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BOARD OF COUNTY COMMISSIONERS

April 16, 2020

OPEN SESSION AGENDA

In response to the existing State of Emergency, this meeting of the Board of County Commissioners will be conducted with a virtual component allowing for Commissioner and Staff participation via remote video conference

The meeting will be available for public viewing via the streaming manner in the customary fashion

- 10:00 AM** **MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE**
CALL TO ORDER, *President Jeffrey A. Cline*
- 10:05 AM** **COMMISSIONERS' REPORTS AND COMMENTS**
- 10:15 AM** **REPORTS FROM COUNTY STAFF**
- 10:20 AM** **BID AWARD (PUR1409) RUNWAY 9-27 REHABILITATION PROJECT** – *Rick Curry, Director, Purchasing; Garrison Plessinger, Director, Hagerstown Regional Airport; Mahesh Kukata, Airport Design Consultants, Inc.*
- 10:25 AM** **PASSENGER BOARDING BRIDGE CHANGE ORDER** – *Garrison Plessinger, Director, Hagerstown Regional Airport*
- 10:30 AM** **REJECTION OF BID PUR1457** – *Brandi Naugle, Buyer, Purchasing; Garrison Plessinger, Director, Hagerstown Regional Airport*
- 10:35 AM** **INTERGOVERNMENTAL COOPERATIVE PURCHASE (INTG-20-0030) UNIFORM RENTAL SERVICE FOR VARIOUS COUNTY DEPARTMENTS** – *Brandi Naugle, Buyer, Purchasing*
- 10:40 AM** **INTERGOVERNMENTAL COOPERATIVE PURCHASE (INTG-20-0031) 2020 Ford Super Duty F550** – *Brandi Naugle, Buyer, Purchasing; Mark Bradshaw, Deputy Director, Water Quality*
- 10:45 AM** **NORTHERN PUMP STATION** – *Mark Bradshaw, Deputy Director, Water Quality*
- 10:50 AM** **PROPERTY ACQUISITION FOR CAPACITY MANAGEMENT PROJECT** – *Todd Moser, Real Property Administrator; Mark Bradshaw, Deputy Director, Water Quality*
- 10:55 AM** **BUDGET ADJUSTMENT – Bridges** – *Scott Hobbs, Director, Engineering*
- 11:00 AM** **PROJECT AWARD (PUR1421) ENGINEERING SERVICES** – *Scott Hobbs, Director, Engineering*
- 11:05 AM** **WATER AND SEWER BONDS – TERM OF BONDS** - *Sara Greaves, CFO*
- 11:10 AM** **FY21 GENERAL FUND BUDGET PRESENTATION** - *Sara Greaves, CFO*

- 11:35 AM** **REQUEST FOR CANCELLATION OF TAX SALE, June 2020** – *Todd Hershey, Treasurer; Sara Greaves, CFO*
- 11:40 AM** **EMPLOYEE INVESTMENT PROGRAMS – Request to dissolve** – *Rachel Brown, Director, Human Resources*
- 11:45 AM** **FISCAL YEAR 2021 ANNUAL TRANSIT GRANT APPLICATION** – *Kevin Cerrone, Director, Washington County Transit*
- 11:50 AM** **ADMINISTRATIVE OFFICE OF THE COURTS SECURITY FUNDING – Approval to Accept Grant Award** – *Kristin Grossnickle, Court Administrator*
- 11:55 AM** **OFFICE OF PROBLEM-SOLVING COURTS DISCRETIONARY GRANT – Approval to Submit Application and Accept Awarded Funding** - *Kristin Grossnickle, Court Administrator*
- 12:00 PM** **SENATOR AMOSS FUNDING ALLOCATION** – *Dave Hays, Director, Emergency Services*
- 12:05 PM** **REQUEST FOR BUILDING EXCISE TAX WAIVER (Meritus Medical Center)** – *Meritus Medical Center Representatives*
- 12:15 PM** **ADJOURNMENT**



Agenda Report Form

Open Session Item

SUBJECT: Bid Award (PUR-1409) Runway 9-27 Rehabilitation Project at Hagerstown Regional Airport – Richard A. Henson Field

PRESENTATION DATE: April 14, 2020

PRESENTATION BY: Rick Curry, CPPO, Director of Purchasing, Garrison Plessinger, Airport Director and Airport Consultant, Mahesh S. Kukata, PE, of Airport Design Consultants, Inc.

RECOMMENDED MOTION: Move to award the bid to responsible, responsive bidder, C. William Hetzer, Inc. of Hagerstown, MD with the lowest amount of Base Bid \$3,602,425 and Alternate No. 1 (Taxiways B&D Relocation) in the amount of \$2,172,805 for the Total Sum of \$5,775,230 and contingent of the approval of the final contract by the County Attorney's Office.

REPORT-IN-BRIEF: Attached is the Overall Runway 9-27 Project Summary - Scope of Work.

The bid was advertised in the local newspaper, the State of Maryland's "eMaryland Marketplace Advantage" website and on the County's web site. Ninety (90) persons/companies registered/downloaded the bid document on-line. Two (2) bids were received on March 18, 2020 as indicated on the Bid Tabulation Matrix. The base bid work is to be completed within seventy-five (75) consecutive calendar days from Notice to Proceed. An additional eighty-five (85) consecutive calendar days will be provided for ADD Alternate No.1. If the work is not completed within the time period specified, the Contractor will be liable for liquidated damages of two thousand five hundred (2,500) dollars per consecutive calendar day for exceeding the contract duration and two thousand five hundred (\$2,500) dollars per 15 minutes (or part thereof) for delay in runway opening.

DISCUSSION: N/A

FISCAL IMPACT: This project is part of the Airport's CIP budget program at a cost of approximately \$6,304,480. Runway 9-27 Rehabilitation project RUN018 is currently budgeted at \$6,307,040. Based on the CARES Act, FAA will be funding the project as a 100% grant. There will be no local and state share required. Grant application, which was sent prior to CARES Act, shows the following cost summary.

Hagerstown Regional Airport - Richard A. Henson Field
Grant 3-24-0019-063-2020
Cost Summary; 3/18/2020
Runway 9-27 Rehabilitation

Item Description			Cost
C William Hetzer, Inc - Construction			\$5,775,230.00
Airport Design Consultants Inc - Construction Phase Services			\$527,000.00
C&S Engineers - Independent Fee Estimate			\$2,250.00
		Grand Total:	\$6,304,480.00
		FAA (90%):	\$5,674,032.00
		MAA (5% of Construction Cost):	\$288,761.00
		HGR:	\$341,687.00

CONCURRENCES: Airport Consultant – Airport Design Consultants, Inc. and Airport Director

ALTERNATIVES: N/A

ATTACHMENTS: N/A

AUDIO/VISUAL NEEDS: N/A



Washington County, Maryland Budget Adjustment Form

Print Form

- ☒ Budget Amendment - Increases or decrease the total spending authority of an accounting fund or department
- ☐ Budget Transfer - Moves revenues or expenditures from one account to another or between budgets or funds.

Transaction/Post -Finance	
Deputy Director - Finance	Kelcee Mace <small>Digitally signed by Kelcee Mace Date: 2020.04.13 08:49:34 -04'00'</small>
Preparer, if applicable	

Department Head Authorization	Garrison Plessinger <small>Digitally signed by Garrison Plessinger Date: 2020.04.13 08:56:33 -04'00'</small>
Division Director / Elected Official Authorization	
Budget & Finance Director Approval	
County Administrator Approval	
County Commissioners Approval	

Required approval with date	
If applicable with date	
Required approval with date	
Required approval with date	
Required > \$ 25,000 with date	

Expenditure / Account Number	Fund Number	Department Number	Project Number	Grant Number	Activity Code	Department and Account Description	Increase (Decrease) + / -
498400	35	45010	RUN018		0000	Capital Grant - Federal	454,500
498410	35	45010	RUN018		0000	Capital Grant - State	-325,000
498710	35	45010	RUN018		0000	Capital Transfer - General	-325,000
599999	35	45010	RUN018		CNST	Runway 9/27 Rehabilitation	-195,500

Explain Budget Adjustment	The Runway 9/27 Rehab project has been approved to be funding 100% Federal under the CARES Act. This budget adjustment changes the funding to Federal and also reduces the overall project based on the construction bid and grant award.
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Required Action by County Commissioners	<input type="radio"/> No Approval Required	<input checked="" type="radio"/> Approval Required	Approval Date if Known	Apr 14, 2020
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PUR-1409

Section 40 Scope of Work

40-01 Intent of contract. The intent of the contract is to provide for construction and completion, in every detail, of the work described. It is further intended that the Contractor shall furnish all labor, materials, equipment, tools, transportation, and supplies required to complete the work in accordance with the plans, specifications, and terms of the contract.

40-02 Alteration of work and quantities. The Owner reserves the right to make such changes in quantities and work as may be necessary or desirable to complete, in a satisfactory manner, the original intended work. Unless otherwise specified in the Contract, the Owner's Engineer or RPR shall be and is hereby authorized to make, in writing, such in-scope alterations in the work and variation of quantities as may be necessary to complete the work, provided such action does not represent a significant change in the character of the work.

For purpose of this section, a significant change in character of work means: any change that is outside the current contract scope of work; any change (increase or decrease) in the total contract cost by more than 25%; or any change in the total cost of a major contract item by more than 25%.

Work alterations and quantity variances that do not meet the definition of significant change in character of work shall not invalidate the contract nor release the surety. Contractor agrees to accept payment for such work alterations and quantity variances in accordance with Section 90, paragraph 90-03, *Compensation for Altered Quantities*.

Should the value of altered work or quantity variance meet the criteria for significant change in character of work, such altered work and quantity variance shall be covered by a supplemental agreement. Supplemental agreements shall also require consent of the Contractor's surety and separate performance and payment bonds. If the Owner and the Contractor are unable to agree on a unit adjustment for any contract item that requires a supplemental agreement, the Owner reserves the right to terminate the contract with respect to the item and make other arrangements for its completion.

40-03 Omitted items. The Owner, the Owner's Engineer or the RPR may provide written notice to the Contractor to omit from the work any contract item that does not meet the definition of major contract item. Major contract items may be omitted by a supplemental agreement. Such omission of contract items shall not invalidate any other contract provision or requirement.

Should a contract item be omitted or otherwise ordered to be non-performed, the Contractor shall be paid for all work performed toward completion of such item prior to the date of the order to omit such item. Payment for work performed shall be in accordance with Section 90, paragraph 90-04, *Payment for Omitted Items*.

40-04 Extra work. Should acceptable completion of the contract require the Contractor to perform an item of work not provided for in the awarded contract as previously modified by change

order or supplemental agreement, Owner may issue a Change Order to cover the necessary extra work. Change orders for extra work shall contain agreed unit prices for performing the change order work in accordance with the requirements specified in the order, and shall contain any adjustment to the contract time that, in the RPR's opinion, is necessary for completion of the extra work.

When determined by the RPR to be in the Owner's best interest, the RPR may order the Contractor to proceed with extra work as provided in Section 90, paragraph 90-05, *Payment for Extra Work*. Extra work that is necessary for acceptable completion of the project, but is not within the general scope of the work covered by the original contract shall be covered by a supplemental agreement as defined in Section 10, paragraph 10-59, *Supplemental Agreement*.

If extra work is essential to maintaining the project critical path, RPR may order the Contractor to commence the extra work under a Time and Material contract method. Once sufficient detail is available to establish the level of effort necessary for the extra work, the Owner shall initiate a change order or supplemental agreement to cover the extra work.

Any claim for payment of extra work that is not covered by written agreement (change order or supplemental agreement) shall be rejected by the Owner.

All change orders, supplemental agreements, and contract modifications must eventually be reviewed by the FAA. Unless specifically requested by the FAA, the Owner does not have to obtain prior FAA approval for contract changes except for the Buy American review, if required. However, if an Owner proceeds with contract changes without FAA approval, it is at the Owner's risk.

40-05 Maintenance of traffic. It is the explicit intention of the contract that the safety of aircraft, as well as the Contractor's equipment and personnel, is the most important consideration. The Contractor shall maintain traffic in the manner detailed in the Construction Safety and Phasing Plan (CSPP).

a. It is understood and agreed that the Contractor shall provide for the free and unobstructed movement of aircraft in the air operations areas (AOAs) of the airport with respect to their own operations and the operations of all subcontractors as specified in Section 80, paragraph 80-04, *Limitation of Operations*. It is further understood and agreed that the Contractor shall provide for the uninterrupted operation of visual and electronic signals (including power supplies thereto) used in the guidance of aircraft while operating to, from, and upon the airport as specified in Section 70, paragraph 70-15, *Contractor's Responsibility for Utility Service and Facilities of Others*.

b. With respect to their own operations and the operations of all subcontractors, the Contractor shall provide marking, lighting, and other acceptable means of identifying personnel, equipment, vehicles, storage areas, and any work area or condition that may be hazardous to the operation of

aircraft, fire-rescue equipment, or maintenance vehicles at the airport in accordance with the construction safety and phasing plan (CSPP) and the safety plan compliance document (SPCD).

Refer to AC 150/5210-5, Painting, Marking and Lighting of Vehicles Used on an Airport and AC 150/5370-2, Operational Safety on Airports During Construction for applicable standards.

c. When the contract requires the maintenance of an existing road, street, or highway during the Contractor's performance of work that is otherwise provided for in the contract, plans, and specifications, the Contractor shall keep the road, street, or highway open to all traffic and shall provide maintenance as may be required to accommodate traffic. The Contractor, at their expense, shall be responsible for the repair to equal or better than preconstruction conditions of any damage caused by the Contractor's equipment and personnel. The Contractor shall furnish, erect, and maintain barricades, warning signs, flag person, and other traffic control devices in reasonable conformity with the Manual on Uniform Traffic Control Devices (MUTCD) (<http://mutcd.fhwa.dot.gov/>), unless otherwise specified. The Contractor shall also construct and maintain in a safe condition any temporary connections necessary for ingress to and egress from abutting property or intersecting roads, streets or highways. Unless otherwise specified herein, the Contractor will not be required to furnish snow removal for such existing road, street, or highway.

40-06 Removal of existing structures. All existing structures encountered within the established lines, grades, or grading sections shall be removed by the Contractor, unless such existing structures are otherwise specified to be relocated, adjusted up or down, salvaged, abandoned in place, reused in the work or to remain in place. The cost of removing such existing structures shall not be measured or paid for directly, but shall be included in the various contract items.

Should the Contractor encounter an existing structure (above or below ground) in the work for which the disposition is not indicated on the plans, the Resident Project Representative (RPR) shall be notified prior to disturbing such structure. The disposition of existing structures so encountered shall be immediately determined by the RPR in accordance with the provisions of the contract.

Except as provided in Section 40, paragraph 40-07, *Rights in and Use of Materials Found in the Work*, it is intended that all existing materials or structures that may be encountered (within the lines, grades, or grading sections established for completion of the work) shall be used in the work as otherwise provided for in the contract and shall remain the property of the Owner when so used in the work.

The removal of large or complicated existing structures such as box-culverts, underground storage tanks, large underground electrical vaults, large reinforced concrete structures or foundations, or similar existing airport facilities should be provided for in separate technical specifications. Contract pay items should also be provided in the contract proposal to cover payment for such work.

40-07 Rights in and use of materials found in the work. Should the Contractor encounter any material such as (but not restricted to) sand, stone, gravel, slag, or concrete slabs within the established lines, grades, or grading sections, the use of which is intended by the terms of the contract to be embankment, the Contractor may at their own option either:

- a. Use such material in another contract item, providing such use is approved by the RPR and is in conformance with the contract specifications applicable to such use; or,
- b. Remove such material from the site, upon written approval of the RPR; or
- c. Use such material for the Contractor's own temporary construction on site; or,
- d. Use such material as intended by the terms of the contract.

