half of the costs expended in the performance of this Memorandum. Each monthly billing from MDA shall identify the progress made in relation to the biomonitoring described herein and the payment being requested. The third-party contractor shall follow cost accounting practices acceptable to MDA and COUNTY. Invoices in proper form shall be due and payable by the COUNTY to MDA within thirty (30) days of receipt. MDA and COUNTY reserve the right to require the third-party contractor to provide such details and additional information as MDA and COUNTY, at their discretion, deem appropriate.

ARTICLE IV-TERM

This MOU shall renew each fiscal year (July 1 through June 30), unless there is no available funding for the MOU costs or either party provides written notice of its intent to terminate the MOU before June 30 of any fiscal year. No work may be initiated under this Memorandum. until it has been fully executed by all parties.

ARTICLE V-CONTRACT REPRESENTATIVES

The following individuals are designated as contract representatives for their respective parties:

Department: Maryland Department of Agriculture, Contract Monitor Scott S. Larzelere. 50 Harry S. Truman Pkwy Annapolis, MD 21401 Phone: 443-481-9644 Email: scott.larzelere@maryland.gov

County: Washington County, Chief Financial Officer Kelcee Mace. Division of Budget and Finance 100 W. Washington St. Ste. 3100 Hagerstown, MD 21740 Phone: 240-313-2305 Email: kmace@washco-md.net

Contractor: Helicopter Applicators, Inc. Kirk Martin 1670 York Road Gettysburg, PA 17325
Phone: 717-495-7749 Email: kmartin@helicopterapplicators.com.

The scope of authority of the designated Contract Representatives to act for their respective parties is set forth in the attached General Conditions.

ARTICLE VI - KEY PERSONNEL

The COUNTY agrees that the following named individuals are essential to the work being performed hereunder and are designated as Key Personnel who shall be made available to the full extent required to carry out the work under this Memorandum: Scott S. Larzelere MDA.

Should this individual become unavailable during the term of this Memorandum, personnel of equivalent capability shall be assigned to the project.

ARTICLE VII-MERGER

This Memorandum embodies the whole agreement of the parties. There are no promises, terms, conditions, or obligations regarding the parties' agreement other than those contained herein or incorporated herein by reference.

ARTICLE VIII-GENERAL CONDITIONS

The attached General Conditions are a part of this Memorandum.

GENERAL CONDITIONS FOR MEMORANDA OF UNDERSTANDING

ARTICLE I-THE PARTIES

A. Separate Agency - MDA shall enter into a third-party contract (hereinafter, the "Contract") which shall require its third-party contractor (hereinafter, the "Contractor") to be responsible for providing all supplies and materials necessary for performance of all work agreed to under the MOU, and for withholding any taxes and social security payments due in relation to the Contract.

B. Notices - Service of any notice required by the MOU shall be complete upon mailing of such notice, postage prepaid, to the appropriate contract representative at the address indicated in the MOU. If no contract representative is named, then the person executing the MOU for a party shall be the contract representative for purposes of notice.

ARTICLE II-PERFORMANCE

A. Standard of Performance - MDA and COUNTY are responsible for the supervision and inspection of, and the technical accuracy and coordination of all data and work performed

pursuant to the MOU, and MDA shall require that the Contractor provide services and products meeting professional standards of quality and methodology.

B. Prosecution of the Work - MDA and COUNTY agree to cause the Contractor to prosecute all work under the Contract continuously and diligently and to meet all milestones contained in the Contract.

C. Changes - MDA, in consultation with the COUNTY, may at any time make any change of the work within the general scope of the Contract. Upon agreement of such changes, MDA shall immediately cause the Contractor to institute all such requested changes. Such directed additions or changes to scope of work shall become part of the Contract. Each Contract modification or change order that affects the Contract price is subject to the prior written approval of both MDA and COUNTY.

ARTICLE III - ACCOUNTING

A. Retention of Records - Audit - MDA shall cause the Contractor to maintain and retain all records and documents relating to the MOU and the Contract for three years after final payment by MDA. Contractors shall make such records and documents available for inspection and audit by authorized representatives of MDA and COUNTY at all reasonable times. COUNTY shall have the right, during usual business hours, to examine and audit pertinent records of MDA and the Contractor to verify invoices submitted by MDA pursuant to the MOU.

B. Payment of State Obligations- Payments shall be made in accordance with the terms of the MOU. Charges for late payment are prohibited.

ARTICLE IV - DURATION

A. Effective Date - It is understood and agreed by the parties hereto that the MOU and any modification thereof shall not become effective or enforceable until executed by all the parties.

B. Termination for Convenience - The performance of work under the MOU may be terminated by MDA in accordance with this clause in whole, or in part, whenever MDA shall determine that such termination is in its best interest. MDA will pay all reasonable costs associated with the MOU that COUNTY has incurred up to the date of termination and all reasonable costs associated with termination of the MOU.

APPROVED FOR FORM AND LEGAL SUFFICIENCY (Subject to Execution by A Duly Authorized County Administrative Official and County Council, if Indicated) OFFICE OF THE COUNTY ATTORNEY Approval of Form and Legal Sufficiency Does Not Convey. Approval or

Disapproval of Substantive Nature of Transaction. Approval is Based Upon Typeset Document. All Modifications Require Re-Approval.

IN WITNESS WHEREOF, the parties have executed this Memorandum by causing the same to be signed on the day and year first above written.

Reviewed and Approved: Washington County, Maryland

By: Michelle Gordon, County Administrator (Date)

By: John Barr, Board President (Date)

By: Zachary Kieffer, County Attorney (Date)

Maryland Dept. of Agriculture By:

Nicole Sheehy, Assistant Secretary, Department of Agriculture (Date)

By: Scott S. Larzelere, Contract Monitor, Department of Agriculture (Date)



Agenda Report Form

Open Session Item

SUBJECT: Letter of Concurrence for Fisher BioServices to Use a Portion of FTZ #255's allotted acreage in Frederick, MD.

