



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

**August 16, 2022**

### **OPEN SESSION AGENDA**

- 10:00 AM     MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE  
                  CALL TO ORDER, *President Jeffrey A. Cline*  
                  APPROVAL OF MINUTES: *August 9, 2022*
- 10:05 AM     COMMISSIONERS' REPORTS AND COMMENTS
- 10:10 AM     STAFF COMMENTS
- 10:15 AM     CITIZEN PARTICIPATION
- 10:20 AM     TOWN OF FUNKSTOWN – REQUESTING \$200,000 ARTZ FARM LOAN FORGIVENESS  
                  *Mayor Paul Crampton, Jr., Funkstown*
- 10:30 AM     PUBLIC HEARING – PROGRAM OPEN SPACE PROPERTY ACQUISITION  
                  *Todd Moser, Real Property Administrator, Engineering; Andrew Eshelman, Director, Public Works*
- 10:40 AM     PRESENTATION OF PROCLAMATION FOR NATIONAL AVIATION DAY  
                  *Andrew Eshleman, Director, Public Works; John Seburn, Executive Director, Hagerstown Aviation Museum; Karen Hemenway, Donor Engagement & Event Coordinator, Hagerstown Aviation Museum*
- 10:50 AM     APPLICATION FOR ZONING MAP AMENDMENT RZ-22-003  
                  *Travis Allen, Comprehensive Planner, Planning and Zoning*
- 11:00 AM     TWENTY-FOUR HOUR SHIFTS FOR THE EMERGENCY COMMUNICATIONS CENTER  
                  *Brian Albert, Assistant Director, Emergency Communications; Kelly Fisher, Operations Manager, Emergency Communications*
- 11:05 AM     BID AWARD (PUR-1559) – CONTRACT SERVICES AT TRANSFER STATIONS AND ON-SITE AT FORTY WEST LANDFILL  
                  *Brandi Naugle, Buyer, Purchasing; David Mason, Deputy Director, Solid Waste*
- BID AWARD (PUR-1560) – RECYCLING DROP-OFF SERVICES  
                  *Brandi Naugle, Buyer, Purchasing; David Mason, Deputy Director, Solid Waste*

- 11:10 AM     BID AWARD (PUR-1557) – ROOF MEMBRANE REPLACEMENT AT IKO WAY  
*Rick Curry, Director, Purchasing; Andrew Eshleman, Director, Public Works*
- 11:15 AM     CONSTRUCTION BID AWARD – PROFESSIONAL BOULEVARD PHASE II  
*Scott Hobbs, Director, Engineering*
- 11:20 AM     POSITION GRADE CHANGE REQUEST  
*Andrew Eshleman, Director, Public Works; Mark Bradshaw, Director, Environmental Management*
- 11:25 AM     TRANSIT DEPARTMENT REORGANIZATION  
*Andrew Eshleman, Director, Public Works; Kevin Cerrone, Director, Transit*
- 11:30 AM     DISCUSSION – FY22 SURPLUS – INCOME TAX AND RECORDATION TAX  
*Kelcee Mace, Interim Chief Financial Officer, Budget and Finance*
- 11:40 AM     CLOSED SESSION - *(To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals; To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State; To consult with counsel to obtain legal advice on a legal matter; and To discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including: (i) the development of fire and police services and staff; and (ii) the development and implementation of emergency plans)*
- 12:30 PM     RECONVENE IN OPEN SESSION

ADJOURNMENT



## Agenda Report Form

### Open Session Item

**SUBJECT:** Town of Funkstown – Requesting \$200,000 Artz Farm Loan Forgiveness

**PRESENTATION DATE:** August 16, 2022

**PRESENTATION BY:** Mayor Paul Crampton, Jr.

### **RECOMMENDED MOTION:**

**REPORT-IN-BRIEF:** In 2016, Mayor Paul Crampton, Jr. approached the Washington County Commissioners with an interest to borrow one million dollars for the acquisition of the Artz Farm and 65 Old National Pike. That ground is contiguous to the existing park land. The two parcels would then become part of the existing park land, and would be annexed into the Town of Funkstown. Originally the Town was approved for the entire cost of the Artz Farm from POS over a ten year period, not knowing at the time that the Town was approved for the LWCF grant. That made the cost less even with the additional inclusion of the 65 Old National Pike property.

Letters were sent to Mr. Greg Murray, County Administrator; and to the Washington County Commissioners that breaks down in detail the complete project. At the Washington County Commissioners meeting dated November 1, 2016, the project was unanimously approved for a loan of up to \$1 million from the County's general fund reserves to the Town of Funkstown for ten years at a 1% interest rate to be used by the Town to purchase the Artz Farm property for \$779,380 and the 65 Old National Pike property for \$200,000.

The POS Local funding acquisition application was intended to be an entire package, but the 2.11-acre parcel is not specifically referenced. The Town was informed that Maryland law does not allow the department to amend existing POS Local grants. A packet will be provided showing numerous documents where the Artz Farm project was to be a complete acquisition project.

**DISCUSSION:** N/A

**FISCAL IMPACT:** N/A

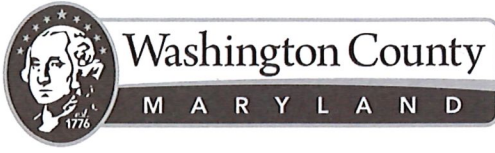
**CONCURRENCES:** N/A

**ATTACHMENTS:** Map









## Agenda Report Form

### Open Session Item

**SUBJECT:** PUBLIC HEARING - Program Open Space Property Acquisition

**PRESENTATION DATE:** August 16, 2022

**PRESENTATION BY:** Todd Moser, Real Property Administrator, Andrew Eshleman, Director of Public Works

**RECOMMENDED MOTION:** Move to approve the option agreement for full take, fee simple property acquisition for the property listed below and to approve ordinances approving said purchase and to increase the Program Open Space grant reimbursement eligible amount up to \$435,000 and to authorize the execution of the necessary documentation to finalize the acquisitions.

**REPORT-IN-BRIEF:** This is a public hearing to hear testimony regarding the purchase of vacant land for parkland acquisition adjacent to Doub's Woods located off Downsville Pike in Hagerstown, Maryland consisting of 2.81 acres.

Property	Fee Simple Acquisition	Easement Acquisition	Acquisition Cost
Tax ID - 03-027120 Map 314, Parcel 895	2.81 Acres	N/A	\$425,000.00

**DISCUSSION:** The Option agreement has been executed for the property listed above. The offer is based on two appraisals completed in May 2022. The acquisition will be funded through Program Open Space and will include preservation of the existing walking trail and conservation of a natural environment and habitat near an urban setting. Additional future uses include inclusion in a disc golf course. The acquisition was listed in the FY23 Program Open Space Annual Program for \$425,000 and funds are available in the CIP Parkland Acquisition REC033 account.

**FISCAL IMPACT:** 100% of the acquisition and closing costs are eligible for reimbursement through Program Open Space. Motion includes increasing the eligible grant amount to \$435,000 in the CIP to ensure all acquisition expenditures are reimbursable.

**CONCURRENCES:** N/A

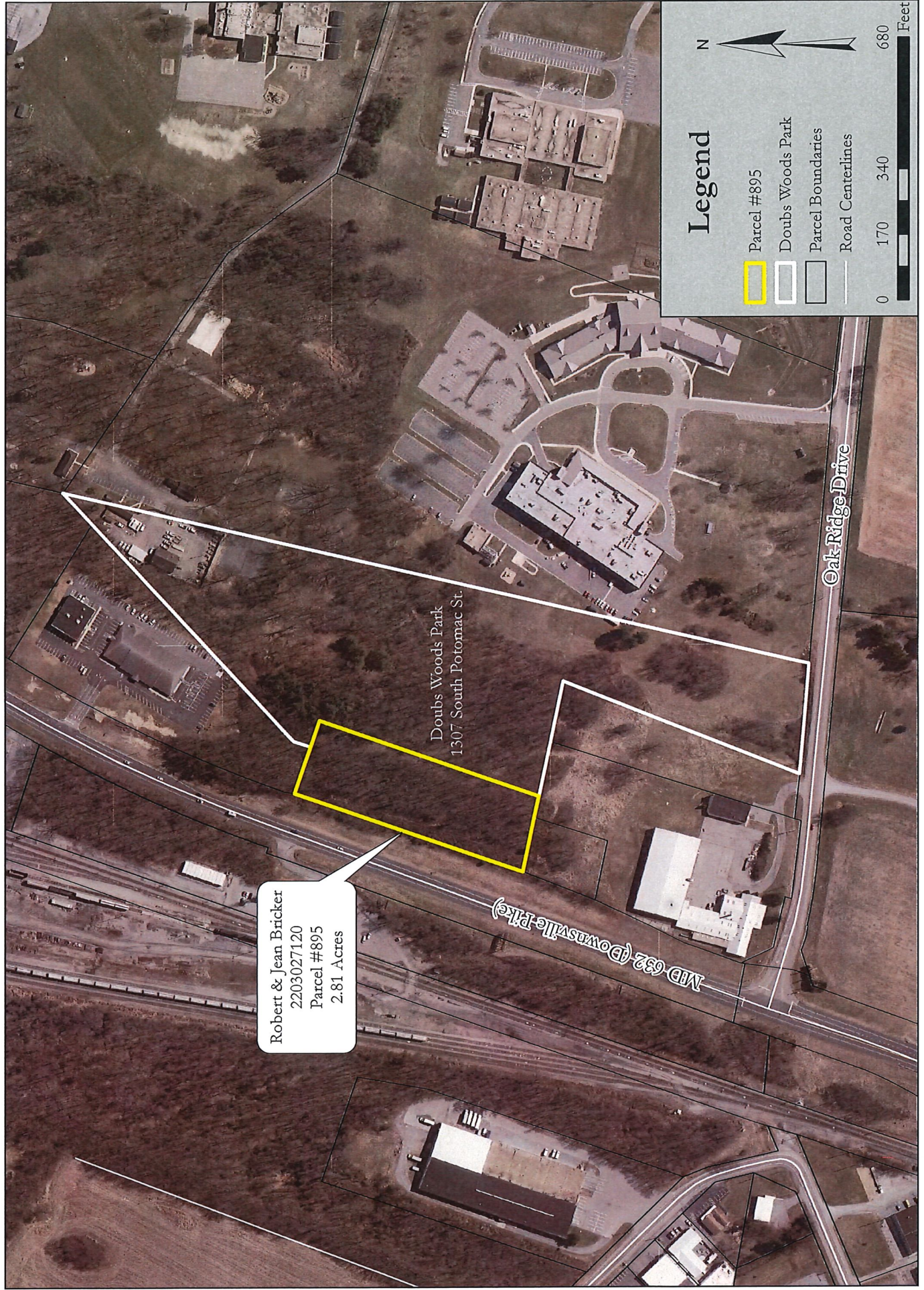
**ALTERNATIVES:** N/A

**ATTACHMENTS:** Aerial Map, Ordinance

**AUDIO/VISUAL NEEDS:** Aerial Map



# Parcel #895 Downsville Pike





ORDINANCE NO. ORD-2022-

**AN ORDINANCE TO APPROVE THE PURCHASE OF REAL PROPERTY**

*(Program Open Space – Portion of Downsville Pike)*

RECITALS

1. The Board of County Commissioners of Washington County, Maryland (the "County") believes that it is in the best interest of the citizens of Washington County to purchase certain real property identified on the attached Schedule A (the "Property") to be used for public purposes.

2. Notice of a public hearing concerning the County's intent to purchase the Property was advertised in *The Herald-Mail*, a daily newspaper of general circulation, on July 27, August 1, and August 8, 2022.

3. A public hearing was held on August 16, 2022, as advertised, concerning the County's intent to purchase the Property for a purchase price of Four Hundred Twenty-Five Thousand Dollars (\$425,000.00), all or a portion of which may be expended from the General Fund.

4. The County anticipates reimbursement of the purchase price by funds granted to the County through Program Open Space, and the acquisition will be used to preserve the existing walking trail and conservation of a natural environment and habitat near an urban setting.

THEREFORE, BE IT ORDAINED by the Board of County Commissioners of Washington County, Maryland that the purchase of the Property be approved and that the President of the Board and the County Clerk be and are hereby authorized and directed to execute and attest, respectively, all such documents for and on behalf of the County relating to the purchase of the Property.

ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2022.

ATTEST:

BOARD OF COUNTY COMMISSIONERS  
OF WASHINGTON COUNTY, MARYLAND

\_\_\_\_\_  
Krista L. Hart, Clerk

BY: \_\_\_\_\_  
Jeffrey A. Cline, President



Approved as to legal sufficiency:

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Kirk C. Downey  
County Attorney

Mail to:

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

## SCHEDULE A--DESCRIPTION OF PROPERTY

All that portion of land situate along the East side of Maryland Route 632, AKA Maryland Avenue, approximately 700 feet Northerly of its intersection with West Oak Ridge Drive, and being contiguous with a portion of the lands known as Doubs Woods Park, in Election District No. 03 of Washington County, Maryland, and more particularly described as follows:

BEGINNING for the outline hereof at a 5/8" Rebar & Cap found, said point being a common corner of lands of Grantor and Grantee herein and at the beginning of the second (2<sup>nd</sup>) or South 71 Degrees 15 Minutes 24 Seconds East 72.16-foot line of a deed from Grantee herein to Grantor herein, recorded among the Land Records of Washington County, Maryland, in Liber 2172, folio 398; thence with said line, and binding thereon, on a bearing to agree with a recent survey performed by the Division of Engineering for Washington County, Maryland,

1. South 71 Degrees 15 Minutes 22 Seconds East 72.22 feet to a 1" Iron Pipe & Cap found; thence with the third (3<sup>rd</sup>) line of said deed
2. South 19 Degrees 08 Minutes 58 Seconds West 603.09 feet to a 1" Iron Pipe & Cap found; the same being in the thirteenth (13<sup>th</sup>) or South 78 Degrees 25 Minutes 00 Seconds 200.96-foot line of a deed for the adjoining lands of N/F Key Bridge II, LLC, recorded among said Land Records in Liber 5428, folio 433; thence with a portion of said thirteenth (13<sup>th</sup>) line and continuing with the twelfth (12<sup>th</sup>) or South 78 Degrees 25 Minutes 00 Seconds East 143.49-foot line of said deed, reversed, for a total bearing and distance of
3. North 77 Degrees 58 Minutes 41 Seconds West 200.09 feet to a 1" Iron Pipe & Cap found in the Easternmost Right-of-Way line for Maryland Route 632, AKA Maryland Avenue; thence leaving said adjoining lands and going back therefrom and with said Right-of-Way line
4. North 19 Degrees 00 Minutes 43 Seconds East 627.15 feet to a 5/8" Rebar & Cap found, the same being a common corner between the lands of Grantor herein and the adjoining lands of N/F Charles R. Eckstine by virtue of a deed recorded among said Land Records in Liber 6557, folio 155; thence leaving said Right-of-Way line and going back therefrom and with the adjoining lands as aforementioned
5. South 70 Degrees 57 Minutes 58 Seconds East 127.83 feet to the point of beginning, containing an area of 122,580 square feet of 2.8140 acres of land, more or less.

BEING all of the lands of Grantor herein by two (2) separate deeds recorded among said Land Records; the first being in Liber 1004, folio 757 and further shown as 'Lot 1' and 'Lot 2' on a subdivision plat recorded among said Land Records at Plat No. 2625; The second being in Liber 2172, folio 398 and further shown as 'Addition Parcel A' on a two-page subdivision plat recorded among said Land Records as Plat No. 7410-7411.

SUBJECT to all easements, rights-of way, covenants, conditions, and restrictions of record applicable thereto.





## Agenda Report Form

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### Open Session Item

**SUBJECT:** National Aviation Day

**PRESENTATION DATE:** August 16, 2022

**PRESENTATION BY:** Andrew Eshleman, Director, Public Works; John Seburn, Executive Director, Hagerstown Aviation Museum; Karen Hemenway Donor Engagement & Event Coordinator

**RECOMMENDED MOTION:** N/A

**REPORT-IN-BRIEF:** August 19<sup>th</sup> is National Aviation Day, celebrated since 1939 on Orville Wright's birthday. The Day celebrates aviation history and contributions.

**DISCUSSION:** The Hagerstown Aviation Museum will share how they are preserving local aviation history, undertaking plans for a permanent museum, and engaging the community in aviation events.

**FISCAL IMPACT:** N/A

**CONCURRENCES:** N/A

**ALTERNATIVES:** N/A

**ATTACHMENTS:** N/A

**AUDIO/VISUAL NEEDS:** N/A



## Agenda Report Form

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### Open Session Item

**SUBJECT:** Application for Zoning Map Amendment RZ-22-003

**PRESENTATION DATE:** August 16, 2022

**PRESENTATION BY:** Travis Allen, Comprehensive Planner, Department of Planning and Zoning

**RECOMMENDED MOTION:** Approval of the partial termination of the Rural Business Zoning District (RB) at the subject property.

**REPORT-IN-BRIEF:** Application is being made to partially terminate an existing Rural Business floating zone through a rezoning map amendment.