Should the Contractor wish to exercise option a., b., or c., the Contractor shall request the RPR's approval in advance of such use.

Should the RPR approve the Contractor's request to exercise option a., b., or c., the Contractor shall be paid for the excavation or removal of such material at the applicable contract price. The Contractor shall replace, at their expense, such removed or excavated material with an agreed equal volume of material that is acceptable for use in constructing embankment, backfills, or otherwise to the extent that such replacement material is needed to complete the contract work. The Contractor shall not be charged for use of such material used in the work or removed from the site.

Should the RPR approve the Contractor's exercise of option a., the Contractor shall be paid, at the applicable contract price, for furnishing and installing such material in accordance with requirements of the contract item in which the material is used.

It is understood and agreed that the Contractor shall make no claim for delays by reason of their own exercise of option a., b., or c.

The Contractor shall not excavate, remove, or otherwise disturb any material, structure, or part of a structure which is located outside the lines, grades, or grading sections established for the work, except where such excavation or removal is provided for in the contract, plans, or specifications.

40-08 Final cleanup. Upon completion of the work and before acceptance and final payment will be made, the Contractor shall remove from the site all machinery, equipment, surplus and discarded materials, rubbish, temporary structures, and stumps or portions of trees. The Contractor shall cut all brush and woods within the limits indicated and shall leave the site in a neat and presentable condition. Material cleared from the site and deposited on adjacent property will not be considered as having been disposed of satisfactorily, unless the Contractor has obtained the written permission of the property Owner.

END OF SECTION 409

PUR-1409
Runway 9-27 Rehabilitation
Hagerstown Regional Airport

				C. William Hetzer, Inc. Hagerstown, MD		Highway & Safty Services, Inc. Gaithersburg, MD	
Item No.	Item Description	Unit	Approx. Qty.	Unit Price	Total Price	Unit Price	Total Price
M-100-4.1	Maintenance and Protection of Traffic	LS	1	\$105,650.00	\$105,650.00	\$211,915.00	\$211,915.00
M-150-5.1	Project Survey and Stakeout	LS	1	\$37,380.00	\$37,380.00	\$47,190.00	\$47,190.00
C-100-14.1	Contractor Quality Control Program	LS	1	\$5,750.00	\$5,750.00	\$84,561.00	\$84,561.00
C-102-5.1e	Stone Construction Entrance	EA	1	\$2,220.00	\$2,220.00	\$3,500.00	\$3,500.00
C-105-6.1	Mobilization	LS	1	\$180,000.00	\$180,000.00	\$211,915.00	\$211,915.00
P-101-5.2	Cold Milling, 2" Depth	SY	119,200	\$4.15	\$494,680.00	\$2.61	\$311,112.00
P-101-5.7	VSR Pavement Removal	LS	1	\$6,590.00	\$6,590.00	\$118,000.00	\$118,000.00
P-401-8.1	Asphalt Surface Course	TON	21,400	\$100.00	\$2,140,000.00	\$124.32	\$2,660,448.00
P-401-8.2	Asphalt Surface Course for Temporary Ramps	TON	300	\$210.00	\$63,000.00	\$124.32	\$37,296.00
P-603-5.1	Emulsified Asphalt Tack Coat	GAL	13,600	\$3.05	\$41,480.00	\$7.28	\$99,008.00
P-620-5.1a	Marking Removal	7	3,000	\$4.15	\$12,450.00	\$2.48	\$7,440.00 *
P-620-5.1b	Permanent Marking	SF	116,500	\$1.25	\$145,625.00	\$0.97	\$113,005.00 *
P-620-5.1c	Temporary Marking	SF	116,500	\$1.25	\$145,625.00	\$0.66	\$76,890.00
P-620-5.2a	Compass Rose	LS	1	\$5,500.00	\$5,500.00	\$4,950.00	\$4,950.00
P-621-5.1	Pavement Grooving	SY	102,000	\$1.45	\$147,900.00	\$1.69	\$172,380.00 *
L-101-5.1	L-802A 24" Airport Rotating Beacon	LS	1	\$32,450.00	\$32,450.00	\$37,520.00	\$37,520.00
L-105-7.7	Remove Existing Airfield Lighting Cable in Conduit or Duct	LF	50	\$5.50	\$275.00	\$7.84	\$392.00
L-110-5.3	1-Way – 2" PVC Schedule 40 Conduit in Unpaved Areas	LF	30	\$33.00	\$990.00	\$44.00	\$1,320.00 *
L-125-5.4	Furnish and Install L-849I(L) Runway End Identifier Light System	LS	1	\$29,700.00	\$29,700.00	\$39,760.00	\$39,760.00
L-125-5.8	Adjust L-850C In-Pavement Light Fixture on Existing Light Base	EA	1	\$5,160.00	\$5,160.00	\$5,040.00	\$5,040.00
Total Sum Bid A: Base Bid Items M-100-4.1 thru L-125-5.8				\$3,602,425.00		\$4,243,642.00 *	
M-100-4.1	Maintenance and Protection of Traffic	LS	1	\$30,190.00	\$30,190.00	\$175,786.00	\$175,786.00

PUR-1409
Runway 9-27 Rehabilitation
Hagerstown Regional Airport

				C. William Hetzer, Inc. Hagerstown, MD		Highway & Saftety Services, Inc. Gaithersburg, MD	
Item No.	Item Description	Unit	Approx. Qty.	Unit Price	Total Price	Unit Price	Total Price
M-150-5.1	Project Survey and Stakeout	LS	1	\$8,050.00	\$8,050.00	\$18,497.00	\$18,497.00
C-100-14.1	Contractor Quality Control Program	LS	1	\$5,750.00	\$5,750.00	\$47,000.00	\$47,000.00
C-102-5.1a	Silt Fence	LF	1,300	\$3.30	\$4,290.00	\$3.52	\$4,576.00 *
C-102-5.1b	Filter Log	LF	130	\$16.50	\$2,145.00	\$18.92	\$2,459.60
C-102-5.1c	Rock Outlet Protection (Class III)	SY	100	\$83.00	\$8,300.00	\$150.00	\$15,000.00
C-102-5.1d	At-Grade Inlet Protection	EA	7	\$175.00	\$1,225.00	\$335.00	\$2,345.00 *
C-102-5.1e	Stone Construction Entrance	EA	2	\$1,590.00	\$3,180.00	\$2,447.50	\$4,895.00
C-102-5.1f	Soil Stabilization Matting	SY	10,000	\$1.75	\$17,500.00	\$2.70	\$27,000.00 *
C-105-6.1	Mobilization	LS	1	\$23,230.00	\$23,230.00	\$175,786.00	\$175,786.00
P-101-5.1	Pavement Removal	SY	10,400	\$8.70	\$90,480.00	\$13.00	\$135,200.00
P-101-5.3	Cold Milling, Variable Depth, (0.25" to 2")	SY	3,000	\$4.70	\$14,100.00	\$14.58	\$43,740.00
P-101-5.4	Demolish 24" RCP Drainage Pipe	LF	240	\$29.50	\$7,080.00	\$25.00	\$6,000.00
P-101-5.5	Demolish Headwall Structure	EA	1	\$1,480.00	\$1,480.00	\$20,000.00	\$20,000.00
P-101-5.6	Demolish End Section Structure	EA	1	\$1,480.00	\$1,480.00	\$5,000.00	\$5,000.00
P-152-4.1	Unclassified Excavation	CY	4,700	\$31.00	\$145,700.00	\$55.00	\$258,500.00
P-152-4.2	Unsuitable Excavation	CY	1,200	\$27.50	\$33,000.00	\$65.00	\$78,000.00
P-152-4.3	Contingent Separation Geotextile	SY	1,200	\$2.60	\$3,120.00	\$6.00	\$7,200.00
P-152-4.4	Contingent Maryland #2 Stone	CY	1,200	\$43.00	\$51,600.00	\$95.00	\$114,000.00
P-209-5.1	Crushed Aggregate Base Course, 14" Depth	SY	9,000	\$16.50	\$148,500.00	\$56.00	\$504,000.00
P-401-8.1	Asphalt Surface Course	TON	2,530	\$110.00	\$278,300.00	\$124.54	\$315,086.20 *
P-403-8.1	Asphalt Mixture Base Course	TON	3,100	\$99.00	\$306,900.00	\$124.54	\$386,074.00 *
P-603-5.1	Emulsified Asphalt Tack Coat	GAL	3,500	\$3.05	\$10,675.00	\$7.28	\$25,480.00
P-620-5.1a	Marking Removal	SF	2,300	\$4.15	\$9,545.00	\$2.48	\$5,704.00 *
P-620-5.1b	Permanent Marking	SF	7,700	\$1.25	\$9,625.00	\$1.21	\$9,317.00
P-620-5.1c	Temporary Marking	SF	7,700	\$1.25	\$9,625.00	\$0.83	\$6,391.00 *

PUR-1409
Runway 9-27 Rehabilitation
Hagerstown Regional Airport

				C. William Hetzer, Inc. Hagerstown, MD		Highway & Saftety Services, Inc. Gaithersburg, MD	
Item No.	Item Description	Unit	Approx. Qty.	Unit Price	Total Price	Unit Price	Total Price
P-620-5.1d	Permanent Surface Painted Sign Markings (SPS)	SF	1,200	\$3.30	\$3,960.00	\$4.40	\$5,280.00
P-620-5.1e	Temporary Surface Painted Sign Markings (SPS)	SF	1,200	\$3.30	\$3,960.00	\$2.75	\$3,300.00
D-701-5.1	24" Reinforced Concrete Pipe (RCP Class V)	LF	300	\$91.00	\$27,300.00	\$155.00	\$46,500.00
D-751-5.1	Convert Inlet to Drainage Vault	EA	1	\$3,710.00	\$3,710.00	\$25,000.00	\$25,000.00
D-751-5.2	Adjust Existing Structure	EA	3	\$3,720.00	\$11,160.00	\$8,000.00	\$24,000.00
D-752-5.1	Concrete Headwall	EA	1	\$3,540.00	\$3,540.00	\$10,000.00	\$10,000.00
D-752-5.2	Concrete End Section	EA	1	\$2,230.00	\$2,230.00	\$2,500.00	\$2,500.00
T-901-5.1	Hydroseeding	AC	5	\$3,740.00	\$18,700.00	\$3,729.00	\$18,645.00
T-904-5.1	Sodding	SY	1,900	\$9.90	\$18,810.00	\$9.90	\$18,810.00
T-905-5.1	Topsoil, 4" Depth	SY	26,100	\$6.50	\$169,650.00	\$8.35	\$217,935.00
L-104-6.1	Temporary Airfield Lighting	AL	1	\$35,000.00	\$35,000.00	\$35,000.00	\$35,000.00
L-105-7.1	Remove Existing Elevated Taxiway Edge Light and Base	EA	85	\$195.00	\$16,575.00	\$224.00	\$19,040.00
L-105-7.2	Remove Existing In-Pavement Runway Edge Light and Base	EA	1	\$2,850.00	\$2,850.00	\$672.00	\$672.00
L-105-7.3	Remove Existing Junction Box	EA	4	\$250.00	\$1,000.00	\$336.00	\$1,344.00
L-105-7.4	Remove Existing Electrical Handhole/Manhole	EA	4	\$1,990.00	\$7,960.00	\$224.00	\$896.00
L-105-7.5	Remove Existing Conduit	LF	4,600	\$4.40	\$20,240.00	\$5.60	\$25,760.00 *
L-105-7.6	Remove Existing Duct Bank	LF	200	\$115.00	\$23,000.00	\$6.72	\$1,344.00
L-105-7.7	Remove Existing Airfield Lighting Cable in Conduit or Duct	LF	5,800	\$1.10	\$6,380.00	\$1.68	\$9,744.00
L-105-7.8	Remove Existing Airfield Guidance Sign and Foundation	EA	15	\$1,810.00	\$27,150.00	\$560.00	\$8,400.00
L-108-5.1	No. 8 AWG, 5KV, L-824 Airfield Lighting Cable Installed in Duct Bank or Conduit	LF	5,600	\$2.50	\$14,000.00	\$3.36	\$18,816.00
L-108-5.2	No. 6 AWG, Bare Copper Counterpoise Wire Installed in Trench	LF	5,000	\$7.20	\$36,000.00	\$8.40	\$42,000.00

PUR-1409
Runway 9-27 Rehabilitation
Hagerstown Regional Airport

				C. William Hetzer, Inc. Hagerstown, MD		Highway & Saftety Services, Inc. Gaithersburg, MD	
Item No.	Item Description	Unit	Approx. Qty.	Unit Price	Total Price	Unit Price	Total Price
L-110-5.1	1 Way - 2" PVC Schedule 40 Conduit for Light Bases in Unpaved Areas	LF	4,300	\$14.25	\$61,275.00	\$16.80	\$72,240.00
L-110-5.2	1 Way - 2" PVC Schedule 40 Conduit for Light Bases in Paved Areas	LF	600	\$35.00	\$21,000.00	\$39.20	\$23,520.00
L-110-5.3	1 Way - 2" PVC Schedule 40 Conduit in Unpaved Areas	LF	700	\$14.25	\$9,975.00	\$15.68	\$10,976.00
L-110-5.4	4 Way - 4" PVC Schedule 40 Duct Bank in Paved Areas	LF	200	\$130.00	\$26,000.00	\$156.80	\$31,360.00
L-115-5.1	4'x4'x4' Pre-Cast Aircraft Rated Handhole	EA	4	\$13,200.00	\$52,800.00	\$14,560.00	\$58,240.00
L-125-5.1	Furnish and Install L-862 Elevated Light Fixture and L-867B Light Base	EA	1	\$2,090.00	\$2,090.00	\$2,464.00	\$2,464.00
L-125-5.2	Reinstall L-850C In-Pavement Light Fixture on New L-868B Light Base	EA	1	\$4,180.00	\$4,180.00	\$4,816.00	\$4,816.00
L-125-5.3	Furnish and Install L-861T(L) Elevated Light Fixture and L-867B Light Base	EA	86	\$1,870.00	\$160,820.00	\$2,352.00	\$202,272.00
L-125-5.5	Furnish and Install Airfield Guidance Sign on New foundation - 1 Module	EA	4	\$8,250.00	\$33,000.00	\$9,968.00	\$39,872.00
L-125-5.6	Furnish and Install Airfield Guidance Sign on New foundation - 2 Module	EA	5	\$9,020.00	\$45,100.00	\$10,640.00	\$53,200.00
L-125-5.7	Furnish and Install Airfield Guidance Sign on New foundation - 3 Module	EA	8	\$9,790.00	\$78,320.00	\$11,424.00	\$91,392.00
Total Sum Bid B Alternate-1: Base Bid Add Alternate-1 Items M-100-4.1 thru L-125-5.7				\$2,172,805.00		\$3,518,374.80	
Grand Total Sum Bids A and B Alternate-1: (Sum of Base Bid and Add Alternate-1)				\$5,775,230.00		\$7,762,016.80	

* Corrected calculations based on unit pricing



Agenda Report Form

Open Session Item

SUBJECT: Passenger Boarding Bridge Change Order

PRESENTATION DATE: April 14, 2020

PRESENTATION BY: Garrison Plessinger, Airport Director

RECOMMENDATION: To approve change order

REPORT-IN-BRIEF: Change order required in order to adjust Callas contract to include the passenger boarding bridge under the terminal project contract.