PRESENTATION DATE: July 28, 2026

PRESENTATION BY: Linda Spence, Financial Programs Administrator, and Jonathan Horowitz, Director, Department of Business and Economic Development

RECOMMENDED MOTION: Approve the Letter of Concurrence.

REPORT-IN-BRIEF: Review the attached Letter of Concurrence supporting Fisher BioServices in Frederick, MD to operate within Foreign Trade Zone #255C.

DISCUSSION: The Letter of Concurrence informs U.S. Customs and Border Protection that the Washington County Board of County Commissioners, as the FTZ Grantee, approves Fisher BioServices to activate 3.72 acres within Foreign Trade Zone #255 at their facility located at 4650 New Design Road in Frederick, MD. Activation will allow the company to manage and store merchandise under FTZ procedures, including filing Customs documents, handling shipments, and maintaining required inventory records, all in accordance with the FTZ #255 Zone Schedule.

This request does not include any production activity, and Fisher BioServices would need future Foreign-Trade Zone Board approval before conducting production within the zone. Their current purpose is to use the FTZ strictly for secure storage and movement of goods under Customs oversight.

Washington County previously established support for FTZ operations outside of Washington County through Resolution RS-2025-51, and granting concurrence for this subzone aligns with that commitment while supporting continued economic growth in the region.

FISCAL IMPACT: All administrative, application, and annual fees will go into the Foreign Trade Zone #255 account to support marketing, training, travel, and other related expenses. Fees paid by out-of-county users will directly strengthen and promote Washington County's FTZ program.

CONCURRENCES: Rosalinda Pascual, Deputy County Attorney, Victor Scarpelli, Assistant County Attorney.

ALTERNATIVES: The Board of County Commissioners may determine that activation of FTZ 255C is not in the county's best interest at this time and declines to endorse the request.

ATTACHMENTS: Letter of Concurrence, Resolution No. RS-2025-51

AUDIO/VISUAL NEEDS: n/a



BOARD OF COUNTY COMMISSIONERS OF
WASHINGTON COUNTY, MARYLAND

July 28, 2026

Mr. Adam Rottman, Port Director
U.S. Customs and Border Protection
40 South Gay Street
Baltimore, Maryland 21202

Re: **Fisher BioServices, Inc.**
Foreign Trade Subzone 255C
Frederick, Maryland 21703

Dear Port Director Rottman:

The Board of County Commissioners of Washington County, MD, Grantee of Foreign Trade Zone No. 255, concurs with the Application for Activation submitted by Fisher BioServices for its property located at 4650 New Design Road, Frederick, MD 21703, which has been designated as Foreign Trade Zone, Subzone 255C by the Foreign-Trade Zones Board pursuant to Order No. 2149.

Please contact Linda Spence, Financial Programs Administrator for the Washington County Department of Business and Economic Development at 301-302-5230, should you have any questions.

Sincerely,

BOARD OF COUNTY COMMISSIONERS
OF WASHINGTON COUNTY, MARYLAND

By: _____
John F. Barr, President

Cc: Linda Spence, Washington County Department of Business and Economic Development
Jonathan Horowitz, Washington County Department of Business and Economic Development
Luke Watts, FTZ Consulatat, John S. James Company

100 West Washington Street, Suite 1101 | Hagerstown, MD 21740 | P: 240.313.2200 | F: 240.313.2201 | TDD: 711

WWW.WASHCO-MD.NET

RESOLUTION NO. RS-2025-5

(Resolution Approving the Use of a Portion of Foreign Trade Zone #255's Acreage by Out-of-County Businesses)

RECITALS

By Grant of Authority from the Foreign Trade Zones Board dated July 3, 2002, the Board of County Commissioners of Washington County, Maryland, was granted the privilege of establishing Foreign Trade Zone (FTZ) No. 255.

On February 14, 2023, the Board of County Commissioners of Washington County, Maryland authorized a proposed application to reorganize FTZ # 255 under an Alternative Site Framework, which was subsequently approved by the Foreign Trade Zone Board on October 24, 2023.

FTZ No. 255 has been allotted a standard 2,500 acres for operators within the Alternative Site Framework service area. While the Commissioners prioritize the allotment to businesses located in Washington County, it has been proposed that up to 250 acres be permitted to be used by out-of-county businesses, creating new opportunities to attract investment, expand trade activity, and strengthen Washington County's role as regional hub for economic growth while protecting the majority of acreage for local use.

NOW, THEREFORE, BE IT RESOLVED, that the Board of County Commissioners of Washington County, Maryland, that up to 250 acres of FTZ No. 255 allotment is permitted to be used by out-of-county businesses.

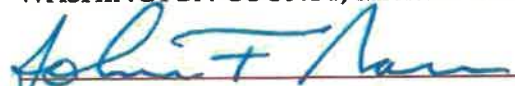
BE IT FURTHER RESOLVED, that a five-year sunset period, which requires any unused portion of the 250 acres be reallocated for in-county businesses, is hereby established, and that the FTZ No. 255 Administrator will provide a report to the Board of County Commissioners with findings and recommendations, which may include allowing the Resolution to sunset, be adjusted, or extending the provision.

Adopted and effective this 14 day of October, 2025.

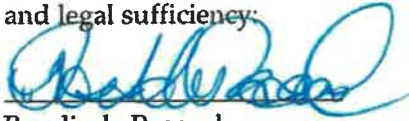
ATTEST:


Dawn L. Marcus, Clerk

BOARD OF COUNTY COMMISSIONERS OF
WASHINGTON COUNTY, MARYLAND


John F. Barr, President

Approved as to form
and legal sufficiency:



Rosalinda Pascual
Deputy County Attorney

Mail to:
Office of the County Attorney
100 W. Washington Street, Room 202
Hagerstown, MD 21740



Agenda Report Form

Open Session Item

SUBJECT: Opportunity Zone 2.0 Census Tract Nomination Approval

PRESENTATION DATE: Tuesday, July 28th, 2026

PRESENTATION BY: Jonathan Horowitz, Director, Machele Dwyer, Business Leader; The Department of Business and Economic Development

RECOMMENDATION: Move to approve the complete nomination packet for all eligible census tracts within Washington County for submission to the State of Maryland as part of the Federal Opportunity Zone 2.0 designation process.