**DISCUSSION:** The applicant Dan and Sharon Blickenstaff seek a map amendment for a property located at 16333 Mount Tabor Road. An existing RB floating zone was most recently established over the parcel in 2014. The current proposal seeks to remove 2.64 acres of the RB floating zone thereby enabling the applicant to pursue single family residential uses on an intended three lot subdivision. Most residential uses are not permitted within the current RB Zoning.

The factors to be considered in a request to partially terminate an existing RB zoning district are specified in Section 5E.8 of the Washington County Zoning Ordinance. The applicant must provide a written request as well as a detailed drawing showing surveyed metes and bounds of the requested change so as to determine the remaining limits of the RB floating zone district. The Board of County Commissioners may approve or deny the request without holding a public hearing.

This item was presented to the Washington County Planning Commission at their regular meeting on August 1, 2022. The members unanimously recommended approval of the proposed map amendment.

**FISCAL IMPACT:** N/A

**CONCURRENCES:** Washington County Planning Commission

**ALTERNATIVES:** N/A

**ATTACHMENTS:** Staff report, Zoning Exhibit, Request Letter, Planning Commission recommendation, approved Planning Commission minutes

**AUDIO/VISUAL NEEDS:** none



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

August 3, 2022

RZ-22-003

**APPLICATION FOR MAP AMENDMENT  
PLANNING COMMISSION RECOMMENDATION**

Property Owner(s)	:	Dan and Sharon Blickenstaff
Applicant(s)	:	Dan and Sharon Blickenstaff
Location	:	16333 Mount Tabor Road, Hagerstown
Election District	:	#13 – Maugansville
Comprehensive Plan	:	
Designation	:	Environmental Conservation
Zoning Map	:	36
Parcel(s)	:	P. 51
Acreage	:	47.15 acres (Lots 1, 2 & 6 - 2.64 total acres)
Existing Zoning	:	RB – Rural Business
Requested Zoning	:	EC – Environmental Conservation
Date of Meeting	:	August 1, 2022

**RECOMMENDATION**

The Washington County Planning Commission took action at its regular meeting held on Monday, August 1, 2022 to recommend approval of Map Amendment RZ-22-003 to the Board of County Commissioners. The Commission considered the applicant's request for a partial termination of the Rural Business (RB) floating zone on 2.64 acres (covering three parcels) of property at 16333 Mount Tabor Road. The Commission considered the applicant's supporting documentation and the Staff Report and Analysis.

Copies of the application packet, justification letter, and Staff Report and Analysis are attached.

Respectfully submitted,

Jill L. Baker, AICP

Director, Washington County  
Department of Planning & Zoning

JLB/TAL/dse  
Attachments  
cc: Kirk Downey



June 28, 2022

Jill Baker, Director  
Washington County Planning Commission  
747 Northern Ave  
Hagerstown, MD 21742

[jbaker@washco-md.net](mailto:jbaker@washco-md.net)

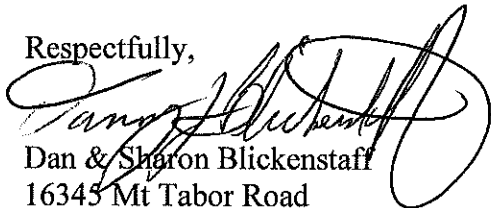
Dear Ms. Baker,

Attached is the zoning exhibit requesting the Rural Business (RB) overlay be removed from the land shown as proposed lots 1, 2&6 and revert to the underlying EC zoning district.

While the requested land to be removed from the RB district is improved with mobile homes we intend to go through the subdivision process and sell the lots individually. We understand that single family detached homes are not permitted in the RB district which therefore creates the need for this request.

Please process as quickly as possible and if you have any questions please feel free to contact us.

Respectfully,



Dan & Sharon Blickenstaff  
16345 Mt Tabor Road  
Hagerstown, MD 21740  
301-790-0269  
[mthope@erols.com](mailto:mthope@erols.com)

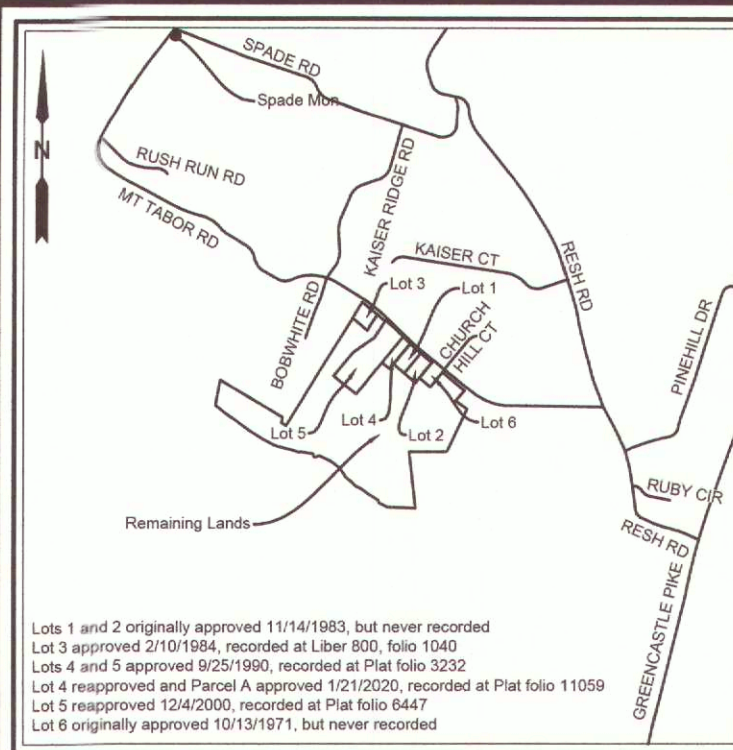
Sharon E Blickenstaff

RECEIVED

JUL 06 2022

Washington County  
Dept. of Planning & Zoning





VICINITY MAP  
SCALE 1"=2000'

- Tracking Notes**
- This residential subdivision plat is subject to all applicable local, state and federal laws and regulations. Any further potential of subdivision of any lots or remaining lands created by this subdivision is subject to the requirements of the Maryland Annotated Code, Environment Article, Section 9-206 and all applicable local, state and federal laws and regulations.
  - In accordance with the requirements of the Maryland Annotated Code, Environment Article, Section 9-206, upon recordation of this plat, a total of 3 residential lots, plots, building sites, or other division of land have been created from the parent parcel or tract since October 1, 2012. In accordance with Maryland Annotated Code, Environment Article, Section 9-206, and subject to all other applicable local, state and federal laws, there are not more than 4 (remaining) residential lots, plots, building sites, or other divisions of land allowed as a subdivision.
  - This residential minor subdivision may not be resubdivided or further subdivided into an additional building lot(s). Please note, for a simplified plat, notes 1 and 2 will apply. However, any new lot created under a simplified plat and denoted "not for development" will not be counted toward the 7 lot limit until such lot is submitted as a residential subdivision final plat.

**WASHINGTON COUNTY DEPARTMENT OF WATER QUALITY**

This plan/plat has been reviewed by the Washington County Department of Water Quality for inclusion into the county capacity management plan for the system that serves this project. Allocation granted for construction shown on this plan/plat shall be in accordance with the capacity management plan developed for this system based on availability of allocation remaining in the facility.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**Certificate of Approval of Community Water System and Individual Sewage System**

I hereby certify that the minimum ownership area complies with the minimum width and minimum area requirements set forth in C.O.M.A.R. 26.04.03.03. Such minimum ownership shall remain equal to the minimum width and minimum area set forth in C.O.M.A.R. 26.04.03.03 (2) until community sewerage has been made available. Not more than one principle building may be erected or constructed on a lot or lots contained in the minimum ownership area established by C.O.M.A.R. 26.04.03.03 (2) until community sewerage has been made available. I hereby certify that the use of the community water and/or community sewage system for this subdivision is in conformance with the County Water and Sewerage Plan.

Date \_\_\_\_\_ County Health Officer \_\_\_\_\_

- General Notes**
- 10,000 square feet is hereby reserved for sewage disposal. No permanent physical objects are permitted in this area.
  - Parcels currently served by public water from the City of Hagerstown and private on site septic systems.
  - There is a 10 ft. wide drainage and utilities easement along all front lot lines and an 8 ft. wide drainage and utilities easement along all side and rear lot lines hereby reserved unless otherwise shown hereon.
  - Bearings, distances and coordinates are based on MD Grid NAD83.
  - Soil types are as shown hereon.
  - Minimum Building Setbacks: front yard-25; side yard-8; rear yard-25. Lot size and setbacks have been modified in accordance with Section 23.1.C and 5.D.3(2),(3), and (4) of the Washington County Zoning Ordinance. Minimum Building Setback Lines are based on the current Washington County Zoning Ordinance. Accessory structures may be constructed in accordance with Section 4.10 and Section 23.5 (b). Accessory Structures are not permitted without the placement of the principal permitted structure. Zoned EC - Environmental Conservation.
  - Total upstream watershed affecting this subdivision: is less than 400 Acres.
  - This parcel does not lie in the 100 year flood plain per FEMA Flood Insurance Rate Map, Community Panel No. 24043C0120D dated August 15, 2017, Flood Zone X.
  - Contours based on Washington County Aerial Topography and boundary is based on a field survey performed by FSA, Inc.
  - There are no floodplains, streams, steep slopes and other related buffers, or habitat of threatened or endangered species as required to be shown by Sections 306, 307 and 314 of the Washington County Subdivision Ordinance and Section 4.21 (C&D) of the Washington County Zoning Ordinance. This subdivision is not within 1000' of the Appalachian Trail.
  - No other domestic potable wells or septic within 100 feet of the Lot Lines.
  - All grading on each lot, done either before or after the construction of a dwelling or their appurtenances, shall be the full responsibility of the lot owner.
  - No permanent structures (fences, sheds, play equipment, retaining walls, etc.) shall be permitted within any storm drainage easement, either shown or described, on the Final Plat of Subdivision.
  - This plat has been reviewed and approved per the EC Zoning District. Lot size and setbacks have been modified in accordance with Section 23.1.C and 5.D.3(2),(3), and (4) of the Washington County Zoning Ordinance. Any development/construction shall be in accordance with the Washington County Zoning Ordinance currently being enforced.
  - This plat was prepared without the benefit of a title report and therefore may not indicate all encumbrances on this property.
  - Any development must comply with the Washington County Stormwater Management, Grading, Soil Erosion and Sediment Control Ordinance.
  - The remaining lands is not a legally established lot under COMAR 26.04.03 and may not be considered for development until such time as either the parcel can be served by a community sewage disposal system or evaluation of the parcel demonstrates that the parcel meets the provisions of the Code of Maryland Regulations for subdivision of land in place at the time the proposal is submitted. Furthermore, development must be consistent with applicable State and County Codes, regulations, and laws, and the parcel may not be served by non-convention means of on-site sewage disposal.
  - Lots 1-2 and 6 as shown on this subdivision plat have been determined to be an exemption lot per section 5B.4 of the Washington County Zoning Ordinance. Lots 1-2 and 6 do not meet density requirements per section 5B.3 of the Zoning Ordinance, thus they cannot be further subdivided.
  - An additional right of way 25 feet in width as measured from the centerline of Mt. Tabor Road is hereby dedicated for the purpose of future road widening.
  - The purpose of this plat is to record the lot configurations as previously approved by the Washington County Planning Commission but never recorded in the Land Records of Washington County, Maryland. Lot 1 and 2 were originally approved 11/14/1983. Lot 6 was originally approved 10/13/1971.
  - A 20' wide driveway easement over Lots 2 and 6 is hereby established for the benefit of Lots 2 and 6, and the remaining lands, for the purpose of ingress and egress.
  - An 8' wide water line easement is hereby established over Lot 1 for the benefit of Lot 4 as shown hereon.
  - Water lines shown hereon as described by owner and not field verified by FSA.
  - This existing driveway is subject to a right of way serving Lot 1 per a deed recorded at Liber 6843, folio 472 among the Land Records of Washington County, Maryland.

**Dedication for Individuals**

I/we do hereby certify, for ourselves and our personal representatives, heirs and assigns, that I/we are the legal and true owner(s) of the property shown and described on this plat and that I/we hereby adopt the plan of subdivision shown hereon, hereby establish the minimum building restriction lines shown hereon, hereby dedicate to public use all utility and drainage easement areas and all alley, street, and road rights of way designated on this plat, hereby agree to keep open all spaces and recreation areas shown hereon and hereby agree that said dedication shall not impose on and responsibility on the Board of County Commissioners of Washington County regarding the subjects of such dedications until legal acceptance thereof by said Board, and I/we hereby reserve the fee simple title to the land underlying said easements, rights of way, open spaces and recreation areas and with regard to said easements and rights of way, hereby agree to convey the same to said Board for the use of said Washington County, without consideration, upon the legal acceptance of said easements and/or rights of way by said Board. This deed and agreement of dedication shall be binding upon my/our grantees, assigns, successors, heirs, and personal representatives. There are no suits, actions at law, leases, liens, mortgages, trusts, easements, or rights of way affecting the property included on this plan of subdivision except the following:

and all parties having an interest therein have here unto affixed their signatures, indicating their assent to this plan of subdivision.  
I/We do hereby assent to this plan of subdivision.

Witness our hands and seals this date 6-20-2022

Owner: Danny J. Blickenstaff \_\_\_\_\_ (Seal)  
Owner: Sharon E. Blickenstaff \_\_\_\_\_ (Seal)

Witness \_\_\_\_\_

**Interim Facilities Provision Certification**

In compliance with C.O.M.A.R. 26.03.01.05 B.(1) and (2), the individual sewer systems are hereby permitted on a temporary interim basis. Future lot owners are advised that the individual systems serving the lot(s) indicated on this plat are of a temporary interim nature and that connection to a future community system shall be made within one (1) year or less after the system become available.

Owner: Danny J. Blickenstaff \_\_\_\_\_ (Seal)  
Owner: Sharon E. Blickenstaff \_\_\_\_\_ (Seal)

**Real Estate Transfer Declaration of Intent**

Account # 012865 District 13 Map 36 Grid 3 Parcel 51  
Name(s): Danny J. Blickenstaff and Sharon E. Blickenstaff  
Location: 16349, 16359, and 16363 Mt. Tabor Road, Hagerstown, MD 21740  
Current Deed Reference(s): Liber 735 Folio 916  
I (We), Danny J. Blickenstaff and Sharon E. Blickenstaff, the Owner(s) of the real property located at 16349, 16359, and 16363 Mt. Tabor Road, Hagerstown, MD 21740, and described in the above referenced deed(s) hereby declare my (our) intention to invoke the real estate transfer exemption for the above property, in accordance with the provisions of the Washington County Forest Conservation Program and COMAR 08.19.01.04, for a period of at least five (5) consecutive full taxable years following this date.  
This declaration grants an exemption for a real estate transfer to provide a security, leasehold or other legal or equitable interest, including a transfer of title, of a portion of a lot or parcel based on the Washington County Forest Conservation Program. If the Owner makes application for an activity regulated under the Forest Conservation Program, clears more than 20,000 square feet of forest, or violates the requirements of a previous Forest Conservation Plan on all or part of the parcel within the five (5) year period, Washington County may require the owner to meet the forest conservation threshold established in the Forest Conservation Program and COMAR 08.19.03, and may also assess a noncompliance fee for forested areas cut in violation of this exemption.  
I (We) declare, under the penalties of law, that this declaration, including any accompanying forms and statements, has been examined by me (us) and the information contained herein, to the best of my (our) knowledge, information, and belief, is true, correct and complete.  
Signature(s): \_\_\_\_\_

Owner: Danny J. Blickenstaff \_\_\_\_\_ Date 6-20-2022 (Seal)  
Owner: Sharon E. Blickenstaff \_\_\_\_\_ Date 6-20-2022 (Seal)

**Land Surveyor's Certification**

I hereby certify that the plan shown hereon is correct, that it is a subdivision of part of the lands conveyed by Kent N. Oliver and Paul Ottinger, Trustees of Washington County, Maryland, to Danny J. Blickenstaff and Sharon E. Blickenstaff, by deed dated November 19, 1982, and recorded in the Land Records of Washington County, Maryland in Liber No. 735, folio 916; and that stones marked □ and/or bars marked ○ have been placed as indicated. I hereby certify that these documents were prepared by me or under my responsible charge, and that I am a duly licensed Professional Land Surveyor under the Laws of the State of Maryland, License No. LS-10731 Expiration Date 1/16/2024.