DISCUSSION: The passenger boarding bridge project was approved for application and acceptance of the entitlement grant for the Hagerstown Regional Airport on March 3rd 2020. This change order allows the airport to utilize the current contract for Callas Contractors who were awarded the terminal project.

The passenger boarding bridge was an add alternate in the terminal project. Now that funding is approved and secured, we would like to adjust the contract accordingly. The project entails the following.

- Installation of a passenger boarding bridge for one (1) gate including the ramp inside the sterile area.
- PCAir for the passenger boarding bridge.
- All associated structural, architectural, electrical and fire protection work associated with the passenger boarding bridge installation.

FISCAL IMPACT: Oracle Account No. 515000-35-45010-BLD-CNST-000000

Original Contract Sum: \$6,391,000

Change (addition): \$1,042,000

New Contract Sum: \$7,433,333

CONCURRENCES: NA

ALTERNATIVES: NA

ATTACHMENTS: CALLAS-CO#1-PAX Boarding Br (02-19-20)

AUDIO/VISUAL NEEDS: NA

**BOARD OF COUNTY COMMISSIONERS OF
WASHINGTON COUNTY MARYLAND
100 WEST WASHINGTON STREET, HAGERSTOWN, MARYLAND 21740-4735
CHANGE ORDER**

TO:

Consultant:

Contractor:

Vendor:

CALLAS CONTRACTORS, LLC

Change Order No.

1

Purchase Order No.

WASHCO25678

Contract No.

PUR-1436

Oracle Account No.

515000-35-45010-BLD-CNST-000000

Project Title:

HAGERSTOWN REGIONAL AIRPORT TERMINAL BUILDING EXPANSION

Date: 02192020

The contract time will: ☐ increase ☐ decrease ☒ remain the same by: ☐ calendar days ☐ working days

Description of Change:

- Installation of a passenger boarding bridge for one (1) gate including the ramp inside the sterile area.
- PCAir for the passenger boarding bridge.
- All associated structural, architectural, electrical and fire protection work associated with the passenger boarding bridge installation.

Reason for Change:

To provide weatherproof enclosure for enplaning and deplaning commercial service aircraft.

The completion date, incorporating the changes included in this change order, is:

March 22, 2021

The original contract sum was:

\$6,391,000.00

Net changes by previous change orders:

\$0.00

Contract sum prior to this change order:

\$6,391,000.00

By this Change Order, the contract sum will be changed by:

\$1,042,000.00

The new contract sum including this change order will be:

\$7,433,000.00

The Consultant/Contractor/Vendor shall not commence with the work described hereon until this form is executed by all agents.

Consultant:

Mahesh S. Kukata, PE

Digitally signed by Mahesh S.
Kukata, PE
Date: 2020.02.19 14:48:17 -05'00'

Finance:

Contractor/Vendor:

Rob Martin

Digitally signed by Rob Martin
Date: 2020.02.19 15:00:11 -05'00'

Purchasing:

Approving Agency:

Garrison Plessinger

Digitally signed by Garrison
Plessinger
Date: 2020.03.25 14:33:36 -04'00'

County Administrator:

Outside County Entities: Please email the signed form to ChangeOrder@washco-md.net.



Agenda Report Form

Open Session Item

SUBJECT: Rejection of Bid - (PUR-1457) for One (1) New or Used 2020 or Latest Production Model Belt Loader for the Hagerstown Regional Airport

PRESENTATION DATE: March 31, 2020

PRESENTATION BY: Brandi Naugle, CPPB, Buyer and Garrison Plessinger, Airport Director

RECOMMENDED MOTION: Move to take action, in the best interest of the County and to request the bid for One (1) New or Used 2020 or Latest Production Model Belt Loader for the Hagerstown Regional Airport be rejected due to the bid exceeded the estimated budget.

REPORT-IN-BRIEF: Notice of the Invitation to Bid (ITB) was published in the local newspaper, listed on the State of Maryland's "eMaryland Marketplace Advantage" (eMMA) website and on the County's website. One (1) persons/companies registered/downloaded the bid document on-line and one (1) bid was received for this unit.

DISCUSSION: N/A

FISCAL IMPACT: N/A

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: Bid Tabulation Matrix

AUDIO/VISUAL NEEDS: N/A



Agenda Report Form

Open Session Item

SUBJECT: Intergovernmental Cooperative Purchase – (INTG – 20-0030) Uniform Rental Service for Various County Departments

PRESENTATION DATE: March 17, 2020

PRESENTATION BY: Brandi Naugle, CPPB, Buyer – Purchasing Department

RECOMMENDED MOTION: Move to authorize by Resolution, the utilization of Intergovernmental Cooperative Purchase/Uniform Rental Services contract with Omnia/US Communities, via Prince William County Schools Virginia (Contract Number: R-BB-190002) that was awarded to Cintas of Cincinnati, OH.

REPORT-IN-BRIEF: The Code of Public 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. The government of Prince William County Schools 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 this service 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 with direct cost savings in the purchase of this service because of the economies of scale this large buying group leveraged. I am confident that any bid received as a result of an independent County solicitation would exceed the spend savings that U.S. Communities provides through this agreement. Additionally, the County will realize savings through administrative efficiencies as a result of not preparing, soliciting and evaluating a bid, and potentially defending any resulting award. This savings/cost avoidance would, I believe, be significant. Under the current contract each department has an employee who is involved in the counting of garments that are picked up for cleaning; Cintas utilizes a bar code system that tracks each garment, which will eliminate a County employee having to be involved in the counting of garments. The Omnia/U.S. Communities' contract is for a five (5) year period. The contract was awarded December 13, 2018 through October 31, 2023, with the option to renew for two (2) additional two (2) year periods, upon mutual written consent of the parties. Proposed prices shall remain firm for the initial term of the contract.

DISCUSSION: N/A

FISCAL IMPACT: Funding is available in the budgets of the various departments: Parks & Facilities, Building Maintenance, Highway Department, Solid Waste Department, Department of Transit, Black Rock Course, Airport and the Department of Water Quality.

CONCURRENCES: N/A

ATTACHMENTS: Cintas' Pricing Matrix

ITEM	New US Community Pricing
Pleated Pants	\$0.20
Women's Comfort Shirt LS/SS	\$0.17
PREMIUM PRO-KNIT POLO SHIRTS	\$0.23
HIGH IMAGE JACKETS	\$0.35
CARHARTT SHIRT	\$0.33
CARHARTT 5 POCKET JEAN	\$0.37
CARHARTT CARPENTER JEAN	\$0.37
CARHARTT WORK PANT	\$0.42
Men's Oxford Shirt	\$0.25
Men's Polo Shirt	\$0.34
Men's Long Sleeve Shirt	\$0.17
Men's Short Sleeve Shirt	\$0.17
Men's Long Sleeve Shirt (Cotton)	\$0.25
Men's Pants	\$0.19
Men's Pants (cotton)	\$0.34
Men's Pants (Jeans) Classic Fit	\$0.37
Men's Pants (Jeans) Relaxed Fit	\$0.37
Men's Cargo Pants	\$0.33
Women's Long Sleeve Shirt	\$0.17
Women's Short Sleeve Shirt	\$0.17
Women's Polo Shirt	\$0.34
Womens Pants	\$0.19
Women's Pants Cargo	\$0.33
Women's Pants (Jeans) Carhartt	\$0.37
T-Shirts	\$0.17
Jacket (Lightweight) (per jacket)	\$0.40
Jacket (Heavyweight) (per jacket)	\$1.25
Coveralls (Poly Cotton Blend)-Per Coverall	\$0.25
Coveralls (Cotton)-Per Coverall	\$0.45
Coveralls (Insulated)-Per Coverall	\$0.75
Coveralls (FR)-Per Coverall	\$0.88
FR Shirts (per shirt)	\$0.42
FR Pants (per pant)	\$0.49
Lab Coats (per coat)	\$0.25
Smocks	\$0.25
Enhanced Viz Hip Jacket	\$0.55
ANSI Class-2 Work Shirt	\$0.65
Enhanced Viz Work Shirt	\$0.45
Enhanced Viz Work Pant	\$0.49

Enhanced Viz Cotton Shirt	\$0.64
Shop Towels	\$0.08
Microfiber Towels	\$0.23
3X5 Carpet Mats	\$2.00
4x6 Carpet Mats	\$3.25
3x10 Carpet Mats	\$4.00
3X5 Scraper Mats	\$3.50
2x3 Spring Mats	\$1.50
3x5 Duralite Mats	\$2.25
3x5 Logo Mat	\$2.40
24" Dust Mop	\$0.89
36" Dust Mop	\$1.05
48" Dust Mop	\$1.25
60" Dust Mop	\$1.55
Wet Mop	\$1.50
Fender Covers	\$0.80
18" Microfiber Mop	\$0.27
24" Microfiber Mop	\$0.36

Fittings	No charge
Delivery	No charge
Minimum Stop	\$35.00
Repair	No charge

Replace	cost of garment
Upsize Charges - XXL,XXXL...ETC	\$0.05
Patch Attachment = Garment Preperation Charge	\$1.50

Patches:	
Employee Name	\$2.00
Company Name	\$3.50

No charge for replacement due to normal wear and tear.



Agenda Report Form

Open Session Item

SUBJECT: Intergovernmental Cooperative Purchase (INTG -20-0031) One (1) New 2020 Ford Super Duty F-550 (X5H) XL 4WD Super Cab Truck.

PRESENTATION DATE: April 7, 2020

PRESENTATION BY: Brandi Naugle, CPPB, Buyer - Purchasing Department and Mark Bradshaw, PE, Deputy Director, Department of Water Quality

RECOMMENDED MOTION: Move to authorize by Resolution, the Washington County Department of Water Quality to purchase One (1) New/Unused 2020 Ford Super Duty F-550 DRW (X5H) XL 4WD Super Cab 192" WB 84" CA, with a Reading Classic II Enclosed Body & Equipment from 72 Hour LLC, dba National Auto Fleet Group of Watsonville, CA; at a cost of \$69,178.00 and to utilize another jurisdiction's contract, Sourcewell contract number 120716-NAF (Formally known as NJPA, National Joint Powers Association) that was awarded by Sourcewell for the period of January 17, 2017 through January 17, 2021 with an option to renew up to one additional one year term.

REPORT-IN-BRIEF: The Code of the Public Laws of Washington County, Maryland (the Code) §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. 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 this vehicles in accordance with the Code referenced above by resolving that participation would result in cost benefits or in administrative efficiencies.

The County will benefit with direct cost savings in the purchase of this vehicle because of the economies of scale this contract has leveraged. Acquisition of this vehicle by utilizing the Sourcewell contract and eliminating our County's bid process would result in administrative efficiencies and cost savings for the Washington County Department of Water Quality and Purchasing Department. I am confident that any bid received as a result of an independent County solicitation would exceed the spend savings that Sourcewell's contract provides through this agreement.

DISCUSSION: N/A

FISCAL IMPACT: Funds are budgeted in the Department of Water Quality's Capital Improvement Plan (CIP) account (VEH010).

CONCURRENCES: Division Director of Environmental Management

ALTERNATIVES:

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

ATTACHMENTS: 72 Hour LLC, dba National Auto Fleet Group quote, dated January 31,2020.



National Auto Fleet Group

A Division of Chevrolet of Watsonville

490 Auto Center Drive, Watsonville, CA 95076

(855) 289-6572 • (831) 480-8497 Fax

Fleet@NationalAutoFleetGroup.com

1/31/2020

2/6/2020 Re-Configured

Quote ID: **12746 R2**

Order Cut Off Date: **TBA**

Mr Mark Bradshaw
Washington County
16232 Elliott Parkway
Williamsport, Maryland, 21795

Dear Mark Bradshaw,

National Auto Fleet Group is pleased to quote the following vehicle(s) for your consideration.

One (1) New/Unused (2020 Ford Super Duty F-550 DRW (X5H) XL 4WD SuperCab 192" WB 84" CA, Reading Classic II Enclosed Body & Equipment (details enclosed).) and delivered to your specified location, each for

One Unit

Contract Price	\$44,018.00
Reading Classic II Enclosed Body & Equipment (details enclosed).	\$24,760.00
2 additional key(s)	\$400.00
Tax (0.0000 %)	\$0.00
Tire fee	\$0.00
Total	\$69,178.00

- per the attached specifications.

This vehicle(s) is available under the **Sourcewell (Formerly Known as NJPA) Contract 120716-NAF** . Please reference this Contract number on all purchase orders to National Auto Fleet Group. Payment terms are Net 20 days after receipt of vehicle.

Thank you in advance for your consideration. Should you have any questions, please do not hesitate to call.

Sincerely,

Jesse Cooper
Account Manager
Email: Fleet@NationalAutoFleetGroup.com
Office: (855) 289-6572
Fax: (831) 480-8497

Quoting Department
Account Manager
Fleet@NationalAutoFleetGroup.com
(855) 289-6572



GMC

In order to Finalize your Quote, please submit this purchase packet to your governing body for Purchase Order Approval. Once you issue a Purchase Order please send by:

Fax: (831) 480-8497

**Mail: National Auto Fleet Group
490 Auto Center Drive
Watsonville, CA 95076**

Email: Fleet@nationalautofleetgroup.com

We will then send a W-9 if you need one

**Please contact our main office with any questions:
1-855-289-6572**



SAM TOZOUR
 STozour@readingequipment.com
 445-444-5211

QUOTATION ID: **KBA00710**
 DATE: 1/27/2020
 Page 1 of 5

Bill To: NATIONAL AUTO FLEET GROUP

End User: WASHINGTON COUNTY MARYLAND
Description: TPA72-132DW

Customer #: 81763
 490 AUTO CENTER DRIVE
 WATSON, CA 95076

Ship To: NATIONAL AUTO FLEET GROUP
 490 AUTO CENTER DRIVE
 WATSON, CA 95076

Total Units: 1
Quote valid until: 4/26/2020
Entered By: Keith Allen
Upfit Branch: CLINTON, MD
Lead Time: 16-18 WEEKS ARO
Customer PO:
Chassis Location: CUSTOMER SUPPLIED
Dealer Code:

Contact:
Phone: 855-289-6572
Fax: 562-684-0642
Email:
Terms: N30

Contact:
Phone: 855-289-6572

RFQ/Spec#: 1645

Ship Via: TBD - SEE QUOTE

CHASSIS NOTE: This quote is based on the following chassis information to ensure fitment and safety.
 Any changes will require an updated quote.