REPORT-IN-BRIEF: Opportunity Zone 2.0 is the next federal round for designating eligible low-income census tracts to receive tax-advantaged private investment. The updated program strengthens requirements and expands benefits, supporting projects like housing, commercial redevelopment, and workforce development. DBED is seeking BOCC approval to submit our seven eligible census tracts to the State of Maryland for their approval consideration.

DISCUSSION: The Opportunity Zone 2.0 program represents the next federal cycle for designating eligible low-income census tracts to receive tax-advantaged private investment aimed at strengthening local economic development. The updated framework includes enhanced reporting requirements, stronger eligibility criteria, and expanded benefits for rural jurisdictions, helping ensure investment supports projects such as housing, commercial redevelopment, adaptive reuse, and workforce development.

Washington County has seven eligible census tracts; all located within the City of Hagerstown. To participate in this highly competitive designation cycle; where only a portion of statewide nominations are expected to be approved; Counties must formally submit a complete nomination packet for each tract. These packets include tract identification, a narrative, investment strategy, land-use details, and a project pipeline.

Approval by the Board of County Commissioners is required before submission to the State of Maryland. Board endorsement ensures each nomination aligns with local planning priorities, zoning considerations, and community development goals. Participation in Opportunity Zone 2.0 carries no fiscal impact to the County but provides a significant opportunity to attract private investment into future redevelopment and community improvement efforts

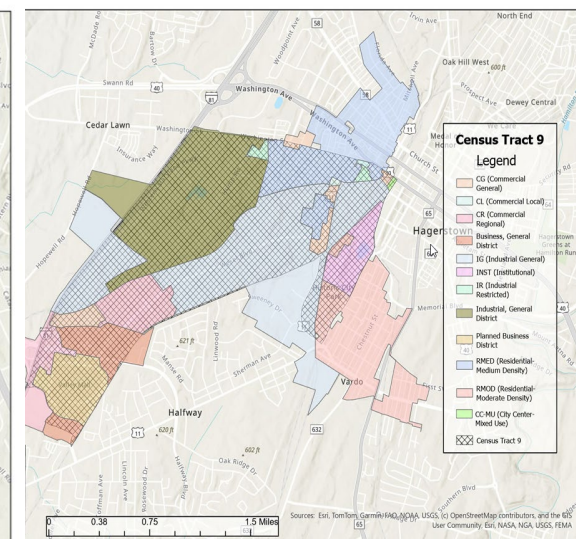
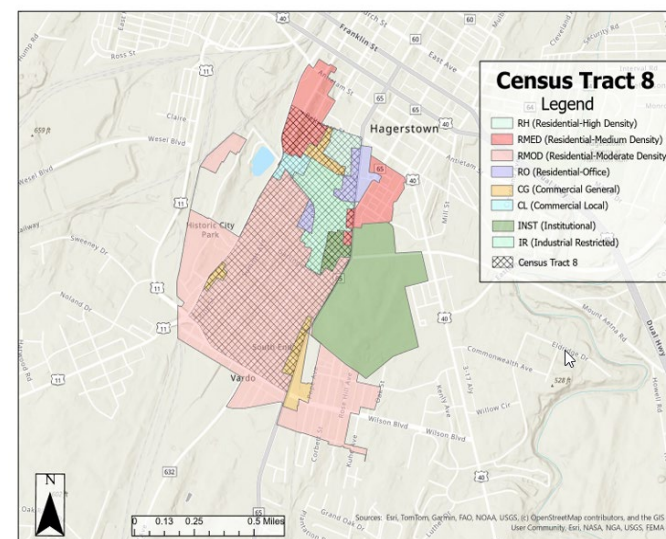
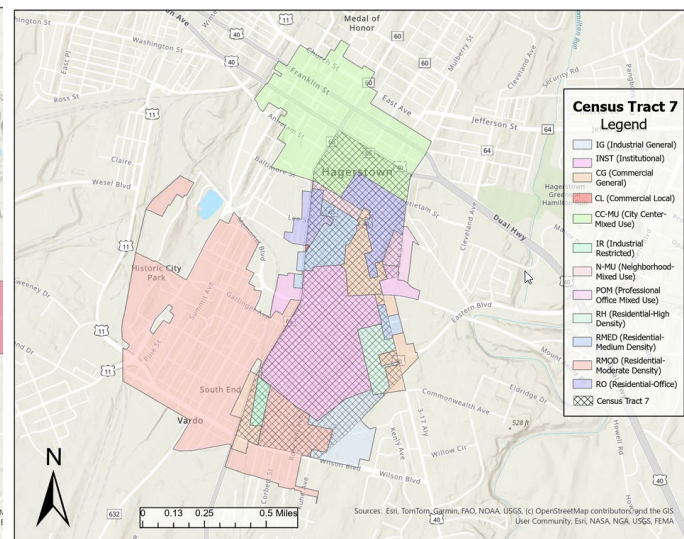
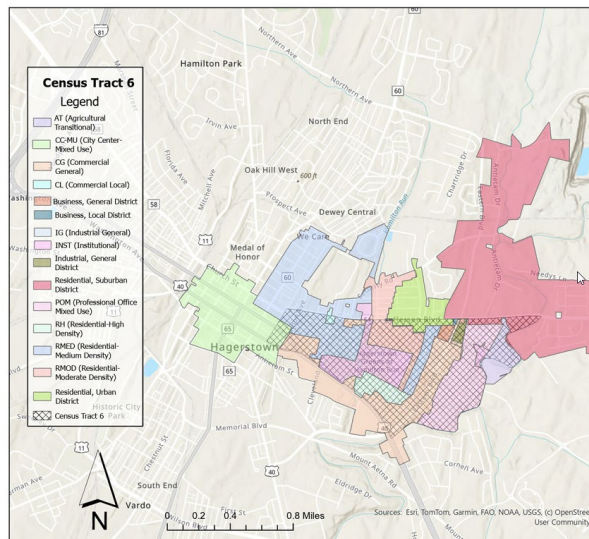
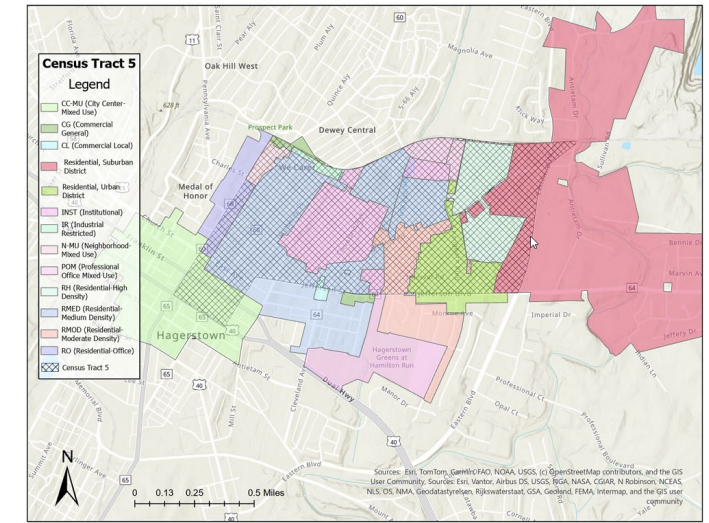
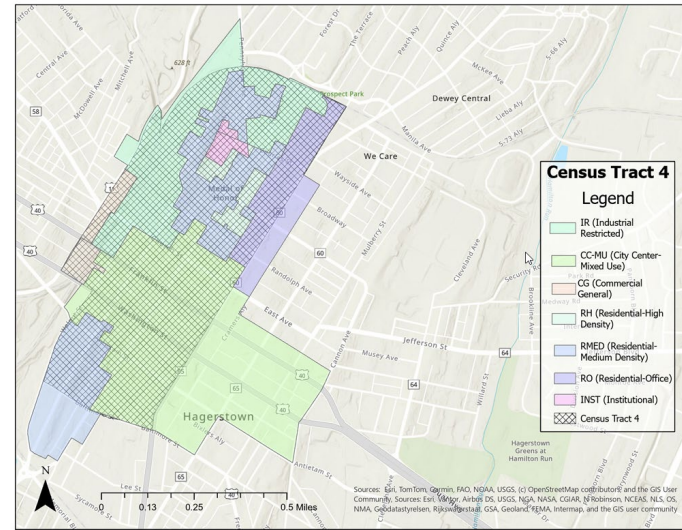
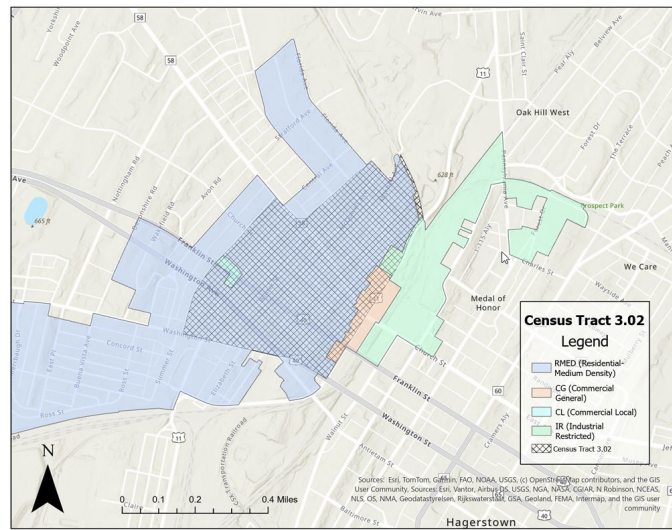
FISCAL IMPACT: N/A