Date \_\_\_\_\_ Professional Land Surveyor \_\_\_\_\_

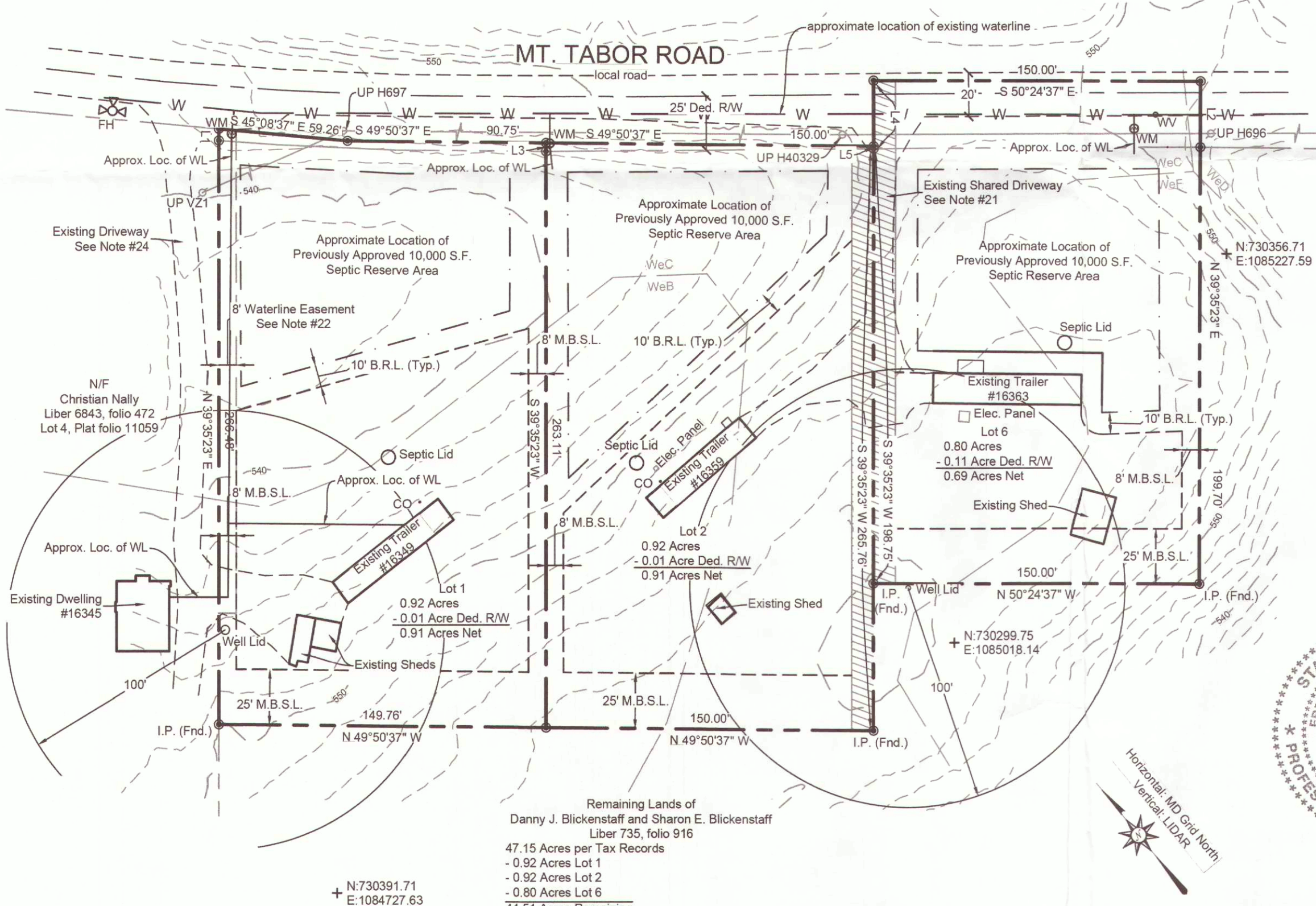


Soil	Area (Ac.)	%
Soil	0.8	30.9
WeB	1.5	55.9
WeD	<0.1	0.3
WeF	0.3	12.9

**Certificate of Approval  
FINAL APPROVAL GRANTED**

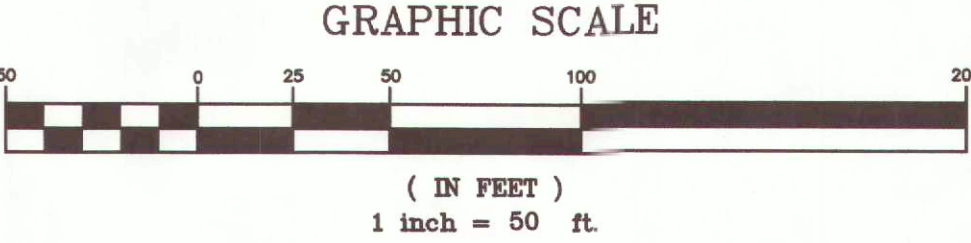
Date: \_\_\_\_\_  
By: \_\_\_\_\_  
Washington County Planning Commission  
Final Approval good for one hundred eighty (180) days from above date

PLAT NO \_\_\_\_\_  
DATE \_\_\_\_\_  
WASHINGTON COUNTY



Remaining Lands of  
Danny J. Blickenstaff and Sharon E. Blickenstaff  
Liber 735, folio 916  
47.15 Acres per Tax Records  
- 0.92 Acres Lot 1  
- 0.92 Acres Lot 2  
- 0.80 Acres Lot 6  
44.51 Acres Remaining

LINE	BEARING	DISTANCE
L1	N 39°35'23" E	5.38'
L2	S 39°35'23" W	30.30'
L3	S 39°35'23" W	3.89'
L4	N 39°35'23" E	31.25'
L5	S 39°35'23" W	1.25'



**OWNER**  
DANNY J. BLICKENSTAFF AND  
SHARON E. BLICKENSTAFF  
16345 MT. TABOR ROAD,  
HAGERSTOWN, MD 21740

PRELIMINARY/FINAL PLAT OF SUBDIVISION  
OF  
LOTS 1-2 and 6  
FOR  
DANNY J. BLICKENSTAFF AND SHARON E. BLICKENSTAFF  
SITUATE ALONG THE SOUTH SIDE OF MT. TABOR ROAD  
WASHINGTON COUNTY, MARYLAND

PROJECT NO. 2022-0073  
DWN BY LEJ DATE 6.2.2022  
PROJECT MANAGER FMF  
EMAIL FFrederick@fisa-inc.com  
ELECTION DISTRICT 13  
PROPERTY INFORMATION 36-3-51  
ACCOUNT NO. 012865  
SCALE 1" = 50'  
SHEET TITLE

PLAT OF  
SUBDIVISION  
SHEET 01 OF 01





## Agenda Report Form

### Open Session Item

**SUBJECT:** Twenty-four hour shifts for the Emergency Communications Center (ECC)

**PRESENTATION DATE:** August 16, 2022

**PRESENTATION BY:** Brian Albert, Assistant Director, Emergency Communications; Kelly Fisher, Operations Manager, Emergency Communications

**RECOMMENDED MOTION:** Motion to approve the use of twenty-four (24) hour work shifts for ECC, maintaining the ability for twelve hour (12) work shifts for employees who cannot, or do not want to work twenty-four (24) hour shifts.

**REPORT-IN-BRIEF:** The trial period for twenty-hour (24) work shifts began on April 2<sup>nd</sup>, 2022 and continues through present day. All employees that desired to remain on a twelve (12) hour shift schedule were permitted to do so. Positive feedback was received from thirty-two (32) employees in an anonymous survey that was sent out by Public Relations (PR). Seven (7) employees have expressed their desire to remain on twelve (12) hour work shifts and found the twenty-four hour work shifts undesirable.

**DISCUSSION:** The ECC can continue with the twenty-four (24) hour work shifts and still accommodate those employees that want to remain on twelve-hour (12) hour work shifts. This will allow Washington County ECC to advertise our open positions with a twenty-four (24) hour work shift. If approved by the BOCC the twenty-four (24) hour work shift option will require an amendment to the Union contract. ECC administration has been in contact with Union leadership during the trial period. The Union Leadership agrees with the twenty-four (24) hour work shift option and is prepared to execute a contract addendum referencing the same.

**FISCAL IMPACT:** Less than \$10,000.00 in Overtime. The ECC is able to absorb this increase in the current Overtime budget allotment.

**CONCURRENCES:** Director of Emergency Services

**ATTACHMENTS:** None





## Agenda Report Form

### Open Session Item

**SUBJECT:** Bid Award (PUR-1559) – Contract Services at Transfer Stations and On-Site at Forty West Landfill

**PRESENTATION DATE:** August 16, 2022

**PRESENTATION BY:** Brandi Naugle, Buyer, Purchasing Department and David Mason, P.E., Deputy Director, Department of Solid Waste.

**RECOMMENDED MOTION:** Move to award the Contract Services at Transfer Stations and On-Site at the Forty West Landfill to responsive, responsible, bidder Panhandle Dumpsters LLC, of Martinsburg, WV based on the Total Sum Bid (Transfer Station Location Nos. 1 through 5) \$586,150, plus Alternate No.1 (cardboard transports at Forty West) \$8,800.00 for a Total Lump Sum of \$594,950 and the procurement is contingent upon the company being registered and providing proof of being in “Good Standing” with the Department of Assessment and Taxation.

**REPORT-IN-BRIEF:** On June 29, 2022 the County advertised to solicit new pricing for these services and on July 27, 2022 accepted bids for the Contract Services at the Transfer Stations and On-Site at Forty West Landfill. The Invitation to Bid (ITB) was advertised in the local newspaper, listed on the State’s Emma (*eMaryland Marketplace Advantage*) website and the County’s website. Sixteen (16) persons/companies registered and downloaded the bid document on-line. Three (3) bids were received as indicated on the attached bid tabulation matrix.

The contract is for a two (2) year period, commencing October 1, 2022, with an option by the County to renew for up to one (1) additional one (1) year period. Subject to written notice given by the County at least sixty (60) calendar days in advance of its expiration. The County reserves the right to accept or reject any request for renewal. The County guarantees neither a maximum/minimum of transports from each location under this contract.

**DISCUSSION:** N/A

**FISCAL IMPACT** Funds are budgeted in the department’s operating expense account (515190-21-21100).

**CONCURRENCES:** N/A

**ALTERNATIVES:** N/A

**ATTACHMENTS:** Bid Matrix Tabulation.

**AUDIO/VISUAL NEEDS:** N/A

**PUR-1559**  
**Transfer Stations, On-Site at Forty-West Landfill and Alternate for Cardboard**

				Apple Valley Waste Kearneysville, WV		Panhandle Dumpsters LLC Martinsburg, WV		BFI Waste Services, LLC DBA Republic Services of Hagerstown Hagerstown, MD	
Item No.	Item Description	Unit of Measure	Qty	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
A.	Location No. 1: One (1) Trip - Greensburg	Trips	650	\$195.29	\$126,938.50	\$125.00	\$81,250.00	\$265.45	\$172,542.50
B.	Location No. 2: One (1) Trip - Kaetzel	Trips	300	\$207.13	\$62,139.00	\$130.00	\$39,000.00	\$349.18	\$104,754.00
C.	Location No. 3: One (1) Trip - Dargan	Trips	180	\$230.52	\$41,493.60	\$125.00	\$22,500.00	\$386.02	\$69,483.60
D.	Location No. 4: One (1) Trip - Hancock	Trips	180	\$185.29	\$33,352.20	\$130.00	\$23,400.00	\$370.20	\$66,636.00
E.	Location No. 5: One (1) Trip - Forty West Landfill (On-Site)	Trips	4,200	\$78.28	\$328,776.00	\$100.00	\$420,000.00	\$92.00	\$386,400.00
TOTAL LUMP SUM (Item No's. A thru E above)				\$592,699.30		\$586,150.00		\$799,816.10	
F.	Location No. 6: Cardboard Transports at Forty-West Landfill	Trips	80	\$174.52	\$13,961.60	\$110.00	\$8,800.00	\$100.00	\$8,000.00
TOTAL LUMP SUM (Item No. 6 above)				\$13,961.60		\$8,800.00		\$8,000.00	

*\*Corrected Calculations based on unit pricing*



## Agenda Report Form

### Open Session Item

**SUBJECT:** Bid Award (PUR-1560) – Recycling Drop-Off Services

**PRESENTATION DATE:** August 16, 2022

**PRESENTATION BY:** Brandi Naugle, Buyer - Purchasing Department and David Mason – Deputy Director, Department of Solid Waste.

**RECOMMENDED MOTION:** Move to award the contract for Recycling Drop-Off Services under Option No. 1 for the hauling of single stream recyclables to the responsive, responsible bidder BFI /dba Republic Services of Hagerstown, MD for the total sum bid amount of \$116,133.30 and to award under Option No. 2 for the processing of single stream recyclables to Apple Valley Waste of Kearneysville, WV., year one \$44,200, year two \$50,830 and year three \$55,910.40 for the total sum bid amount of \$150,940.40 and to award under Alternate No. 1, to BFI/dba Republic Services of Hagerstown, MD., year one \$41,600, year two \$43,680 and year three \$45,864, for the total sum bid amount of \$131,144.

**REPORT-IN-BRIEF:** On July 7, 2022 the County advertised to solicit pricing for these services and on August 3, 2022 accepted bids for Recycling Drop-Off Services. The Invitation to Bid was published in the local newspaper, listed on the State of Maryland's eMMA (*eMaryland Market Place Advantage*) website and on the County's website. Nine (9) persons/companies registered/downloaded the bid document on-line. Two (2) bids were received as indicated on the attached bid tabulation.

The contract is for a one (1) year period, commencing November 1, 2022, with an option by the County to renew for up to two (2) additional one (1) year period. The County shall only pay for trips as required; there is no annual guaranteed minimum or maximum number of trips.

The services consist of the vendor supplying recycling and cardboard containers and the removal, processing, and marketing of recyclables for the manned (Transfer Stations) recycling drop-off sites. If the Bidder wishes to renew the Contract, he/she shall submit a letter of intent to the Director of Purchasing at least ninety (90) calendar days prior to the expiration of each contract year. The County reserves the right to accept or reject any request for renewal.

**DISCUSSION:** N/A

**FISCAL IMPACT:** Funds are budgeted in the FY'23 proposed budget 515150-21-21200.

**CONCURRENCES:** N/A

**ALTERNATIVES:** N/A

**ATTACHMENTS:** Bid Matrix Tabulation.

**AUDIO/VISUAL NEEDS:** N/A

**PUR-1560**  
**Recycling Drop-Off Center Services**

**Apple Valley Waste  
Kearneysville, WV**

**BFI Waste Services, LLC DBA  
Republic Services of Hagerstown,  
MD**

**OPTION NO. 1 - HAULING OF SINGLE STREAM RECYCLABLES**

Item No.	Description	Qty	Unit Price (One Trip)	Total Price	Qty	Unit Price (One Trip)	Total Price
1	Location No. 1: Greensburg	115	No Bid	No Bid	115	\$235.54	\$27,087.10
2	Location No. 2: Kaetzel	90	No Bid	No Bid	90	\$308.43	\$27,758.70
3	Location No. 3: Dargan	20	No Bid	No Bid	20	\$340.98	\$6,819.60
4	Location No. 4: Hancock	40	No Bid	No Bid	40	\$327.01	\$13,080.40
5	Location No. 5: Forty West Landfill	250	No Bid	No Bid	250	\$165.55	\$41,387.50
<b>TOTAL SUM BID (Hauling of Single Stream Recyclables Locations 1 thru 5)</b>		No Bid			\$116,133.30		

**OPTION NO. 2 - PROCESSING SINGLE STREAM RECYCLABLES**

Item No.	Description	Qty	Unit Price (One Trip)	Total Price	Qty	Unit Price (One Trip)	Total Price
1	1st Year: Processing Single Stream Recyclables	520	\$85.00	\$44,200.00	520	No Bid	No Bid
2	2nd Year: Processing Single Stream Recyclables	520	\$97.75	\$50,830.00	520	No Bid	No Bid
3	3rd Year: Processing Single Stream Recyclables	520	\$107.52	\$55,910.40 *	520	No Bid	No Bid
<b>TOTAL SUM BID Three (3) Year Period (Processing Single Stream Recycleables)</b>		\$150,940.40 *			No Bid		



**PUR-1560**  
**Recycling Drop-Off Center Services**

		Apple Valley Waste Kearneysville, WV			BFI Waste Services, LLC DBA Republic Services of Hagerstown, MD		
<u><b>ALTERNATE 1</b></u>							
Item No.	Description	Qty	Unit Price (OneTrip)	Total Price	Qty	Unit Price (One Trip)	Total Price
4	FIRST YEAR: 8 CY Minimum FEL Segregated Cardboard Containers	416	No Bid	No Bid	416	\$100.00	\$41,600.00
5	SECOND YEAR: 8 CY Minimum FEL Segregated Cardboard Containers	416	No Bid	No Bid	416	\$105.00	\$43,680.00
6	THIRD YEAR: 8 CY Minimum FEL Segregated Cardboard Containers	416	No Bid	No Bid	416	\$110.25	\$45,864.00
TOTAL SUM BID Three (3) Year Period (Alternate No. 1)		No Bid			\$131,144.00		

*\*Corrected calculations based on unit pricing*

**Remarks/Exceptions**

**Apple Valley Waste**

Bidding solely on the processing of material.

**Republic Services of Hagerstown**

The above rates for Option No. 1 - Hauling of Single Stream Recyclables are based on Hauling the recyclables to the Apple Valley Recycling Center located at 16608 Hunters Green Parkway, Hagerstown, MD.