Make:	FORD	Vehicle Code:	F5H-F550-13	CA:	84.0	Engine Type:	GAS
Model:	F-550	Cab Type:	SUPER CREW	WB:	192.0	Engine Model:	
Year:	2020	Single/Dual RW:	DRW	Drive:	4X4	Fuel Tanks:	
GVWR:	19500	Paint Code/Color:		Desc:	CHASSIS CAB		
VIN:				FO:			

ITEM	QUANT/UOM	DESCRIPTION	PRICE EACH	AMOUNT
1	1 EA	READING CLASSIC II ENCLOSED BODY	\$24,315.00	\$24,315.00
2	1 EA	AN OEM HEAVY DUTY ALTERNATOR IS REQUIRED WITH THE ADDITION OF ANY ITEMS THAT CREATE A HEAVY ELECTRICAL DRAW. (LIFTGATES, CRANES, INVERTERS, ETC.) A SECOND BATTERY MAY ALSO BE REQUIRED.		
3	1 EA	READING MODEL ALTPA72-132ADW - 11' CLASSIC II DW TAPERED PANEL BODY - STEEL BODY, ALUMINUM TOP BODY- 132" L X 91 1/2" W - 72" INSIDE HEAD CLEARANCE. "A" COMPARTMENT LAYOUT - R/S & C/S. 5" UNDERSTRUCTURE. PANEL TOP TAPERS FULL WIDTH TO 75" W AT TOP. FOUR (4) FULL LENGTH SHELVES IN CARGO AREA - R/S & C/S. FULL REAR DOORS - 66 1/4" H - WITH ONE (1) PERMANENT WINDOW IN EACH DOOR. ONE (1) PERMANENT WINDOW IN FRONT BULKHEAD. 48.5" WIDE LOAD SPACE - FLAT DIAMOND PLATE FLOOR. PATENTED HIDDEN HINGES ON ALL DOORS. STAINLESS STEEL ROTARY PADDLE LATCHES ON ALL DOORS. NITROGEN STRUT DOOR HOLDERS ON ALL VERTICAL DOORS. LED REAR LIGHTS - S/T/T & BACKUP. E COAT IMMERSION PRIMER. POWDER COAT WHITE FINISH. 6 YEAR LIMITED WARRANTY.		
4	1 EA	BODY TO BE ALUMINUM CONSTRUCTION IN LIEU OF STEEL. INCLUDES SPRING MOUNTING KIT. 10 YEAR LIMITED WARRANTY.		
PLEASE NOTE - ALUMINUM BODIES ARE NOT RECOMMENDED				

READING TRUCK EQUIPMENT

SAM TOZOUR

STozour@readingequipment.com

445-444-5211

QUOTATION ID: KBA00710

DATE: 1/27/2020

Page 2 of 5

ITEM	QUANT/UOM	DESCRIPTION	PRICE EACH	AMOUNT
		FOR OFF-ROAD USE.		
5	1 EA	TWO (2) LED CEILING MOUNTED 5.5" DOME LIGHTS – INSTALLED IN CARGO AREA - INCLUDES ON/OFF RECESSED TOGGLE SWITCH MOUNTED INSIDE REAR DOOR.		
6	1 EA	POOCHED BUMPER - POWDER COAT WHITE.		
7	1 EA	INSTALL OEM FACTORY SUPPLIED CAMERA - WIRING INCLUDED. MOUNT CAMERA TO BACK OF UNIT. INCLUDES TESTING.		
8	1 EA	INSTALL CUSTOMER SUPPLIED DECALS. COST TO INSTALL TO BE DETERMINED. DIAGRAM/DRAWING REQUIRED TO DETERMINE LABOR.		
9	1 EA	INCLUDE ONE (1) PR READING LOGO MUDFLAPS - FOR DW SERVICE BODY - BLACK.		
10	1 EA	PRE DELIVERY INSPECTION - FOR COMPLETED FORD UNIT. (WHEN REQUESTED)		
11	1 EA	GENERATE CERTIFICATION/ALTERATION LABEL AND/OR COMPLETE THE MSO WHEN APPLICABLE.		
12	1 EA	GENERATE A WEIGHT SLIP FOR COMPLETED UNIT.		
13	1 EA	ALL REQUIRED DOCUMENTATION FOR THE FINISHED UNIT IS TO BE SHIPPED TO CUSTOMER VIA SECOND DAY AIR. (ADDRESS, CONTACT NAME & PHONE NUMBER REQUIRED)		
14	1 EA	DELIVER COMPLETED UNIT VIA LOCAL TRANSPORT TO: 16232 Elliott Parkway Williamsport MD 21795		
15				
16	1 EA	AUXILIARY LIGHTING	\$445.00	\$445.00
17	1 EA	ECCO – FOUR (4) AMBER COMPACT HIGH INTENSITY LED WARNING FLASHERS - 1.5" H X 3.67" W X .5" D. SAE CLASS I – SURFACE MOUNT. TWO (2) MOUNTED AT REAR & TWO (2) ON FRONT GRILL.		
18	1 EA	PLACARD - "STROBE LIGHT" - UP FITTER SWITCH.		

Quote Total does not include any applicable taxes or transportation charges unless specifically noted herein:

Quote Total:	\$24,760.00
Sales Tax:	\$0.00
Total Due:	\$24,760.00

The following items are optional:

Be sure to check the options desired when signing the quotation to include them with the order.

ITEM	QUANT/UOM	DESCRIPTION	PRICE EACH	AMOUNT	Add to Order
19	1 EA	GFEQ (GENERAL FIRE EQUIPMENT) 500T - 5# FIRE EXTINGUISHER - WITH MOUNTING BRACKET. (INSTALLED BEHIND DRIVER'S SEAT UNLESS OTHERWISE NOTED)	\$112.00	\$112.00	<input type="checkbox"/>
20	1 EA	FIRST AID KIT - 4 1/2" X 4 1/2" X 2 3/16" PERSONAL SIZE. 20 GA STEEL CARRYING CASE - WITH WALL MOUNTING BRACKETS. NOT INSTALLED - SHIPPED LOOSE IN CAB.	\$32.00	\$32.00	<input type="checkbox"/>

READING TRUCK EQUIPMENT

SAM TOZOUR
STozour@readingequipment.com
445-444-5211

QUOTATION ID: **KBA00710**
DATE: 1/27/2020
Page 3 of 5

ITEM	QUANT/UOM	DESCRIPTION	PRICE EACH	AMOUNT	Add to Order
21	1 EA	TRIANGLE FLARE KIT - INCLUDES (3) THREE REFLECTIVE FOLDING TRIANGLES IN STORAGE BOX. SHIPPED LOOSE, STOWED IN CAB UNLESS OTHERWISE STATED. MEETS FMVSS 125 STANDARDS.	\$33.00	\$33.00	<input type="checkbox"/>
22	1 EA	ECCO MODEL #7965A - AMBER CLASS 1 LED BEACON LIGHT. 5" HIGH LOW PROFILE - 12 V. PULSE8 (8 FLASHES PER CYCLE) FLASH PATTERN. WIRED TO FACTORY UPFITTER SWITCH. FIXED MOUNT (CENTERED) ON CAB ROOF.	\$211.00	\$211.00	<input type="checkbox"/>
23	1 EA	ECCO 5590CA - "REFLEX" 15" LED AMBER MINI LIGHTBAR . 10" W X 16" L X 3" H - AMBER LIGHT/CLEAR LENS. HIGH INTENSITY REFLECTIVE & TIR OPTIC LED MODULE TO MAXIMIZE LIGHT OUTPUT.	\$361.00	\$361.00	<input type="checkbox"/>

Notes:



SAM TOZOUR

STozour@readingequipment.com

445-444-5211

QUOTATION ID: **KBA00710**

DATE: 1/27/2020

Page 4 of 5

READING TRUCK EQUIPMENT TERMS AND CONDITIONS

- Prices quoted herein will be in effect for thirty (30) days (unless specifically noted on the quotation). However, during this time, prices may be increased according to, but not to exceed, the producer's price index (PPI) change for steel and/or aluminum between the date of the quotation and the date of the order. Commodity data may be used in conjunction with industry data to determine the increase.
- Reading Truck Equipment ("RTE") ensures all completed vehicles conform to applicable U.S. Federal Motor Vehicle Safety Standards (FMVSS) in effect at time of manufacture. Customer/end-user is responsible for ensuring this vehicle, when operated, meets all applicable federal, state and local rules, regulations and statutes, including, but not limited to, those governing safety equipment, cargo securement, and accessories.
- RTE will not be held financially liable for delay in delivery resulting from supply constraints from the chassis and/or equipment manufacturer, labor strikes, carrier delays, or any delays in RTE's performance due to acts of public enemies, industrial, or civil disturbances, orders of any governmental or military entity, or natural disaster.
- RTE will provide Customer a notice of release ("Release Notice") of Customer's unit(s) ("Vehicle(s)") and Customer will remove, or authorize RTE to remove, the Vehicle(s) from RTE's lot within five (5) calendar days of the date thereof. After which time, RTE will not be responsible for any loss or damage thereto, for any reason including, but not limited to, such loss or damage caused by fire, flood, storm, act of God, rodent damage, vandalism, accident, explosion, war, strike, civil or military authority, or any other similar causes.
- Upon the earlier of (i) five (5) days following a Release Notice or (ii) Customer's receipt of the Vehicle(s), RTE will be entitled to issue an invoice to Customer.
- Delivery to and acceptance by Customer shall be F.O.B. RTE's final assembly location. Customer is responsible for any freight, shipping, insurance and handling charges for such Vehicle(s) unless otherwise specified in the RTE quotation. RTE shall have no liability whatsoever for damage, loss or deterioration of the Products after delivery of the units to a common carrier, regardless of whether RTE charges Customer for freight. Customer acknowledges that all claims for losses caused by the carrier, including those for inconvenience, delay or expense, shall only be made against the carrier. In no event shall Customer deduct any amount for damage in transit from the amount due hereunder.
- Any Customer modifications to the order that vary from the original specifications and/or drawings approved by the Customer and requested after the scheduled production date ("Production Start Date") may be billed on a separate invoice after the original order has been completed and invoiced in accordance with the process described above.
- Approved Changes to an Order will be subject to any charges related to the price of goods or additional labor required to implement the change. Additionally any delivery timing implications that occur for such change will be estimated by RTE at the time of the change. Customer may be subject to any costs or fees related to any product or material rendered unnecessary after the change.
- Cancelled orders regardless of reason are subject to a charge for time and material incurred by RTE plus any costs or fees related to returning or disposing of product acquired for the order.
- In addition, Customer agrees to reimburse RTE's current lot lease expenses for every month past fourteen (14) calendar days of the date of the Release Notice that the Vehicle(s) remain on RTE's lot. Customer also agrees to pay RTE for all costs incurred after fourteen (14) calendar days of the date of the Release Notice, to maintain the Vehicles in satisfactory (road-worthy) working condition.
- See quote for payment terms. COD customers require a 25% deposit at time of order and balance due upon completion. Payment arrangements regarding the balance shall be: ACH, wire transfer, certified check, or money order. Balance must be paid in full prior to release of product to Customer. A 5% surcharge shall apply to any credit card payment.
- All balances over 30 days old are subject to a 1½% monthly service charge (18% per annum)
Remit Deposits to: Reading Truck Equipment, LLC
(Please label envelope - Deposit) PO Box 21051
New York, NY 10087-1051

By signing and accepting this quotation, Customer agrees to accept Reading Truck Equipment terms and conditions as stated above and as stated on the website <https://www.readingequipment.com/terms-and-conditions/>

Customer Signature	Print Name	Title	PO#	Date
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Customer must fill out the information below before the order can be processed:

VIN and/or FO #:		Chassis ETA:	
------------------	--	--------------	--

REMIT ALL PURCHASE ORDERS TO: nassd@readingbody.com

See our website for drop ship/ship thru codes: <http://www2.readingbody.com/img/PDFs/Pool and Drop Ship Codes.pdf>

Vehicle Configuration Options

ENGINE	
Code	Description
99N	ENGINE: 7.3L 2V DEVCT NA PFI V8 GAS, (STD)
TRANSMISSION	
Code	Description
44G	TRANSMISSION: TORQSHIFT 10-SPEED AUTOMATIC, -inc: selectable drive modes: normal, tow/haul, eco and deep sand/snow (STD)
TIRES	
Code	Description
TGJ	TIRES: 225/70RX19.5G BSW A/P, -inc: Optional spare is 225/70Rx19.5G BSW A/P (STD)
PRIMARY PAINT	
Code	Description
Z1	OXFORD WHITE
PAINT SCHEME	
Code	Description
___	STANDARD PAINT
SEAT TYPE	
Code	Description
AS	MEDIUM EARTH GRAY, HD VINYL 40/20/40 SPLIT BENCH SEAT, -inc: center armrest, cupholder, storage and driver's side manual lumbar
AXLE RATIO	
Code	Description
X8L	LIMITED SLIP W/4.88 AXLE RATIO
ADDITIONAL EQUIPMENT	
Code	Description
90L	POWER EQUIPMENT GROUP, -inc: Deletes passenger side lock cylinder, upgraded door-trim panel, Accessory Delay, Advanced Security Pack, SecuriLock Passive Anti-Theft System (PATS) and inclination/intrusion sensors, MyKey, owner controls feature, Power Locks, Remote Keyless Entry, Trailer Tow Mirrors w/Power Heated Glass, manual telescoping, heated convex spotter mirror and integrated clearance lamps/turn signals, Power Front & Rear Side Windows, 1-touch up/down driver/passenger window
67B	397 AMP ALTERNATOR
86M	DUAL 78 AH BATTERY
52B	TRAILER BRAKE CONTROLLER, -inc: smart trailer tow connector, Verified to be compatible

	w/electronic actuated drum brakes only
76C	EXTERIOR BACKUP ALARM (PRE-INSTALLED), -inc: Custom accessory
18B	PLATFORM RUNNING BOARDS
872	REAR VIEW CAMERA & PREP KIT, -inc: loose camera and wiring bundle
OPTION PACKAGE	
Code	Description
660A	ORDER CODE 660A

2020 Fleet/Non-Retail Ford Super Duty F-550 DRW XL 4WD SuperCab 192" WB 84" CA

WINDOW STICKER

2020 Ford Super Duty F-550 DRW XL 4WD SuperCab 192" WB 84" CA

CODE	MODEL	MSRP
X5H	2020 Ford Super Duty F-550 DRW XL 4WD SuperCab 192" WB 84" CA	\$46,330.00
OPTIONS		
99N	ENGINE: 7.3L 2V DEVCT NA PFI V8 GAS, (STD)	\$0.00
44G	TRANSMISSION: TORQSHIFT 10-SPEED AUTOMATIC, -inc: selectable drive modes: normal, tow/haul, eco and deep sand/snow (STD)	\$0.00
TGJ	TIRES: 225/70RX19.5G BSW A/P, -inc: Optional spare is 225/70Rx19.5G BSW A/P (STD)	\$0.00
Z1	OXFORD WHITE	\$0.00
—	STANDARD PAINT	\$0.00
AS	MEDIUM EARTH GRAY, HD VINYL 40/20/40 SPLIT BENCH SEAT, -inc: center armrest, cupholder, storage and driver's side manual lumbar	\$0.00
X8L	LIMITED SLIP W/4.88 AXLE RATIO	\$360.00
90L	POWER EQUIPMENT GROUP, -inc: Deletes passenger side lock cylinder, upgraded door-trim panel, Accessory Delay, Advanced Security Pack, SecuriLock Passive Anti-Theft System (PATS) and inclination/intrusion sensors, MyKey, owner controls feature, Power Locks, Remote Keyless Entry, Trailer Tow Mirrors w/Power Heated Glass, manual telescoping, heated convex spotter mirror and integrated clearance lamps/turn signals, Power Front & Rear Side Windows, 1-touch up/down driver/passenger window	\$915.00
67B	397 AMP ALTERNATOR	\$115.00
86M	DUAL 78 AH BATTERY	\$210.00
52B	TRAILER BRAKE CONTROLLER, -inc: smart trailer tow connector, Verified to be compatible w/electronic actuated drum brakes only	\$270.00
76C	EXTERIOR BACKUP ALARM (PRE-INSTALLED), -inc: Custom accessory	\$140.00
18B	PLATFORM RUNNING BOARDS	\$445.00
872	REAR VIEW CAMERA & PREP KIT, -inc: loose camera and wiring bundle	\$415.00
660A	ORDER CODE 660A	\$0.00

Please note selected options override standard equipment

SUBTOTAL	\$49,200.00
Advert/ Adjustments	\$0.00
Manufacturer Destination Charge	\$1,595.00
TOTAL PRICE	\$50,795.00