CONCURRENCES: N/A

ALTERNATIVES: Decline to submit the eligible census tracts

ATTACHMENTS: Maps

AUDIO/VISUAL NEEDS: N/A



Opportunity Zone 2.0 Eligible Census Tracts



Agenda Report Form

Open Session Item

SUBJECT: Quit Claim a Portion of Earley Drive

PRESENTATION DATE: July 28, 2026

PRESENTATION BY: Todd Moser, Real Property Administrator, Division of Engineering

RECOMMENDED MOTION: Move to approve the quit claim and authorize the execution of the necessary documentation to finalize the quit claim.

REPORT-IN-BRIEF: A portion of Earley Drive was platted and partially built but never completed or accepted into the County road network.

DISCUSSION: Conservit, Inc. owns land on both sides of the platted right of way and would like to control the entire parcel of land for future development. The site has been used as an illegal dumping ground by unknown parties over the years, and Conservit has been working with the Maryland Department of Environment on cleanup including the platted portion. The platted right of way would serve no future connection.

FISCAL IMPACT: N/A

CONCURRENCES: County Attorney's Office

ALTERNATIVES: N/A

ATTACHMENTS: Quit Claim Drawing and Letter

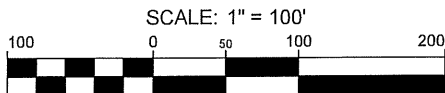
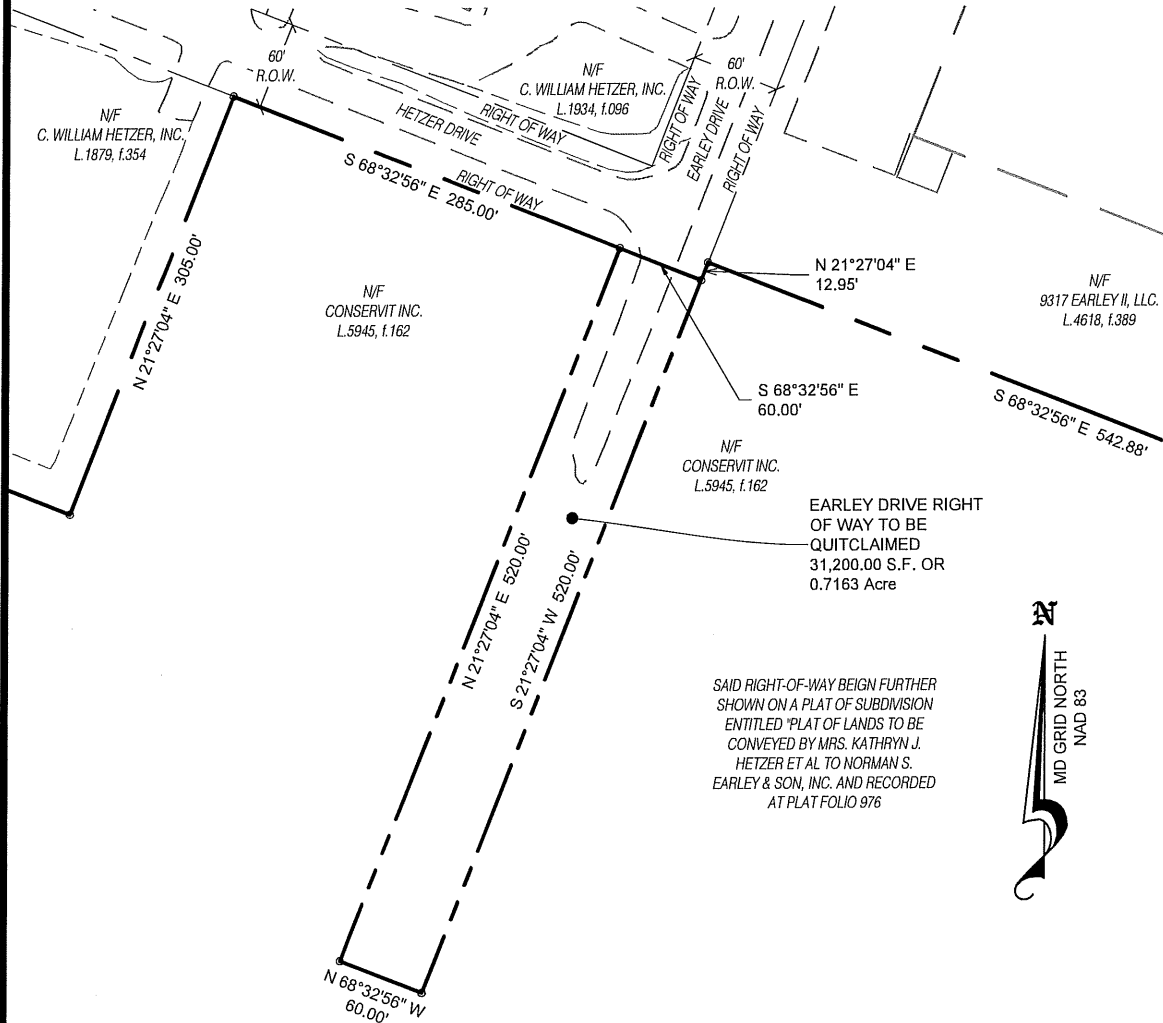
AUDIO/VISUAL NEEDS: Drawing

QUITCLAIM DRAWING FOR CONSERVIT, INC.
Unimproved Section of Earley Drive, Hagerstown, Maryland

SURVEYOR'S CERTIFICATION

I hereby certify to the best of my professional knowledge and belief that the plat shown hereon is correct; that it is a part of an Unimproved section of Earley Drive owned by Washington County; that this boundary survey was personally prepared by me or that I was in responsible charge over its preparation and the surveying work reflected hereon is in compliance with the requirements set forth in COMAR 09.13.06.03 in effect at the time this survey was performed.

I hereby certify that these documents were prepared or approved by me, and that I am a duly licensed professional land surveyor under the laws of the State of Maryland, License No. 21640, Expiration Date: December 22, 2025.



TAX MAP		062-010-202		 FREDERICK, SEIBERT & ASSOCIATES, INC. © 2023 CIVIL ENGINEERS • SURVEYORS • LANDSCAPE ARCHITECTS • LAND PLANNERS fsa-inc.com	PROJECT NO. 7605.1
DWN BY ALT	DATE 11-09-2023				
PROJECT MANAGER T. Taylor	EMAIL TTaylor@fsa-inc.com				
SCALE 1" = 100'					
SHEET 01 OF 01					
128 SOUTH POTOMAC STREET HAGERSTOWN, MD 21740 301.791.3650		20 WEST BALTIMORE STREET GREENCASLE, PA 17225 717.597.1007	505 SOUTH HANOVER STREET CARLISLE, PA 17013 717.701.8111	15 EAST MAIN STREET NEW BLOOMFIELD, PA 17068 717.275.7531	

November 10, 2023

Mr. Todd Moser; Real Property Administrator
Washington County Engineering
747 Northern Avenue
Hagerstown, MD 21712

Project: Conservit, Inc.; Real Property Account Number 003865

Dear Mr. Moser,

We are requesting a partially improved right-of-way be quitclaimed that is contiguous to our clients' property as shown on the attached drawing titled Quitclaim Drawing for Conservit, Inc. Conservit, Inc. is the current property owner adjacent to each side of the right-of-way of which the first 135 feet was previously paved/constructed but in need of rehabilitation. The right of way under consideration is not being maintained and is overgrown with brush and trees and has been used to discard trash which needs to be removed. The reason for the request is to remove irregularities in the property boundary which would allow for straight and consistent building restriction line which would permit better use of the buildable area on the property. There is an existing gate across the roadway near the intersection with Hetzer Drive which prevents the current use of the right of way.