## Agenda Report Form

### Open Session Item

**SUBJECT:** Bid Award (PUR-1557) - Roof Membrane Replacement at IKO Way

**PRESENTATION DATE:** August 16, 2022

**PRESENTATION BY:** Rick Curry, CPPO, Director - Purchasing Department and Andrew Eshleman, Director – Public Works

**RECOMMENDED MOTION:** Move to award the bid for the Roof Membrane Replacement at 145 IKO Way to the responsive, responsible, bidder Bonded Applicators, Inc. of Waynesboro, PA who submitted the lowest total lump sum amount of \$1,094,544 and the procurement is contingent of final approval of the Agreement by the County Attorney's Office.

**REPORT-IN-BRIEF:** On July 20, 2022, the County accepted bids for the roof replacement project. The Invitation to Bid (ITB) was advertised locally in the newspaper and on the County's web site, as well as on the State's Emma "eMaryland Marketplace Advantage" web site. Sixteen (16) vendors were represented at the Pre-Bid Conference/Teleconference. The project is to be substantially completed within forty-five (45) consecutive calendar days of the Notice to Proceed. Thirty (30) persons/companies registered/downloaded the bid document on-line.

**DISCUSSION:** The project consists of removing the existing membrane roof system and insulation down to the deck on the Public Facility Annex Building. Inspect the deck and replace any and all damaged sections, patch and repair openings and vapor barrier. Removal of existing skylights and roof penetration and specified and infill openings with roof decking. Install a new 0.60" TPO roof system with replacement of wall cap. The original roof was installed on the building around 1990. The roof has exceeded its life expectancy and water is infiltrating through the roof. The Contractor will be replacing the existing membrane and installing new TPO roof system with a system that has a twenty-five (25) year warranty. The Bidder shall complete the project within one hundred fifty (150) calendar days. There are liquidated damages that will apply at the rate of two hundred-fifty (\$250) dollars per consecutive calendar day each day the Contractor fails to complete the work as specified.

**FISCAL IMPACT:** Funds in the amount of \$1,500,000 are budgeted in Capital Improvement Plan (CIP) account 30-11910-BLD100.

**CONCURRENCES:** N/A

**ALTERNATIVES:** N/A

**ATTACHMENTS:** Bid Tabulation Matrix

**AUDIO/VISUAL NEEDS:** N/A

**PUR-1557**  
**Roof Membrane Replacement at 145 IKO Way Building**

				Alpha Omega Construction Group, Inc. New Castle, DE		Bonded Applicators, Inc. Waynesboro, PA		Cole Roofing Company, Inc. Baltimore, MD	
Item No.	Item Description	Unit	Qty	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	Roof Membrane Replacement - Base Bid	L.S.	Lump Sum	\$1,832,000.00	\$1,832,000.00	\$1,090,144.00	\$1,090,144.00	\$25.13*	\$2,098,000.00
2	Repair Metal Deck - Unit Price Allowance No. 1	S.F.	100	\$6.00	\$600.00	\$16.00	\$1,600.00	\$20.25	\$2,025.00
3	Replace Metal Deck - Unit Price Allowance No. 2	S.F.	100	\$12.00	\$1,200.00	\$16.00	\$1,600.00	\$16.75	\$1,675.00
4	Blocking - Unit Price Allowance No. 3	L.F.	200	\$4.00	\$800.00	\$6.00	\$1,200.00	\$8.50	\$1,700.00
<b>TOTAL LUMP SUM BASE BID AND UNIT PRICE ALLOWANCES</b>				\$1,834,600.00		\$1,094,544.00		\$2,103,400.00	

\* Corrected calculations based on unit pricing

**Remarks / Exceptions:**

**PUR-1557**  
**Roof Membrane Replacement at 145 IKO Way Building**

				Detwiler Roofing, LLC East Earl, PA		Dynamic General Contracting, LLC Millersville, MD		Heidler Roofing Services Hagerstown, MD	
Item No.	Item Description	Unit	Qty	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	Roof Membrane Replacement - Base Bid	L.S.	Lump Sum	\$1,550,000.00	\$1,550,000.00	\$1,670,000.00	\$1,670,000.00	\$1,509,870.00	\$1,509,870.00
2	Repair Metal Deck - Unit Price Allowance No. 1	S.F.	100	\$10.00	\$1,000.00	\$5.00	\$500.00	\$2.00	\$200.00
3	Replace Metal Deck - Unit Price Allowance No. 2	S.F.	100	\$10.00	\$1,000.00	\$6.00	\$600.00	\$15.00	\$1,500.00
4	Blocking - Unit Price Allowance No. 3	L.F.	200	\$5.00	\$1,000.00	\$4.00	\$800.00	\$3.50	\$700.00
<b>TOTAL LUMP SUM BASE BID AND UNIT PRICE ALLOWANCES</b>				\$1,553,000.00		\$1,671,900.00		\$1,512,270.00	

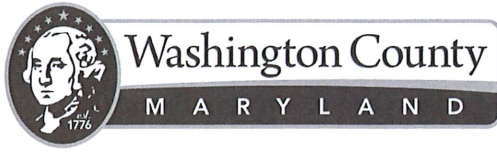
**PUR-1557**  
**Roof Membrane Replacement at 145 IKO Way Building**

				Houck Services, Inc. Harrisburg, PA		Island Contracting, Inc. Beltsville, MD		Patuxent Roofing & Contracting, Inc. Laurel, MD	
Item No.	Item Description	Unit	Qty	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	Roof Membrane Replacement - Base Bid	L.S.	Lump Sum	\$1,484,400.00	\$1,484,400.00	\$1,780,000.00	\$1,780,000.00	\$1,448,336.00	\$1,448,336.00
2	Repair Metal Deck - Unit Price Allowance No. 1	S.F.	100	\$8.00	\$800.00	\$6.00	\$600.00	\$8.00	\$800.00
3	Replace Metal Deck - Unit Price Allowance No. 2	S.F.	100	\$15.00	\$1,500.00	\$8.00	\$800.00	\$16.00	\$1,600.00
4	Blocking - Unit Price Allowance No. 3	L.F.	200	\$6.50	\$1,300.00	\$7.00	\$1,400.00	\$9.00	\$1,800.00
<b>TOTAL LUMP SUM BASE BID AND UNIT PRICE ALLOWANCES</b>				\$1,488,000.00		\$1,782,800.00		\$1,452,536.00	



**PUR-1557**  
**Roof Membrane Replacement at 145 IKO Way Building**

				Ruff Roofing and Sheet Metal, Inc. Baltimore, MD		SGK Contracting, Inc. Baltimore, MD	
<b>Item No.</b>	<b>Item Description</b>	<b>Unit</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Total Price</b>	<b>Unit Price</b>	<b>Total Price</b>
1	Roof Membrane Replacement - Base Bid	L.S.	Lump Sum	\$3,026,823.00	\$3,026,823.00	\$1,990,000.00	\$1,990,000.00
2	Repair Metal Deck - Unit Price Allowance No. 1	S.F.	100	\$6.00	\$600.00	\$15.00	\$1,500.00
3	Replace Metal Deck - Unit Price Allowance No. 2	S.F.	100	\$16.00	\$1,600.00	\$15.00	\$1,500.00
4	Blocking - Unit Price Allowance No. 3	L.F.	200	\$12.50	\$2,500.00	\$8.00	\$1,600.00
<b>TOTAL LUMP SUM BASE BID AND UNIT PRICE ALLOWANCES</b>				\$3,031,523.00		\$1,994,600.00	



## Agenda Report Form

### Open Session Item

**SUBJECT:** Construction Bid Award – Professional Boulevard Phase II

**PRESENTATION DATE:** August 16, 2022

**PRESENTATION BY:** Scott Hobbs, Director, Division of Engineering

**RECOMMENDED MOTION:** Move to conditionally award the Professional Boulevard Phase II contract to the lowest responsive, responsible bidder, Concrete General, Inc. of Gaithersburg, Maryland in the amount of \$6,617,402.10 for the base bid plus add alternate which includes a contribution from the City of Hagerstown for the widening of Professional Court from the Professional Boulevard bridge to Eastern Boulevard. Conditional award is based on receiving concurrence in award from the Maryland State Highway Administration (SHA).

**REPORT-IN-BRIEF:** The project was advertised in the Herald Mail, on the County's website, and on the State of Maryland's website, "e-Maryland Marketplace Advantage (eMMA)." Three (3) bids were received and opened on Wednesday, July 27, 2022, as listed below and further detailed on the attached Bid Tabulation.

Contractor:

Concrete General

Rustler Construction Inc.

Kinsley Construction

Bid Tabulation:

\$ 6,617,402.10

\$ 6,987,064.10

\$ 7,180,468.55

The bids have been evaluated and the low bid is in order. The engineer's estimate for this work is \$6,100,000 (Base Bid Estimate: \$3,200,000, Add Alternate Estimate: \$2,900,000).

**DISCUSSION:** The Professional Boulevard Phase II project involves final grading, stormwater management, and paving within the County work limits on the southeast side of the bridge and widening of Professional Court within the City limits from the bridge to Eastern Boulevard. Professional Boulevard benefits include reducing congestion and emergency response times as well as enhancing transportation networks. The project is utilizing Federal Appalachian Regional Commission funding and State Aid funding. This contract managed by the County includes an add alternate for the City's improvements. The Mayor and Council approved the add alternate in a motion on August 9, 2022. The project is recommended for award based on the base bid plus add alternate. The project is a 350 consecutive calendar day contract with an anticipated notice to proceed in October 2022, and completion date in Fall 2023. Bid documents include liquidated damages in the amount of \$500.00 per calendar day for work beyond the completion date.

**FISCAL IMPACT:** Professional Boulevard is a budgeted CIP Project using multiple funding sources (RDI055, RDI056, RDI064, RDI071; State Aid Funds, ARC Funds, City Contribution, and Local Funds).

**CONCURRENCES:** N/A

**ALTERNATIVES:** N/A

**ATTACHMENTS:** Aerial Map, Bid Tabulation

**AUDIO/VISUAL TO BE USED:** Aerial Map





WASHINGTON COUNTY DIVISION OF ENGINEERING  
 BID TABULATION  
 PROFESSIONAL BOULEVARD PHASE II

Length of Contract: 350 CCD

Bid Opening: JULY 27, 2022 at 3:00 PM

Contract No. RD-PB-270-10  
 SHA CONTRACT No. WA071ZM1  
 FAP No. APL-3(779)E

Contract No. RD-PB-270-10 SHA CONTRACT No. WA0712M1 FAP No. APL-3(779)E				Concrete General 8000 Beachcraft Ave Gaithersburg, MD 20879		Rustler Construction, Inc. 9209 Old Marlboro Pike Upper Marlboro, MD		Kinsley Construction, Inc. 14702 Crown Lane Hagerstown, MD	
Item No.	Item	Unit	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
BASE BID									
1001B	Clearing & Grubbing	LS	1	\$100,000.00	\$100,000.00	\$37,500.00	\$37,500.00	\$790.00	\$790.00
1002B	Type B Engineer's Office	LS	1	\$50,000.00	\$50,000.00	\$56,000.00	\$56,000.00	\$129,500.00	\$129,500.00
1003B	Maintenance Of Traffic	LS	1	\$129,000.00	\$129,000.00	\$50,500.00	\$50,500.00	\$27,640.00	\$27,640.00
1004B	Temporary Traffic Signs	SF	100	\$23.00	\$2,300.00	\$20.00	\$2,000.00	\$10.00	\$1,000.00
1005B	Drums for Maintenance of Traffic	EA	10	\$140.00	\$1,400.00	\$90.00	\$900.00	\$94.00	\$940.00
1006B	Type III Barricade for Maintenance of Traffic	EA	4	\$250.00	\$1,000.00	\$340.00	\$1,360.00	\$630.00	\$2,520.00
1007B	Temporary Orange Construction Fence	LF	400	\$6.20	\$2,480.00	\$3.00	\$1,200.00	\$3.90	\$1,560.00
1008B	Crusher Run Aggregate Cr-6 For Maintenance Of Traffic	TON	50	\$46.00	\$2,300.00	\$30.00	\$1,500.00	\$33.00	\$1,650.00
1009B	Asphalt For Maintenance Of Traffic	TON	50	\$200.00	\$10,000.00	\$300.00	\$15,000.00	\$127.00	\$6,350.00
1010B	Construction Stakeout	LS	1	\$100,000.00	\$100,000.00	\$19,150.00	\$19,150.00	\$56,400.00	\$56,400.00
1011B	Mobilization	LS	1	\$90,000.00	\$90,000.00	\$88,225.00	\$88,225.00	\$91,000.00	\$91,000.00
1012B	Type B Critical Path Construction Schedule	LS	1	\$6,000.00	\$6,000.00	\$6,600.00	\$6,600.00	\$2,300.00	\$2,300.00
1013B	Re-establish & Maintain Tree Protection Fencing & Signs from Phase I	LF	800	\$6.00	\$4,800.00	\$2.00	\$1,600.00	\$6.10	\$4,880.00
1014B	As-Built Drawings	LS	1	\$1,000.00	\$1,000.00	\$1,500.00	\$1,500.00	\$840.00	\$840.00
2001B	Class 1 and 2 Excavation	CY	5,240	\$65.00	\$340,600.00	\$45.65	\$239,206.00	\$41.50	\$217,460.00
2002B	Class 1-A Excavation	CY	500	\$50.30	\$25,150.00	\$55.00	\$27,500.00	\$72.50	\$36,250.00
2003B	Common Borrow	CY	2,600	\$15.60	\$40,560.00	\$33.00	\$85,800.00	\$35.50	\$92,300.00
2004B	Test Pit Excavation	CY	20	\$200.00	\$4,000.00	\$250.00	\$5,000.00	\$175.00	\$3,500.00
2005B	Full Depth Saw Cuts	LF	200	\$2.00	\$400.00	\$21.00	\$4,200.00	\$5.50	\$1,100.00
3001B	Select Backfill	CY	500	\$70.00	\$35,000.00	\$42.00	\$21,000.00	\$62.00	\$31,000.00
3002B	36" Smooth Polyethylene Pipe	LF	240	\$136.00	\$32,640.00	\$166.00	\$39,840.00	\$187.00	\$44,880.00
3003B	Nonstandard Endwall	CY	21	\$1,650.00	\$34,650.00	\$1,500.00	\$31,500.00	\$2,845.00	\$59,745.00
3004B	5' Cog/Cos Opening	EA	24	\$6,500.00	\$156,000.00	\$3,927.40	\$94,257.60	\$3,760.00	\$90,240.00
3005B	Erosion and Sediment Control Original Excavation	CY	70	\$25.00	\$1,750.00	\$27.00	\$1,890.00	\$44.50	\$3,115.00
3006B	Erosion and Sediment Control Cleanout Excavation	CY	7	\$142.00	\$994.00	\$35.00	\$245.00	\$62.00	\$434.00
3007B	Earth Dike	LF	100	\$12.00	\$1,200.00	\$7.00	\$700.00	\$6.50	\$650.00
3008B	Diversion Fence	LF	503	\$15.50	\$7,796.50	\$11.00	\$5,533.00	\$21.50	\$10,814.50
3009B	Silt Fence	LF	70	\$4.40	\$308.00	\$5.00	\$350.00	\$7.70	\$539.00
3010B	Super Silt Fence	LF	1,558	\$14.40	\$22,435.20	\$9.50	\$14,801.00	\$13.35	\$20,799.30
3011B	Temporary Gabion Outlet Structure	EA	1	\$4,600.00	\$4,600.00	\$3,000.00	\$3,000.00	\$4,920.00	\$4,920.00
3012B	Inlet Protection	EA	25	\$350.00	\$8,750.00	\$300.00	\$7,500.00	\$520.00	\$13,000.00
3013B	2 inch to 3 inch stone for sediment control	TON	5	\$132.00	\$660.00	\$65.00	\$325.00	\$211.00	\$1,055.00
3014B	Class I Riprap for Slope and Channel Protection	SY	186	\$86.00	\$15,996.00	\$107.00	\$19,902.00	\$62.00	\$11,532.00
3015B	Bottom Cutoff Walls for Class I Riprap	LF	144	\$25.00	\$3,600.00	\$1.00	\$144.00	\$35.50	\$5,112.00
3016B	Remove and Adjust Existing Riprap	SY	199	\$50.00	\$9,950.00	\$17.00	\$3,383.00	\$31.50	\$6,268.50
3017B	No 57 Aggregate For Stormwater Management Facilities	CY	492	\$120.00	\$59,040.00	\$45.00	\$22,140.00	\$71.50	\$35,178.00
3018B	Pea Gravel	CY	115	\$160.00	\$18,400.00	\$133.00	\$15,295.00	\$65.40	\$7,521.00
3019B	6 Inch Sub-Drain Pipe	LF	1,806	\$35.00	\$63,210.00	\$18.00	\$32,508.00	\$27.50	\$49,665.00
3020B	30 Mil Synthetic Liner	SY	300	\$50.00	\$15,000.00	\$15.00	\$4,500.00	\$65.00	\$19,500.00
3021B	Bioretention Soil Mixture	CY	919	\$148.00	\$136,012.00	\$99.00	\$90,981.00	\$113.00	\$103,847.00
3022B	SWM Facility As-Built Certification	LS	1	\$1.00	\$1.00	\$10,870.00	\$10,870.00	\$16,920.00	\$16,920.00
3023B	Access Road with Cellular Confinement Load Support System	SY	169	\$75.00	\$12,675.00	\$75.00	\$12,675.00	\$82.50	\$13,942.50
3024B	Flowable Fill	CY	60	\$300.00	\$18,000.00	\$350.00	\$21,000.00	\$246.00	\$14,760.00
4001B	Metal Handrail	LF	200	\$388.00	\$77,600.00	\$259.00	\$51,800.00	\$300.00	\$60,000.00
4002B	HSS Rail	LF	35	\$360.00	\$12,600.00	\$375.00	\$13,125.00	\$200.00	\$7,000.00
5001B	Superpave Asphalt Mix 12.5mm for Surface, PG 64H-22, Level 2	TON	3,400	\$100.70	\$342,380.00	\$99.89	\$339,626.00	\$110.00	\$374,000.00
5002B	Superpave Asphalt Mix 19.0mm for Base, PG 64-22, Level 2	TON	4,000	\$91.20	\$364,800.00	\$90.00	\$360,000.00	\$103.00	\$412,000.00
5003B	Price Adjustment for Asphalt Binder	EA	50,000	\$1.00	\$50,000.00	\$1.00	\$50,000.00	\$1.00	\$50,000.00
5004B	Price Adjustment for Pavement Density	EA	25,000	\$1.00	\$25,000.00	\$1.00	\$25,000.00	\$1.00	\$25,000.00
5005B	Price Adjustment for Asphalt Mix	EA	25,000	\$1.00	\$25,000.00	\$1.00	\$25,000.00	\$1.00	\$25,000.00
5006B	Milling Asphalt Pavement 0 Inch to 2 Inch	SY	2,250	\$2.74	\$6,165.00	\$2.70	\$6,075.00	\$6.00	\$13,500.00
5007B	5 Inch White Contrast Pavement Marking Tape	LF	205	\$11.00	\$2,255.00	\$11.00	\$2,255.00	\$12.80	\$2,624.00
5008B	5 Inch Yellow Contrast Pavement Marking Tape	LF	790	\$11.00	\$8,690.00	\$11.00	\$8,690.00	\$12.70	\$10,033.00
5009B	5 Inch White Thermoplastic Pavement Marking Lines	LF	2,170	\$1.00	\$2,170.00	\$1.00	\$2,170.00	\$1.40	\$3,038.00
5010B	5 Inch Yellow Thermoplastic Pavement Marking Lines	LF	3,700	\$1.00	\$3,700.00	\$0.98	\$3,626.00	\$1.40	\$5,180.00
5011B	24 Inch White Preformed Thermoplastic Pavement Marking Lines	LF	50	\$16.00	\$800.00	\$16.00	\$800.00	\$30.00	\$1,500.00
5012B	White Preformed Thermoplastic Pavement Marking Legends And Symbols	SF	155	\$28.00	\$4,340.00	\$27.50	\$4,262.50	\$30.00	\$4,650.00
5013B	Removal Of Existing Pavement Marking Lines, Any Width	LF	100	\$4.20	\$420.00	\$2.20	\$220.00	\$45.00	\$4,500.00
6001B	Standard Type A Combination Curb & Gutter (Sha Std. No. Md 620.02)	LF	14,200	\$28.00	\$397,600.00	\$35.00	\$497,000.00	\$28.50	\$404,700.00
6002B	5 Inch Concrete Sidewalk	SF	23,100	\$11.00	\$254,100.00	\$12.36	\$285,516.00	\$8.90	\$205,590.00
6003B	Free Standing Concrete Barrier	LF	39	\$442.00	\$17,238.00	\$793.50	\$30,946.50	\$1,160.00	\$45,240.00
6004B	Traffic Barrier W Beam (Sha Std. No. Md 605.22)	LF	315	\$44.00	\$13,860.00	\$43.50	\$13,702.50	\$44.60	\$14,049.00
6005B	Traffic Barrier Thrie Beam Anchorage at Vertical Face (SHA Std. Md 605.41)	EA	2	\$4,700.00	\$9,400.00	\$4,675.00	\$9,350.00	\$4,800.00	\$9,600.00
6006B	Type C Traffic Barrier End Treatment (Sha Std. No. Md 605.03)	EA	4	\$4,100.00	\$16,400.00	\$4,125.00	\$16,500.00	\$4,230.00	\$16,920.00
7001B	Placing Salvaged Topsoil 4 Inch Depth	SY	13,000	\$1.00	\$13,000.00	\$5.00	\$65,000.00	\$3.30	\$42,900.00
7002B	Placing Furnished Topsoil 4 Inch Depth	SY	1,000	\$18.90	\$18,900.00	\$10.00	\$10,000.00	\$12.30	\$12,300.00
7003B	Turfgrass Establishment	SY	9,377	\$2.00	\$18,754.00	\$1.00	\$9,377.00	\$1.75	\$16,409.75
7004B	Refertilizing, All Areas where Turfgrass is Installed	SY	10,561	\$0.10	\$1,056.10	\$0.65	\$6,864.65	\$0.60	\$6,336.60
7005B	Turfgrass Sod Establishment	SY	1,741	\$8.00	\$13,928.00	\$6.00	\$10,446.00	\$13.50	\$23,503.50
7006B	Type A Soil Stabilization Matting	SY	3,707	\$5.00	\$18,535.00	\$3.25	\$12,047.75	\$2.20	\$8,155.40
7007B	Acer rubrum 'Armstrong' 3" Cal., B&B	EA	22	\$670.00	\$14,740.00	\$665.00	\$14,630.00	\$705.00	\$15,510.00
7008B	Acer rubrum 'October Glory' 3" Cal., B&B	EA	12	\$670.00	\$8,040.00	\$666.00	\$7,992.00	\$705.00	\$8,460.00
7009B	Acer saccharum 'Fall Fiesta' 3" Cal., B&B	EA	19	\$693.00	\$13,167.00	\$688.00	\$13,072.00	\$730.00	\$13,870.00
7010B	Carpinus caroliniana 3" Cal., B&B	EA	18	\$670.00	\$12,060.00	\$665.00	\$11,970.00	\$705.00	\$12,690.00
7011B	Celtis occidentalis 3" Cal. B&B	EA	24	\$693.00	\$16,632.00	\$687.00	\$16,488.00	\$730.00	\$17,520.00
7012B	Gleditsia triacanthos var. inermis 'Skyline' 3" Cal., B&B	EA	11	\$670.00	\$7,370.00	\$665.00	\$7,315.00	\$705.00	\$7,755.00
7013B	Nyssa sylvatica 3" Cal., B&B	EA	2	\$693.00	\$1,386.00	\$688.00	\$1,376.00	\$730.00	\$1,460.00
7014B	Platanus occidentalis 3" Cal. B&B	EA	23	\$670.00	\$15,410.00	\$666.00	\$15,318.00	\$705.00	\$16,215.00