Est City: N/A MPG
 Est Highway: N/A MPG
 Est Highway Cruising Range: N/A mi

Standard Equipment

MECHANICAL

Engine: 7.3L 2V DEVCT NA PFI V8 Gas
Transmission: TorqShift 10-Speed Automatic -inc: selectable drive modes: normal, tow/haul, eco and deep sand/snow
4.88 Axle Ratio
GVWR: 18,000 lbs Payload Package
50-State Emissions System
Transmission w/Oil Cooler
Electronic Transfer Case
Part-Time Four-Wheel Drive
78-Amp/Hr 750CCA Maintenance-Free Battery w/Run Down Protection
HD 240 Amp Alternator
Towing Equipment -inc: Trailer Sway Control
Trailer Wiring Harness
10530# Maximum Payload
HD Shock Absorbers
Front And Rear Anti-Roll Bars
Firm Suspension
Hydraulic Power-Assist Steering
40 Gal. Fuel Tank
Single Stainless Steel Exhaust
Dual Rear Wheels
Auto Locking Hubs
Front Suspension w/Coil Springs
Leaf Rear Suspension w/Leaf Springs
4-Wheel Disc Brakes w/4-Wheel ABS, Front And Rear Vented Discs and Brake Assist
Upfitter Switches

EXTERIOR

Wheels: 19.5" Argent Painted Steel -inc: Hub covers/center ornaments not included
Tires: 225/70Rx19.5G BSW A/P -inc: Optional spare is 225/70Rx19.5G BSW A/P
Clearcoat Paint
Black Front Bumper w/Black Rub Strip/Fascia Accent and 2 Tow Hooks
Black Fender Flares
Black Side Windows Trim and Black Front Windshield Trim
Black Door Handles
Black Manual Side Mirrors w/Manual Folding
Manual Extendable Trailer Style Mirrors

Fixed Rear Window
Light Tinted Glass
Variable Intermittent Wipers
Aluminum Panels
Front Splash Guards
Black Grille
Front License Plate Bracket
Reverse Opening Rear Doors
Autolamp Fully Automatic Aero-Composite Halogen Daytime Running Lights Preference Setting
Headlamps w/Delay-Off
Cab Clearance Lights

ENTERTAINMENT

Radio: AM/FM Stereo w/MP3 Player -inc: 6 speakers
Radio w/Seek-Scan
Fixed Antenna
SYNC Communications & Entertainment System -inc: enhanced voice recognition, 911 Assist, 4.2" LCD center stack screen, AppLink, 1 smart-charging USB-C port and steering wheel audio controls

INTERIOR

4-Way Driver Seat -inc: Manual Recline and Fore/Aft Movement
4-Way Passenger Seat -inc: Manual Recline and Fore/Aft Movement
60-40 Folding Split-Bench Front Facing Fold-Up Cushion Rear Seat
Manual Tilt/Telescoping Steering Column
Gauges -inc: Speedometer, Odometer, Oil Pressure, Engine Coolant Temp, Tachometer, Transmission Fluid Temp, Engine Hour Meter, Trip Odometer and Trip Computer
Fixed Rear Windows
FordPass Connect 4G LTE WiFi Mobile Hotspot Internet Access
Rear Cupholder
Manual Air Conditioning
HVAC -inc: Underseat Ducts
Illuminated Locking Glove Box
Interior Trim -inc: Chrome Interior Accents
Full Cloth Headliner
Urethane Gear Shift Knob
HD Vinyl 40/20/40 Split Bench Seat -inc: center armrest, cupholder, storage and driver's side manual lumbar
Day-Night Rearview Mirror
Passenger Visor Vanity Mirror
2 12V DC Power Outlets
Full Overhead Console w/Storage and 2 12V DC Power Outlets

Front Map Lights
Fade-To-Off Interior Lighting
Full Vinyl/Rubber Floor Covering
Underhood Lights
Smart Device Remote Engine Start
Instrument Panel Covered Bin and Dashboard Storage
Manual 1st Row Windows
Systems Monitor
Trip Computer
Outside Temp Gauge
Analog Display
Manual Adjustable Front Head Restraints and Manual Adjustable Rear Head Restraints
Air Filtration

SAFETY

Driveline Traction Control
Side Impact Beams
Dual Stage Driver And Passenger Seat-Mounted Side Airbags
Dual Stage Driver And Passenger Front Airbags w/Passenger Off Switch
Outboard Front Lap And Shoulder Safety Belts -inc: Height Adjusters
Safety Canopy System Curtain 1st And 2nd Row Airbags



Agenda Report Form

Open Session Item

SUBJECT: Northern Pump Station.

PRESENTATION DATE: April 7, 2020

PRESENTATION BY: Mark Bradshaw P.E, Deputy Director of Engineering Services

RECOMMENDED MOTION: Approve change order for EA Engineering, Science, and Technology, Inc., PBC in the amount of \$158,979.80.

REPORT-IN-BRIEF: EA was awarded the contract to design the new Northern Pump Station at location previous determined by the County. Once the plans were 90% complete, the easement documents were prepared, and appraisals were completed for the pump station lot and easements. When the owners of the pump station lot reviewed the appraisal, they discovered that the entire parcel was located within the 100 year floodplain. They were upset that the parcel was located within the floodplain and decided not to sell the County the land needed for the pump station lot and associated easements.

At this time, the County contacted Mr. Hoffman who owns the property to the south. Mr. Hoffman has agreed to sell the County the land needed for the pump station lot and associated easement. The pump station will be located approximately 2,000feet from its previous location thus requiring major design changes.

The County has secured executed easement options from all property owners.

For more detailed information regarding the design change, please refer to EA's proposal dated March 10, 2020. Increase contract amount by \$158,979.80.

DISCUSSION: N/A

FISCAL IMPACT: Funds are budgeted in the Department of Water Qualities' Capital Improvement Plan (CIP) account (LIN042).

CONCURRENCES: Jeremy Mose – DEM Director

ATTACHMENTS: EA price proposal dated March 10, 2020.

10 March 2020

Washington County Division of Environmental Management
Department of Engineering Services
16232 Elliott Parkway
Williamsport, MD 21795
Attn: Mr. Mark Bradshaw, P.E.

**Subject: Washington County Pump Station Upgrades
EA Proposal No. 0791316A**

Dear Mr. Bradshaw:

EA Engineering, Science, and Technology, Inc., PBC (EA) is pleased to offer this proposal to the Washington County Department of Water Quality (the County) to provide additional engineering design for the Washington County Pump Station Upgrades project. EA will continue to engage team subcontractors Fred Seibert and Associates (FSA) for survey and forest stand delineation effort, ECS Mid-Atlantic, LLC (ECS) for geotechnical evaluation, and Dhillon Engineering, Inc. (DEI) for electrical, mechanical and structural design support.

Previously, EA completed 30% and 60% design submittals and related permitting effort for the project, in accordance with the original Scope of Work (September 2018). Prior to submittal of the 90% design, EA was informed by the County that due to land acquisition issues between the County and a private property owner, an alternate location was necessary for the proposed New Regional Pump Station. EA presents this proposal for revised scope (Task 4) based on the 11 September 2019 request for proposal provided by the County, and site visit to updated pump station location in Washington County on 26 September 2019. In addition, EA has included additional design effort that was required as part of this project (Task 5).

SCOPE OF WORK

This section of the proposal includes EA's detailed project approach for performing the revised scope of work.

Task 4 – Revised Scope

Task 5 – Extra Work

Task 4 – Revised Scope

The EA team will develop 90% and Final (100%) Contract Documents based on the revised scope provided by the County, including updated pump station location and revised forcemain and gravity main routing.



Subtask 4.1 – Pre-Design

As a part of this task, EA and its subcontractors FSA and ECS will:

- Prepare subdivision plat and request exemption from the Board of Zoning Appeals (BZA) for subdivision of the parcel for the updated pump station on the Hoffman property south of Cearfoss Pike, including preparation of an exhibit and easement plat, and attendance at one BZA meeting. The County has assumed responsibility for negotiations with property owner and obtaining property owner signature for the BZA affidavit.
- Prepare easement documents for sewer lines at locations noted below, based on revised routing of forcemain and gravity main. Revised easement plats will be signed and sealed by a Maryland licensed surveyor. The County has assumed responsibility for easement negotiations with property owners.
 - Hagerstown Soccer Club area (Revise Prepared Easement)
 - Grace Academy (Remove Prepared Easement)
 - Hoffman Properties (Revise existing CREP easement for re-routed gravity main; Prepare New Easement for new gravity main abutting existing CREP easement; Prepare access easement for updated pump station location)
 - Eby Property (Prepare New Easement)
 - Bostetter Property (Revise Prepared Easement)
- Perform all necessary survey work to establish property and easement boundaries and identify utility crossings for revised pump station location and revised forcemain/gravity main routing, including roadway right-of-way widths. Survey effort will include field-run topo in rights-of-way, supplemented with LIDAR outside the rights-of-way as necessary.
- Provide subsurface exploration and geotechnical evaluation in the vicinity of the updated pump station location, including collection of three soil borings extended to 25 feet below existing surface and final report. Due to shallow boring refusal on bedrock anticipated in this area, a five-foot core of the bedrock will be completed at two of the boring locations, with the third boring extended to the full depth of 25 feet via rock coring, as necessary. Lab testing for collected borings will include natural moisture tests, gradation analysis, Atterberg Limits, and up to one proctor.

Subtask 4.2 – Design

Design effort at the updated pump station location will include:

- Pump station re-design, including pump station enclosure with integral suction lift pumps, verification of pump sizing based on revised forcemain routing, site layout and grading, and erosion and sediment controls.
 - Upgrade to existing access driveway, including re-paving utilizing existing SHA approved entrance to the property, with new stone access driveway after crossing of existing culvert. EA assumes no additional permitting effort necessary to complete driveway upgrades.
 - Electrical conduit routing for power at updated pump station location.
- Routing of approx. 2,900 LF of additional 15-inch SDR 26 PVC Heavy Wall gravity main from 60% Design Manhole S-1 to revised pump station location, including 8-inch stubs at all new manholes.



- Re-routing of approx. 7,200 LF of forcemain from revised pump station location to connect at 60% Design forcemain location on Bostetter Property at approx. STA. 72+00.

Subtask 4.3 – Design Documents

EA anticipates the Design Documents will include:

- Drawing Set with approximately 75 sheets, based on 60% Design Sheet List. Sheets requiring significant revision due to updated pump station location include:
 - Maugans Meadow Pump Station – Sewer main routing for approx. 2,900 LF of additional gravity main to updated pump station location
 - New Regional Pump Station – Re-routing of approx. 7,200 LF of forcemain
 - New Regional Pump Station Building (revised as needed)
 - New Regional Pump Station Electrical/Controls (revised as needed)
- Basis of Design Report
- Technical Specifications
- Engineer's Cost Estimate

Subtask 4.4 – Permitting

As a part of this subtask, EA will:

- Prepare and submit MDE Non-Tidal Wetlands and Waterways Joint Permit Application for construction in wetlands and floodplains, and temporary disturbance at waterways. Updated pump station location and re-routed sewer main will require revisions to JPA and related documents developed during 60% Design.
- Revise Forest Stand Delineation (FSD) and Forest Conservation Easement Plat for relocated New Regional pump station and sewer main re-routing, as necessary, and recalculate forest conservation requirement. EA assumes offsite mitigation on County's Cascade property will continue to be feasible.

Detailed level-of-effort considerations include:

1. Design drawings, Basis of Design Report, Technical Specifications and Engineer's Cost Estimate developed in the 60% Design will be utilized as basis for revised scope.
2. EA assumes updated pump station location will be adequate for the proposed package pump station enclosure, and able to accommodate parcel up to 150 ft x 150 ft.
3. EA assumes updated pump station location is not located in the floodplain, and therefore no additional hydrologic nor hydraulic modeling will be necessary for the JPA or other State or County permits.
4. Additional design effort for new electrical service at updated pump station location is excluded. EA assumes electrical service will be provided at the site by electrical utility.
5. This Scope of Work excludes additional design effort for stormwater management

Task 5 – Extra Work

This task includes additional design effort that was completed at the direction of and based on discussion with the County, during previous design submittals. The primary scope changes that occurred during the pre-design, 30% and 60% design milestones are described below.



1. Revised forcemain and gravity main routing and revised and/or additional easements as necessary, including:
 - Re-routing of forcemain through Bostetter Property and new easement, based on agreement between County and private property owner;
 - Extension of gravity main in Cedar Lawn area and revised easement, for coordination with County's future design and construction of McCleary Hill subdivision (by others);
 - Re-routing of gravity main in Maugans Meadows area, based on conditions field-verified by County
2. Additional Wetland Delineation, including additional site visit and revisions to report, based on re-routed forcemain through Bostetter Property
3. Additional upgrades at Maugansville Road pump station, including:
 - Design of new wet well, based on inadequate volume of existing wet well;
 - Design of package pump station enclosure, based on determined need for upgraded pump sizing and related equipment;

PROPOSED SCHEDULE

The following schedule is anticipated by EA, exclusive of County review and permitting approvals.

Pre-Design Activities	NTP + 30 working days
90% Design Submittal	NTP + 60 working days
Final (100%) Submittal	Receipt of 90% Review Comments + 20 working days
Permitting	TBD
Construction Phase	Per County Schedule

PROPOSED FEE

EA will complete this scope of work on a fixed price basis as shown in Attachment 1. In accordance with Washington County Contract PUR-1334, proposed fee is based on current contract rates effective through 21 July 2020. For any work extending beyond this period, a 3% increase will be applied to all labor rates, per the Contract terms and in agreement with the County.

EA appreciates this opportunity to provide these services to Washington County. Please call us at 410-584-7000 if you have any questions.

Sincerely yours,
EA Engineering, Science, and Technology, Inc., PBC

Regina Cagle Irr, P.E.
Project Manager

cc: Sam Davis, P.E. (EA)

ATTACHMENT 1
Price Proposal

Phase I Design Services Mod - Final Design Price Proposal

ITEM	Job Classification	Hourly Rate	Number of Hours	Price Extended (rate x hours)
A	Project Manager	\$169.95	144	\$ 24,472.80
B	Professional Engineer (Water Resources)	\$140.08	6	\$ 840.48
C	Professional Engineer (Environmental)	\$130.81	209	\$ 27,339.29
D	Professional Engineer (Structural)	\$159.65	16	\$ 2,554.40
E	Professional Engineer (Mechanical/Electrical)	\$159.65	32	\$ 5,108.80
F	Professional Engineer (Civil/Land Development)	\$139.05	0	\$ -
G	Professional Engineer (Geotechnical)	\$128.75	53	\$ 6,835.00
H	Design Engineer (Water Resources)	\$101.97	0	\$ -
I	Design Engineer (Environmental)	\$95.79	0	\$ -
J	Design Engineer (Structural)	\$103.00	24	\$ 2,472.00
K	Design Engineer (Mechanical/Electrical)	\$93.01	48	\$ 4,464.43
L	Design Engineer (Civil/Land Development)	\$87.55	362	\$ 31,693.10
M	Design Engineer (Geotechnical)	\$97.85	0	\$ -
N	CAD	\$77.25	206	\$ 15,913.50
O	Sr.Environmental Specialist	\$139.05	28	\$ 3,893.40
P	Environmental Specialist	\$97.85	140	\$ 13,699.00
Q	Property Surveyor	\$82.40	88	\$ 7,251.20
R	Survey Crew Chief	\$77.25	92	\$ 7,107.00
S	Survey Crew Member	\$56.65	92	\$ 5,211.80
T	Clerical	\$61.80	2	\$ 123.60
Sub Total				\$ 158,979.80

**BOARD OF COUNTY COMMISSIONERS OF
WASHINGTON COUNTY MARYLAND
100 WEST WASHINGTON STREET, HAGERSTOWN, MARYLAND 21740-4735
CHANGE ORDER**

TO: EA Engineering, Sciences and Technology, Inc., PBC
Consultant: 225 Schilling Circle
Contractor: Hunt Valley, MD 21031
Vendor:

Change Order No. Purchase Order No.