The right-of-way is more particularly described as follows:

Beginning at a point in the eastern right-of-way line of Earley Drive, said point being at the intersection of the eastern right-of-way line of Earley Drive and the southern right-of-way line of Hetzer Drive, thence with the eastern right of way line of Earley Drive with bearings to match Maryland Grid North NAD 83 S21°27'04"W 520.00 feet to a point at the end of said right-of-way line, thence with lands now or formerly of Conservit, Inc. (Book 5945, page 162) N68°32'56"W 60.00 feet to a point located at the end of the western right-of-way line of Earley Drive, thence with said right-of-way line N21°27'04"E 520.00 feet to a point in the southern right-of-way line of Hetzer Drive, thence S68°32'56"E 60.00 feet to the place of beginning;

Containing 31,200 square feet or 0.7163 acres of land more or less;



Agenda Report Form

Open Session Item

SUBJECT: United States Department of the Interior Multi-Park Use MOU for Fire and EMS Services

PRESENTATION DATE: July 28, 2026

PRESENTATION BY: R. David Hays - Director, Division of Emergency Services (DES)

Oley Griffith, Volunteer Coordinator

RECOMMENDATION: To authorize the Division of Emergency Services to enter an MOU with the United States Department of the Interior for the purpose of supporting fire and EMS services delivery to the various National Parks located within, and surrounding Washington County, MD.

REPORT-IN-BRIEF: The Division of Emergency Services and the United States Department of the Interior have an existing collaborative, however informal partnership to ensure that all facilities, lands and visitors to the various National Parks located within, and surrounding Washington County receive timely and effective emergency responses when needed.

If approved, this agreement will move the existing partnership into a formal and written agreement. There are no funds associated with the execution of this agreement.

DISCUSSION: The MOU will formalize existing and long-standing service relationships between both agencies. Secondly, but not limited to, the Division of Emergency Services intends to support fire and EMS responses with manned and unmanned aircraft (UAV's). The addition of these new capabilities further solidifies the need to formalize our working relationships.

FISCAL IMPACT: None

CONCURRENCES: Zach Kieffer, County Attorney

R. David Hays, Director, Division of Emergency Services

Oley Griffith, Volunteer Coordinator

ALTERNATIVES: N/A

ATTACHMENTS: MOU

GENERAL AGREEMENT

BETWEEN

UNITED STATES DEPARTMENT OF THE INTERIOR

NATIONAL PARK SERVICE

ANTIETAM NATIONAL BATTLEFIELD

CATOCTIN MOUNTAIN PARK

CHESAPEAKE AND OHIO CANAL NATIONAL HISTORICAL PARK

HARPERS FERRY NATIONAL HISTORICAL PARK

AND

WASHINGTON COUNTY DIVISION OF EMERGENCY SERVICES

WILLIAMSPORT, MARYLAND

This Agreement is entered into by and between the National Park Service (hereinafter "NPS"), United States Department of the Interior, acting through the Superintendents for Antietam National Battlefield, Catoctin Mountain Park, C&O Canal National Historical Park, and Harpers Ferry National Historical Park (hereinafter "Parks"), and the Washington County Division of Emergency Services (hereinafter "DES"), acting through the Director of Washington County Division of Emergency Services.

ARTICLE I- BACKGROUND AND OBJECTIVES

The purpose of this Agreement is to provide mutual aid and assistance between the Parks and DES should emergency medical services/search and rescue operations be needed in or wildland/structure fires or hazardous materials spills occur on, or threaten or endanger property under the protection of either agency.

Currently, the NPS is primarily responsible for completing detection and suppression of wildfires and providing response to emergency medical incidents/search and rescue operations, and hazardous materials spills on federally owned land within the Parks. DES is primarily responsible for completing detection and suppression of wildland/structure fires and providing response to emergency medical incidents/search and rescue operations, and hazardous materials spills within their response area.

ARTICLE II- AUTHORITY

WHEREAS, pursuant to 16 USC 450 bb, the NPS administers the Park that was established as a unit of the National Park System, United States Department of the Interior; and

WHEREAS, pursuant to 16 USC 1b. (1), the NPS may provide for the rendering of emergency rescue, fire suppression and cooperative assistance to nearby fire prevention agencies and for related purposes outside of the National Park System; and

WHEREAS, pursuant to 42 U.S.C. 1856a, the NPS is authorized to enter into reciprocal agreements for mutual aid, to furnish fire protection with any fire organization maintaining fire protection facilities in the vicinity of NPS property and for other property for which said agency normally provides fire protection; and

WHEREAS, the NPS and DES have determined that the Agreement herein described is compatible with the public interest.

NOW, THEREFORE, pursuant to 42 U.S.C. 1856a, both parties do mutually understand and agree as follows:

ARTICLE III- STATEMENT OF WORK

The area of Park property covered by this Agreement will be that area within the DES's response area of Washington County, Maryland.

In the execution of this Agreement, employees or agents of the DES are not considered employees of the Parks or NPS.

The NPS, Parks, and DES waive all claims against each other for compensation for any loss, damage, personal injury, or death occurring in consequence of activities pursuant to this Agreement.

Neither party to this Agreement will reimburse the other party for all or any part of the cost incurred by such party in providing services pursuant to this Agreement.

Nothing in this Agreement will be construed as obligating the NPS to expend in any one fiscal year any sum in excess of the monies appropriated by Congress and allocated by the NPS for the performance of this Agreement.

The Parks and DES agree to notify the other of available training in the areas identified and participate in joint training exercises when possible.

When DES, in the course of responding to an incident or in the course of approved work within the jurisdictional boundaries of the NPS, utilizes an aircraft, DES is responsible for complying with all federal, state, and local aviation regulations and will remain in operational control of their aviation operations. This agreement does not grant the NPS the ability to request the use of the aircraft, pilot, or aviation support from DES for either emergency or non-emergency purposes or enter into operational control of the flight operations. A separate Letter of

Cooperative Approval (LOA) from the DOI's Office of Aviation Services per Departmental Manual 350-353 and NPS National Aviation Office per RM-60 is required when a park makes and aviation supports the request.