Contract No. RD-PB-270-10  
SHA CONTRACT No. WA0712M1  
FAP No. APL-3(779)E

Contract No. RD-PB-270-10 SHA CONTRACT No. WA0712M1 FAP No. APL-3(779)E					Concrete General 8000 Beachcraft Ave Gaithersburg, MD 20879		Rustler Construction, Inc. 9209 Old Marlboro Pike Upper Marlboro, MD		Kinsley Construction, Inc. 14702 Crown Lane Hagerstown, MD	
Item No.	Item	Unit	Quantity		Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
7015B	Quercus bicolor 3" Cal., B&B	EA	7		\$670.00	\$4,690.00	\$665.00	\$4,655.00	\$705.00	\$4,935.00
7016B	Quercus coccinea 3" Cal., B&B	EA	6		\$670.00	\$4,020.00	\$665.00	\$3,990.00	\$705.00	\$4,230.00
7017B	Quercus rubra 3" Cal., B&B	EA	11		\$670.00	\$7,370.00	\$665.00	\$7,315.00	\$705.00	\$7,755.00
7018B	Tilia cordata 'Greenspire' 3" Cal., B&B	EA	24		\$670.00	\$16,080.00	\$666.00	\$15,984.00	\$705.00	\$16,920.00
7019B	Ulmus americana 'Princeton' 3" Cal. B&B	EA	10		\$670.00	\$6,700.00	\$665.00	\$6,650.00	\$705.00	\$7,050.00
7020B	Zelkova serrata 'Green Vase' 3" Cal.	EA	3		\$670.00	\$2,010.00	\$665.00	\$1,995.00	\$705.00	\$2,115.00
7021B	Juniperus horizontalis 'Blue Chip' #3 Cont.	EA	73		\$53.00	\$3,869.00	\$53.00	\$3,869.00	\$65.00	\$4,745.00
7022B	Specimen Tree Felling outside LOD per LTE direction	LS	1		\$2,500.00	\$2,500.00	\$18,700.00	\$18,700.00	\$18,160.00	\$18,160.00
8001B	2 Lbs. Per Foot Steel U-Channel Post	EA	23		\$82.00	\$1,886.00	\$130.00	\$2,990.00	\$206.00	\$4,738.00
8002B	Sheet Aluminum Signs	SF	160		\$44.00	\$7,040.00	\$32.00	\$5,120.00	\$35.00	\$5,600.00
8003B	Remove Existing Ground Mounted Signs and Supports	SF	33		\$8.00	\$264.00	\$10.00	\$330.00	\$21.40	\$706.20
8004B	Wood Sign Support 6 inch x 8 inch	LF	14		\$31.00	\$434.00	\$22.00	\$308.00	\$81.25	\$1,137.50
8005B	Band Sign to Sign Support	EA	1		\$260.00	\$260.00	\$150.00	\$150.00	\$293.50	\$293.50
8006B	Overlay Existing Ground Mounted Signs	SF	2		\$52.00	\$104.00	\$45.00	\$90.00	\$135.50	\$271.00
BASE BID TOTAL					\$3,434,380.80		\$3,118,787.50		\$3,219,283.25	
ADD ALTERNATE										
1001A	Clearing & Grubbing	LS	1		\$12,700.00	\$12,700.00	\$18,000.00	\$18,000.00	\$25,200.00	\$25,200.00
1002A	Maintenance Of Traffic	LS	1		\$5,000.00	\$5,000.00	\$38,400.00	\$38,400.00	\$115,410.00	\$115,410.00
1003A	Arrow Panel	UD	30		\$75.00	\$2,250.00	\$30.00	\$900.00	\$37.50	\$1,125.00
1004A	Temporary Traffic Signs	SF	350		\$19.00	\$6,650.00	\$20.00	\$7,000.00	\$11.50	\$4,025.00
1005A	5 Inch Yellow Removable Preformed Pavement Line Markings	LF	6,000		\$1.50	\$9,000.00	\$1.65	\$9,900.00	\$4.00	\$24,000.00
1006A	5 Inch White Removable Preformed Pavement Line Markings	LF	12,000		\$1.50	\$18,000.00	\$1.65	\$19,800.00	\$4.00	\$48,000.00
1007A	Removal Of Removable Preformed Pavement Markings - Any Width	LF	18,000		\$0.25	\$4,500.00	\$0.30	\$5,400.00	\$1.00	\$18,000.00
1008A	Drums for Maintenance of Traffic	EA	80		\$80.00	\$6,400.00	\$90.00	\$7,200.00	\$98.00	\$7,840.00
1009A	Type III Barricade for Maintenance of Traffic	EA	2		\$250.00	\$500.00	\$380.00	\$760.00	\$630.00	\$1,260.00
1010A	Flagger	HR	90		\$142.00	\$12,780.00	\$38.00	\$3,420.00	\$74.50	\$6,705.00
1011A	Temporary Orange Construction Fence	LF	2,400		\$4.00	\$9,600.00	\$2.50	\$6,000.00	\$3.80	\$9,120.00
1012A	Remove And Reset Temporary Orange Construction Fence	LF	1,200		\$4.00	\$4,800.00	\$1.50	\$1,800.00	\$4.20	\$5,040.00
1013A	Crusher Run Aggregate Cr-6 For Maintenance Of Traffic	TON	600		\$62.00	\$37,200.00	\$25.50	\$15,300.00	\$33.00	\$19,800.00
1014A	Asphalt For Maintenance Of Traffic	TON	600		\$240.00	\$144,000.00	\$130.00	\$78,000.00	\$125.00	\$75,000.00
1015A	Construction Stakeout	LS	1		\$21,000.00	\$21,000.00	\$19,600.00	\$19,600.00	\$33,840.00	\$33,840.00
1016A	Mobilization	LS	1		\$10,000.00	\$10,000.00	\$115,000.00	\$115,000.00	\$125,000.00	\$125,000.00
1017A	Type B Critical Path Construction Schedule	LS	1		\$1.00	\$1.00	\$1,800.00	\$1,800.00	\$1,150.00	\$1,150.00
1018A	Tree Protection Fencing (TOCF)	LF	858		\$4.00	\$3,432.00	\$3.00	\$2,574.00	\$4.20	\$3,603.60
1019A	As-Built Drawings	LS	1		\$1,000.00	\$1,000.00	\$1,500.00	\$1,500.00	\$1,680.00	\$1,680.00
2001A	Class 1 and 2 Excavation	CY	2,000		\$69.10	\$138,200.00	\$44.00	\$88,000.00	\$98.00	\$196,000.00
2002A	Class 1-A Excavation	CY	200		\$69.10	\$13,820.00	\$85.00	\$17,000.00	\$105.00	\$21,000.00
2003A	Common Borrow	CY	100		\$35.60	\$3,560.00	\$35.00	\$3,500.00	\$61.00	\$6,100.00
2004A	Test Pit Excavation	CY	23		\$200.00	\$4,600.00	\$165.00	\$3,795.00	\$470.00	\$10,810.00
2005A	Existing Pavement Removal	CY	50		\$74.00	\$3,700.00	\$60.00	\$3,000.00	\$66.00	\$3,300.00
2006A	Full Depth Saw Cuts	LF	5,000		\$1.00	\$5,000.00	\$0.01	\$50.00	\$3.60	\$18,000.00
2007A	Geosynthetic Stabilized Subgrade using GAB	CY	500		\$49.00	\$24,500.00	\$45.00	\$22,500.00	\$59.00	\$29,500.00
3001A	Select Backfill	CY	200		\$66.00	\$13,200.00	\$44.00	\$8,800.00	\$63.50	\$12,700.00
3002A	15" Reinforced Concrete Pipe, Class IV	LF	2		\$195.00	\$390.00	\$340.00	\$680.00	\$680.00	\$1,360.00
3003A	18" Reinforced Concrete Pipe, Class IV	LF	413		\$97.00	\$40,061.00	\$91.00	\$37,583.00	\$206.00	\$85,078.00
3004A	14" x 23" Elliptical Reinforced Concrete Pipe, Class IV	LF	162		\$143.00	\$23,166.00	\$154.30	\$24,996.60	\$300.00	\$48,600.00
3005A	19" x 30" Elliptical Reinforced Concrete Pipe, Class IV	LF	341		\$178.00	\$60,698.00	\$179.10	\$61,073.10	\$350.00	\$119,350.00
3006A	24" x 38" Elliptical Reinforced Concrete Pipe, Class IV	LF	129		\$223.00	\$28,767.00	\$205.00	\$26,445.00	\$390.00	\$50,310.00
3007A	Removal of Existing Pipe	LF	274		\$32.00	\$8,768.00	\$40.00	\$10,960.00	\$126.00	\$34,524.00
3008A	Pipe Connection	EA	2		\$1,100.00	\$2,200.00	\$3,500.00	\$7,000.00	\$1,790.00	\$3,580.00
3009A	10' Cog Inlet- Min. Depth	EA	9		\$6,500.00	\$58,500.00	\$6,655.00	\$59,895.00	\$13,600.00	\$122,400.00
3010A	15' Cos Inlet- Min. Depth	EA	2		\$6,900.00	\$13,800.00	\$9,632.00	\$19,264.00	\$15,420.00	\$30,840.00
3011A	Shallow Manhole 4 ft Square with Type D Frame and Cover - Min. Depth	EA	2		\$5,000.00	\$10,000.00	\$3,800.00	\$7,600.00	\$10,200.00	\$20,400.00
3012A	48" Diameter Manhole For 12" To 24" Pipes-Min Depth	EA	2		\$4,500.00	\$9,000.00	\$3,100.00	\$6,200.00	\$9,530.00	\$19,060.00
3013A	60" Diameter Manhole For 27" To 36" Pipes-Min Depth	EA	4		\$5,700.00	\$22,800.00	\$4,840.00	\$19,360.00	\$11,740.00	\$46,960.00
3014A	Mix 2 Concrete for Misc. Structures	CY	6		\$1,000.00	\$6,000.00	\$100.00	\$600.00	\$420.00	\$2,520.00
3015A	Inlet Protection	EA	11		\$317.00	\$3,487.00	\$300.00	\$3,300.00	\$400.00	\$4,400.00
3016A	Class I Riprap for Slope and Channel Protection	SY	51		\$86.00	\$4,386.00	\$101.60	\$5,181.60	\$75.00	\$3,825.00
3017A	Bottom Cutoff Walls for Class I Riprap	LF	17		\$25.00	\$425.00	\$1.00	\$17.00	\$24.70	\$419.90
3018A	Flowable Backfill for Pipe Abandonment	CY	3		\$510.00	\$1,530.00	\$700.00	\$2,100.00	\$450.00	\$1,350.00
3019A	4 Inch Sub-Drain Pipe	LF	44		\$30.00	\$1,320.00	\$20.00	\$880.00	\$59.00	\$2,596.00
3020A	6 Inch Sub-Drain Pipe	LF	19		\$30.00	\$570.00	\$24.00	\$456.00	\$53.80	\$1,022.20
3021A	12'x4' Filter Inlet with Sedimentation Chamber	EA	1		\$36,000.00	\$36,000.00	\$51,100.00	\$51,100.00	\$36,530.00	\$36,530.00
3022A	16'x4' Filter Inlet with Sedimentation Chamber	EA	3		\$40,000.00	\$120,000.00	\$59,900.00	\$179,700.00	\$43,830.00	\$131,490.00
3023A	19'x4' Filter Inlet with Sedimentation Chamber	EA	1		\$50,000.00	\$50,000.00	\$74,550.00	\$74,550.00	\$57,620.00	\$57,620.00
3024A	19'x6' Filter Inlet with Sedimentation Chamber	EA	1		\$74,000.00	\$74,000.00	\$80,400.00	\$80,400.00	\$66,550.00	\$66,550.00
3025A	SWM Facility As-Built Certification	LS	1		\$1.00	\$1.00	\$4,560.00	\$4,560.00	\$5,640.00	\$5,640.00
4000A	n/a									
5001A	Graded Aggregate Base - 8 Inch Depth	SY	2,200		\$15.00	\$33,000.00	\$11.00	\$24,200.00	\$13.60	\$29,920.00
5002A	Superpave Asphalt Mix 12.5mm for Surface, PG 64H-22, Level 2	TON	1,200		\$96.10	\$115,320.00	\$101.50	\$121,800.00	\$118.00	\$141,600.00
5003A	Superpave Asphalt Mix 19.0mm for Base, PG 64-22, Level 2	TON	2,600		\$87.00	\$226,200.00	\$91.15	\$236,990.00	\$103.00	\$267,800.00
5004A	Price Adjustment for Asphalt Binder	EA	25,000		\$1.00	\$25,000.00	\$1.00	\$25,000.00	\$1.00	\$25,000.00
5005A	Price Adjustment for Pavement Density	EA	12,500		\$1.00	\$12,500.00	\$1.00	\$12,500.00	\$1.00	\$12,500.00
5006A	Price Adjustment for Asphalt Mix	EA	12,500		\$1.00	\$12,500.00	\$1.00	\$12,500.00	\$1.00	\$12,500.00
5007A	Milling Asphalt Pavement 0 Inch to 2 Inch	SY	4,700		\$2.40	\$11,280.00	\$2.50	\$11,750.00	\$5.80	\$27,260.00
5008A	8 Inch Portland Cement Concrete Pavement for Driveway, Mix 9	SY	350		\$108.00	\$37,800.00	\$150.60	\$52,710.00	\$185.00	\$64,750.00
5009A	5 Inch White Thermoplastic Pavement Marking Lines	LF	830		\$1.80	\$1,494.00	\$1.00	\$830.00	\$1.70	\$1,411.00
5010A	5 Inch Yellow Thermoplastic Pavement Marking Lines	LF	625		\$1.80	\$1,125.00	\$1.00	\$625.00	\$1.80	\$1,125.00
5011A	12 Inch White Preformed Thermoplastic Pavement Marking Lines	LF	400		\$5.30	\$2,120.00	\$5.50	\$2,200.00	\$8.50	\$3,400.00
5012A	24 Inch White Preformed Thermoplastic Pavement Marking Lines	LF	120		\$15.00	\$1,800.00	\$16.00	\$1,920.00	\$16.90	\$2,028.00
5013A	White Preformed Thermoplastic Pavement Marking Legends And Symbols	SF	134		\$27.00	\$3,618.00	\$27.50	\$3,685.00	\$30.00	\$4,020.00
5014A	Removal Of Existing Pavement Marking Lines, Any Width	LF	670		\$2.60	\$1,742.00	\$2.20	\$1,474.00	\$6.80	\$4,556.00
5015A	Removal Of Existing Pavement Letters, Symbols, Arrow, And Numbers	SF	31		\$6.00	\$186.00	\$5.50	\$170.50	\$11.30	\$350.30
5016A	Graded Aggregate Base - 12 Inch Depth	SY	490		\$23.00	\$11,270.00	\$20.70	\$10,143.00	\$28.00	\$13,720.00