Contract No. Oracle Account No.

Project Title: Date:

The contract time will: ☒ increase ☐ decrease ☐ remain the same by: ☒ calendar days ☐ working days

Description of Change:

Relocated the proposed pump station approximately 2,000 feet to the south and redesign the gravity sewer and forcemain.

Reason for Change:

EA was awarded the contract to design the new Northern Pump Station at location previous determined by the County. Once the plans were 90% complete, the easement documents were prepared and appraisals were completed for the pump station lot and easements. When the owners of the pump station lot reviewed the appraisal, they discovered that the entire parcel was located within the 100 year floodplain. They were upset that the parcel was located within the floodplain and decided not to sell the County the land needed for the pump station lot and associated easements.

At this time, the County contacted Mr. Hoffman who owns the property to the south. Mr. Hoffman has agreed to sell the County the land needed for the pump station lot and associated easement. The pump station will be located approximately 2,000 feet from its previous location thus requiring major design changes.

For more detailed information regarding the design change, please refer to EA's proposal dated March 10, 2020. Increase contract amount by \$158,979.80.

The completion date, incorporating the changes included in this change order, is:	<input type="text" value="Aug 1, 2020"/>
The original contract sum was:	<input type="text" value="\$360,432.60"/>
Net changes by previous change orders:	<input type="text" value="\$11,005.00"/>
Contract sum prior to this change order:	<input type="text" value="\$371,437.60"/>
By this Change Order, the contract sum will be changed by:	<input type="text" value="\$158,979.80"/>
The new contract sum including this change order will be:	<input type="text" value="\$530,417.40"/>

The Consultant/Contractor/Vendor shall not commence with the work described hereon until this form is executed by all agents.

Consultant:

Finance:

Contractor/Vendor:

Purchasing:

Approving Agency: Mark D Bradshaw

Digitally signed by Mark D Bradshaw
Date: 2020.03.11 13:36:57 -04'00'

County Administrator:

Outside County Entities: Please email the signed form to ChangeOrder@washco-md.net.



Agenda Report Form

Open Session Item

SUBJECT: Property Acquisition for Capacity Management Project

PRESENTATION DATE: April 7, 2020

PRESENTATION BY: Todd Moser, Real Property Administrator, Mark Bradshaw, Deputy Director, Water Quality, Division of Environmental Management

RECOMMENDED MOTION: Move to approve the option agreements for partial property acquisitions including fee simple and/or easements for the properties listed below and to approve ordinances approving said purchases and to authorize the execution of the necessary documentation to finalize the acquisitions.

REPORT-IN-BRIEF: Option agreements have been executed for the eleven properties listed below. Both the fee simple and easement acquisitions are shown in the table below.

Property Owner	Property ID	Estimated Easement/Fee Simple	Price Per Square Feet	Estimated Cost
Hagerstown Soccer Club	13317 Cearfoss Pike	83,293 Square Feet Perpetual Utility Easement	\$0.09	\$7406.37
West Washington Street One LLC	17514 W. Washington Street	52,272 Square Feet Perpetual Utility Easement	\$0.38 (Rounded)	\$20,250.00
Donald Hoffman Family Trust	Tax Map 24, Parcel 533- Tax ID 13-007632	9,236 Square Feet Perpetual Utility Easement	\$0.17	\$1,570.12
Donald Hoffman Family Trust	Tax Map 24, Parcel 102- Tax ID 13-007802	10,000 Square Feet- Fee, 61,524 Square Feet- Perpetual Utility Easement, 13,387 Square Feet-Perpetual Access Easement	\$0.34 for Fee Simple \$0.17 for Perpetual utility Easement. Perpetual Access Easement was donated	\$13,859.08
Donald Hoffman Family Trust	Tax Map 24, Parcel 1168- Tax ID 13-029253	27,029 Perpetual Utility Easement	\$0.17	\$4,594.93

Barbara Hoffman	Tax Map 24, Parcel 588- Tax ID- 13-021678	1,145 Square Feet Perpetual Utility Easement	\$0.52	\$595.40
Bostetter Group LLC	17506 Broadfording Road	54,014 Square Feet Perpetual Utility Easement	\$0.24	\$12,963.36
Martin V Bostetter, Jr Trustee	17316 Broadfording Road	31,798 Square Feet Perpetual Utility Easement	\$0.24	\$7,631.52
Grandview Acres	Tax Map 24, Parcel 110- Tax ID 13-007322	27,286 Square Feet Perpetual Utility Easement	\$0.81 (Rounded)	\$22,101.66
Henry Eby	13817 Salem Church Road	3,733 Square Feet Perpetual Utility Easement	\$0.57	\$2,127.81
Henry Eby	Tax Map 37, Parcel 777, Tax ID 13-004749	19,797 Square Feet Perpetual Utility Easement	\$0.52	\$10,294.44

DISCUSSION: The County has created a Capital Improvement Plan (CIP) project named the Capacity Management Project to construct a new regional pump station. The County is proposing to construct a new pump station that will redirect the flow from the Maugansville area and from the Farm Lane Pump Station to the Conococheague Wastewater Treatment Plant. When this project is constructed, it would resolve the capacity issues at the Maugansville Pump Station, Route #11 Pump Station, Showalter Road Pump Station, and Farm Lane Pump Station. By constructing this project, the County could permit development to continue in the north end and would address the capacity issues associated with the pump stations. With the completion of this project, the customers that generate this flow would now become County customers instead of City of Hagerstown customers. The County would gain approximately 1,731 new customers, thus increasing our customer base by 33% and increasing our user fee revenue by over one million dollars.

FISCAL IMPACT: CIP Budgeted Project

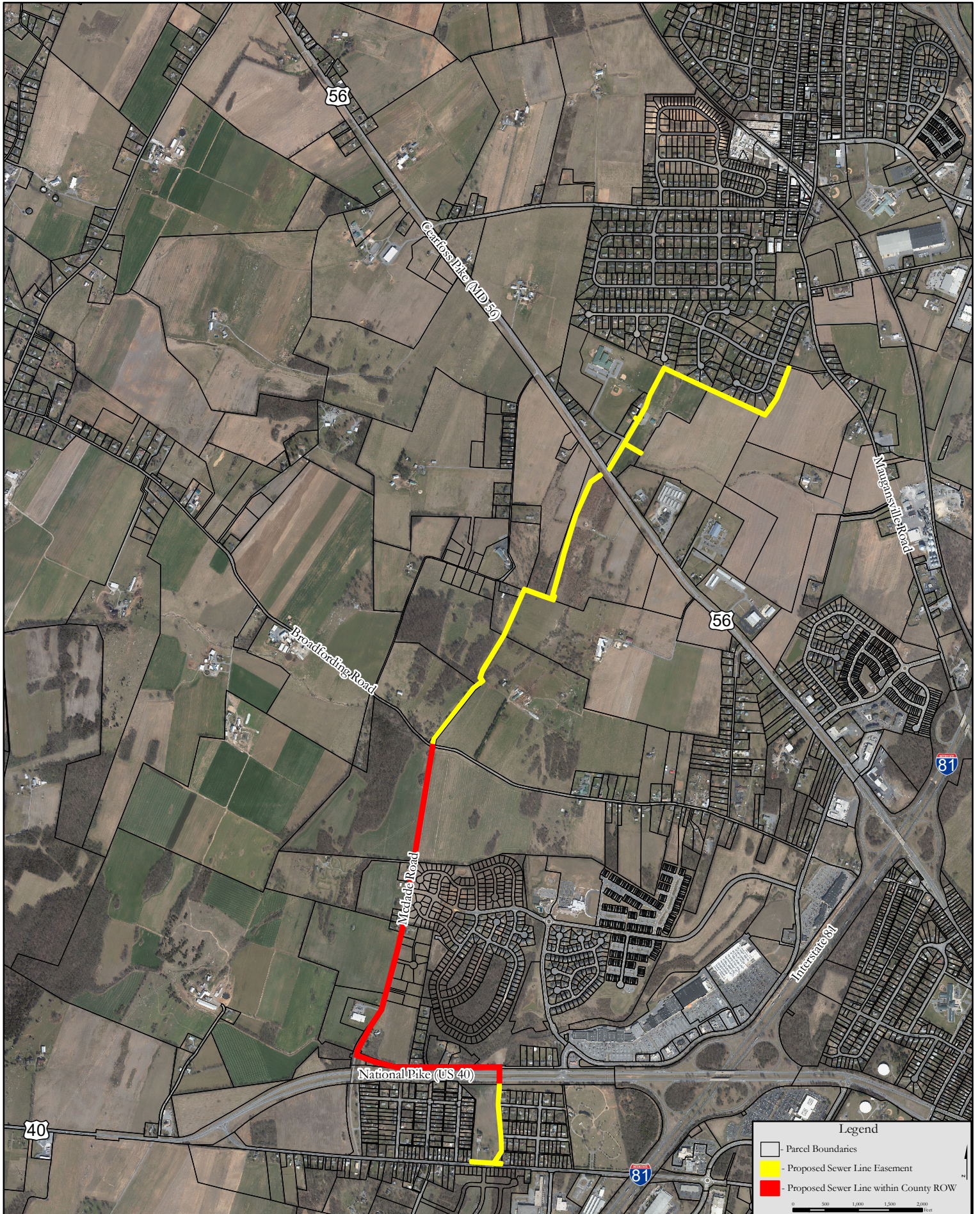
CONCURRENCES: County Attorney

ALTERNATIVES: N/A

ATTACHMENTS: Aerial Map, Ordinances

AUDIO/VISUAL NEEDS: Aerial Map

Capacity Management Project





Agenda Report Form

Open Session Item

SUBJECT: Budget Adjustment - Bridges

PRESENTATION DATE: April 7, 2020

PRESENTATION BY: Scott Hobbs, Director, Division of Engineering

RECOMMENDED MOTION: Move to approve a budget adjustment for four Capital Improvement Plan (CIP) bridge projects, BRG083, BRG020, BRG030, and BRG072.

REPORT-IN-BRIEF: The Engineering/Design project cost category in the CIP would be increased to account for the 80% federal aid funding share up front for consistency.

DISCUSSION: The Budget and Finance office is requesting a budget adjustment to account for the 80% federal share of funding up front for the Halfway Boulevard Bridges W0912 (BRG083), Roxbury Road Bridge W5372 (BRG020), Crystal Fall Drive Bridge W3051 (BRG030), and Keedysville Road Bridge W5651 (BRG072) projects. Currently the Maryland Department of Transportation holds the 80% federal share and invoices the County for 20% local share for design and inspection costs. The County requests 80% reimbursement for construction costs, so the total amount is already shown in the CIP.

FISCAL IMPACT: 100% funding amount will be shown in the CIP for all cost categories that include federal aid funding. Currently the projects show the 20% local amount only for design and inspection costs. Adjustment to these budgets affect the current years. The other federal aid bridge projects affected in the out years of the CIP will be adjusted as part of the budget process.

Engineering/Design (current years)	Halfway Blvd Bridges	Roxbury Rd Bridge
20% Local Share	\$115,000	\$137,000
80% Federal Share	\$460,000	\$548,000
100% Total	\$575,000	\$685,000

Inspection (current years)	Roxbury Rd Bridge	Crystal Falls Dr Bridge	Keedysville Rd Bridge
20% Local Share	\$50,000	\$26,000	\$26,000
80% Federal Share	\$200,000	\$104,000	\$104,000
100% Total	\$250,000	\$130,000	\$130,000

CONCURRENCES: Chief Financial Officer

ALTERNATIVES: N/A

ATTACHMENTS: Budget Adjustment Form



Washington County, Maryland Budget Adjustment Form

Print Form

- ☒ Budget Amendment - Increases or decrease the total spending authority of an accounting fund or department
- ☐ Budget Transfer - Moves revenues or expenditures from one account to another or between budgets or funds.

Department Head Authorization

Division Director / Elected Official Authorization

Budget & Finance Director Approval

County Administrator Approval

County Commissioners Approval

Scott Hobbs

Digitally signed by Scott Hobbs
Date: 2020.03.18 17:27:03 -04'00'

Transaction/Post -Finance

Deputy Director - Finance

Preparer, if applicable

Kelcee Mace

Digitally signed by Kelcee Mace
Date: 2020.03.11 16:44:45 -04'00'

Required approval with date

If applicable with date

Mar 18, 2020

Required approval with date

Required approval with date

Required > \$ 25,000 with date

Expenditure / Account Number	Fund Number	Department Number	Project Number	Grant Number	Activity Code	Department and Account Description	Increase (Decrease) + / -
498400	30	11620	BRG083		0000	Capital Grant - Federal	460,000
599999	30	11620	BRG083		DSGN	Halfway Boulevard Bridges W0912	460,000
498400	30	11620	BRG020		0000	Capital Grant - Federal	748,000
599999	30	11620	BRG020		DSGN	Roxbury Road Bridge W5372	548,000
599999	30	11620	BRG020		INSP	Roxbury Road Bridge W5372	200,000
498400	30	11620	BRG030		0000	Capital Grant - Federal	104,000
599999	30	11620	BRG030		INSP	Crystal Falls Drive W3051	104,000
498400	30	11620	BRG072		0000	Capital Grant - Federal	104,000
599999	30	11620	BRG072		INSP	Keedysville Road Bridge W5651	104,000

Explain
Budget Adjustment

Budget adjustment to account for the 80% federal share of funding upfront for the Halfway Boulevard Bridges W0912, Roxbury Road Bridge W5372, Crystal Falls Drive W3051, and Keedysville Road Bridge W5651 projects. Currently the projects show 20% local amount only for design and inspection costs.

Required Action by
County Commissioners



No Approval Required



Approval Required

Approval Date if
Known



Agenda Report Form

Open Session Item

SUBJECT: Project Award Under Engineering Services – Requirements Contract (PUR-1421)

PRESENTATION DATE: April 7, 2020

PRESENTATION BY: Scott Hobbs, Director, Division of Engineering

RECOMMENDED MOTION: Move to award the Minor Bridge Inspection project to the lowest responsive, responsible proposer, Brudis & Associates, Inc. in the amount of \$104,217.50.

REPORT-IN-BRIEF: Requests for Proposals were provided to the list of consultants under the Engineering Services – Requirements Contract (PUR-1421). The following price proposals were received and opened on Wednesday, March 11, 2020 as listed below:

<u>Consultant:</u>	<u>Bid:</u>
Brudis & Associates, Inc.	\$ 104,217.50
Pennoni & Associates, Inc. and DFI, JV	\$ 176,716.00
Wallace Montgomery & Associates, LLP	\$ 196,597.00
The EADS Group	\$ 212,840.00
Charles P. Johnson & Associates, Inc.	\$1,027,253.00

The proposals were evaluated, and the lowest price proposal is in order.

DISCUSSION: The minor bridge inspection program involves visual inspections of County-owned structures. A minor structure is defined as a culvert or bridge with a span between six and twenty feet. Minor structures are routinely inspected every four years, and the work involves providing the County with inspection reports for review and use in managing the maintenance, repair, or replacement needs based on the conditions observed.