The provisions of this Agreement are divided into the following three sections: Wildland Fire; Emergency Medical Services/Search and Rescue; and Hazardous Materials.

Wildland Fire

Each party to this Agreement will furnish such equipment and personnel to aid the other party as can be made available without jeopardizing the fire protection of its own area of responsibility.

Only Minimum Impact Suppression Tactics will be used when fighting fires within the Parks. No chainsaws or ground-disturbing equipment such as graders or bulldozers will be used without the permission of the NPS Superintendent or his/her designee.

Each party to this Agreement agrees that they will mutually report any fires that occur on or threaten lands within their respective jurisdictional boundaries. Once reported, either party may take immediate action to suppress a fire in the other party's area of primary responsibility in order to save life or property.

If available, the Parks will provide an Incident Commander (IC) for each incident which occurs on Park lands. The IC will serve as the liaison with the Officer-In-Charge of DES on the scene of the incident and will assist with directing and controlling suppression efforts on Park land. If the fire crosses from Park land to adjacent private land, the Officer-In-Charge of DES will take over as IC for suppression activities on private land.

Emergency Medical Services/Search and Rescue

DES will respond to all requests for Emergency Medical Services (EMS) and Search and Rescue (SAR) in the Parks (within the DES's response area) as rapidly as possible and with due regard for the safety and well-being of all persons concerned.

Each party to this Agreement agrees that they will mutually report any EMS or SAR incidents that occur on lands within their respective jurisdictional boundaries.

The Park employee who is first on the scene of an EMS or SAR Incident will assume the duties of Incident Commander until relieved by higher qualified Park or DES personnel and will order resources as appropriate. Park personnel with the requisite training and experience will respond in a positive manner to requests for assistance from the DES Officer-In-Charge at the scene. This may include riding in the DES ambulance to assist in providing patient care and/or transport. This may also include transporting DES personnel in Park vehicles and equipment.

If available, NPS equipment and/or resources can be made available for use in search and rescue operations adjacent to Park boundaries (in Washington County, MD) upon the request of the DES.

Such equipment will be operated by Park personnel while under the general direction of the IC at the scene of the search and rescue operation.

Hazardous Materials

DES will respond to all Hazardous Material spills in the Parks (within the response area) as promptly as possible and with due regard for the safety of all persons.

DES will conduct all containment and control efforts within the spill site in accordance with guidelines established by the State of Maryland, and appropriate Federal containment, and control standards and regulations for hazardous materials disposal.

The Park employee who is the first responder to the incident will assume the duties of IC until relieved by someone of higher qualifications. The Officer-In-Charge for DES will determine the next level of response, if necessary, and initiate the request for additional assistance.

The Parks will provide site security and crowd and traffic control if available.

The Parks will provide support as requested by DES within the capabilities of training, equipment, and staffing levels.

The Parks will initiate the investigation to identify the responsible party and determine the source of the hazardous material.

The financial responsibility for the clean-up is to be borne by the responsible party, as permitted by law.

ARTICLE IV- TERM OF AGREEMENT

The Agreement will be effective for a period of five (5) years from the date of the final signature, unless it is terminated earlier by one of the parties pursuant to Article X that follows.

ARTICLE V- KEY OFFICIALS

Key officials are essential to ensure maximum coordination and communication between the parties and the work being performed. They are:

Superintendent
Antietam National Battlefield
PO Box 158
Sharpsburg, MD21782

Superintendent
Catoctin Mountain Park
6602 Foxville Road
Thurmont, MD 21788

Superintendent
Chesapeake and Ohio Canal National Historical Park
142 W. Potomac Street
Williamsport, MD 21795

Superintendent
Harpers Ferry National Historical Park
PO Box 65
Harpers Ferry, WV 25425

Director
Washington County Division of Emergency Services
16232 Elliott Parkway
Williamsport, MD 21795

ARTICLE VI- FUNDING

Funds will not be exchanged under this Agreement. In-kind services will be exchanged as set forth in Article III.

ARTICLE VII- PRIOR APPROVAL

Not applicable.

ARTICLE VIII- REPORTS AND/OR OTHER DELIVERABLES

Each party is responsible for its respective timekeeping and other required records and reports. Upon request and to the full extent permitted by applicable law, the parties will share with each other final reports of incidents involving both parties.

ARTICLE IX- PROPERTY UTILIZATION

Unless otherwise agreed to in writing by the parties, any property furnished by one party to the other will remain the property of the furnishing party. Any property furnished by the NPS to DES during the performance of this Agreement will be used and disposed of as set forth in NPS Property Management Regulations.

ARTICLE X- MODIFICATION AND TERMINATION

This Agreement may be modified only by a written instrument executed by the parties.

Either party may terminate this Agreement by providing the other party with thirty (30) days advance written notice. In the event that one party provides the other party with notice of its intention to terminate, the parties will meet promptly to discuss the reasons for the notice and to try to resolve their differences.

ARTICLE XI- STANDARD CLAUSES

Promotions: DES shall not publicize, or otherwise circulate, promotional material (such as advertisements, sales brochures, press releases, speeches, still and motion pictures, articles, manuscripts, or other publications) which states or implies Governmental, Departmental, bureau or Government employee endorsement of a product, service, or position which the Company represents. No release of information relating to this agreement may state or imply that the Government approves of DES's work product or considers DES's work product to be superior to other products or services.

Public Information Release: DES must obtain prior Government approval from the Superintendent for any involved Park, for any public information releases which refer to the Department of the Interior, any bureau, park unit, or employee, or this Agreement. The specific text, layout, photographs, etc., of the proposed release must be submitted with the request for approval.

ARTICLE XII- SIGNATURES

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date(s) set forth below.