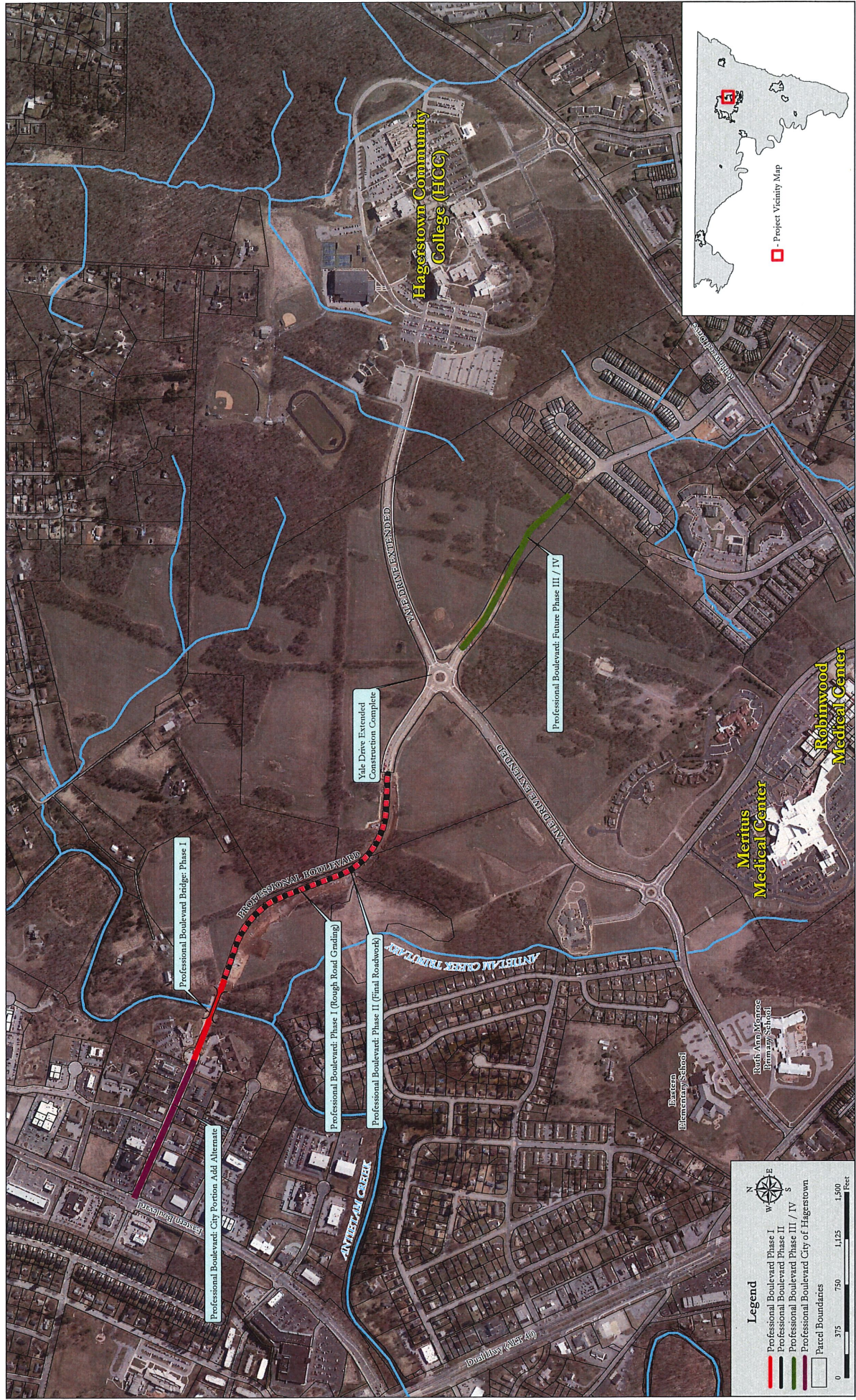
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SHA CONTRACT No. WA071ZM1  
FAP No. APL-3(779)E

				Concrete General 8000 Beachcraft Ave Gaithersburg, MD 20879		Rustler Construction, Inc. 9209 Old Marlboro Pike Upper Marlboro, MD		Kinsley Construction, Inc. 14702 Crown Lane Hagerstown, MD	
Item No.	Item	Unit	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
6001A	Standard Type A Combination Curb & Gutter (Sha Std. No. Md 620.02)	LF	3,100	\$26.00	\$80,600.00	\$35.50	\$110,050.00	\$38.30	\$118,730.00
6002A	Standard Type C Combination Curb & Gutter (Sha Std. No. Md 620.02-01)	LF	520	\$24.00	\$12,480.00	\$35.10	\$18,252.00	\$38.10	\$19,812.00
6003A	Monolithic Concrete Median 2 Feet Wide	LF	450	\$54.00	\$24,300.00	\$138.00	\$62,100.00	\$50.80	\$22,860.00
6004A	4 Inch Concrete Sidewalk	SF	9,000	\$8.00	\$72,000.00	\$11.16	\$100,440.00	\$9.80	\$88,200.00
6005A	Relocate Vinyl Fencing	LF	20	\$132.00	\$2,640.00	\$135.00	\$2,700.00	\$141.00	\$2,820.00
6006A	Detectable Warning Surface	SF	100	\$49.00	\$4,900.00	\$66.00	\$6,600.00	\$39.50	\$3,950.00
7001A	Placing Salvaged Topsoil 4 Inch Depth	SY	550	\$1.00	\$550.00	\$5.00	\$2,750.00	\$12.70	\$6,985.00
7002A	Placing Furnished Topsoil 4 Inch Depth	SY	100	\$24.60	\$2,460.00	\$10.00	\$1,000.00	\$26.00	\$2,600.00
7003A	Turfgrass Establishment	SY	514	\$2.00	\$1,028.00	\$1.00	\$514.00	\$3.80	\$1,953.20
7004A	Refertilizing, All Areas where Turfgrass is Installed	SY	633	\$0.10	\$63.30	\$0.70	\$443.10	\$1.50	\$949.50
7005A	Turfgrass Sod Establishment	SY	43	\$24.60	\$1,057.80	\$8.00	\$344.00	\$52.50	\$2,257.50
7006A	Acer rubrum 'October Glory' 3" Cal., B&B	EA	6	\$640.00	\$3,840.00	\$665.00	\$3,990.00	\$705.00	\$4,230.00
7007A	Gleditsia triacanthos var. inermis 'Skyline' 3" Cal., B&B	EA	5	\$640.00	\$3,200.00	\$666.00	\$3,330.00	\$705.00	\$3,525.00
7008A	Tilia cordata 'Greenspire' 3" Cal., B&B	EA	7	\$640.00	\$4,480.00	\$665.00	\$4,655.00	\$705.00	\$4,935.00
7009A	Ulmus americana 'Princeton' 3" Cal. B&B	EA	4	\$640.00	\$2,560.00	\$666.00	\$2,664.00	\$705.00	\$2,820.00
7010A	Zelkova serrata 'Green Vase' 3" Cal.	EA	3	\$640.00	\$1,920.00	\$666.00	\$1,998.00	\$705.00	\$2,115.00
7011A	Juniperus horizontalis 'Blue Chip' #3 Cont.	EA	73	\$50.00	\$3,650.00	\$53.00	\$3,869.00	\$65.00	\$4,745.00
7012A	Tree Root Pruning	LF	858	\$7.00	\$6,006.00	\$7.70	\$6,606.60	\$2.00	\$1,716.00
8001A	Concrete For Light Foundation	CY	15	\$3,150.00	\$47,250.00	\$1,991.00	\$29,865.00	\$2,090.00	\$31,350.00
8002A	2 Lbs. Per Foot Steel U-Channel Post	EA	31	\$190.00	\$5,890.00	\$128.00	\$3,968.00	\$206.00	\$6,386.00
8003A	Band Sign To Sign Support	EA	3	\$260.00	\$780.00	\$120.00	\$360.00	\$295.00	\$885.00
8004A	No. 6 Awg Stranded Bare Copper Ground Wire	LF	6,100	\$3.70	\$22,570.00	\$1.93	\$11,773.00	\$2.40	\$14,640.00
8005A	Ground Rod - 5/8 Inch Diameter X 8 Foot Length	EA	25	\$285.00	\$7,125.00	\$143.00	\$3,575.00	\$141.00	\$3,525.00
8006A	2 Inch Schedule 40 Rigid Pvc Conduit-Trenched	LF	2,150	\$24.00	\$51,600.00	\$11.00	\$23,650.00	\$26.00	\$55,900.00
8007A	2 Inch Schedule 80 Rigid Pvc Conduit-Bored	LF	2,105	\$108.00	\$227,340.00	\$17.60	\$37,048.00	\$36.00	\$75,780.00
8008A	2 Inch Schedule 80 Rigid Pvc Conduit-Slotted	LF	1,650	\$145.00	\$239,250.00	\$33.00	\$54,450.00	\$63.00	\$103,950.00
8009A	50W LED Luminaire and Photocell for Decorative Hess Canto G	EA	28	\$2,200.00	\$61,600.00	\$6,600.00	\$184,800.00	\$4,290.00	\$120,120.00
8010A	108W LED Cobrahead Roadway Luminaire And Photocell	EA	21	\$1,040.00	\$21,840.00	\$825.00	\$17,325.00	\$900.00	\$18,900.00
8011A	23 Foot Decorative Hess Canto G Steel Light Pole - Double Bracket Arm	EA	15	\$18,500.00	\$277,500.00	\$7,700.00	\$115,500.00	\$31,580.00	\$473,700.00
8012A	30 Foot Aluminum Light Pole - 8 Foot Bracket Arm	EA	21	\$3,100.00	\$65,100.00	\$3,740.00	\$78,540.00	\$3,440.00	\$72,240.00
8013A	Maintain Existing Roadway Lighting	LS	1	\$8,500.00	\$8,500.00	\$1,694.00	\$1,694.00	\$7,050.00	\$7,050.00
8014A	Cable - 1 Conductor, No 6 Awg, Type Xlp	LF	19,480	\$3.30	\$64,284.00	\$2.09	\$40,713.20	\$3.00	\$58,440.00
8015A	Cable - 1 Conductor, No 10 Awg, Type Thwn/Thhn, 600V	LF	4,650	\$2.50	\$11,625.00	\$0.99	\$4,603.50	\$1.60	\$7,440.00
8016A	GTAP Connector Kit	EA	122	\$143.00	\$17,446.00	\$88.00	\$10,736.00	\$107.00	\$13,054.00
8017A	Fuse With Holder	EA	49	\$103.00	\$5,047.00	\$3,850.00	\$188,650.00	\$124.00	\$6,078.00
8018A	Lighting Junction Box - 13 Inch X 24 Inch X 18 Inch (H3)	EA	22	\$1,400.00	\$30,800.00	\$973.50	\$21,417.00	\$1,970.00	\$43,340.00
8019A	LIGHTING JUNCTION BOX - 17 INCH X 30 INCH X 18 INCH (H3)	EA	1	\$1,800.00	\$1,800.00	\$1,430.00	\$1,430.00	\$2,090.00	\$2,090.00
8020A	Sheet Aluminum Signs	SF	189	\$22.00	\$4,158.00	\$4,277.00	\$808,353.00	\$34.30	\$6,482.70
8021A	Relocate Existing Ground Mounted Signs	SF	2	\$108.00	\$216.00	\$25.00	\$50.00	\$43.20	\$86.40
8022A	Remove Existing Ground Mounted Signs And Supports	SF	40	\$42.00	\$1,680.00	\$10.00	\$400.00	\$17.50	\$700.00
8023A	Remove And Dispose Of Existing Lighting Infrastructure	LS	1	\$2,600.00	\$2,600.00	\$4,277.00	\$4,277.00	\$5,640.00	\$5,640.00
8024A	Concrete For Signal Foundation	CY	4	\$3,100.00	\$12,400.00	\$2,354.00	\$9,416.00	\$3,530.00	\$14,120.00
8025A	Ground Rod - 3/4 Inch Diameter X 10 Foot Length	EA	1	\$295.00	\$295.00	\$174.00	\$174.00	\$135.00	\$135.00
8026A	2 Inch Schedule 80 Rigid Pvc Conduit-Trenched	LF	90	\$26.00	\$2,340.00	\$28.60	\$2,574.00	\$25.00	\$2,250.00
8027A	3 Inch Schedule 80 Rigid Pvc Conduit-Trenched	LF	35	\$31.00	\$1,085.00	\$35.20	\$1,232.00	\$29.60	\$1,036.00
8028A	3 Inch Schedule 80 Rigid Pvc Conduit-Bored	LF	45	\$137.00	\$6,165.00	\$35.20	\$1,584.00	\$39.60	\$1,782.00
8029A	4 Inch Schedule 80 Rigid Pvc Conduit-Slotted	LF	90	\$152.00	\$13,680.00	\$103.00	\$9,270.00	\$85.00	\$7,650.00
8030A	Noninvasive Detector, 1000 Foot Lead In Cable	EA	2	\$3,600.00	\$7,200.00	\$3,108.00	\$6,216.00	\$3,670.00	\$7,340.00
8031A	Electrical Cable - 2 Conductor (No. 14 Awg)	LF	1,100	\$3.10	\$3,410.00	\$1.93	\$2,123.00	\$1.70	\$1,870.00
8032A	Electrical Cable - 5 Conductor (No. 14 Awg)	LF	965	\$3.70	\$3,570.50	\$2.31	\$2,229.15	\$2.60	\$2,509.00
8033A	Electrical Cable - 7 Conductor (No. 14 Awg)	LF	1,715	\$4.10	\$7,031.50	\$2.75	\$4,716.25	\$2.80	\$4,802.00
8034A	Traffic Signal Handbox 20.5 Inch x 13.5 inch x 12.75 inch (TS-020)	EA	1	\$1,700.00	\$1,700.00	\$1,870.00	\$1,870.00	\$2,540.00	\$2,540.00
8035A	Electrical Handhole (Sha Standard)	EA	2	\$4,100.00	\$8,200.00	\$1,870.00	\$3,740.00	\$2,260.00	\$4,520.00
8036A	Sheet Aluminum Traffic Signal Signs	SF	135	\$56.00	\$7,560.00	\$83.00	\$11,205.00	\$56.60	\$7,641.00
8037A	12 Inch LED Vehicular Traffic Signal Head Section	EA	48	\$390.00	\$18,720.00	\$418.00	\$20,064.00	\$420.00	\$20,160.00
8038A	16 Inch LED Countdown Pedestrian Signal Head	EA	3	\$583.00	\$1,749.00	\$864.00	\$2,592.00	\$960.00	\$2,880.00
8039A	IP-Based Video Detection Camera & Any Length Lead-In Cable	EA	4	\$10,500.00	\$42,000.00	\$10,333.00	\$41,332.00	\$9,980.00	\$39,920.00
8040A	Video Interface Equipment	EA	1	\$4,100.00	\$4,100.00	\$6,424.00	\$6,424.00	\$5,640.00	\$5,640.00
8041A	Discriminator Module, 4 Channel, No. 764	EA	1	\$3,900.00	\$3,900.00	\$4,730.00	\$4,730.00	\$4,000.00	\$4,000.00
8042A	Opticom No. 721 Detector Eye	EA	3	\$1,100.00	\$3,300.00	\$1,265.00	\$3,795.00	\$900.00	\$2,700.00
8043A	4 Conductor Opticom Cable	LF	740	\$3.28	\$2,427.20	\$2.20	\$1,628.00	\$1.70	\$1,258.00
8044A	Audible/Tactile Pedestrian Pushbutton Station And Sign	EA	7	\$1,000.00	\$7,000.00	\$908.00	\$6,356.00	\$1,130.00	\$7,910.00
8045A	2-Wire Aps Central Control Unit	EA	1	\$3,500.00	\$3,500.00	\$4,180.00	\$4,180.00	\$5,080.00	\$5,080.00
8046A	5 Foot Breakaway Pedestal Pole (Powder Coated Hadco Green)	EA	4	\$1,200.00	\$4,800.00	\$1,788.00	\$7,152.00	\$2,260.00	\$9,040.00
8047A	10 Foot Breakaway Pedestal Pole (Powder Coated Hadco Green)	EA	2	\$1,400.00	\$2,800.00	\$2,035.00	\$4,070.00	\$2,540.00	\$5,080.00
8048A	27 FT Steel Pole With A Single 50 FT Mast Arm (Powder Coated Hadco Green)	EA	1	\$3,300.00	\$3,300.00	\$24,063.00	\$24,063.00	\$35,530.00	\$35,530.00
8049A	Remove And Dispose Of Existing Signal Equipment	LS	1	\$2,600.00	\$2,600.00	\$1,760.00	\$1,760.00	\$2,540.00	\$2,540.00
8050A	Adjust Existing Sewer Manhole	EA	2	\$1,300.00	\$2,600.00	\$600.00	\$1,200.00	\$660.00	\$1,320.00
8051A	Adjust Existing Sewer Clean Out	EA	3	\$493.00	\$1,479.00	\$500.00	\$1,500.00	\$280.00	\$840.00
8052A	Adjust Existing Stormdrain Manhole	EA	3	\$2,300.00	\$6,900.00	\$600.00	\$1,800.00	\$660.00	\$1,980.00
8053A	Adjust Existing Water Valves	EA	8	\$657.00	\$5,256.00	\$300.00	\$2,400.00	\$320.00	\$2,560.00
ADD ALTERNATE TOTAL				\$3,183,021.30		\$3,868,276.60		\$3,961,185.30	
TOTAL BASE BID PLUS ADD ALTERNATE				\$6,617,402.10		\$6,987,064.10		\$7,180,468.55	