FISCAL IMPACT: This is a budgeted Capital Improvement Plan project, Bridge Inspection and Inventory (BRG002).

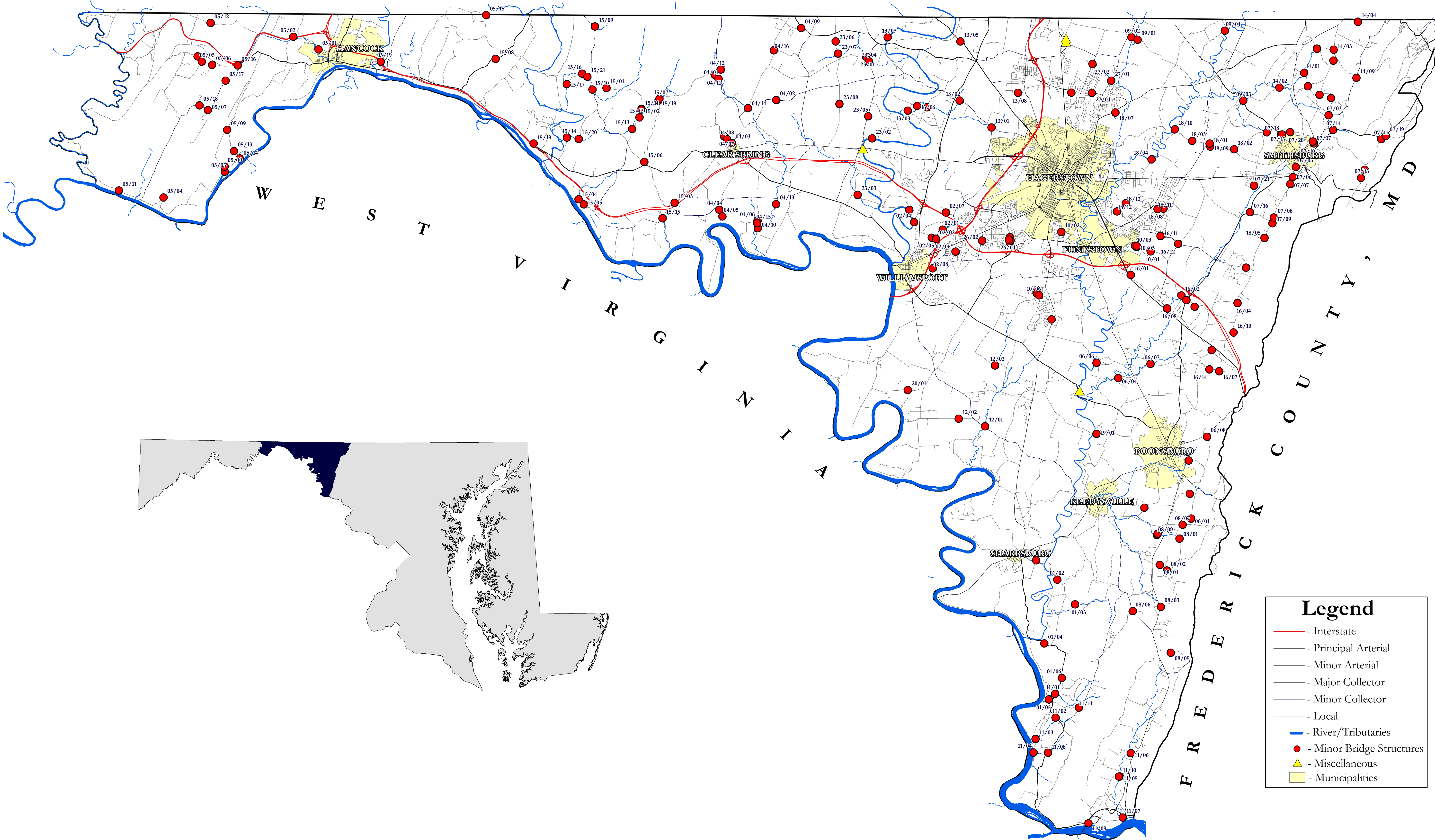
CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: Aerial Map

AUDIO/VISUAL TO BE USED: N/A

Washington County Minor Bridge Structure Inventory





Agenda Report Form

Open Session Item

SUBJECT: Water and Sewer Bonds – Term of Bonds – Follow Up

PRESENTATION DATE: April 7, 2020

PRESENTATION BY: Sara Greaves, Chief Financial Officer

RECOMMENDATION: To provide a consensus to move forward with a 30 year term for the FY2020 bond issue for water and sewer projects only.

REPORT-IN-BRIEF: This spring, in FY2020, the county will be issuing bonds for the budget that was passed in May of 2019. Generally, the County has issued bonds for a 20-year term.

DISCUSSION: Bonds for water and sewer projects for FY2020 could be issued up to \$5,680,000. In lieu of bonds, MDE loans could be secured for a portion of this amount which would provide a lower interest rate over bonds. If loans are provided from MDE, the bond issue would reduce accordingly. Information on loan eligibility is expected to be provided in early May from MDE. The projects that bonds could be issued for include:

- Capacity Management Project – \$3,180,000
- Smithsburg WwTP Upgrade - \$2,500,000

In consultation with our financial advisor and considering the financial condition of the Water and Sewer Funds, we would like to consider issuing water and/or sewer bonds over a 30-year period instead of a 20-year period. While borrowing rates are low, we could extend the debt service payments over a longer period to closer reflect the life of the asset and to better spread the cost of the project over rate payers. Current existing rate payers will experience a lower debt burden today with the 30-year option.

FISCAL IMPACT: See attachment for estimates

CONCURRENCES: Not Applicable

ALTERNATIVES: Issue 20-year term

ATTACHMENTS: Bond Scenario Comparison

AUDIO/VISUAL NEEDS: None

Washington County, Maryland
Sewer Debt - 20-Year and 30-Year Comparison

Fiscal Year	20-Year Option			30-Year Option			Budgetary	
	Principal	Interest	Total	Principal	Interest	Total	Difference	PV Difference
2021	\$0	\$156,880	\$156,880	\$0	\$137,825	\$137,825	(\$19,055)	(\$18,680)
2022	190,000	249,650	439,650	105,000	220,875	325,875	(113,775)	(109,336)
2023	200,000	239,900	439,900	110,000	215,500	325,500	(114,400)	(107,770)
2024	210,000	229,650	439,650	115,000	209,875	324,875	(114,775)	(105,993)
2025	225,000	218,775	443,775	120,000	204,000	324,000	(119,775)	(108,431)
2026	235,000	207,275	442,275	130,000	197,750	327,750	(114,525)	(101,635)
2027	245,000	195,275	440,275	135,000	191,125	326,125	(114,150)	(99,306)
2028	260,000	182,650	442,650	140,000	184,250	324,250	(118,400)	(100,974)
2029	270,000	169,400	439,400	150,000	177,000	327,000	(112,400)	(93,968)
2030	285,000	155,525	440,525	155,000	169,375	324,375	(116,150)	(95,190)
2031	300,000	140,900	440,900	165,000	161,375	326,375	(114,525)	(92,009)
2032	315,000	125,525	440,525	175,000	152,875	327,875	(112,650)	(88,719)
2033	330,000	109,400	439,400	180,000	144,000	324,000	(115,400)	(89,094)
2034	350,000	94,150	444,150	190,000	135,700	325,700	(118,450)	(89,647)
2035	360,000	79,950	439,950	200,000	127,900	327,900	(112,050)	(83,132)
2036	375,000	67,125	442,125	205,000	120,825	325,825	(116,300)	(84,585)
2037	385,000	55,725	440,725	210,000	114,600	324,600	(116,125)	(82,794)
2038	400,000	43,950	443,950	215,000	108,225	323,225	(120,725)	(84,378)
2039	410,000	31,800	441,800	225,000	101,625	326,625	(115,175)	(78,913)
2040	420,000	19,350	439,350	230,000	94,800	324,800	(114,550)	(76,938)
2041	435,000	6,525	441,525	235,000	87,825	322,825	(118,700)	(78,154)
2042				245,000	80,625	325,625	325,625	210,173
2043				250,000	73,200	323,200	323,200	204,498
2044				260,000	65,550	325,550	325,550	201,926
2045				270,000	57,600	327,600	327,600	199,194
2046				275,000	49,425	324,425	324,425	193,376
2047				285,000	41,025	326,025	326,025	190,501
2048				295,000	32,325	327,325	327,325	187,492
2049				300,000	23,400	323,400	323,400	181,594
2050				310,000	14,250	324,250	324,250	178,483
2051				320,000	4,800	324,800	324,800	175,263
Total	\$6,200,000	\$2,779,380	\$8,979,380	\$6,200,000	\$3,699,525	\$9,899,525	\$920,145	\$52,852

Notes:

TIC is currently 1.93% for the 20-year option and 2.34% for the 30-year option and based on current market rates as of March 6, 2020.

Assumes PV discount rate of 2%.

Preliminary, subject to change.



Agenda Report Form

Open Session Item

SUBJECT: FY2021 General Fund Presentation

PRESENTATION DATE: April 7, 2020

PRESENTATION BY: Sara Greaves, Chief Financial Officer; Kim Edlund, Director of Budget & Finance

RECOMMENDED MOTION: None

REPORT-IN-BRIEF: The FY21 General Fund budget has been impacted by the Coronavirus pandemic. Changes to revenues and expenditures will be necessary.

DISCUSSION: A review of revenue write downs will drive decisions related to expenditures for the FY21 General Fund budget. Revenue changes will be presented from the original FY21 requested budget. Potential revenue accounts to be modified include:

Income Tax

Investment Income

Recordation Tax

Excise Tax

Permits

Gaming

FISCAL IMPACT: Not Yet Available

CONCURRENCES: Not applicable

ALTERNATIVES: Not Applicable

ATTACHMENTS: Not Applicable

AUDIO/VISUAL NEEDS: Not applicable



Agenda Report Form

Open Session Item

SUBJECT: Request for Cancellation of Tax Sale - June 2020

PRESENTATION DATE: April 14, 2020

PRESENTATION BY: Todd Hershey, Treasurer; Sara Greaves, Chief Financial Officer

RECOMMENDATION: To request cancellation of the annual tax sale to be held in June, 2020.

REPORT-IN-BRIEF: The County holds an annual tax sale for delinquent taxes each year in June. Due to COVID-19 and the impact on our County residents, the Treasurer would like to request cancellation of the sale for FY2020.

DISCUSSION: The Washington County Maryland tax sale process enables the County to collect all unpaid and delinquent property taxes as required by statute. Legal references for this program are provided in the Tax Property Article of the Annotated Code of Maryland, 2001 Replacement Volume, as amended. All unpaid taxes on real property constitute a lien on the real property from the date they become due until paid (Section 14-804 (a), Section 14-805 (a)). It is mandatory for the Collector to sell any property on which taxes are in arrears (Section 14-808). There may be tax liens pertaining to properties sold for which taxes were paid prior to the sale date or other circumstances rendering the sale invalid or void.

Currently, approximately 1,000 properties are delinquent and would possibly be included in the June tax sale. Cancellation of the sale would save each property owner approximately \$400 in fees that would normally be charged in relation to the sale for advertising and legal fees. In addition, the next tax sale would not be held until June 2021, providing time for constituents to recover from the impact of COVID-19.

Property taxes will not be forgiven if the June 2, 2020 tax sale is delayed or cancelled. Our demand-for-payment of unpaid real estate property taxes is simply being extended to a later date.

Interest will continue to accrue on unpaid obligations at the rate of 1% per month, and penalties will be incurred if taxes remain unpaid.

As of this date, many Maryland jurisdictions have postponed/cancelled their 2020 tax sale, including Allegany, Anne Arundel, Carroll, Charles, Harford, Howard, Montgomery, Queen Anne's, and Worcester.

FISCAL IMPACT: Not Applicable

CONCURRENCES: Not Applicable

ALTERNATIVES: Delay sale or continue with normal operation and have sale in June 2020.

ATTACHMENTS: Not Applicable



Agenda Report Form

Open Session Item

SUBJECT: Employee Investment Programs

PRESENTATION DATE: April 7, 2020

PRESENTATION BY: Rachel Brown, Director of Human Resources

RECOMMENDATION: To dissolve the three Employee Investment Programs beginning July 1, 2020 and accompanying policies.

REPORT-IN-BRIEF: The employee incentive programs were implemented in FY2018 and include Team Building, Employee Recognition, and Personal Development. For control and tracking, it was determined that requests would be submitted to the department of Human Resources (HR) for review and approval and subsequently sent to Budget & Finance (B&F) to be processed.

DISCUSSION: The requesting departments, the department of Human Resources, and department of Budget & Finance devote a considerable amount of time to control and track expenditures related to these policies. Unfortunately, even with a considerable amount of encouragement, these accounts have been grossly underutilized.

2019 General Fund Breakdown:

	Budget	Actual
Personal Development	69,840.00	5,152.22
Employee Recognition	54,860.00	9,324.46
Team Building	14,640.00	4,996.28

Staff would like to dissolve these accounts and accompanying policies and allow directors a period of one week to send in revisions to training or travel budgets that would have otherwise utilized these accounts.

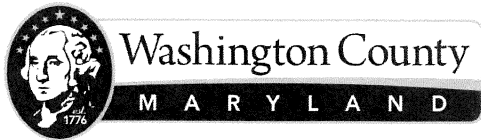
FISCAL IMPACT: Approximately \$140K is budgeted for FY2021.

CONCURRENCES: Not Applicable

ALTERNATIVES: Continue program use

ATTACHMENTS: Employee Investment Policies

AUDIO/VISUAL NEEDS: None



Employee Investment

Employees are encouraged to take steps to increase their knowledge, skills and overall effectiveness in the work place by participating in the County's employee investment programs. In return, the County is committed to make appropriate resources and funding available to employees who request to attend job-related training and/or educational seminars, workshops or courses, and personal wellness initiatives.

Professional and Personal Development:

The County supports initiatives regarding professional and personal wellness development programs. The County Commissioners have approved \$120 per employee for Professional and Personal Development.

Criteria - For Professional and Personal Development

Professional development initiatives support the enhancement of the employee's skills, knowledge and abilities. Personal Wellness initiatives contribute to the employee's personal health and overall wellbeing.

1. The employee must be a regular full-time employee with the County.
2. The employee must demonstrate that the educational seminar, workshop/course or personal wellness initiative:
 - a. is specially job-related resulting in increased effectiveness on the job and/or higher productivity, and
 - b. relates to the employee's professional development goal(s) mutually established with the employee's supervisor.
 - c. relates to personal wellness of the employee which will benefit their overall health and wellbeing; such as a gym membership or exercise classes.
3. The employee receives full support from the employee's supervisor for individual activities relating to personal or professional development.
4. The personal wellness initiative of \$120 will be paid in full by the employee and will be reimbursed in one lump sum payment consistent with policy. If the event or activity does not encompass the entire \$120 - there will no balance carryover from year to year.
5. Personal wellness initiative is intended for the employee only.

Team Building:

The County recognizes and supports team building activities and incentives which improve workplace productivity. Team building activities can provide the employee with a sense of pride and/or a better understanding of coworkers. This understanding helps develop stronger working relationships. The Department will be budgeted \$25 per employee annually for team building.

Criteria for Team Building

1. Events and/or products must be inclusive of the entire team. There will be no individual recognition.
2. A team building event may occur during work hours as long as it does not interrupt the daily operations of the department.
3. Any group professional development or team building event offsite will require approval of the Director of Health & Human Services prior to the event.
4. Any team building products must be consistent with the County's organizational branding.
5. Team building activities are at the discretion of the Division Director or Department Head.