FOR THE NATIONAL PARK SERVICE:

Andrew Banasik
Superintendent
Antietam National Battlefield

Date

Richard Slade
Superintendent
Catocin Mountain Park

Date

Ed Wenschhof
Acting Superintendent
C&O Canal National Historical Park

Date

Tanya Gossett
Superintendent
Harpers Ferry National Historical Park

Date

Melanie Lloyd
Acting Regional Chief Ranger
NPS National Capital Region

Date

FOR THE WASHINGTON COUNTY BORD OF COUNTY COMMISSIONERS:

John F. Barr
President
Washington County Board
of County Commissioners

Date

Zacharey J. Kiefer
County Attorney

Date

Dawn L. Marcus
County Clerk

Date



Agenda Report Form

Open Session Item

SUBJECT: Recommendation to hire Transportation Engineer

PRESENTATION DATE: July 28, 2026

PRESENTATION BY: Chip Rose, Director, Human Resources.

RECOMMENDED MOTION: Staff seeks a motion to hire Eric Dykes for Position #157, Transportation Engineer at Grade 15 Step 2 (\$39.08/hr. or \$81,286).

REPORT-IN-BRIEF: Staff seeks a motion to hire Eric Dykes for Position #157, Transportation Engineer at Grade 15 Step 2 (\$39.08/hr. or \$81,286).

DISCUSSION: The Transportation Engineer provides a key role to Engineering in the planning, design, and construction of transportation related projects; as well as being involved with community/agency correspondence for transportation/traffic projects and inquiries.

Eric has a bachelor's degree from Morgan State University in Civil Engineering and more than twenty (20) years of engineering experience with notable roles as a Project Engineer (3 years), Project Manager (3 years), and a Lead Engineering Instructor (13 years). We believe Eric would make a great addition to the team.

FISCAL IMPACT: This is a budgeted position.

CONCURRENCES: Michelle Gordon, County Administrator

ATTACHMENTS: N/A



Agenda Report Form

Open Session Item

SUBJECT: Washington County Board of Social Services - Appointments

PRESENTATION DATE: July 28, 2026

PRESENTATION BY: Dawn L. Marcus, County Clerk

RECOMMENDATION: Move to appoint Ashley Whaley, to serve a partial term through June 30, 2027, and to appoint Karen Hays, to serve a first-full, three-year term from August 1, 2026, through July 31, 2029, on the Board of Social Services. The Board is a mandate of the State of Maryland.

REPORT-IN-BRIEF: The Board of Social Services advises the local director as to the local application of State policies or procedures and communicates to the residents of the County information as to the objectives, policies, programs and problems of local services, among other duties. Membership consists of nine individuals; eight appointed by the County Commissioners and one County Commissioner liaison (ex-officio).

DISCUSSION: N/A

FISCAL IMPACT: This is not a paid board.

CONCURRENCES: Washington County Board of Social Services

ATTACHMENTS: N/A



Agenda Report Form

Open Session Item

SUBJECT: Adult Public Guardianship Review Board Reappointments

PRESENTATION DATE: July 28, 2026

PRESENTATION BY: Dawn L. Marcus, County Clerk

RECOMMENDATION: Move to reappoint Dr. Allen Ditto to serve a thirteenth, three-year term from July 1, 2026, through June 30, 2029, to serve as the General Physician representative. the Board also requests a waiver of the two-term limit as outlined in the Boards and Commissions County Policy PR-22 due to the lack of applicants/interest for this Board.

Move to reappoint Jill Zamostny to serve a sixth, three-year term as a Person with Disabilities representative from July 1, 2026, through June 30, 2029. the Board also requests a waiver of the two-term limit as outlined in the Boards and Commissions County Policy PR-22.

Move to reappoint Marcia South to serve a fourth, three-year term as Department of Aging Representative from September 1, 2026, through August 31, 2029. the Board also requests a waiver of the two-term limit as outlined in the Boards and Commissions County Policy PR-22.

Move to reappoint Jennifer Sprecher to serve a fourth, three-year term as Disabilities Professional Representative from September 1, 2026, through August 31, 2029. the Board also requests a waiver of the two-term limit as outlined in the Boards and Commissions County Policy PR-22.

REPORT-IN-BRIEF: The Adult Public Guardianship Review Board (APGRB) is governed by Maryland Code, Family Law, Section 14-401; and the Code of Maryland Regulations 07.02.16.15. Membership consists of eleven members representing designated organizations and professions appointed by the County Commissioners, with a term of 3 years.

DISCUSSION: N/A

FISCAL IMPACT: This is not a paid board.

CONCURRENCES: Adult Public Guardianship Review Board

ATTACHMENTS: N/A



Agenda Report Form

Open Session Item

SUBJECT: Historic District Commission Appointments

PRESENTATION DATE: July 28, 2026

PRESENTATION BY: Dawn L. Marcus, County Clerk

RECOMMENDATION: Move to appoint Heather Holman, to serve a first, full, three-year term from August 1, 2026, through July 31, 2029, on the Historic District Commission.

Move to appoint Alexa Vetter, Sarah Butler-Michael and Jean Banzhoff to fill three (3) non-voting vacancies from August 1, 2026, through July 31, 2029.

REPORT-IN-BRIEF: The HDC is a 7-member board that reviews and makes recommendations regarding applications which affect historic preservation. The HDC also recommends programs to the Board to further historic preservation efforts in the County. The HDC is a function of Article 20 – Historic Preservation of the Washington County Zoning Ordinance where it states that the Commission must have at least 2 professional members that have professional or academic training in architecture, history, architectural history, or archaeology in accordance with 36CFR61, National Park Service Professional Qualifications. Members with those qualifications are also necessary to stay in good standing with the Certified Local Government program, of which, the HDC is the review body for the County. Other qualifications listed in Article 20 state that “All commission members must possess a demonstrated special interest, specific knowledge or professional or academic training in such fields as architecture, history, architectural history, planning, cultural anthropology, prehistoric and historic archeology, folklore, curation, conservation, landscape architecture, historic preservation, urban design or related disciplines.”

DISCUSSION: N/A

FISCAL IMPACT: This is not a paid board.

CONCURRENCES: Historic District Commission

ATTACHMENTS: N/A