\* Denotes Mathematical Error



# Professional Boulevard Corridor







## Agenda Report Form

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### Open Session Item

**SUBJECT:** Position Grade Change Request

**PRESENTATION DATE:** August 16, 2022

**PRESENTATION BY:** Andrew Eshleman, Director of Public Works and Mark Bradshaw, Director of Environmental Management

**RECOMMENDED MOTION:** To approve the recommended position grade changes for the Transit Maintenance Worker and the Utility Worker II positions from grade 6 to 7.

**REPORT-IN-BRIEF:** The Transit Department Maintenance Worker and the Environmental Management Utility Worker II positions are currently grade 6 positions with a starting annual salary of \$30,722 and are recommended to change to grade 7 positions with a starting salary of \$33,197. Similar full time maintenance worker positions that also require the possession of a Class B Commercial Driver's license are grade 7 or higher.

**DISCUSSION:**

Attracting and keeping qualified transit maintenance and utility worker personnel has been challenging. Applicants either do not have a commercial driver's license or if do leave for other similar, but higher grade and paying jobs. The possession of a Class B Commercial Driver's license is necessary in the case of the Transit Maintenance Worker to shuttle buses and for the Utility Worker to drive a dump truck.

Employees performing the job that do not have their Class B CDL would remain paid at a grade 6 level, and upon obtaining their CDL would upgrade to the same step on a grade 7. There are two Utility Maintenance Worker II positions and one Transit Maintenance Worker position affected by the change, but no current employees' pay will be immediately affected.

**FISCAL IMPACT:** Approximately \$2,500 per employee in additional salary + associated fringe benefits able to be absorbed in the existing operating budgets.

**CONCURRENCES:** County Administrator, HR Director

**ALTERNATIVES:** N/A

**ATTACHMENTS:** Job Descriptions

**AUDIO/VISUAL NEEDS:** N/A

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<b>JOB TITLE:</b>	Utility Worker II	<b>GRADE:</b>	7
<b>DEPARTMENT:</b>	Water Quality	<b>FLSA STATUS:</b>	Non-Exempt
<b>REPORTS TO:</b>	Maintenance Superintendent		

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**GENERAL RESPONSIBILITIES:**

Responsible for general labor work in the installation, repair and maintenance of systems, equipment, structures, and grounds.

**ESSENTIAL TASKS:**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

1. Perform general custodial work of facilities including floor care.
2. Performs complete grounds maintenance of all facilities including mowing, pruning, landscaping, grading, top soiling, seeding and mulching, sediment control, pesticide application and weed control.
3. Provide snow removal for all facilities including plowing, shoveling and application of ice melts and abrasives.
4. Perform general maintenance and/or repair of permanent or temporary structures as required.
5. Provide care, proper use and general maintenance of equipment and tools.
6. Provide general labor for electricians, system mechanics and construction crew as required.
7. Wash, clean and maintain department vehicles, equipment and pumps as required.
8. Provide direction, tools, supplies and equipment for supplemental work force (correctional work crew).
9. Assist in maintaining low pressure residential sewer systems.
10. Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

1. General knowledge of safety standards.
2. General knowledge of building and grounds maintenance procedures.
3. General knowledge of use and care of medium to small equipment and hand tools.
4. Ability to complete assigned tasks in an efficient and acceptable manner without full-time supervision.
5. Able to work flexible hours as required depending on circumstances.
6. Ability to drive and operate dump truck and utility equipment trailers.
7. Ability to drive and operate truck with snowplow.
8. Ability to operate medium to small, powered mowing equipment.

**EDUCATION AND EXPERIENCE:**

1. High School Graduate.
2. Two (2) years' experiences in grounds maintenance and construction related field.

A comparable amount of training and experience may be substituted for the minimum qualifications.

**PHYSICAL REQUIREMENTS:**

This is sometimes heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects. Work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions. Vocal communication is required for expressing or exchanging ideas by means of spoken word. Hearing is required to perceive information at normal spoken word levels. Visual acuity is required for color perception, visual inspection involving small defects and/or small parts, assembly or fabrication of parts at or within arm's length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and

thoroughness of work, and observing general surroundings and activities. The worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions and oils. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

**SPECIAL REQUIREMENTS:**

- A valid Class "B" Commercial Driver's License for air brake equipped vehicles.
- Applicants who do not have a valid Class "B" Commercial Driver's License at the time of hire:
  - Must obtain Class "B" learners permit within 90 calendar days from date of hire.
  - Must obtain and maintain a valid Class "B" Commercial License within the first 9 months from date of hire.
  - Applicants who do not have a valid Class "B" Commercial Driver's License at the time of hiring will be paid at a Grade 6 rate until obtaining the required license.
- Willingness to be on call 24 hours per day, 7 days a week.

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Revised 08/2015, 09/2016, 7/2018, 4/2020, 8/2022

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

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**JOB TITLE:** TRANSIT MAINTENANCE WORKER      **GRADE:** 7

**DEPARTMENT:** DPW - TRANSIT      **FLSA STATUS:** NON-EXEMPT

**REPORTS TO:** TRANSIT FLEET & FACILITY MGR

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**GENERAL DEFINITION OF WORK:**

Performs responsible semiskilled work making minor service and mechanical repairs to facilities and equipment, and general cleaning and maintenance of vehicles, buildings and grounds. Direction is provided by the Transit Fleet & Facility Manager and occasionally the general direction of other management personnel.

**ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

1. Provides janitorial and general cleaning of office, shop and transfer center areas including but not limited to wet mops and waxes floors, vacuums and cleans carpet, empties trash and recyclables, etc.
2. Performs general grounds keeping duties.
3. Performs the duties of Transit Line Service Attendants as required.
4. Assists with road calls for vehicle breakdowns.
5. Performs routine maintenance of grounds, equipment and buildings as needed.
6. Operates a County vehicle as needed.
7. Performs seasonal labor duties as required such as shoveling and plowing snow, spreading de-icing/anti-skid chemicals, mowing/trimming of grass areas, and general landscape duties to maintain grounds
8. Keeps simple records of fuel consumption, parts, supplies and inventory.
9. Patrols transfer center for unauthorized vehicles or persons and contact law enforcement authorities if needed.
10. Performs departmental related tasks and other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

General knowledge of the common practices, tools and terminology of the mechanical or building trade to which assigned; general knowledge of the use and characteristics of common building materials; general knowledge of the hazards and safety precautions associated with the work; skill in the use of tools and equipment; ability to work from sketches, drawings, plans or specifications; ability to follow oral and written instructions; ability to estimate needed materials and time required for various jobs; ability to establish and maintain effective working relationships with associates; ability to perform duties under inclement and or extreme weather conditions.

**EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from high school and building maintenance and repair experience.

**PHYSICAL REQUIREMENTS:**

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects, and some heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arm's length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, atmospheric conditions, and oils. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

**SPECIAL REQUIREMENTS:**

- A valid Class "B" Commercial Driver's License for air brake equipped vehicles and passenger endorsements.
- Applicants who do not have a valid Class "B" Commercial Driver's License at the time of hire:
  - Must obtain Class "B" learners permit within 90 calendar days from date of hire.
  - Must obtain and maintain a valid Class "B" Commercial License within the first 9 months from date of hire.

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- o Applicants who do not have a valid Class "B" Commercial Driver's License at the time of hiring will be paid at a Grade 6 rate until obtaining the required license.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Revised: 2/17; 1/19, 8/2022

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## Agenda Report Form

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### Open Session Item

**SUBJECT:** Transit Department Reorganization

**PRESENTATION DATE:** August 16, 2022

**PRESENTATION BY:** Andrew Eshleman, Director of Public Works and Kevin Cerrone, Director of Transit

**RECOMMENDED MOTION:** To approve the recommended Transit Department organizational changes.

**REPORT-IN-BRIEF:** The Transit Department operations have been evaluated. The vacant Deputy Director of Transit position affords the opportunity for a Transit Department reorganization to address existing and future needs in the most cost effective manner.

### **DISCUSSION:**

The Deputy Director of Transit grade 14 position is proposed to be eliminated. The Deputy Director served directly under the Director supporting the entire operation, but effectively focused on daily transit operations. Those duties can be managed by dividing job responsibilities among several upgraded employee positions and consolidating transit supervision into transit operations and fleet/facility management.

The previous model provided several layers of accountability/management on the driver's side, but no clear structure to support the passenger and community needs. A new position "Communications and Outreach Manager" would be created to oversee dispatch of demand response (paratransit), ride assist (taxi voucher), and future microtransit programs and be the primary liaison for transit related issues and needs in the community. Washington County Transit (WCT) is an important community social service supporting a lower income demographic reliant on transportation services for employment, medical transport and personal errands, however, WCT property and buses also experience many of the community wide social and public health problems and should be part of the solution in addressing those issues.

The two existing "Office Associate" positions would be upgraded to "Communication Specialist" to align more with their current duties and the need associated with route scheduling and responding to customer service issues rather than strictly office administrative responsibilities. Between the three communications focused employees a downtown community office presence can be established at the Bus Transfer Center on Franklin Street.

The existing "Driver's Supervisor" position will be upgraded to "Transit Operations Supervisor" and will manage the drivers, the communications staff, and report directly to the Transit Director.

The proposed changes are anticipated to be near cost neutral and the best use of existing personnel that also accounts for supervisory coverage of a 17hr/6 day/week operation and future needs of the Department/community.

This reorganization focused on transit management operations, however, there will continue to be challenges hiring full time and part time CDL drivers that will need to be revisited and addressed.

Position Change Summary:

Elimination of “Deputy Director of Transit” Grade 14 Position.

-\$66,000 salary - payroll taxes/benefits

New “Communications and Outreach Manager”, Grade 11

+~\$45,136, (grade 1) + payroll taxes/benefits

Upgrade “Driver’s Supervisor” Grade 11 to “Transit Operations Supervisor” Grade 13

+ ~\$8,000 + payroll taxes/benefits

Upgrade two “Office Associates” Grade 6 to “Communication Specialists” Grade 8

+ ~\$4,500 each (\$9,000 total) + payroll taxes/benefits

**FISCAL IMPACT:** Anticipated to be near cost neutral depending on starting grade and benefits of Communications and Outreach Manager hired.