Employee Recognition:

The Employee Recognition Program was developed and intended to recognize and reward stellar performance of employees within County Government. The Division Director or Department Head, with adequate documentation, may select an employee(s) that have demonstrated extraordinary work ethics within the County to receive recognition. Examples of recognition include, yet are not limited to, a professional development event, a trade event, a course of interest related to job duties. The Department will be budgeted per employee annually for team building.

Criteria for Employee Recognition Program:

1. Each Department is provided a budget relative to the size of the Department.
2. The individual employee(s) may be selected by the Division or Department Director.
3. The employee(s) will follow County business expense travel/reimbursement policies & procedures.

Application Process – Employee's Request

1. The employee must complete the County Employee Investment Program-Employee Request Form. Provide the appropriate justification for attending the educational seminar, workshop, course or personal wellness initiative and how it meets his/her professional development goal(s).
2. The request must be submitted at least **two weeks** prior to the registration and start of the educational seminar, workshop, course, or personal wellness initiative unless unforeseen circumstances occur preventing the submission of the request in a timely manner prior to the start of the program.
3. It is important to provide the complete cost of the educational seminar, workshop, course, or the personal wellness initiative cost for materials.
4. Reimbursement to individuals for the Wellness Initiative will be made on the employee's paycheck in accordance with IRS regulations and County policy.
5. If the employee elects to use the designated \$120 for job-related training, educational seminar, workshops, and/or courses, this will not be reimbursed via the employee's paycheck but through the Accounts Payable Department via the Department's budget line item.

Application Process – Supervisor's Request

1. The Supervisor must complete the County Employee Investment Program – Supervisor's Request Form. Provide the appropriate justification for the event or activity and how it meets the needs of the department for Professional/Personal Development, Employee Recognition, and/or Team Building goals.
2. With regards to group activities off site; Human Resources will inform the person making the group activity request the status (approved or denied). No reservations or down payments will be made prior to the approval.
3. All events, including daily activity, must be consistent with County policy and exclusions herein.
4. It is the Department Director's responsibility to monitor and track their employees and the initiatives in this program.

Exclusions:

While any off site activity will require prior approval, these activities are expressly excluded:

- 1. Any activity including alcohol*
- 2. Any event that would exhibit a negative image for the County*
- 3. No extreme sports activities are permitted (bungee jumping, white water rafting, etc.)*
- 4. Closing of any department to customers.*
- 5. The purchase of a piece of exercise equipment (treadmills, elliptical, etc.)*
- 6. The program will not reimburse for co-pays or deductibles under the County's healthcare plans.*
- 7. For employees only, excludes family members and/or significant others.*



*Employee Investment Program
Employee's Request Form*

Name:	Employee No:	Department:	Dept. No.:
Supplier No:		Date(s) of Activity:	
You will be required to request a Supplier No if not already available.		Activity Location:	
Date of Request:			
Activity Title:			
<u>Check One:</u>			
<u>Fund</u>	10	<u>Account No.</u>	<u>Amt.</u>
<input type="checkbox"/>	Personal Development	500170	\$120
How was this event paid for? <input type="checkbox"/> Personal Check/Credit Card <input type="checkbox"/> County P-Card			
Please provide justification for requesting attendance of this activity and explain its applicability to performing your job, professional development, or personal wellness goal(s). Please attach any available course description and additional pages as necessary.			
_____ Employee Signature		_____ Date	
<u>Approvals</u>			
_____ Supervisor Signature		_____ Date	



Washington County
MARYLAND

*Employee Investment Program
Supervisor's Request Form*

Name:	Employee No:	Department:	Dept. No.:
Supplier No:	Date(s) of Activity:		
You will be required to request a Supplier No if not already available.		Activity Location:	
Date of Request:		<u>Expenses:</u>	
Activity Title:		Registration \$ 0.00	
<u>Check One:</u>		Local Mileage 0 Miles @ 0.545 \$ 0.00	
Fund: 10 Acct. No. Amount		Transportation \$ 0.00	
<input type="checkbox"/> Prof/Pers Development 500170 \$120		Lodging Meals \$ 0.00	
<input type="checkbox"/> Employee Recognition 500171 By Dept/Div		Other \$ 0.00	
<input type="checkbox"/> Team Building 500172 By Dept/Div		Total \$ 0.00	
		Please attach receipts for all expenses.	
		How did you pay for this? <u>County P-Card</u>	
<p>Please provide justification for requesting this activity and explain its applicability to the Professional/Personal Development, Employee Recognition, and/or Team Building goal(s) established by the Department in accordance with the County's core principals. (Please attach any additional pages as necessary.).</p>			
Employee Signature		Date	
<u>Approvals</u>			
Supervisor or Department Head/Division Director Signature		Date	
Director of HHS Signature		Date	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied/Reason			



Agenda Report Form

Open Session Item

SUBJECT: Fiscal Year 2021 Annual Transit Grant Application – Approval to Submit Application and Accept Awarded Funding

PRESENTATION DATE: April 7, 2020

PRESENTATION BY: Kevin Cerrone, Director, Washington County Transit

RECOMMENDED MOTION: Move to approve the resolution authorizing the filing of the application for a grant under the Federal Transit Act and approve the execution of the grant agreement upon receipt, subject to review and approval by the County Attorney's Office.

REPORT-IN-BRIEF: Washington County Transit annually applies to the Maryland Department of Transportation / Maryland Transit Administration (MDOT/MTA) for Federal and State operational and capital grant funding through the Annual Transportation Improvement Plan (ATP). The grant funds are used to operate authorized transportation programs within Washington County, which includes the Section 5307 Public Transportation Program – Fixed Route Transit, the American Disability Act (ADA) Complementary Paratransit Program, and the Statewide Special Transportation Assistance Program (SSTAP) – aka: Ride Assist Voucher Program and the Capital Assistance Program (CAP).

The fiscal year 2021 application requests \$3,631,990 in State and Federal funds from MTA and the Federal Transit Administration (FTA) to subsidize the Transit system at current level of service.

DISCUSSION: The Office of Grant Management has reviewed the grant application. There are no unusual conditions or requirements attached to the acceptance of the grant.

FISCAL IMPACT: Local match (General Fund & In-Kind) is required to secure the Federal and State grant funds. The local match requirement associated with the fiscal year 2021 application is as follows:

5307 Operating Grant (General Funds)	\$649,470.00
5307 Capital Grant (General Funds)	\$212,962.00
SSTAP Grant (In Kind - \$30,750):	<u>\$ 0.00</u>
	\$862,432.00
 WCDSS:	 \$109,000.00

CONCURRENCES: Susan Buchanan Director, Office of Grant Management, County Attorney

ALTERNATIVES: If a decision is made not to apply for the grant funds and/or provide the local match requirements, the County would become ineligible for the Federal and State transit grant funds in fiscal year 2021.

ATTACHMENTS: County Attorney has grant application in his possession.



Agenda Report Form

Open Session Item

SUBJECT: Administrative Office of the Courts Security Funding – Approval to Accept Grant Award

PRESENTATION DATE: April 14, 2020

PRESENTATION BY: Kristin Grossnickle, Court Administrator, Circuit Court for Washington County

RECOMMENDED MOTION: Move to approve the acceptance of grant funds in the amount of \$32,880 for Circuit Court security funding.

REPORT-IN-BRIEF: Circuit Court submitted an application on December 30, 2019 to the Administrative Office of Courts requesting security funding for the installation of bullet resistant barrier in the Criminal Department portion of the Courthouse.

DISCUSSION: The Office of Grant Management has reviewed the grant funding guidelines. There are no unusual conditions or requirements attached to the acceptance of the grant.

FISCAL IMPACT: Provides \$32,880 for Circuit Court expenses.

CONCURRENCES: Susan Buchanan Director, Office of Grant Management

ALTERNATIVES: Deny acceptance of funding

ATTACHMENTS: N/A

AUDIO/VISUAL NEEDS: N/A



Agenda Report Form

Open Session Item

SUBJECT: Office of Problem-Solving Courts Discretionary Grant – Approval to Submit Application and Accept Awarded Funding

PRESENTATION DATE: April 14, 2020

PRESENTATION BY: Kristin Grossnickle, Court Administrator, Circuit Court for Washington County

RECOMMENDED MOTION: Move to approve the submission of the grant application for the FY21 Office of Problem-Solving Courts Discretionary Grant in the amount of \$268,954.25 and accept funding as awarded.

REPORT-IN-BRIEF: The Office of Problem-Solving Courts Discretionary Grant is to assist with the operational expenses and ancillary services of the Drug Court Program. These grant funds will be used to operate the Adult Drug Court Program which will provide supervision and access to services for court involved, substance dependent participants. The program will reduce substance using and criminal behavior while increasing positive community involvement and overall individual and family functioning. These grant funds will allow better access to justice and treatment services by assisting with transportation, providing frequent drug and alcohol monitoring, case management support services, educational and vocational access, and numerous other services.

DISCUSSION: The Office of Grant Management has reviewed the grant application. Matching funds are not required for this program. In the case that these anticipated grant funds are not awarded, the Circuit Court Drug Court would request that the Washington County Commissioners cover the cost for wages and benefits for the Coordinator's position. Other program services such as transportation assistance, trainings, would be eliminated unless other local or state grant funds could be secured. Drug testing would be limited to the number of tests allowed by individual participant's insurances.

FISCAL IMPACT: Provides \$268,954.25 for the Drug Court Program

CONCURRENCES: Susan Buchanan Director, Office of Grant Management

ALTERNATIVES: Deny approval for submission of this request

ATTACHMENTS: N/A

AUDIO/VISUAL NEEDS: N/A



Agenda Report Form

Open Session Item

SUBJECT: Senator Amoss Funding Allocation

PRESENTATION DATE: 04/16/2020

PRESENTATION BY: R. David Hays, Director of Emergency Services

RECOMMENDED MOTION: Move to accept the recommendations of the Director of Emergency Services, authorizing the Division of Emergency Services to make notification of the grant award from the FY 2020 Senator William H. Amoss Fire, Rescue, and Ambulance Fund subsidy as outlined in the attached document. The total fiscal year 2020 funding received by the County is \$337,415.00

REPORT-IN-BRIEF: The State of Maryland distributes an annual payment to each County for support of local fire and rescue operations. The County in turn makes notification of the funding to the eligible vol. fire and rescue corporations. Financial accountability and reporting are handled within the Division of Emergency Services and the Division of Budget and Finance, with the County filing a financial report with the State on an annual basis.

DISCUSSION: The Senator William H. Amoss Fire, Rescue and Ambulance Fund is authorized within the Public Safety Article of the Annotated Code of Maryland. The Maryland Emergency Management Agency is responsible for the program.

FISCAL IMPACT: Loss of funding would result in the reduction of capital equipment funding and expenditures that are available to the independent fire and EMS companies.

CONCURRENCES: Director, Division of Emergency Services

Director, Office of Budget and Finance

ALTERNATIVES: None

ATTACHMENTS: Senator Amoss FY2020 State Notification of Opportunity (NOFO)

Fiscal Year 2020 Distribution Matrix

AUDIO/VISUAL TO BE USED: None

Washington County, Maryland
Allocation of 508 State Grant Funds

Fiscal Year 2020

<u>Fire</u>		Total Distributions	Amount
Hagerstown Fire Department	1468	6	77,865.00
First Hose Company of Boonsboro	920	1	12,977.50
Clear Spring Volunteer Fire Company	396	1	12,977.50
Williamsport Volunteer Fire and EMS	2651	1	12,977.50
Community Volunteer Fire Company	699	1	12,977.50
Funkstown Volunteer Fire Company	1377	1	12,977.50
Volunteer Fire Company of Halfway	1498	1	12,977.50
Leitersburg Volunteer Fire Company	1688	1	12,977.50
Maugansville Goodwill Volunteer Fire Company	1813	1	12,977.50
Smithsburg Community Volunteer Fire Company	2310	1	12,977.50
Sharpsburg Volunteer Fire Company	2224	1	12,977.50
Potomac Valley Volunteer Fire Company	2068	1	12,977.50
Hancock Volunteer Fire Company	1510	1	12,977.50
Longmeadow Volunteer Fire Company	1698	1	12,977.50
Mt. Aetna Volunteer Fire Company	1908	1	12,977.50
Total Distribution - Fire		20	259,550.00
 <u>EMS</u>			
Sharpsburg Area Emergency Medical Service	6013	1	12,977.50
Hancock Rescue Squad	1502	1	12,977.50
Boonsboro Area Emergency Medical Service	281	1	12,977.50
Clear Spring Volunteer Ambulance Club	393	1	12,977.50
Smithsburg Area Emergency Medical Service	2309	1	12,977.50
Community Rescue Service, Inc.	1035	1	12,977.50
Total Distribution - EMS		6	77,865.00
 Grand Total		26	337,415.00



LARRY HOGAN
GOVERNOR
COMMANDER-IN-CHIEF

STATE OF MARYLAND

MILITARY DEPARTMENT

FIFTH REGIMENT ARMORY
BALTIMORE, MARYLAND 21201-2288

TIMOTHY E. GOWEN
MAJOR GENERAL
THE ADJUTANT GENERAL

Ms Sara L. Greaves
Washington County
Department of Finance
100 West Washington St.,
Hagerstown, MD 21740

Re: FY 2020 Senator William H. Amoss Award

Dear Ms. Greaves,

Your jurisdiction has been approved as a recipient of the above award for State Fiscal Year 2020. The annual distribution will be made on or about mid-November. Your FY 2020 allocation is itemized as follows:

	Washington
Municipal Share	\$1,080
County Share	<u>\$336,335</u>
Total	\$337,415
<i>Minimum FY20 Distribution to VFRACS</i>	\$336,335

All reports and attestation forms should be mailed to the following address on or before December 31, 2019:

Maryland Military Department,
Office of State Finance & Administration, Room B-9
Fifth Regiment Armory, 29th Division Street
Baltimore, Maryland 21201-2288
Attention: E. Scott Gordon, Fiscal Services Chief

Should you have any questions, please contact me by telephone or email. My e-mail address is scott.gordon@maryland.gov. My telephone number is 410-234-3829.

Sincerely,

E. Scott Gordon,
Fiscal Services Chief



Agenda Report Form

Open Session Item

SUBJECT: Request for Building Excise Tax Waiver Request from Meritus Medical Center

PRESENTATION DATE: April 7, 2020

PRESENTATION BY: Meritus Medical Center representatives

RECOMMENED MOTION: Move to vote on a waiver request for Building Excise Tax for new construction, as an addition to the center, a Regional Infectious Containment Unit at Meritus Medical Center.

REPORT-IN-BRIEF: Non-residential new construction requires payment of Building Excise Tax to help fund County facilities and infrastructure which would be affected by the new construction. Meritus Medical Center is building an addition to the hospital and is asking for the Building Excise Tax to be waived.

DISCUSSION: Meritus Medical Center has submitted a permit application to build a 12,500 square foot addition. In accordance with the Washington County Building Excise Tax Ordinance, all new non-residential construction is required to pay \$12,500 (\$1 per square foot) of Excise Tax. The purpose of this tax is to help maintain county facilities and infrastructure that is affected by the new construction. The Building Excise Tax Ordinance does not have hospitals listed as an entity that is automatically waived from the tax. Only the BOCC can grant a waiver from Building Excise Tax.

FISCAL IMPACT: (\$12,500)

CONCURRENCES: Becky Gander, Chief of Permitting

ALTERNATIVES: Enforce the collection of the Excise Tax in the amount of \$12,500

ATTACHMENTS: None