**CONCURRENCES:** County Administrator, HR Director

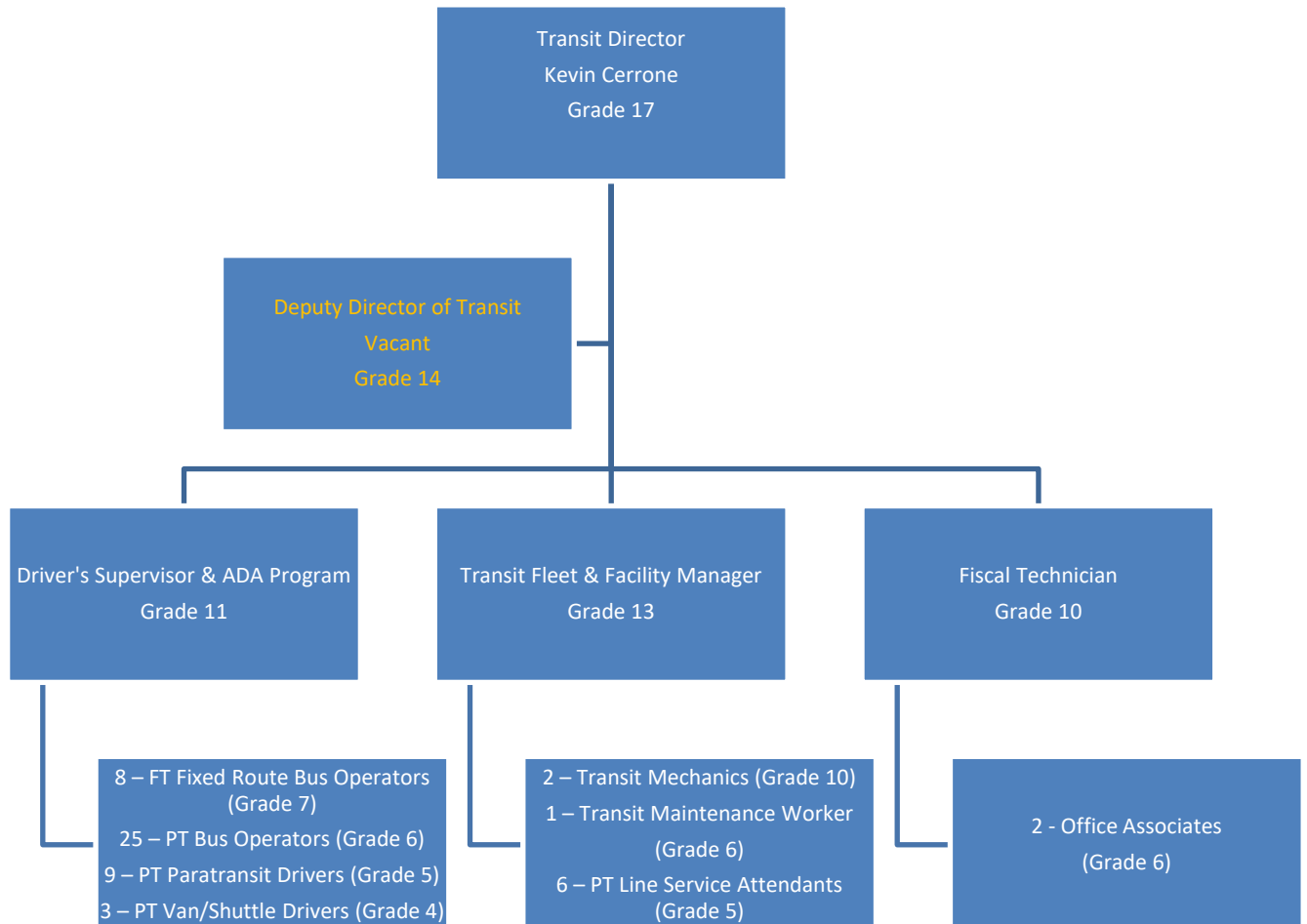
**ALTERNATIVES:** N/A

**ATTACHMENTS:** Organizational Chart Exhibits, and job descriptions

**AUDIO/VISUAL NEEDS:** N/A

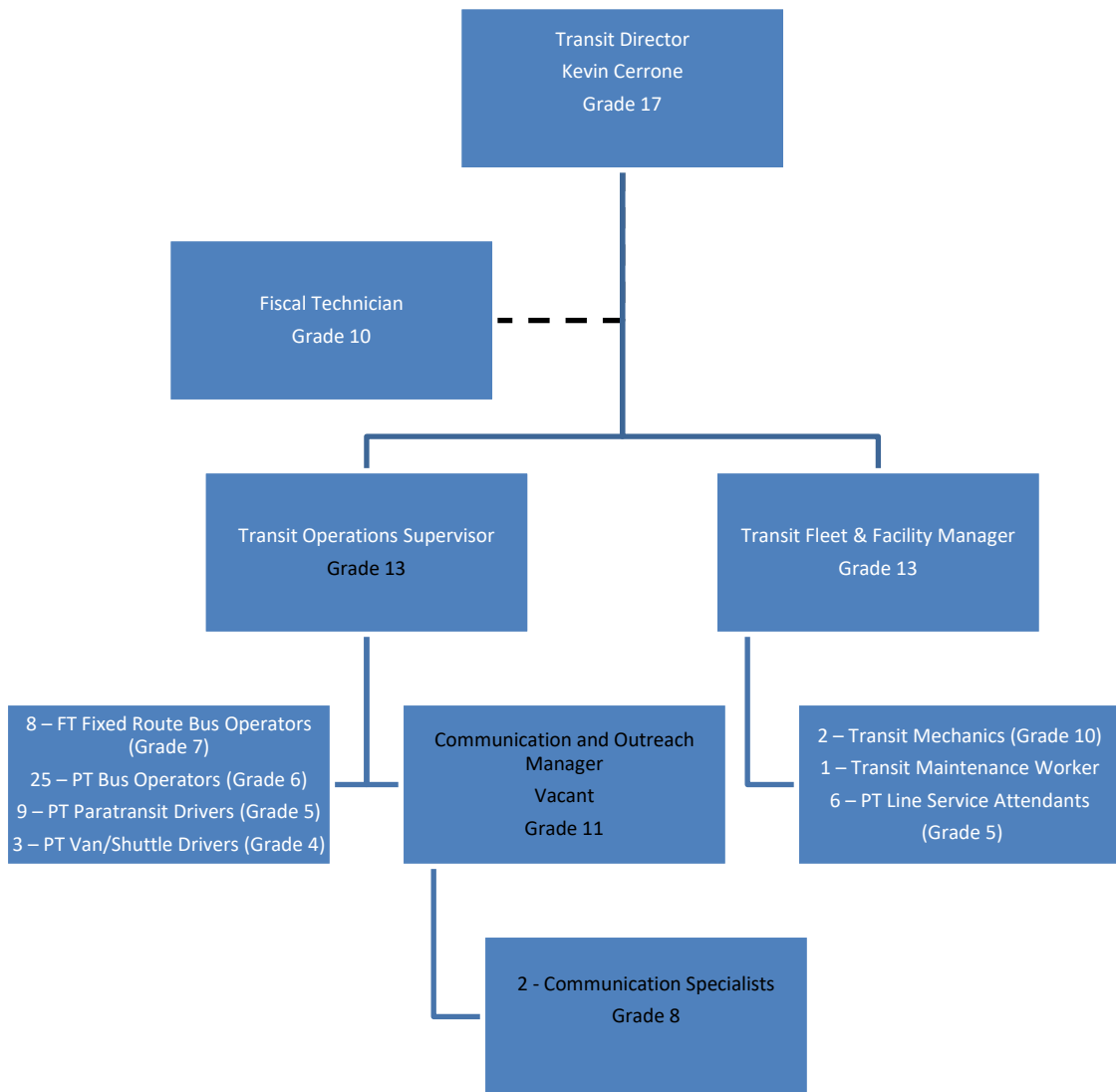
# Transit Department

## Current Organization Chart



# Transit Department

## Proposed Organization Chart





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<b>JOB TITLE:</b>	<b>Transit Operations Supervisor</b>	<b>GRADE</b>	<b>13</b>
<b>DEPARTMENT:</b>	<b>Transit</b>	<b>FLSA STATUS:</b>	<b>Exempt</b>
<b>REPORTS TO:</b>	<b>Transit Director</b>		

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### **GENERAL RESPONSIBILITIES:**

This professional position performs difficult technical and intermediate administrative work assisting with the day-to-day operations of the comprehensive public transit system and overseeing and participating in the training and certification of transit drivers. Direction is provided by the Transit Director. Supervision is exercised over subordinate personnel.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

1. Assists with department oversight including specific transit related programs. Provides daily instruction and direction to transit drivers and office staff.
2. Conducts training of transit drivers and office staff, including new driver training, emergency evacuation, passenger assistance, wheelchair securement, route training, defensive driving, etc...
3. Prepares and administers current department policy and procedures. Keeps abreast of evolving Federal and State requirements and ensures departmental compliance. Implements changes.
4. Oversees bus fare collection and counting. Reports all related equipment malfunctions to the Fleet and Facility Manager for repairs.
5. Assists with budget and grant application submissions.
6. Prepares and submits a variety of reports and maintains appropriate records.
7. Receives and responds to complaints from employees and the public.
8. Analyzes farebox computer generated ridership and driver reports; designs and creates spreadsheets for tracking ridership data; recommends and designs route changes based on ridership analysis and changes in the community.
9. Handles disciplinary action involving transit drivers and office staff. Interviews and recommends applicants for hire. Conducts transit driver and office staff performance evaluations.
10. Investigates vehicle accidents and takes appropriate action. Reviews accident/incident reports to recommend preventive measures and training.
11. Administers mandated FTA/DOT Drug and Alcohol testing program.
12. Represents the transit system at local, regional and statewide meetings and events. Acts as liaison with other local and State transportation offices; attends regional and state-wide seminars and meetings.
13. Promotes transportation services; encourages the use of public transit; conducts public outreach; coordinates the design and updates of transit department's public outreach.
14. Prepares and approves departmental payroll of transit drivers and office staff.
15. Acts as Transit Director when assigned and required. Provides shift coverage of other transit supervisory personnel during absences.
16. Performs related tasks as assigned.



**KNOWLEDGE, SKILLS AND ABILITIES:**

General knowledge of Federal Motor Carrier Safety Regulations (F. M. C. S. R.) and the Americans with Disabilities Act of 1990 (ADA) as related to public transportation; general knowledge of Federal and State Occupational Safety Health Administration (O.S.H.A./M.O.S.H.) Laws, Rules, Regulations and Standards; ability to establish and monitor bus routes and schedules; ability to plan and supervise the work of subordinate employees; ability to establish and maintain effective working relationships with associates and the general public.

**EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from an accredited college with major course work in business management, transportation program coordination and safety compliance. Minimum of 5 years of supervisory experience preferred.

**PHYSICAL REQUIREMENTS:**

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arm's length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise, vibration, hazards, atmospheric conditions, and oils.

**SPECIAL REQUIREMENTS:**

Possession of or ability to obtain (within 9 months) and maintain a valid CDL Class B driver's license with airbrake and passenger endorsements; (CDL and DOT physical required). This is a safety sensitive position and is subject to Federal Transit Administration substance abuse regulations.

This position expects occasional weekend, evening, and holiday work for supervisory coverage.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks



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<b>JOB TITLE:</b>	<b>Transit Communications Specialist</b>	<b>GRADE</b>	<b>8</b>
<b>DEPARTMENT:</b>	<b>Transit</b>	<b>FLSA STATUS:</b>	<b>Non-Exempt</b>
<b>REPORTS TO:</b>	<b>Transit Communications and Outreach Manager</b>		

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### **GENERAL DEFINITION OF WORK:**

Under general supervision of the Transit Communications and Outreach Manager, employee is responsible for providing efficient, timely and effective radio/telephone communications. Utilizing both manual and computer resources, employee records, organizes, processes and coordinates reservations and assigns trips to drivers and/or outside transportation services. Employee works closely with the public and must be sensitive to their needs. Additionally, employee performs intermediate clerical work providing administrative support which requires above average experience and/or training in typing, filing and operating various types of office equipment. Direction may be provided by the Transit Communications and Outreach Manager, Transit Operations Supervisor, or Transit Director.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

1. Receives requests for transportation; generates and distributes driver manifests; assigns demand-response vehicles and drivers; maintains data base containing client and destination information.
2. Makes on the spot judgements to assure clients are picked up and dropped off on time.
3. Works with other agencies health care facilities, assisted-living centers, and the public to fulfill their transportation needs as best possible.
4. Verifies eligibility of elderly and medical clients as necessary.
5. Answers telephones, email communications, text messages, and social media inquiries. Receives, researches, and/or assists with information regarding inquiries and complaints.
6. Maintains files of correspondence, forms, reports, etc.
7. Types correspondence, reports, minutes, lists, forms, memoranda, etc.
8. Sells bus tickets, passes, and vouchers to the public.
9. Processes farebox receipts and creates bank deposits.
10. Maintains postings and notifications to transit users.
11. Orders and maintains departmental supplies as needed.
12. Maintains various schedules; compiles, prepares and disseminates various statistical reports.
13. Provides shift coverage of other transit personnel and their responsibilities during absences.
14. Attend various meetings and seminars on and off site.
15. Performs related tasks as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

General knowledge of proper business English and spelling; ability to answer inquiries and assist the public in a courteous manner; ability to understand and follow oral and written instructions; ability to operate personal computer quickly and accurately; excellent skills in Microsoft Word and Excel; ability to establish

and maintain effective working relationships with associates and the public.

**EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from high school and considerable office and customer service experience.

**PHYSICAL REQUIREMENTS:**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

**SPECIAL REQUIREMENTS:**

Possession of and maintain a valid Class C driver's license. Knowledge of public transportation programs. This is a safety sensitive position and is subject to Federal Transit Administration substance abuse regulations.

This position expects occasional weekend, evening, and holiday work. This position is based at the Transit Office, but is expected to work some scheduled days/times at the Bus Transfer Center.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

8/2022



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<b>JOB TITLE:</b>	<b>Transit Communications and Outreach Manager</b>	<b>GRADE</b>	<b>11</b>
<b>DEPARTMENT:</b>	<b>Transit</b>	<b>FLSA STATUS:</b>	<b>Exempt</b>
<b>REPORTS TO:</b>	<b>Transit Operations Supervisor</b>		

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### **GENERAL DEFINITION OF WORK:**

Performs difficult skilled clerical work and intermediate semiskilled work scheduling and dispatching transit demand-response to transport patrons. Employee works closely with the public and must be sensitive to their needs. This classification is responsible for the direction and management of community outreach and public engagement. Direction is provided by the Transit Operations Supervisor. Supervision is exercised over Communications Specialist personnel.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

1. Assists the Transit Operations Supervisor with operation of system.
2. Oversees function of Communication Specialists. Receives requests for transportation and schedules transit drivers.
3. Responsible for developing relationships with community groups, businesses and public to fulfill their transportation needs to maintain and build ridership and resolve issues.
4. Performs dispatching related duties. Dispatches buses, answers two-way radio calls, initiates bus exchanges, replaces fare box modules and responds to vehicle accident calls.
5. Answers telephones, email communications, text messages, and social media inquiries. Receives, researches, and processes information regarding inquiries and complaints.
6. Approves eligibility for demand-response/micro-transit programs.
7. Ensures ADA Paratransit, JOBS and other micro-transit programs are sufficiently operating.
8. Represents the transit system at local, regional, and statewide meetings and events. Acts as liaison with other local and State transportation offices; attends regional and state-wide seminars and meetings.
9. Promotes transportation services; encourages the use of public transit; conducts public outreach; coordinates the design and implementation of transit department's public outreach and engagement tools/plans.
10. Maintains union employee's overtime log.
11. Oversees processing of farebox receipts and bank deposits. Assists with implementing new bus service. Maintains rider schedules, route map and other modes of communication with transit riders.
12. Responds to locations of in-service vehicle breakdowns, incidents, accidents, and other service issues and renders assistance as needed.
13. Assists with driver and office staff training.
14. Performs general duties in the absence of administrative personnel. Provides shift coverage of other supervisory personnel during absences.
15. Composes and posts bus notices.
16. Assists in the recruitment and selection of transit drivers.
17. Performs related tasks as required.



## **KNOWLEDGE, SKILLS AND ABILITIES:**

Strong interpersonal skills and the ability to interact and collaborate with and maintain relationships with community partners and the general public. The ability to effectively communicate written and verbal communication with knowledge and experience using personal computers as well as Microsoft Word, Excel and transit trip scheduling software. Thorough knowledge of street systems and location of major buildings and facilities; thorough knowledge of transportation policies and procedures; general knowledge of the principles of operating and servicing passenger vehicles; thorough knowledge of the traffic laws and regulations governing passenger vehicles operations; ability to record information accurately and quickly; ability to speak distinctly; ability to plan and supervise the work of subordinates. Spanish bilingual skills preferred.

## **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from high school and extensive experience operating motorized equipment with some experience coordinating community outreach, customer service, community relations, or scheduling and routing drivers.

## **PHYSICAL REQUIREMENTS:**

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects, and some medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires reaching, pushing, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, night vision, peripheral vision, visual inspection involving small defects and/or small parts, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise, vibration, and atmospheric conditions.

## **SPECIAL REQUIREMENTS:**

Possession of or ability to obtain (within 9 months) and maintain a valid CDL Class B driver's license with airbrake and passenger endorsements; (CDL and DOT physical required). This is a safety sensitive position and is subject to Federal Transit Administration substance abuse regulations.

This position expects occasional weekend, evening, and holiday work for supervisory coverage. The position is based at the Transit Office, but is expected to have a regular presence at the Bus Transfer Center and in the community.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.



## Agenda Report Form

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Open Session Item

**SUBJECT:** Discussion - FY22 Surplus – Income Tax and Recordation Tax

**PRESENTATION DATE:** August 9, 2022

**PRESENTATION BY:** Kelcee Mace, Interim Chief Financial Officer

**RECOMMENDED MOTION:** For informational purposes.

**REPORT-IN-BRIEF:** Potential budget adjustment to utilize additional funding to one time County needs and capital projects.

**DISCUSSION:** Income and Recordation tax revenues have exceeded budgeted amounts for FY22. Included below is a list of projects/recommendations from staff for the allocation of the FY22 surplus funds. These recommendations are based on specific reductions made to the capital plan during the FY23 capital budget review process, rising costs due to inflation, and suggestions from previous discussions relating to the anticipated FY22 surplus.

Project	Amount	Project	Amount
Systemic Improvements	3,000,000	Northern Ave Bridge	150,000
IT Replacement	850,000	School Construction	2,000,000
General Vehicle	500,000	Wesel Blvd	2,000,000
HWY Equipment	1,400,000	Pension	5,000,000
Police Vehicles	1,000,000	Operating Reserve	5,000,000
P25 Communications Upgrade	2,000,000	Capital Reserve	6,000,000
Roof Replacements	1,500,000	Capital Contingency	2,600,000
Pavement Maintenance	2,000,000	TOTAL	\$35,000,000

**FISCAL IMPACT:** \$35,000,000

**CONCURRENCES:** County Administrator

**ALTERNATIVES:** N/A

**ATTACHMENTS:** N/A

**AUDIO/VISUAL NEEDS:** N/A